Seasonal Workers

goPayroll provides comprehensive support for Seasonal Workers.

Some industries, particularly viticulture and horticulture have a need to employee seasonal workers (*whether RSE workers from overseas, or local seasonal labour*).

Invariably, these workers are paid by the production unit (*number of cases, bins, rows etc.*) and are classified as piece-workers.

In New Zealand, piece-workers may be eligible for **paid rest breaks (PRB)** and minimum wage topups based on **total hours worked (THW)**.

RSE workers may also wish to send superannuation contributions home via the **Seasonal Worker Superannuation Administration Service (SWSAS)** and this option is available in both NZ and Australia.

This guide explains all of these aspects and how to cater for them in goPayroll.

Piece workers

Piece-workers are typically paid for each unit of production (*as opposed to an hourly rate*). This could be per bin of fruit, a number of vines, sheep, etc.

"Pieces" are normally paid using the Allowance/Piecework section of the pay input (*and more often than not are imported from a properly formatted CSV file or attendance system such as Vinea*) and each transaction is able to be separately costed to a GL cost centre, job, activity or department - great for proper cost analysis.

These employees tend not to have paid breaks (*because they're being paid for production, not drinking tea*), so a **Paid Rest Break (PRB)** allowance category is available to record that data (*minimum 10 minutes [0.167 hours] per 4-hour period, or 20 minutes [0.333 hours] per 8 hour period*). PRB is recorded in hours as a total for the pay period, or individually per day if preferred. It also magically gets paid at the employee's average pay rate for the pay period.

In addition, you must record **Total Hours Worked (THW)** per pay period to ensure that the employee is being paid at least the minimum hourly rate.

Setting things up

There are three items in **Settings..Options** that affect the way THW and Topups are calculated for piece-workers:

- **Auto-topup piece-worker pay**: lets the system auto-calculate topups based on total hours worked for the pay period (*THW is captured by import or edited in the Summary tool during your payrun*)

- **Cumulative THW**: allows for the import of multiple THW transactions (*from CSV or other attendance system*) that accumulate to make the total THW recorded for the pay period (*you *may* have THW recorded per day for example, however the total for the pay period is required for the calculation to be performed correctly*). The imported total can be manually adjusted if necessary in *Payrun..Summary*.

- **Topup to contract rate if greater than minimum**: this option uses the employee's Contract payrate value if it's greater than the minimum for that type of employee (*e.g. RSE's get a minimum living wage rate as opposed to an Adult minimum wage, so a higher rate in the employee's contract would be used as the minimum pay rate target instead*)

Staff..Contract..Employment provides a piece-work employment category as well as a Minimum wage selection option for Adults, RSE workers etc. - this sets up the employee for proper processing of PRB and THW capture from imported data or by manual capture during pay input. The employee may also have a pay rate set here to be used for any hourly duties and as a target payrate for topups if selected in Settings.

Seasonal Worker Superannuation (SWSAS)

RSE workers may also wish to send superannuation contributions home via the **Seasonal Worker Superannuation Administration Service (SWSAS)** available in both NZ and Australia.

The SWSAS login page for NZ employers is here: https://employer.swsas.co.nz/

To cater for the collection and reporting of these deductions, set up an Agency code (*Codes..Agencies*) like this example:


1. Give the agency code a suitable title (**RSE Super %** *for percentage-based contributions, or* **RSE Super Fixed** *for fixed amount contributions*)

2. Set the category to SWSAS!

3. For a percentage-based calculation use Earnings x Rate (*and see #4 below to set the items it is to be calculated on*)

4. Set the earnings types that are to be used in the earnings x rate calculation (*usually you'd select anything that is superable - there's a quick-select for that*)

5. Enter the business number or Entity Reference number allocated to you by SWSAS!

You may have as many agency codes calculated in different ways, though generally you'd have just two...

Each employee who wishes to contribute SWSAS just needs to have the appropriate agency Payment added:
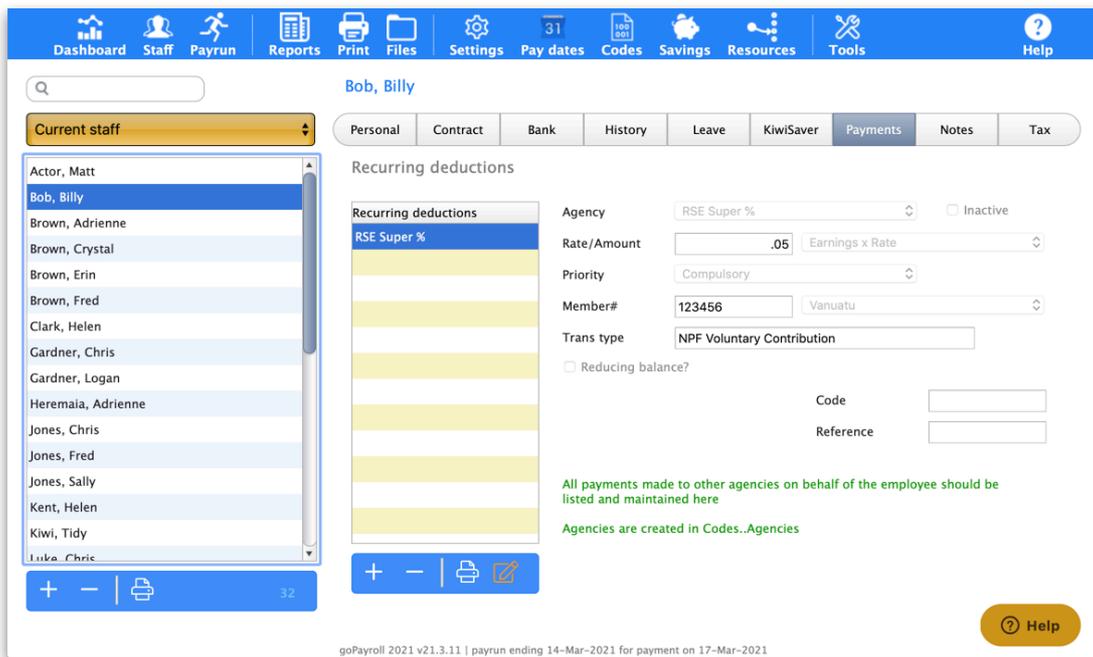
- Rate/Amount: must be set (*5% for a percentage-based contribution is entered as 0.05, otherwise enter the amount to be deducted each pay period*)

- Member#: must be supplied so that the receiving National Provident Fund (NPF) knows where the deduction is to be allocated

- Country: must be specified (*it will default to the employee's Contract country, but may need to be changed*)

- Transaction type: must be set from one of the standard descriptions

Following the payrun you'll need to produce the SWSAS schedule to be uploaded to the portal - use *Reports..Pays..SWSAS Schedule* to produce the xlsx file required.

Capturing pay inputs

Piece-rate work is always captured as an allowance (*though some staff may also have labour hours as well*) and combined with the PRB and THW entries can automatically calculate the topup required to ensure the employee is paid at least the minimum hourly rate.

The allowances, paid rest breaks and total hours worked can all be captured and edited manually, or preferably imported from a properly formatted time transaction file (*each line includes the employee's badge or code and the relevant paycode, units etc.*)

Example: So, an employee could be paid $2.50 for crutching a ewe, but take 4 hours to do it [*this is just an example*] - they'd be entitled to an entry of 1 ewe at $2.50, THW would be 4 hours, therefore they'd be entitled to a PRB of 0.167, and a topup of around $68 [*using a min rate of $17.70*]

Here's an example payslip showing all relevant items:

It's fine if the employee also has paid hours etc for different duties - it's all taken into account (*excepting extra pay and leave amounts*) for the topup calculation to produce a topup amount, if any.

You'll also need an allowance code for each of:

• **PRB**: Paid rest breaks - make sure the Category is set to Paid Rest Breaks!

- **TOPUP**: Topup, make sure the Category is set to Topup!

Make piece-work easy

Check out the following:

- **Vinea** - a purpose-built vineyard and orchard management solution
- **FlexiCSV** - for those who want to create the ultimate in flexible data capture and speedy import to goPayroll

Feedback

We're always keen to do better!

Any and all feedback is appreciated and if you feel we could include better examples, provide more explanation, provide references to additional information, make a process easier to use, or you spot something that isn't working the way it's supposed to - please let us know.