

**Software: IMS Payroll**

**Fact Sheet: Average Daily Pay Reports**

From time to time you may need to establish and report on an employee's Average Daily Pay.

This report comes in two forms, Detailed and Summary.

The summary is ideal for analyzing the ordinary, average hours and daily rates.

MYOB   IMS PAYROLL		<b>Sample Company Limited</b>				Page: 1				
Date Run: 29/03/2020 Time: 3:08 pm		<b>RATE SUMMARY REPORT</b>				Reporting Date: 29/03/2020				
<b>Report Options:</b>										
Employee Range:		Selected Employees								
Period End Date:		as per Current								
Report:		Summary - Annual Leave Paid in Days								
<b>NAME</b>										
-----AVERAGE RATE-----      -----ORDINARY RATE-----CALCULATED AVERAGE DAILY PAY RATE- BASE RATE										
CURRENT		GROSS		GROSS		GROSS		--DAILY-- --HOURLY--		AVG DAILY
DAILY RATE	EARNINGS	DAYS	RATE	EARNINGS	DAYS	RATE	EARNINGS	DAYS	RATE	HOURS RATE HRS/DAY
1005	REDSHAW, Kevin						264.00	2287.00		8.66
160.00	48416.02	260.00	186.22	3200.00	20.00	160.00	48416.02	183.39		21.17
*** End Of Report ***										

The summary information matches the employees – History – leave earnings tab.

Standard   Payment   Leave   KiwiSaver   Permanent   HR / Notes   Totals   <b>History</b>								
Total Earnings   <b>Leave Earnings</b>   KiwiSaver   Timesheet History								
Period Ending	Average Gross	Ordinary Gross	H/Rate Hrs	ADP Hrs	H/Rate Days	ADP Days	Hours Per Day	
08/12/2019	\$950.00	\$950.00	40	45	5	5	8	
15/12/2019	\$950.00	\$950.00	40	45	5	5	8	
22/12/2019	\$950.00	\$950.00	40	45	5	5	8	
29/12/2019	\$890.00	\$890.00	40	40	5	5	8	
05/01/2020	\$881.00	\$881.00	40	40	5	5	8	
12/01/2020	\$950.00	\$800.00	40	45	5	5	8	
19/01/2020	\$1,066.72	\$916.72	40	45	5	5	8	
26/01/2020	\$890.00	\$800.00	40	43	5	5	8	
02/02/2020	\$950.00	\$800.00	40	45	5	5	8	
09/02/2020	\$830.00	\$800.00	40	41	5	5	8	
16/02/2020	\$1,010.00	\$800.00	40	47	5	5	8	
23/02/2020	\$950.00	\$800.00	40	45	5	5	8	
01/03/2020	\$950.00	\$800.00	40	45	5	5	8	
08/03/2020	\$950.00	\$800.00	40	45	5	5	8	
15/03/2020	\$950.00	\$800.00	40	45	5	5	8	
22/03/2020	\$950.00	\$800.00	40	45	5	5	8	

**Leave Type:** Set Hours

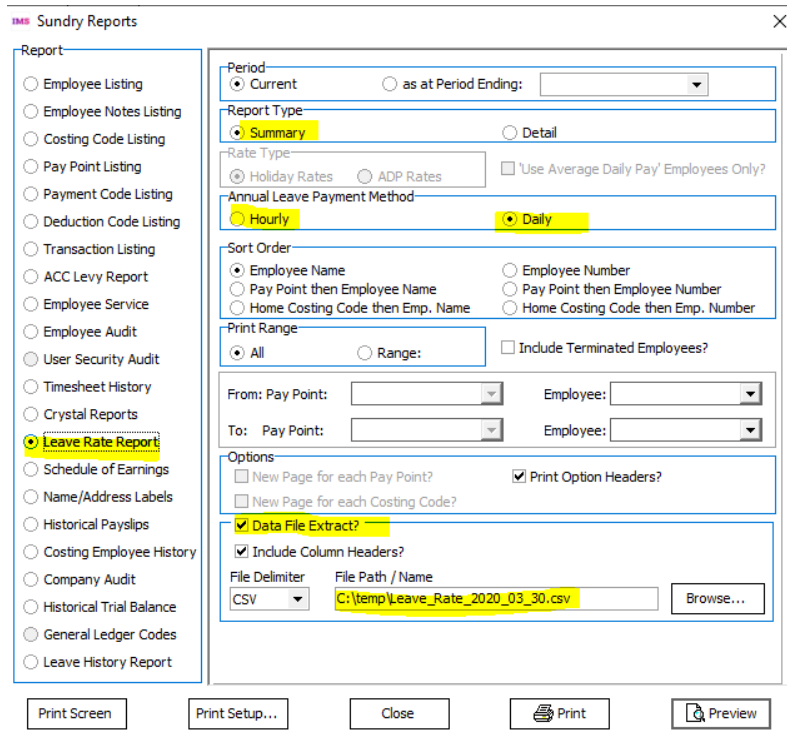
**Holiday Rates:**  
Units: Days  
Average: **\$186.2155**  
Ordinary: **\$160.0000**

**Average Daily Pay:**  
Hourly: **\$21.1701**  
Daily: **\$183.3940**

Include Periods Prior To Start Date?

## To Generate/export this report;

### Sundry reports, Leave Rate Report



**Sundry Reports**

Report

- Employee Listing
- Employee Notes Listing
- Costing Code Listing
- Pay Point Listing
- Payment Code Listing
- Deduction Code Listing
- Transaction Listing
- ACC Levy Report
- Employee Service
- Employee Audit
- User Security Audit
- Timesheet History
- Crystal Reports
- Leave Rate Report**
- Schedule of Earnings
- Name/Address Labels
- Historical Payslips
- Costing Employee History
- Company Audit
- Historical Trial Balance
- General Ledger Codes
- Leave History Report

Period:  Current  as at Period Ending: [dropdown]

Report Type:  **Summary**  Detail

Rate Type:  **Holiday Rates**  ADP Rates  'Use Average Daily Pay' Employees Only?

Annual Leave Payment Method:  **Hourly**  **Daily**

Sort Order:  Employee Name  Employee Number  Pay Point then Employee Name  Pay Point then Employee Number  Home Costing Code then Emp. Name  Home Costing Code then Emp. Number

Print Range:  All  Range: [dropdown]  Include Terminated Employees?

From: Pay Point: [dropdown] Employee: [dropdown]

To: Pay Point: [dropdown] Employee: [dropdown]

Options:  New Page for each Pay Point?  Print Option Headers?  New Page for each Costing Code?

**Data File Extract?**

Include Column Headers?

File Delimiter: [dropdown] File Path / Name:  [Browse...]

[Print Screen] [Print Setup...] [Close] [Print] [Preview]

Change the path to export to your reports folder.

Depending on your payroll setup, you may need to run the report for **Hourly** and **Daily** settings.

## How much to pay?

The client will need to know how much to pay the IRD; using the EI Return; add the columns marked in yellow below.

Surname Firstname		Start Date	Gross Earnings	Earnings not liable for EL	Lump Sum	PAYE/Schedular Tax	CS Code		KiwiSaver Employee Contributions	Net KiwiSaver Employer Contribution	ESCT	Payroll Giving Tax Credit
IRD Number	Tax Code	Finish Date					Child Support	Student Loan				
Ashton Bronwyn	089417163 M SL		2115.38	0.00		552.85	0.00	208.92	63.46	42.67	20.79	0.00
Ashton Colin	020981899 M		1512.18	0.00		345.42	0.00	0.00	60.48	0.00	0.00	0.00
Bloxham Peter	049497970 M		1110.00	0.00		214.19	0.00	0.00	0.00	0.00	0.00	0.00
Clark Andrea	023489643 M		760.00	0.00		124.71	0.00	0.00	30.40	18.95	3.85	0.00
Flowers Andrew	025974328 M		891.35	0.00		149.52	125.00	0.00	35.65	22.19	4.55	0.00
Gardiner Anne	085913492 S		338.80	0.00		63.84	0.00	0.00	0.00	0.00	0.00	0.00
Hayes John	019412199 M		660.00	0.00		105.82	0.00	0.00	0.00	0.00	0.00	0.00
Morgan Hamish	095326854 M		660.00	0.00		105.82	0.00	0.00	19.80	16.48	3.32	0.00
Redshaw Kevin	026930219 M		950.00	0.00		163.97	0.00	0.00	0.00	0.00	0.00	0.00
Reynolds Trevor	123456785 M		2010.00	0.00		516.62	0.00	0.00	58.54	39.21	0.00	0.00
Ritchie Susan	047935989 M SL		855.77	0.00		142.80	0.00	57.72	25.67	21.30	4.37	0.00
Ritchie Susan	047935989 SICIR		0.00	0.00		0.00	0.00	24.05	0.00	0.00	0.00	0.00
Shapland Karen	049016999 M		336.19	0.00		44.65	0.00	0.00	0.00	0.00	0.00	0.00
Skudder Kate	157934864 M SL		770.62	0.00		126.72	0.00	47.52	30.82	19.09	4.02	0.00
<b>TOTALS:</b>			<b>12970.29</b>	<b>0.00</b>		<b>2656.93</b>	<b>125.00</b>	<b>338.21</b>	<b>324.82</b>	<b>179.89</b>	<b>40.90</b>	<b>0.00</b>