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## July Newsletter 2017



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### Techno Tips



#### ANNUAL LEAVE

Set up for permanents to keep track of how many leave hours are owing.

Annual	Sick	Long Service
Applies From	Leave ..	
13/07/2017	160.00	

A/L at first pay  hrs

Leave will be accrued proportionate to the hours worked.

Paying out is simple, using an Annual Leave Pay Type

Full instructions are available at:  
[Online Help > Payroll > Changing from Annual Leave %](#) and  
[Online Help > Payroll > Pay Types > Leave](#)

There was a safety meeting in work today. They asked me, "What steps would you take in the event of a fire?" "F... ing big ones" was the wrong answer.



### OFFICE STUFF

#### What's been Happening

As you may know, Jenny retired last month.

After almost 30 years in the business from humble beginnings and her early development of LivestockOffice, to where we are today.

She has been threatening to retire for the past year or so but before heading away on a much deserved travelling holiday abroad, she decided that now the time was right.

When she returns, Jenny plans to further develop her home orchard and concentrate on a few very social community groups.

If you know Jenny at all, you will know that she will remain an important figure in our office and although retired, she will not stay away for long, already

insisting on covering any staffing shortfalls whenever required.



She was sorry to have missed seeing everyone who attended the recent training session in our office last month, but no doubt she will catch up with you all soon.

**PAYROLL—Obligations by law**  
 Employment Agreements  
 Complete Wage, Time and Holiday records  
 Make this easy, get PAYBIZ **Call Now**

### ITEMS OF INTEREST

**HAVE YOU DONE A BACKUP THIS WEEK ... DO IT NOW**

#### Training—North Island

Following our June training session in Cromwell, we have 2 seminars coming up in the North Island in September.

Register your interest now if you haven't already—[info@shebiz.nz](mailto:info@shebiz.nz) or 03 445 1345

The sessions will focus on Employment status, Holiday and Leave, Employees - Personal rates, Debt accounts, Tax codes, plus some miscellaneous topics including Month End, Backing up, Updating Rates, Banking etc.

Time is running out, get in touch NOW.

#### Shortcuts - quicker data entry

**CTRL + Space**— in a Date field, clears the date and / or enters today's date

**Db1 Click Or F8**—in a Date field, opens the calendar to choose a date

**Right Click**—in the Tally Sheet line table, opens a new line

**CTRL + F8**— in a Text field, gives you case change options

**CTRL + R**—in a Tally Sheet Employee field, repeats the last employee entry

See more at : [Online Help > Shortcut Keys](#)

