
MYOB IMS Payroll

Using Average Daily Pay

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myob

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Overview

The primary remedy for the payment of Bereavement Leave, Alternative Days, Public Holiday, Sick Leave and Family Violence leave is Relevant Daily Pay (these leave types are commonly called FBAPS Leave). If this is not known, Average Daily Pay (ADP) can be used.

This document goes over how Average Daily Pay can be set up and used in MYOB IMS Payroll.

Payments

The screenshot below shows the standard setup for Sick Leave. While the name of the payment and the Earnings Type will be different for all BAPS Leave, the other settings should be the same.

The **Apply Average Daily Pay?** box (highlighted below) should be ticked automatically but please check your payments under the Company Tab to make sure this is the case for all BAPS Leave types.

The screenshot shows the 'Payments' tab in the MYOB IMS Payroll system. The 'Description' is 'Sick Leave' and the 'Data Entry Code' is 'SICK LEAVE'. The 'Calculation Method' is set to 'Hourly' at '100% of Employee Hrly Rate'. The 'Tax Type' is 'Taxable'. The 'Earnings Type' is 'Sick Leave'. The 'Apply Average Daily Pay?' checkbox is checked and highlighted with a red box. The 'Accumulates Into' section includes 'ACC Liable Earnings', 'Company Superannuation Contrib Earnings', 'KiwiSaver Employee Contribution Earnings', 'KiwiSaver Employer Contribution Earnings', 'Compliant Employee Contribution Earnings', and 'Compliant Employer Contribution Earnings'. The 'Leave Accumulation' section includes 'Average Gross' and 'Ordinary Gross'.

Turning on Average Daily Pay

Once you have decided that ADP should be used for your employee, go to the employee's Payment Tab and tick **Use Average Daily Pay?**

Employee Type

Wage (per Hour) Salary (per Pay)

Pay Rates

Hourly: Per Pay:

Rate 2:

Rate 3: Use Average Daily Pay?

Rate 4:

Rate 5:

- Hourly Rate: \$16.5470

- Daily Rate \$74.7551

Standard Days: 5.00

When this box is ticked, MYOB IMS Payroll will use the information on the employee's Leave Earnings Tab to calculate ADP. This means that it is important to record the days actually paid for (i.e. worked or paid leave) by the employee each pay period.

Processing BAPS Leave

The days the employee was actually paid for should be recorded each pay period when you are processing the pay. This is recorded under Step 2 – Timesheets.

In the example below, the employee works 20 hours a week over 5 days but worked another full day on Saturday. The ADP should be 6. IMS Payroll has automatically calculated this by dividing the 24 hours worked by the employee's standard hours per day (4).

Emp# 1000 Factory		✓ ✓		Period Ending: 11/08/2019			
1-Open 2-Timesheets 3-Check Input 4-Calculate 5-Preview 6-Reports 7-Bank 8-Backup 9-Close							
Payment or Deduction	Quantity	Rate	Costing Code	Costing Description	Date 1	Date 2	Comment
Ordinary Time	24	17.7000	1004	Processing			Worked Saturday
P.A.Y.E.	1	M					
Social Club	1	7.0000					
* ▼							

Days Paid For:

Standard: **5.00**

Holiday Rate:

Average Daily Pay:

AL Type: Variable Hrs

Use ADP?: Yes

However, IMS Payroll doesn't know when these hours were worked. If they were worked during the employee's standard week, the ADP field will need to be manually adjusted back to 5.

Emp# 1000 Factory		✓ ✓		Period Ending: 11/08/2019			
1-Open 2-Timesheets 3-Check Input 4-Calculate 5-Preview 6-Reports 7-Bank 8-Backup 9-Close							
Payment or Deduction	Quantity	Rate	Costing Code	Costing Description	Date 1	Date 2	Comment
Ordinary Time	24	17.7000	1004	Processing			
P.A.Y.E.	1	M					
Social Club	1	7.0000					

Days Paid For:

Standard: **5.00**

Holiday Rate:

Average Daily Pay:

AL Type: Variable Hrs

Use ADP?: Yes

In this further example the employee has taken Sick Leave and Leave Without Pay. The ADP has counted the Ordinary Time and Sick Leave but not the Leave Without Pay as the employee was not paid for that time.

Emp# 1000		Factory		Period Ending: 11/08/2019			
1-Open 2-Timesheets 3-Check Input 4-Calculate 5-Preview 6-Reports 7-Bank 8-Backup 9-Close							
Payment or Deduction	Quantity	Rate	Costing Code	Costing Description	Date 1	Date 2	Comment
Ordinary Time	12	17.7000	1004	Processing			
Sick Leave	1	74.7551	9000	Labour Overhead Co			
Leave Without Pay	4	0.0000	9000	Labour Overhead Co			
P.A.Y.E.	1		M				
Social Club	1	7.0000					

Days Paid For:

Standard: **5.00**

Holiday Rate:

Average Daily Pay:

AL Type: Variable Hrs

Use ADP?: Yes

Correcting Leave Earnings

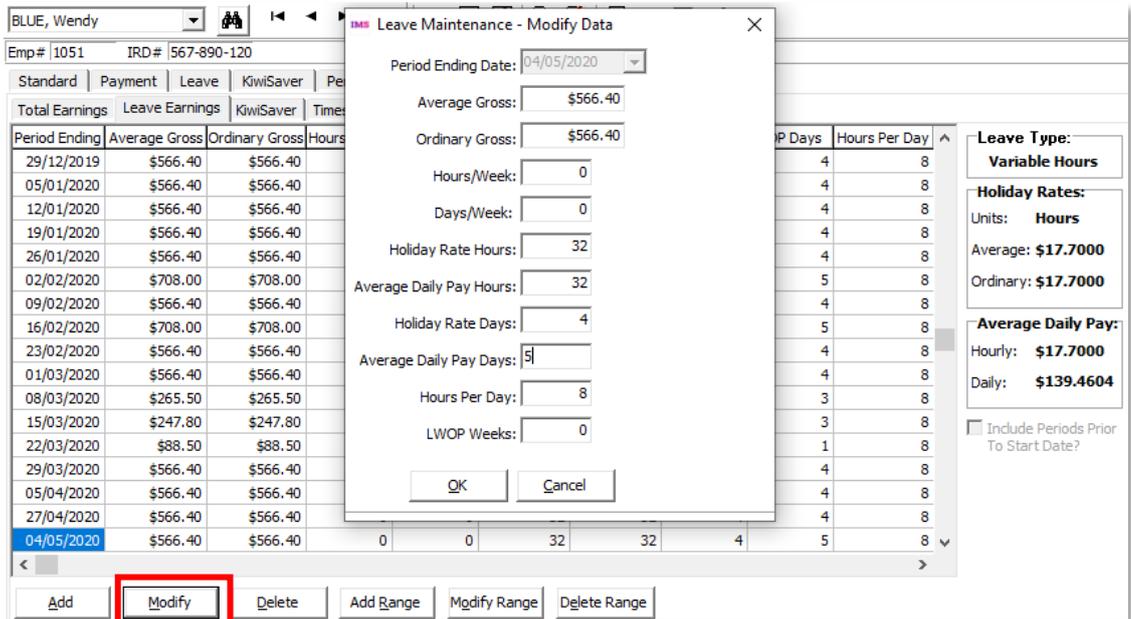
IMS Payroll uses the tab called Leave Earnings to calculate Holiday Pay and ADP. As the calculation of ADP is based on days worked and gross earnings for the last 52 weeks, it is important that the information on this screen is correct.

ADP uses the Average Gross column and the ADP Days column to calculate the ADP Rate:

Standard	Payment	Leave	KiwiSaver	Permanent	HR / Notes	Totals	History		
Total Earnings		Leave Earnings	KiwiSaver	Timesheet History					
Period Ending	Average Gross	Ordinary Gross	Hours/Week	Days/Week	H/Rate Hrs	ADP Hrs	H/Rate Days	ADP Days	Hours Per Day
29/12/2019	\$566.40	\$566.40	0	0	32	32		4	8
05/01/2020	\$566.40	\$566.40	0	0	32	32		4	8
12/01/2020	\$566.40	\$566.40	0	0	32	32		4	8
19/01/2020	\$566.40	\$566.40	0	0	32	32		4	8
26/01/2020	\$566.40	\$566.40	0	0	32	32		4	8
02/02/2020	\$708.00	\$708.00	0	0	40	40		5	8
09/02/2020	\$566.40	\$566.40	0	0	32	32		4	8
16/02/2020	\$708.00	\$708.00	0	0	40	40		5	8
23/02/2020	\$566.40	\$566.40	0	0	32	32		4	8
01/03/2020	\$566.40	\$566.40	0	0	32	32		4	8
08/03/2020	\$265.50	\$265.50	0	0	15	15	1.8	3	8
15/03/2020	\$247.80	\$247.80	0	0	14	14	1.7	3	8
22/03/2020	\$88.50	\$88.50	0	0	5	5	0.6	1	8
29/03/2020	\$566.40	\$566.40	0	0	32	32		4	8
05/04/2020	\$566.40	\$566.40	0	0	32	32		4	8
27/04/2020	\$566.40	\$566.40	0	0	32	32		4	8
04/05/2020	\$566.40	\$566.40	0	0	32	32		5	8

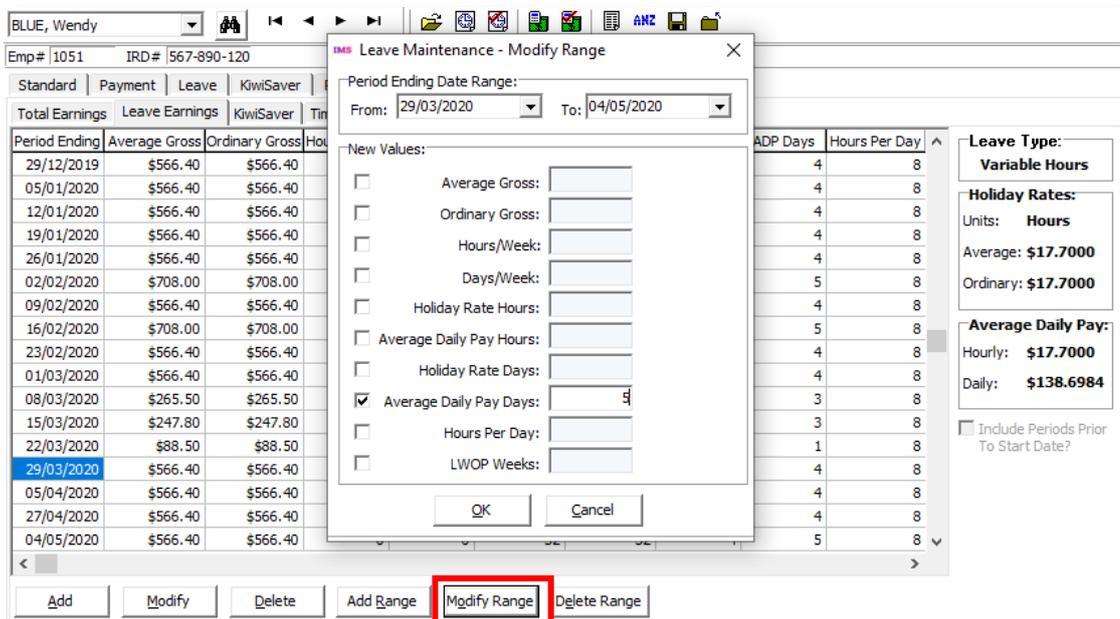
Entering the right information each week will ensure this is correct. However if you need to make corrections, IMS Payroll provides the ability to edit information on the Leave Earnings tab (found under the History tab).

In the screenshot below, we have identified that the ADP days should have been 5. Highlight the line you wish to change and click the **Modify** button. You can then change the ADP Days to 5. Click **OK** and the information will be updated.



The **Add** button will add a line and the **Delete** button will delete the line you have highlighted.

To modify a range of transactions, click the **Modify Range** button. In the example below the ADP Days from 29/03/2020 to 04/05/2020 have been changed to 5.



You can also add a range. In the example below we have added pays from 04/05/2020 through to the end of May.

Period Ending	Average Gross	Ordinary Gross	Hours/Week	Days/Week	H/Rate Hrs	AD
29/12/2019	\$566.40	\$566.40	0	0	32	
05/01/2020	\$566.40	\$566.40	0	0	32	
12/01/2020	\$566.40	\$566.40	0	0	32	
19/01/2020	\$566.40	\$566.40	0	0	32	
26/01/2020	\$566.40	\$566.40	0	0	32	
02/02/2020	\$708.00	\$708.00	0	0	40	
09/02/2020	\$566.40	\$566.40	0	0	32	
16/02/2020	\$708.00	\$708.00	0	0	40	
23/02/2020	\$566.40	\$566.40	0	0	32	
01/03/2020	\$566.40	\$566.40	0	0	32	
08/03/2020	\$265.50	\$265.50	0	0	15	
15/03/2020	\$247.80	\$247.80	0	0	14	
22/03/2020	\$88.50	\$88.50	0	0	5	
29/03/2020	\$566.40	\$566.40	0	0	32	
05/04/2020	\$566.40	\$566.40	0	0	32	
27/04/2020	\$566.40	\$566.40	0	0	32	
04/05/2020	\$566.40	\$566.40	0	0	32	

Note: Before making major changes to the Leave Earnings tab, make sure you take a backup. You can do this by going to the Tools menu.

ADP less than Standard Rate

There may be times when the ADP rate is less than the employee's base rate, e.g. if they have had a recent pay increase.

You can check this by using the Pay Period Exceptions Report. This is available under Processing in Step 6 – Reports. By ticking the option below this will show any employee's in that situation. You can then over-write the rate in the timesheet if you want.

Pay Period Exceptions - Report Options

Report Sequence

- Group By Pay Point?
- New Page for each Pay Point?

Pay Point Range

- All From: Pay Point: [] To: Pay Point: []
- Range

Sort Employees By

- Employee Name
- Employee Number

Pay Frequencies

- All
- Weekly
- Fortnightly
- Half-Monthly
- Four-Weekly
- Monthly

Earnings Analysis

	Hours	Amount	
Ordinary	> 40.00	>	Hourly Rate \$ >
Overtime	>	>	Gross Pay \$ >
Total Ord/Ovt	>	>	Take Home Pay \$ > 1,400.00
Penal Time	>	>	<input type="checkbox"/> Ignore Zero Values for "<" comparisons?
Total of All	>	>	<input type="checkbox"/> Reduce Hourly Rate by Employer KiwiSaver %?

Annual Leave Analysis

- Taken In Advance
- Negative Balance
- Anniversary
- Negative Holiday Pay Owing
- 12 Month Anniversary - Casuals
- Cash Up Balance Used

Tax Analysis

- "ND" Tax Code
- Missing Child Support Deduction
- PAYE Deduction Quantity
- Negative PAYE Deduction
- Extra Pay Tax Rate
- Show Calculation
- Override PAYE Amount
- "STC" Tax Code
- Check expiry within 1 months

Compare Last Pay

- Compare Last Standard Pay? Compare Gross Pay
- Compare with Tolerance? Amount 0.00
- Include new Employees?

Other

- Check Days Worked (Perm/Set Hrs)
- Negative Alternative Holiday
- No 'Credit' for 'Statutory Worker'
- 16th/18th Birthday Next Pay Period
- Deduction Reducing Balance of Zero
- Expired Date Due Back
- Other Leave Anniversaries
- Termination Pay - Deduction Notification
- ADP Rate less than Base Rate

Review Date

- Pending
- Expired

Notes Follow Up

- Pending
- Expired

KiwiSaver

- Employees within Opt Out Period
- Invalid Contributions
- Auto Enrol Exemption Expiry
- 65 Years Old

Leave Analysis

- Sick/DVL Negative Balance
- Sick/DVL Anniversary
- TIL Negative Balance

Close