Release Notes
MYOB Payroll 2019.1

About this release

This release contains compliance updates for the 2019–2020 financial year, and improves support for Holidays Act legislation.

Contents

MYOB Licence Agreement

New Features

Compliance Updates

ACC Rates and Thresholds

The following changes to ACC come into effect on 1 April 2019:

- ACC earner levy rate   1.39%
- ACC income maximum $128,470
- Maximum ACC earner levy $1,785.73

Student Loan Thresholds

This release updates the student loan thresholds for the 2019–2020 financial year. The new thresholds are:

- Annual $19,760.00
- Monthly $1,646.66
- 4-weekly $1,520.00
- Fortnightly $760.00
- Weekly $380.00

KiwiSaver Changes

MYOB Payroll has been updated for the following changes to KiwiSaver:

- Contribution rates of 6% and 10% are allowed from 1 April 2019.
- Employees over the age of 65 may opt in to KiwiSaver from 1 July 2019.

PDF Update

This release updates the PDF driver used by MYOB Payroll to a newer version.

This release also addresses an issue where an EI return could be previewed in PDF format but could not be printed.

Leave Updates

This release includes updates to better support the Holiday Act and improve work process around employees' leave:

- Several topics related to leave in the Help file have been updated to include more information on employees' leave entitlements and how to set up employees who have highly variable work hours.
- An **Employee's normal work pattern** section has been added to the Employee Holiday Update Audit report. This section shows the employee's normal hours per week, normal hours per day and normal hours per week, as well as a note providing information on employees who work variable hours.
- When editing an employee's Ordinary Weekly Pay (OWP), the values for the four-week average calculation are now filled in automatically. If the user clicks **OK** when OWP calculates to $0.00 when based on the employee's Normal Pay Rate or Pay Defaults, they are given the option of calculating OWP using the four-week average instead.
- A warning message now appears when a user tries to use the Average Daily Pay calculation for an employee's Relevant Daily Pay, if the Ordinary Time rate is higher than the Average Daily Pay.

Payday filing

This release adds support for payday filing, which is a new way of reporting employee pay details to the IRD. Instead of sending an Employer Monthly Schedule (IR348) every month, under payday filing you generate and send an Employment Information (EI) return file for every pay run. The EI return file contains the same information as the IR348, as well as ESCT amounts for each employee and dates for the pay run. Information about new and departing employees is also sent to the IRD in an Employee Details file.

Payday filing is compulsory from 1 April 2019.

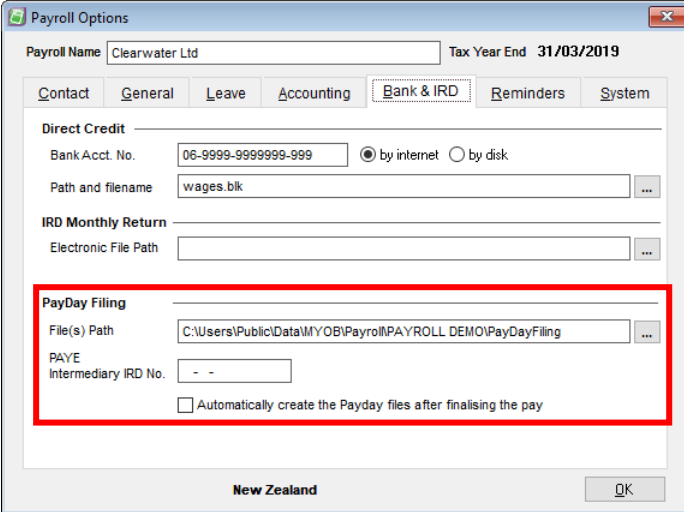See ["Payday filing" on the IRD's website](#) for more information.

NOTE : **Payday Filing Versions**   Payday filing was introduced in the 2018.3 release. This information is included for people who did not install 2018.3 before moving to 2019.1.

Payday filing settings

New payday filing settings have been added to the Bank & IRD tab of the Payroll Options window:

Before starting to use payday filing, enter the path where return files for payday filing should be created, enter the IRD number of your PAYE Intermediary (if you have one—if not, leave it blank) and select whether or not to create return files automatically after finalizing pays.

Creating EI return files for payday filing

When the **Automatically create the payday files after finalizing the pay** option is ticked, an EI return file will be created for a pay as soon as it is finalised. An Employee Details file is also created if any employees began work or departed during the pay period. You are then prompted to open a browser window to the myIR website, where you can log in and upload the file.

If the option is not ticked, you will need to create return files manual on the Employer Information Return window (see below).

NOTE : **Physical Payment Date** A new field has been added to the Finalise Pay window to capture the Physical Payment Date, which is the date when employees will receive their pay. This date must be included in EI return files.

Managing EI return files

The new Employment Information Return window lets you preview and create return files for payday filing, and re-create files for pays that already have them. This new window is available from the Process Pays command centre.
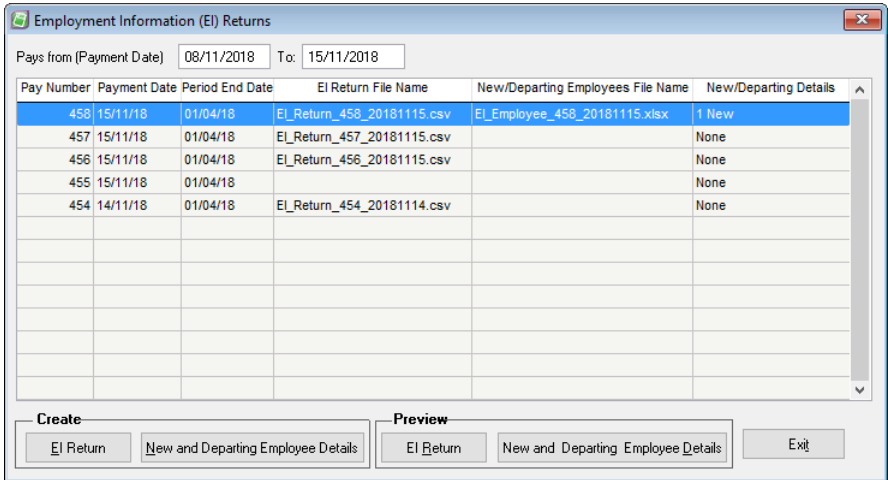
The Employment Information Returns window displays all finalised pays between the selected dates. If return files have been created for a pay, their file names will be displayed. If a pay contains any new or departing employees, the number of each will be displayed in the **New/Departing Details** column.

To manually create or re-create return files for a pay, select the pay and click one or both of the buttons under **Create**. (If a pay contains no new or departing employees, the **New and Departing Employee Details** button will be disabled.) After the files are created, you will be given the option of opening a browser window to the myIR website, where you can log in and upload the file.

To preview return files for a pay, select the pay and click one or both of the buttons under **Preview**. A PDF report containing the information in each file is generated and displayed.

System Requirements

Check the system requirements for MYOB Payroll 2019.1.

Component	Minimum requirements
Operating system	Windows 10 Windows 8 Windows 7 (Service Pack 1) Windows Vista Ultimate (Service Pack 1) Windows Vista Business Windows XP Professional (Service Pack 2)
Processor	Pentium 4 processor (or equivalent) at 1.5GHz or faster
Memory	1GB RAM or more
Hard disk	1GB or more of free disk space
Microsoft Outlook	Outlook 2003-2016
Display	1024x768 pixels
Other	Windows-compatible printer and mouse. Some features require internet access and Microsoft Internet Explorer 7 or later.

NOTE: **Integrating your payroll with MYOB AccountRight?** You also need to meet the minimum requirements for AccountRight. See myob.co.nz/minimum_specs. Note that AccountRight does not work with Windows XP.

Installing the update

BEFORE YOU START
- 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.

Task 1: Download and install the update

TO INSTALL FROM A CD

1 Insert the installation CD. An installation window appears.
If an installation window does not appear, open Windows Explorer, go to your CD drive and double-click the **autorun** file.

2 Click **Install MYOB Payroll**. The **MYOB Payroll Setup** window appears.
3 Follow the on-screen installation instructions.
4 When the installation is complete, restart your computer.

TO DOWNLOAD FROM MY.MYOB

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.

Task 2: 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 2019.1.

If the version number has not updated, see 'Troubleshooting' on page 5.

Task 3: 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**.

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 businesSUPPORT 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.