



# NZ Payroll Fundamentals



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Cost: \$850 per person

Duration: One Day

## Program Overview

Payroll, taxation and KiwiSaver are the core elements of your payroll systems. Every new financial year changes to legislation can challenge your understanding of payroll guidelines that may affect your business. Learn the impact that payroll legislation has on your business. You will gain confidence that you are meeting the necessary requirements, all while networking with other payroll professionals.

## This program is ideal for:

- New payroll professionals
- Experienced payroll professionals wanting updates to payroll legislation
- HR professionals
- Accountants and bookkeepers wanting to expand their payroll knowledge

**Note:** This program is not ADP product specific.

## Program Inclusions

- A comprehensive manual covering all aspects of the program
- An interactive classroom experience where learning is enhanced
- Lunch and refreshments

## Prerequisites

- Nil

## Learning Objectives

By the end of this session you will be able to:

- Identify various employment and leave types
- Explain mandatory and optional leave types
- Outline Inland Revenue Department (IRD) tax and reporting requirements
- Understand the Holiday Act
- Explain who is entitled to work in New Zealand
- Detail KiwiSaver requirements and legislation.
- Outline unfair dismissal provisions
- Understand record keeping requirements
- Outline taxation (including PAYE, Payroll Tax and Fringe Benefits Tax)
- Explain termination types including tax and reporting requirements

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For more information email [learning@adp.com](mailto:learning@adp.com) or call 1800 000 729