Contracts/Payroll

With the winter upon us and the ski season in full swing, the number of temporary workers in Queenstown has swollen to new highs. Large numbers of employees on working holiday visas are currently satisfying the increased demand in both the services and hospitality sectors in the region.

This influx of labour, attracted by the ski season has led to many short-term employment contracts, even down to just a few days of employment.

In this climate of short-term employment and high turnover, employers in the area may overlook their compliance responsibilities. No matter how short the period of employment may be (even just for one day) a Contract of Employment and Tax Code Declaration form (IR330) are both required for legal and tax purposes.

For even experienced businesses, both payroll and employment contracts can often cause complications or areas of relative complexity.

A good resource providing an overview of employment agreements and employer responsibilities is the Ministry of Business, Innovation and Employment website.

www.employment.govt.nz/starting-employment/hiring/

McCulloch + Partners have a dedicated payroll team, with years of experience and are happy to help with any payroll questions you may have.

Top 5 Excel tricks

It's no secret that the modern accounting world makes regular use of excel spreadsheets, from producing financial statements to making a direct decision on investments, or indeed, the future direction of the business.

Excel is also by far the most commonly used software by the Small to Medium Business sector. This is primarily due to the flexibility and functionality that Excel can offer for a relatively cheap purchase price.

Just like your smart phone, Excel offers countless features to help create efficiencies that users simply do not know about, which leads them to do calculations or tasks the "long way".

Below we have outlined five simple tips to improve your Excel use:

1. **Format painting**

   Format painting allows you to select the format of a certain cell and apply it to other cells without going to the trouble of selecting the various formatting options each time.

   Select the cell with the format you want to copy. Navigate to the 'Home' tab on the ribbon at the top and click on the paintbrush icon ( ). Whichever cell(s) you now select will have the same format applied to them.

   Try double clicking the paintbrush icon, which allows you to apply the selected format to multiple cells.

2. **Applying filters shortcut**

   One of our favourite shortcuts in Excel is the applications of filters to a table. Filters allow you to easily remove the noise from your data and only see the information you want to see. To apply filters to a table in Excel, select the entire table then simply press these keys in sequence, one at a time: Alt, H, S, F. Repeat the same sequence to remove the filters.

3. **Counting how many times specific data occurs**

   A really easy and useful Excel tool, COUNTIF allows you to count the number of cells that meet your specified criteria. This can be used to count how many times a supplier has been paid, or how many times "rent" has occurred in a large data set.

   To use the function, select a cell and type "=COUNTIF(" You will then be prompted to enter the range (the area of cells you want to search), followed by a comma, and the criteria (the item you want to search for). You can search for text, numbers, or even a range of criteria e.g >100.

   An example formula would look like this: =COUNTIF(B1:B25,"RENT")

4. **Shift between Excel tabs**

   We quite often have multiple Excel worksheets open, referencing from one and perhaps working in another. It can be time consuming and a little awkward to keep clicking down to the toolbar to select a different worksheet you have open.

   To move between worksheets quickly and easily, hold down Alt and press Tab. Keep holding down Alt, and pressing Tab to cycle through all your open worksheets.

   Don't forget, if you want two worksheets on two different screens, you can always open another instance of Excel from the start menu, and open your second worksheet in there!

5. **Transpose data from a row to a column (or vice versa)**

   When manipulating datasets, it can be really beneficial to move data that is presented in rows to a columnar format. Rather than copy and paste each individual cell to where you want it, there is a much faster way to change this formatting.

   Select the data you wish to change, and copy it. Select the first cell you wish the data to appear in, right click and click 'Paste Special'. At the bottom right of the box that comes up, there is an option to select a tick box named 'Transpose'. Select this, and your data will automatically appear transposed.

mcculloch + partners

Invercargill Office
128 Spey Street, Invercargill 9810
PO Box 844, Invercargill 9840
P: 03 218 6179 **F:** 03 218 2238

Queenstown Office
Level 2, 11-17 Church Street, Queenstown 9300
PO Box 64, Queenstown 9348
P: 03 442 7020 **F:** 03 442 7032