

SKIPPER LAY & ASSOCIATES LTD

CHARTERED ACCOUNTANTS & BUSINESS ADVISORS

FREE 2 hour payroll course for small to medium business owners

Payroll is not as easy as you think. We promise you'll enjoy the course and in 1 ½ hours you'll have a better understanding of payroll issues - especially how to avoid the traps!

- An introduction to paying staff and IRD payroll obligations
- What you must have on file for each employee
- Paying employees. What's the minimum wage? Do you have to provide a payslip?
- Know the difference between a contractor, an employee, casual or part time?
- How to pay additional payments to employees and the correct way to pay allowances
- Deductions (ie student loans, court fines, child maintenance)
- Annual leave, public holiday, sick leave, parental leave
- Terminating employees and their entitlements.
- KiwiSaver – what employers must do and what to advise employees
- ACC – what to do if an employee is injured either at work or away from work
- IRD penalties
- Easy payroll solutions that don't cost the earth. Find the one that suits you.

Take advantage of experts who will be on hand to help with any payroll, or employment issues you are having.

Venue: Massey Park Function Room
2 Ron Keat Drive, Papakura

Date: 9 July 2013

Time: 4.00 to 6 pm

Refreshments provided

To enrol email joanne@skipperlay.co.nz or call 09 2988025 and ask for Jo

SmartPayroll