
MYOB Payroll 2021.1

Release Notes

March 2021

myob

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Introduction

What's New in this Release?

This release contains tax updates for the 2021–2022 financial year.

Installing Your Upgrade

Before Upgrading

- We recommend that you back up your payroll data file to an external drive.
- If your computer only allows users with administrator privileges to install programs, log in to Windows as an administrator.
- Close any open programs.

Download and Install the Upgrade

1. Log in to [my.MYOB](#) and go to the **My Products > Download** page.
2. In the list of available software, click **MYOB Payroll** to download the installer file.
3. Double-click the file you downloaded.
4. Follow the on-screen installation instructions.
5. When the installation is complete, restart your computer.

Check that your Software is Up-to-date

1. Start MYOB Payroll.
2. Press CTRL+R. The Payroll Version window appears.
3. Check that the MYOB Payroll version is 2021.1.

If the version number has not updated, see “Troubleshooting” on page 8.

Reindex your Data (Optional)

After the update is complete, we recommend you reindex your data, by going to the Tools menu and selecting **Reindex data**.

New Features

Tax Updates

Updates to PAYE Tax Codes

From April 2021, new tax rates apply to the M and ME tax codes, and two new tax codes for secondary income are added. The tax code changes are as follows:

- **M, ME, M SL and ME SL** – Annual income greater than \$180,000 is now taxed at a rate of 39%
- **SA** – New tax code for secondary income greater than \$180,000
- **SA SL** – New tax code for secondary income greater than \$180,000 with student loan

The new SA and SA SL tax codes have been added to the **Tax Code** dropdown on the Employment Details tab of the Employee Maintenance screen.

Note: The new SA and SL tax codes apply from 1 April 2021—do not attempt to process a pay that includes employees with these codes prior to this date, or it will be rejected by payday filing.

Student Loan Thresholds

This release updates the student loan thresholds for the 2021–2022 financial year. The new thresholds are:

Frequency	Threshold amount
Annual	\$20,280.00
Monthly	\$1,690.00
4-weekly	\$1,560.00
Fortnightly	\$780.00
Weekly	\$390.00

ACC Rates and Thresholds

The ACC Earner Levy rates and threshold have not been changed for the 2021–2022 financial year; however, the earner levy calculated on secondary earnings is now capped at the existing annual threshold of \$130,911, where previously the earner levy was paid on every dollar of secondary income.

ESCT Thresholds

This release updates the ESCT thresholds for the 2021–2022 financial year, adding a new top rate of 39%. The thresholds are now:

Threshold amount	Tax rate
\$1 - \$16,800	0.015
\$16,801 - \$57,600	0.175
\$57,601 - \$84,000	0.300
\$84,001 - \$216,000	0.330
\$216,001 upwards	0.390

Update to Employee Gender Options

A new gender option has been added to the Personal Details tab of the Employee Maintenance screen:

The screenshot shows the MYOB Payroll 2021.1 interface for employee maintenance. The window title is 'MYOB Payroll 2021.1' and the company is 'Clearwater Ltd'. The employee is 'Brown, Bill' with code '(BROWB)'. The date is '31/03/2022'. The 'Personal Details' tab is selected, showing fields for Code (BROWB), Title (Mr), First Name (Bill), Last Name (Brown), Occupation (Account Manager), Birth Date (17/03/1966), and Gender options (Female, Male, Another Gender). The 'Another Gender' option is highlighted with a red box. Other fields include Address, Post Code, Email, Contract Reference, Phone, Fax, Mobile, Password, and 'Entitled to reside in NZ indefinitely' (checked). The bottom status bar shows 'Current pay ended on: 06/04/2021 Tuesday Payment Date: 06/04/2021 FY: 2021-2022'.

An “Another Gender” column has also been added to the Employee Statistics report.

Payday Filing Updates

This release updates MYOB Payroll to produce files for payday filing in the new v2021 format. This includes the EI Return file and the Employee Details file.

KiwiSaver Opt Out Codes

The Employee Details file now includes information on employees opting in or out of KiwiSaver. The KiwiSaver information included in payday filing has been expanded to include information on employees who opt out of KiwiSaver after the normal opt out period.

Note: Because KiwiSaver information is now included in the ED file, you no longer need to produce and send the KiwiSaver Employment Details (KED) file. You can still produce a KED file from MYOB Payroll and send it to the IRD for now, but the KED file will not be accepted from 1 April 2021.

Employees can opt out of KiwiSaver between the ends of the second and eighth weeks of their employment (i.e. between days 14 and 56)—see [“Opting out of KiwiSaver” on the IRD website](#) for more information. To opt out after the end of this period, the employee must send their KS10 to the IRD or apply online. The IRD will let you know if they’ve approved the late opt out reason and when to stop deductions and contributions.

New fields have been added to the Compulsory Deductions tab of the Maintain Employees window to capture additional KiwiSaver information for employees:

The screenshot shows the 'Compulsory Deductions' tab in the MYOB Payroll 2020.6 software. The employee is '(BROWB) Brown, Bill' and the date is 31/03/2020. The 'KiwiSaver' section is highlighted with a red box and contains the following fields:

- Existing KiwiSaver Member
- Opted-In KiwiSaver Member
- Casual Employee
- Updated date: / /
- Date opt-out notice received: / /
- Late opt-out reason: [dropdown menu]
- Other Reason: [text area]

Below the KiwiSaver section, there are sections for 'Inland Revenue Arrears', 'Department of Courts', 'Work & Income NZ', and 'Additional Student Loan Deductions'. The 'Additional Student Loan Deductions' section includes fields for 'SLCIR (Commission deduction)', 'SLBOR (Borrower deduction)', 'Deduction in Default', 'Rate', and 'Balance Owing'.

New check boxes at the top of the KiwiSaver section mark employees as:

- An existing KiwiSaver member
- An opted-in KiwiSaver member
- A casual employee

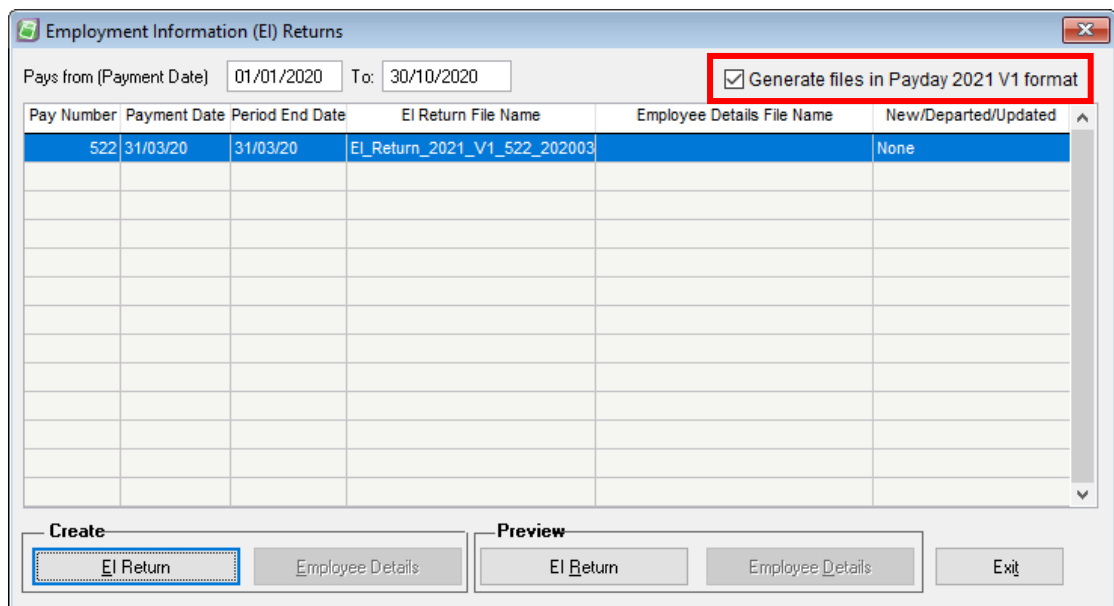
The **Late opt-out reason** dropdown contains a list of possible reason codes:

- INFO – Employer didn't provide a KiwiSaver information pack within seven days of starting employment
- IRIS – Inland Revenue didn't send an investment statement upon allocation to a default scheme
- ERIS – Employer didn't send an investment statement for the employer's chosen scheme
- EVNT – Events outside of control meant that the opt-out application was unable to be submitted within the eight week time limit.
- CRIT – Employee did not meet the criteria to join KiwiSaver
- INER – Employee was incorrectly enrolled under the age of 18
- OTHR – Other explanation

When "OTHR" is selected, you must enter the reason into the **Other Reason** field.

Updates to the EI Returns Window

An option has been added to the Employment Information (EI) Returns window, allowing you to choose whether or not to generate files for payday filing in the new format (this option is ticked by default):



This release also updates some of the labels on the window:

- The **New/Departing/Details** column has been renamed to **New/Departed/Updated**.
- The **New and Departing Employee Details** button has been renamed to **Employee Details**.

Annual Leave Enhancements

The 2020.5 release of MYOB Payroll included enhancements aligned to the New Zealand Holidays Act, focused on recording and reporting on Average Weekly Earnings (AWE) and/or Ordinary Weekly Pay (OWP) rates for Annual Leave. If you did not install MYOB Payroll 2020.5, this release will be the first time you see these changes.

As of the 2020.5 release, MYOB Payroll now calculates and reports Annual Leave in weeks. A number of changes have been made to options, record entry screens and reports to support these enhancements:

- Annual Leave amounts are now displayed in weeks at Employee > Leave Details.
- When an employee's **Normal days / week** or **Normal hours / day** fields are edited, a new warning message appears, asking if the employee's **Current Annual Leave due** should be recalculated.
- New options to include in gross earnings for AWE and OWP are available for Pay Codes with the "Gross Earnings" type.
- The Payslip now shows weeks for Annual Leave due and accrued.
- A new **Display Weeks** option is available on the Holiday Accruals report, so that balances can be reported in weeks as well as hours, and weekly amounts are now displayed on the Employee Holidays report.

For full details on all of the changes included in MYOB Payroll 2020.5, see the Release Notes document for that release.

System Requirements

Check the system requirements for MYOB Payroll 2021.1.

Component	Minimum Requirements
Operating System	Windows 10 Windows 8 Windows 7 (Service Pack 1)
Processor	Pentium 4 processor (or equivalent) at 1.5GHz or faster 1024x768 pixels Windows-compatible printer and mouse. Some features require internet access and Microsoft Internet Explorer 7 or later.
Memory	1GB RAM or more
Hard Disk	1GB or more of free disk space
Microsoft Outlook	Outlook 2010–2016
Display	1024x768 pixels
Other	Windows-compatible printer and mouse. Some features require internet access and a modern web browser.

Troubleshooting

Use the following checklist as a guide to assist with errors encountered when installing. If you are unable to resolve the issue, please contact our Technical Support team (see 'Technical Support' on page 6).

If experiencing problems, check the following:

- If you have issues installing, try disabling your antivirus software until the installation is complete. If this does not solve the issue, search the MYOB Support Notes [on our website](#).
- Check that there are no yellow exclamation marks in the Windows Device Manager (right-click **My Computer** and go to the **Properties > Hardware** tab). Resolve any conflicts before installing.
- Check that your Windows font size is set to Normal (right-click Windows Desktop and go to the **Properties > Appearance** tab).
- Log in to Windows with Administrator privileges.
- If an error appears that relates to installing *.OCX files, click **OK** and start the installation again.

Technical Support

Support

Phone

Call MYOB Support on 0508 328 283 or visit myob.co.nz/contactus for more contact options. This service is free for all MYOB businessSUPPORT customers.

Support Limitations

MYOB cannot resolve connectivity issues caused by third-party services, service providers, hardware or software, or networking problems. MYOB does not cover enquiries about general accounting or taxation issues, nor does it include application consulting or training.

MYOB Websites

Support Notes

Visit help.myob.com to get help with installing, setting up and customising your MYOB software.

MYOB website

Visit myob.co.nz for news and links to many useful resources.

my.MYOB

Log in to my.myob.co.nz and access resources available only to registered customers.

Community Forum

Visit the MYOB Community Forum at community.myob.com to access the expertise and support of MYOB Partners and other business peers.

Face-to-face Assistance

MYOB Training

MYOB Training provides courses designed and written by educational, technical and accounting experts, and delivered by professional trainers. There are courses designed for beginners and experienced software users. To find out more, visit myacademy.myob.com or call 0800 60 69 62.

MYOB Approved Partners

MYOB Approved Partners are independent consultants whose knowledge, skill and experience are endorsed by MYOB. Partners can assist you with installing, setting up and using your software. They can also provide product demonstrations and one-to-one training. To locate an MYOB Partner, visit [the MYOB website](#).