



You could be selling the most innovative product on the market, using slick systems and the hottest marketing campaign in town, but if you don't have good people - good luck!

People are everything in business. That's why it's so important to know your employer responsibilities and how to manage the employment process to ensure high productivity, a solid reputation, and attract and retain staff that love their work.

This month, find out what you need to do regarding domestic violence leave, payday filing and get HR tips to keep you and your staff smiling.

Heard about the new domestic violence – Victims' Protection Bill?

pg. 2

It's time to gear up for payday filing

pg. 3

Gift Tax Treatment

pg. 3

End of Financial Year

pg. 3

Holidays and Payroll

pg. 3

Purchase of Land where Both Parties are GST Registered

pg. 4

Email scams

pg. 4

Hiring? Look for Traits not Talent

pg. 4

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Heard about the new Domestic Violence - Victims' Protection Bill?

Here's what it means for you.

Imagine trying to work while juggling court, counselling, and your family's needs following a domestic violence incident. This is the situation for thousands of Kiwis, but it's set to improve with the new *Domestic Violence - Victims' Protection Bill* coming into effect on 1 April. The law enables people affected by family violence to apply for specific leave and flexible working arrangements to help them keep their jobs during a challenging time.

What does this mean for you?

Local companies such as Countdown, The Warehouse and ANZ already offer domestic violence leave - and it's time for the rest of the country to follow suit. As an employer, you need to be aware of what leave and flexible working arrangements victims of domestic abuse are entitled to, what you have to do, and how to support your staff.

10 days' domestic violence leave

Employees will be able to apply for up to 10 days' domestic violence leave per year to deal with the effects of domestic violence, such as court appearances, doctor visits and looking after children.

- Employees need six months' continuous employment to be entitled to this leave and entitlement does not accrue from year to year.
- Staff don't need to provide proof they have been affected by domestic violence, but employers can ask for proof before agreeing to the request.
- If an employee fails, without reasonable excuse, to provide proof, their employer isn't required to pay for any domestic violence leave.

More flexibility at work

To support staff affected by family violence, you are required to provide flexible working conditions, such as changes to:

- The location of their workplace
- Their duties at work
- The extent of contact details the employee must provide to their employer
- Any other term of employment that needs variation to enable the employee to deal with the effects of domestic violence.

Stay open-minded and make a plan

Now's the time to think about how you'll approach requests for domestic violence leave. It's a good idea to put together a practical plan to ensure you respect and protect your staff members' privacy throughout the process. Keep in mind you could get requests for leave for a range of reasons including physical, sexual and psychological abuse, harassment, threats, intimidation and financial abuse.

#FACT

New Zealand police respond to 270 domestic violence incidents every day and it's estimated that's only the tip of the iceberg - with 80% of incidents going unreported.

#FACT

Did you know domestic violence already costs New Zealand workplaces at least \$368 million a year due to higher turnover and lost productivity? Addressing the problem directly will be better for business and victims of domestic abuse.



It's Time to Gear up for Payday Filing

Hundreds of Kiwi business owners are enjoying the benefits of payday filing - are you? If not, you'll need to be by 1 April when payday filing becomes compulsory. Now's the time to work out how you're going to integrate it into your payroll processes and save time on your tax obligations.

Payday filing means you need to:

- File employment information every payday instead of an Employer monthly schedule (IR348).
- Provide new and departing employees' address information, as well as their date of birth - if they have provided it to you.
- File electronically (from payday compatible software or through myIR) if your annual PAYE/ESCT is \$50,000 or more.

Remember, the due date for payment remains the same at the 20th of the month (or 5th and 20th of the month for twice-monthly filers).

How do I payday file?

There are three ways to file electronically - direct from payroll software, file upload from myIR or onscreen via myIR.

How do I shift over to payday filing?

1. Review your payroll processes and plan and schedule when to shift.
2. Ask your software provider when they'll have payday filing compatible software.
3. Ensure Xero is ready to connect to the IRD by 18 March 2019.
4. Ensure Flexitime is compatible now
5. If you're using myIR to file, let the IRD know you're switching to payday filing in myIR.

Need to know how payday filing works for schedular payments, shadow payrolls, employee share schemes and holiday pays? Let us know and we'll talk you through it.

Gift Tax Treatment

Wanting to say thanks to your staff, and wondering about the tax treatment implications?

Gift vouchers which include meal vouchers, are 100% tax deductible but is subject to fringe benefit tax (FBT). Although there is an exemption if the value is under \$300 per employee per quarter, or \$22,500 in total across all employees for unclassified benefits over the course of the year.

End of the Financial Year

With the end of the Financial Year fast approaching, keep an eye out for your End of Year Questionnaire which will be sent out to you shortly.

A reminder that the sooner you can work on this and get your end of year information back to us, the sooner we can get your Accounts processed, to give you a snap shot of how you are tracking in your business.

If you need assistance with your questionnaire, please give us a call.

Holidays and Payroll

When you're on holiday BE ON HOLIDAY!

Having trouble juggling Payroll and GST when you're away from the office for a length of time?

Not only do Finman's offer year round services, but we are also here to help on an as required basis if you're heading on holiday.

To ensure you stay on top of your tax compliance, let Finman's take care of it so you can take care of yourself.

Purchase of Land where Both Parties are GST Registered

Over the last year it has come to our attention that there have been some issues when a GST registered builder or developer purchases a section from a GST Registered Vendor, in regards to the purchase price and GST treatment of these transactions.

This is caused by purchase price being entered as the GST inclusive price, the same as if a non-GST registered person were purchasing the land. However, the transaction is treated as zero rated for GST so this price should be the exclusive figure. This is often not a nice round figure.

We recommend that when completing any 'sales and purchase' agreements on land or building purchases that you contact our office to get us to check it and also advise you on any other tax implications that might exist with the purchase.

Email Scams!



In the last newsletter we touched on a hot topic right now - cyber security. Of particular mention this time is email security and a big reminder just how insecure this form of communication really is.

We all use email daily in our business and personal lives which has made email a huge target for email hackers.

Email hacking is when an email account is hacked into from another party who then tries to solicit information and transactions from the email account holder's contacts. We've heard first hand recently of suppliers being hacked and the hacker then sends emails to the supplier's customers who have outstanding accounts, reminding them to pay their account and that they have updated their bank account number (to the hacker's bank account). Sadly many recipients of these emails do get caught out and make payment to this account. There is little that can be done to recover these funds and insurance policies don't generally cover this type of fraud either.

When an email has been hacked, it is very difficult for the recipient of the hacked email to determine whether it's genuine or not. However, whenever a change of bank account is advised by a supplier, whether advised by email or supply of invoice, **never make a payment until the change of bank account has been verified.** The easiest way to confirm if a change of bank account is genuine is to **pick up the phone and call the supplier directly.**

Hiring? Look for Traits not Talent

Soft skills are the personal qualities that make people easy to work with and they're key for business success. Here are six important soft skills and the best open-ended interview questions you can ask to help find out whether a candidate is right for your business.

Communication	Give me an example of when you had to deal with a difficult team member. What did you do to communicate properly?
Adaptability	Tell me about a time when you were asked to do something for the first time. How did you react? What did you learn?
Culture fit	What three things are most important to you in a job?
Collaboration	Tell me about a time when you had to work with someone who was difficult to get along with. How did you handle interactions with them?
Time management	Describe a time you fell behind schedule. What went wrong and what would you do differently next time?

When Beethoven Passed Away

He was buried in a churchyard. A couple of days later, the town drunk was walking through the cemetery and heard some strange noise coming from the area where Beethoven was buried. Terrified, the drunk ran and got the priest to come and listen to it. The priest bent close to the grave and heard some faint, unrecognizable music coming from the grave. Frightened, the priest ran and got the town magistrate.

When the magistrate arrived, he bent his ear to the grave, listened for a moment, and said "Ah yes, that's Beethoven's Ninth Symphony, being played backwards".

He listened a while longer, and said "There's the Eighth Symphony, and it's backwards too. Most puzzling". So the magistrate kept listening; "There's the Seventh...the Sixth...the Fifth...".

Suddenly the realisation of what was happening dawned on the magistrate; he stood up and announced to the crowd that had gathered in the cemetery, "My fellow citizens, there's nothing to worry about. It's just Beethoven decomposing".

Disclaimer: This publication has been carefully prepared, but it has been written in general terms only. The publication should not be relied upon to provide specific information without also obtaining appropriate professional advice after detailed examination of your particular situation.