

# NZPPA

## Developing and Supporting Payroll Professionals

NZPPA supports business with the following FREE activities:

- **Payroll Provider Directory** (look for payroll software and service providers)
- **Payroll Resources** (including forms/templates and checklists)
- **FREE ePayroll newsletter** (latest updates/advice and tips on how to run your payroll)
- **FREE access to NZPPA's blog "PayTalk"** (payroll articles, links and references updated daily)

Go to NZPPA's website to find out more.

[www.nzppa.co.nz](http://www.nzppa.co.nz)

Everything you need to know is on our website!

[www.nzppa.co.nz](http://www.nzppa.co.nz)



### NZPPA's ePayroll

To get the latest information delivered to your inbox on changes to payroll sign up today for NZPPA's **FREE ePayroll** newsletter.

**Go to NZPPA's website and enter your details today!**

### CONTACT US

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\*NZPPA does not promote or sell payroll software

## Payroll Auditing & Consulting Services to Keep You On Track



Payroll accounts for one of the largest costs a business has, ensure it is compliant use NZPPA, audits for payroll by the proven payroll experts.



New Zealand  
**Payroll Practitioners**  
Association

Developing and Supporting  
Payroll Professionals

# NZPPA AUDITING SERVICES – FIND OUT IF YOUR PAYROLL IS RIGHT!

If your payroll is wrong it is high risk for any business and if not identified quickly it could become a major cost to the business, this is not just in terms of money (which can be substantial) but in the amount of time trying to resolve any issues identified.

Payroll amounts to the largest if not the second largest cost a business has being labour cost. If there is a list of risks for a business to manage payroll should be near the top of that the list!

## Why do things go wrong in payroll?

One of the major issues for employers in New Zealand is there is no payroll standard or certification process for New Zealand payroll and if your payroll is wrong the employer is ultimately responsible for any mistakes and shortfalls.

In the worst case the employer could face prosecution (IRD and/or MBIE), fines, interest, expensive legal fees and the potential to undermine the employment relationship with their employees.

## What NZPPA sees and works with employers and suppliers to resolve are:

- Payroll software that has not been designed for the NZ environment being used to process NZ Pays.
- Payroll being configured by people that do not have an understanding of NZ legislative requirements.
- Application of agreed terms have not been applied correctly to the payroll setup.
- Payroll practice and process that are substandard and have made payroll costly, ineffective and error prone.
- That IRD, MBIE or other external parties (Union or an employee) have raised a specific issue with payroll and you need an analysis undertaken.

## What types of audits NZPPA provides?

To help you ensure your payroll is compliant and best practice we offer auditing and consultancy services in the following areas:

### 1. Payroll (Holidays Act 2003) Audit

This audit concentrates on the calculations that are required to be conducted under the Holidays Act 2003. Access to payroll data is required\*.

### 2. Payroll Compliance Audit

Analyses all payroll procedures (manual and automated), policy, forms and the payroll application to find out whether they comply with both current legislation and payroll best practice\*.

### 3. HR Compliance audit

Analysis of all HR procedures, policy, forms, etc. to find out whether they comply with current legislation and HR best practice (does not cover payroll)\*.

### 4. HR and Payroll Compliance Audit

This includes all three audits described above\*.

### 5. Ghost Audit

This type of audit provides a spot check of all employees that have been paid in a pay period to check if in fact they are current employees\*.

### 6. Payroll Staff Assessment

This type of assessment is to identify what the current skill level is for an individual payroll practitioner or for the team as a whole. The assessment can be used to identify professional development or to assess their outgoing suitability for working in payroll\*.

\*A comprehensive report is provided that tells you what was discovered, what gaps and risks are present and our conclusions and recommendations.

There is some work you would need to do for any of the above audits (providing the information via a questionnaire and other supporting documents). We can also tailor the audit and consult on any other aspect of your payroll, we are the proven payroll experts.

**If you want to find out more and get a no obligation FREE quote please contact NZPPA today!**