



## Top Tips

- Get expert advice to make sure your payroll administration is meeting employment legislation.
- Keep up to date with employment law. With ever changing employment legislation it is critical to ensure payroll processing is accurate as the consequences can be costly (IRD Audit, MBIE Prosecution).
- It is a legal requirement to keep personnel files for at least six years and pay records seven years.
- Ensure you have the correct employment agreements that match your employee. It will save you time, money and a whole lot of frustration if you get this correct RIGHT from the start. Trying to calculate final pays with incorrect or little information can be very time consuming and can result in the employer paying out more!

With the right advice and assistance you can have peace of mind in regards to payroll



Call us today and let us help manage your payroll effectively



 **cooperaitken** accountants limited  
creating freedom in your business

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# Payroll Advisory

Let us take the guesswork out of managing your Payroll



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CooperAitken Accountants can help you throughout your life – both professionally and personally.

As well as our Accounting Services, we offer expertise in ACC, Human Resources, Companies and Trust Administration, Marketing, Software Solutions and Payroll.

## Payroll Advisory/Advice

### Managing employees and processing payroll can be very complex and become time consuming and frustrating.

Our dedicated team at CooperAitken can provide you with ongoing support, so you can focus on the core day to day operations and business management.

When you work with CooperAitken Accountants, you can be sure of quality accounting services. We can relieve you of the burden of payroll administration and employment legislation through our comprehensive and confidential payroll services.

There has been a lot of media attention highlighting the non-compliance with the Holidays Act 2003. CooperAitken can ensure that your payroll is fully compliant with the Holidays Act 2003 and the Minimum Wage Act 1983.

New requirements from the IRD to provide more employee information and more frequently is proving a challenge to remain compliant.

Don't take risks, get expert Payroll advice and assistance.

### We can help you by:

- Processing pay runs.
- Payday filing with the IRD.
- Calculation bonus payments/final pays.
- Providing extensive payroll reporting: payslips, leave liability reports, bank schedules to upload to your internet banking for quicker transfer to employee.
- Conducting yearly check-ups to ensure compliance.

We also offer a range of training workshops to keep you up to date with your employer obligations.

In any business, staff are always one of the most important assets, and we can help you get the best out of them – no matter how few or how many employees you have.

**Let us help you manage your payroll - call us to today on 07 889 7153**

## PEACE OF MIND

- Random MBIE audits can be handled without fear of fines.
- We guarantee PAYE will be ir-filed on time with no penalties or interest incurred.

## SAVING YOU MONEY

- Timesheet records maintained at all times, meaning in the event of an MBIE payroll audit, there will be no nasty surprises in pay arrears, penalties and fines.
- Employee records will be kept up to date at all times, ensuring accurate final pay calculations.

We hear of many cases where records are not kept and a third party will become involved, this can be extremely costly.

## SAVING YOU TIME

- We can enter timesheets on your behalf.
- Processing of your payroll can be completed by us.
- No need to worry about updating the necessary deduction notices from the IRD - we will do this for you.
- Saving you time from processing payroll.