




# All the Payroll features you will ever need




**Written here in New Zealand** specifically for our legislative, tax and business environment, 100% compliant with the Holidays Act - and only ever designed as an online system, meaning you get all IRD tax and legislation changes implemented centrally and available to you immediately.




**Your data is absolutely secure** with strict encryption safeguards, which exceed industry standards, to keep confidential all information you provide about you and your staff. Back-ups happen automatically, safely and securely, and are all stored off-site and within New Zealand.



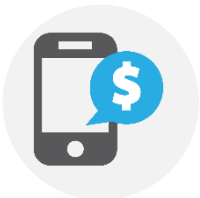
**Integrates seamlessly with** Xero, MYOB, QuickBooks and many other accounting systems, and provides for numerous General Ledger formats. We also make it easy to import time clock data and you can link your payroll with any of the major banks.




**Includes a wide range of payslips** and reporting options, making it easy to keep track of your leave liability and much more. All reports can be emailed or exported to spreadsheet, Acrobat (PDF) file, etc. You can choose from multiple timesheet formats and manage your payroll (and reporting) by Department or Branch.




**No software to download or upgrade** once you join us in the movement to cloud services. You'll never need to re-load an old software disc onto your new laptop, or be hindered by repeatedly having to upgrade PC-based software.



**Available on any internet capable device**, be it a PC, Mac, Tablet or Smartphone. As long as your device has an internet browser (we like Chrome, Firefox or Safari for best results, but Internet Explorer is okay too) you'll have immediate access to your payroll - anywhere, anytime.



**Easily handles and records all holiday pay and** leave calculations (accrual and entitlements) per the Holidays Act. It prepares IRD PAYE forms, keeps track of KiwiSaver, and even manages fixed or variable allowances, deductions and withholding tax for sub-contractor payments.



**Conveniently manages multi-pay frequencies**, catering for hourly paid employees and salaried employees - and allows multiple job pay rates, so you can easily pay the same employee at different rates for different jobs.

**Online access for all** your employees is included (they're able to access selected pay info with your permission) as is online access for your Accountant who can access required reports directly (also with your permission) online.



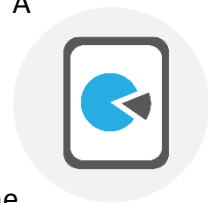
## Online access for your Employees

If you like the idea of allowing your employees full and easy access to their own pay records – then Crystal Payroll is the perfect choice.

You can provide your employee with their own 'Employee Login' to give them view-only access to a wide selection of reports (which you can specify) of only their own payroll information. They can then log in from any web browser, anywhere, at any time (preferably after work) allowing everyone to get on with the job during business hours.

And this 'Employee Access' benefit is purely optional, provided entirely at your discretion. So if you don't want them to have access, they won't.

**Your data belongs to you, always.** A Crystal Payroll account will remain accessible (on a read-only basis) even if you choose to stop using our services. You'll be able to access your payroll information and extract the reports you need for as long as legislation requires.



## Online access for your Accountant

Don't get bogged down passing reports back and forth with your accountant. Free up both your time and your accountants with easy online access.

At your discretion you can allow your accountant direct online access to selected reporting functions within your Crystal Payroll account - so they can access the relevant payroll information they require at any time.

All your accountant needs to do is REGISTER with Crystal Payroll and then you can link them into your Crystal Payroll account. This will not give them access to individual employee records, just the ability to view the reports you allow, letting you both to get on with what you need to do more efficiently.

**All accounts may have multiple payroll administrators** - and an audit trail is available (on request) so you can track by whom and when changes were made. All of your historic employee information is always available, not just the last year.



**Trust in a purpose-built system.** We urge caution in using the basic payroll systems that some accounting software providers include in package deals. Payroll is, by nature and by legislation, a complex activity.

