



# Payroll management services.

Enjoy on-time, accurate pay runs, confident that your legal requirements around tax, holiday pay and KiwiSaver are being met.

**PolsonHiggs**  
*Business advisors*

Better  
business  
together.

## **Polson Higgs provides cost effective payroll management for all businesses.**

Polson Higgs has a dedicated payroll management service team which can provide all aspects of payroll transactions and advice of legislative compliance issues. This is especially important with often complex tax regimes, holiday pay legislation and KiwiSaver deductions with employer contributions.

The accurate, on time payment of wages and salaries is critical to the success of every business. It is about people and the reliance they have on their pay being right, on time, every time. It is also about providing a cost effective outsourced service for your business – a service you can trust 100%.

### **Integrated service**

Our payroll management service is part of our multi-dimensional organisation, integrating payroll with accountancy, taxation expertise and leading-edge technology. Our knowledge and resources are best in business.

### **Payroll Audit**

Our specialist can also provide a Payroll Audit service. This giving an external evaluation of your current payroll system to ensure you are meeting compliance requirements.

### **Executive Payroll**

An increasingly popular option is our outsourced executive payroll system. This separates payroll from the highly sensitive area of remunerating your executive team, ensuring total confidentiality.



Our specialist team can provide:

- Process weekly/fortnightly/monthly wages and salary calculations
- Process wage batch for transfer from your business bank account to employees
- Electronic filing and payment where required
- Email or hard copy employee payslips
- Maintain holiday and sick leave entitlements
- Maintain employee deduction entitlements
- Transact one-off payments, bonuses and wage terminations
- Apply pay rate increases and back pays
- Ensure compliance with all relevant legislation
- Provide all relevant reporting to meet your requirements

### **Inhouse Payroll Support**

We can also provide assistance should you choose to have an in-house payroll system. Our skilled team can provide training, software selection and installation, and advise on legislative compliance as changes occur.

# PolsonHiggs

*Business advisors*

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