



Moving to SmoothPay

SmoothPay has a vast array of tools and the expertise to help you get up and running from your old payroll or manual system as quickly and accurately as possible.

Existing payroll migration tools

We have migration tools that can assist with transferring employee data and pay history from the following products, saving an enormous amount of time (*contact our HelpDesk if you have another payroll not mentioned - we may already have something that could help*)

- MYOB (MYO) payroll database (*the importer is built-in to SmoothPay*)
- MYOB (4DD) payroll database
- MYOB (MYOX) payroll database
- MYOB Exo/Comacc (DBF) payroll (NZ)
- SmoothPay Blue (NZ, *legacy payroll, importer built-in*)
- ADP Payforce (MDB) payroll database
- MicroPay (MDB) payroll database
- Quicken(QPB or QPW) payroll database
- iPayroll (NZ, *online payroll*)
- IMS payroll (NZ and Samoa)
- Able payroll (PNG)
- Ace payroll (NZ)

Most of these require the migration to be performed by SmoothPay's technical section - *recommended in all cases so that any tidy-up and advisory notes can be prepared for you.*

You just need to send us your payroll database backup and we'll return your SmoothPay payroll database for checking and use.

The service is generally free (*you'll be advised if it's not*), and apart from any general tidying up, checking leave balances (*other systems tend to use methods that are often not compliant, so in many cases you will need to enter balances according to local laws*), etc., your payroll will be delivered ready to use.

Other payroll applications

If your payroll is not listed, then we have importers for common files produced by payroll systems that may help with initial data loading:

- EMPDUPE (*Australia, importer is built-in - imports employee details only*)
- IR348 files (NZ, *importer is built-in, imports employee names and monthly pay history from one file or a folder containing any number of IR348 files*)
- EMPLOYEE.CSV file (*layout guide on website, importer built-in, imports employee details only*)

Manual payroll systems and migration checking

If your payroll is done manually (*Kalamazoo, spreadsheet, pay book etc*), or your pay history cannot be imported, then you will need to collect all your payroll data and capture it in the following recommended sequence (*you can revisit any step as often as you need*):

- complete your **company settings** (*Configuration*),
- check **payroll codes** (things like agencies and superannuation funds, allowance, deduction, time types, leave descriptions and accrual defaults, cost centres, departments etc) are as you would like to use them, then
- add your **employees** and set up their (*recommended order*):
 - Personal and tax details
 - Contract details
 - prepare a typical pay input (*as many entries as required for a normal pay including ordinary time, overtime (if usually worked), any allowances etc, then save as the employee's standard pay using the **Template** tool*)
 - check/set superannuation details correctly
 - check/set any agency payments (paying off debt, fines, fees etc)
 - check/set banking details correctly
- capture as much **pay history** as you need in each employee's history tab - we recommend capturing totals for every pay period if possible (*or at minimum you can capture totals per month - we do not recommend capturing a single lump sum, esp. for NZ*):
 - *NZ requires all data since anniversary or 1 April, whichever is earlier*
 - *Australia requires all data since 1 July*
- capture **leave balances** by adding a take-on entry to the employee's Leave..History tab for each leave type:
 - *Australia: annual and sick leave balances are in hours accumulated up to date*
 - *NZ annual leave is in weeks and the balance required is weeks remaining from accruals to last annual leave anniversary*
 - *NZ sick leave is in days and the balance required is days remaining from accruals to last sick leave anniversary*
- start paying your staff

Refer to our **Pay Process** guide for a quick overview and suggested procedure for each pay period.

Thanks for choosing SmoothPay as your payroll solution! And remember - if you need help - please email or call and we'll get you going in no time.