



Fiji Payroll Guide

Welcome to SmoothPay payroll for Fiji	3
Contracts and leave	4
<i>Piece-rate and casual contracts</i>	4
<i>Overtime</i>	4
<i>Maternity Protection</i>	4
<i>Annual (or Holiday) leave</i>	4
<i>Annual Leave entitlement on termination</i>	5
<i>Sick Leave</i>	5
<i>Bereavement Leave</i>	6
<i>Long Service leave</i>	6
<i>Leave balances on payslips</i>	6
<i>Payslips</i>	6
<i>Leave Records</i>	6
Savings and loans	7
Previous earnings and take-on pay totals	8
<i>Migration of data from another system</i>	8
<i>Capture of previous employment earnings and taxation</i>	8
Taxation	9
<i>Capturing previous employment certificates</i>	9
<i>Allowance categories</i>	9
<i>Regulation 6 comparison</i>	10
<i>FRCS-approved allowances</i>	10
<i>Payday Reporting</i>	10

<i>Employer Monthly Schedule (EMS)</i>	11
Bank Accounts and Direct Credit files	12
<i>Encoding bank accounts correctly</i>	13
Superannuation	15
<i>Additional superannuation contributions</i>	16
<i>Superannuation reporting</i>	16
SmoothPay support, training and assistance	17
Feedback	17

Welcome to SmoothPay payroll for Fiji

SmoothPay provides online payroll with built-in localisation (*tax, superannuation and reporting rules*) for **Fiji**.

Employees in Fiji are provided minimum employment conditions by the *Employment and Wage Acts and Regulations*.

This guide is intended as a general guide on how to proceed in each of the identified situations.

This guide is not a substitute for correct legal advice. If in any doubt regarding your legal obligations, you should consult a *Labour Officer or Inspector* or your legal adviser.

SmoothPay is designed to permanently record your pay input entries for subsequent retrieval and reporting. If used correctly, it will provide you with all the requirements for leave recording and reporting, overtime, allowances history, leave accruals, superannuation, tax reporting etc.

Extra localisation, such as specialised reporting requirements, or implementation of rules we may not know about, can be requested by contacting the SmoothPay helpdesk and providing as much supporting documentation and examples as possible.

PLEASE NOTE: SmoothPay is an FRCS Accredited payroll provider with advanced extensions that cater for approved redundancy payments, approved Lump sum payments, secondary taxation and Contractual earnings (*each of these have specific tax-free thresholds or tax rates that are not available in the Regulation 6 spreadsheet*).

Contracts and leave

Piece-rate and casual contracts

Piece-rate employees are defined as "Casual" in the employee record (*Staff..Contract*), and the leave entitlements (*Staff..Leave..Entitlements*) can be set to zero unless otherwise agreed.

Pay input will be via the *Payrun..Allowances* tab, using allowance codes to represent each type of piece-work, the units of work and the rate applicable to each unit. New codes are added in the *Codes* section (refer *Getting Started Guide*).

Permanent piece-rate entries (*typical entries for the employee*) should be saved as part of the employee's Standard Pay Template, unless you're importing your attendance data from a CSV or other external source (*to save having to re-enter them each pay period*).

Overtime

SmoothPay provides for overtime via (*Payrun..Work entries*) with a default multiplier of 1.5, and 2 for double time. You can add other overtime codes if you need to (*Codes..Work*) to cater for other time types and different multipliers.

Maternity Protection

You may be required to pay an employee a daily rate during their pre- and post-confinement period (*up to 42 days each*). Qualifying employees must have been employed for at least 150 days during the preceding 9 months.

This should be entered as Leave Taken (*you may need to add a Maternity code, set up as auto-balancing*).

The payment may be made to a person nominated by the employee.

Annual (or Holiday) leave

The minimum prescribed entitlement is 10 working days off after each year of service (*except casual and piece-rate workers*).

Therefore, each employee's annual leave should be established as Annual Days with the annual accrual (*e.g. 10 or more*) set as required. Any balance owed from their previous annual accruals should be set in *Staff..Leave..History* by adding a transaction containing the bring-on balance.

In goPayroll the basic annual leave accrual is set to 10 days (*5/6 of a day per month x 12 months = 10 days*). Leave to-date is calculated to current period end date based on days elapsed since last anniversary.

Annual Leave entitlement on termination

Where an employee has completed at least 3 months service they are entitled to an Annual Leave payment equivalent to 5/6ths of a day's pay for each completed month of service, or the amount of leave remaining that has accrued to date. This information is available on the employee's *Leave..Entitlements* screen or in their *Leave Balances*.

If the employee has completed at least 1 year of service then any unused annual leave accrued is payable, plus 5/6ths of a day's pay for each whole month of service since their anniversary.

In goPayroll the basic leave accrual is set to 10 days (*5/6 of a day per month x 12 months = 10 days*). Leave to-date is calculated to current period end date based on days elapsed since last anniversary.

Sick Leave

Some industries simply have a duty of care to provide medical assistance as needed instead of an entitlement to a set number of days of sick leave.

Industries such as mining, milling, manufacturing etc have Wage Order Regulations pertaining to minimum leave entitlements, including sick leave accrual.

Please ensure you set up correct entitlements for staff in your industry.

Generally, the minimum entitlement is 10 days during any year of service (*except casual and piece-rate workers*). Sick leave is not generally payable if the employee has served less than 3 months (*handled automatically*) at which time the accrual of 10 days occurs and diminishes as used until next anniversary comes around.

Some industries simply have a duty of care to provide medical assistance as needed.

Therefore, each employee's sick leave should be established as Annual Days with the annual accrual set as required. Any balance owed from their previous annual accruals should be set in *Leave..History* by adding a transaction containing the bring-on balance.

You may set the maximum accrual cap to 10 (*or more*), and SmoothPay will automatically maintain the balance at or below this level.

If you choose a different method of accrual (*e.g. Percentage each pay or annual hours*), then a rate producing a similar result should be used, however for clarity, the method prescribed by the Act should be used (*10 days, accruing annually*). You would also need to check that 10 days equivalent has indeed been accrued at the end of each year of service (*NOTE: It probably won't - we recommend using the system correctly*).

goPayroll will automatically set a new hire's sick leave entitlement to "No accrual" and the software will automatically convert that to days and apply the first accrual after 3 months of service at which time the accrual of 10 days occurs and diminishes as used until next anniversary comes around..

Bereavement Leave

An employee having completed more than 3 months service is entitled to 3 days bereavement leave in a year, in addition to any other leave.

Long Service leave

SmoothPay provides for a Special Leave classification with accruals annually (*days or hours*) or by percentage each pay.

An example might be 3.5 pays per year of service.

Not all employees will be subject this arrangement, but it's there if you need it.

Leave balances on payslips

For each type of leave you have the option of showing the leave balance on the employee's payslip - refer *Codes..Leave*

Payslips

SmoothPay provides for printing of individual payslips from each employee's *Pay Input* screen, or printed/emailed in bulk from *Payrun..Pay Reports*.

Individual payslips may be reproduced at any time for any previous payrun from the employee's *History* tab, and in bulk for any previous payrun from *Reports..Pays..Reprint* or *Resend* payslips.

These disclose all the required information to the employee.

Leave Records

A series of reports is available from SmoothPay which, when combined, provide full details of leave taken, leave accruals and employee information:

- Employee detail printout, shows all required employee details including next of kin
- Individual leave reports show details of leave accruals, adjustments, leave taken
- Summary and detail reports are also provided that show leave entitlements and balances

Leave comments may also be edited to provide a complete history/reason for leave and adjustments.

Savings and loans

SmoothPay provides a built-in Savings and Loans module that lets you easily establish and manage:

- loans and a repayment rate,
- savings with an optional target and the ability to borrow against savings or even to overdraw savings
- print statements and balance reports at any time
- show account balances on the employee's payslip

For more information, please refer to the Savings and Loans Guide available under the Savings menu and on our website.

Previous earnings and take-on pay totals

There are two situations where you may need to add take-on entries to an employee's pay history:

1. Migration of data from a manual or other payroll system, and
2. Capture of previous employment earnings and taxation

Migration of data from another system

Typically, SmoothPay HelpDesk will assist with this task as we have spreadsheet templates to assist with manual migration, and can often transfer from other payroll systems by directly accessing the old system database. There is a standard charge for this service.

Should you wish to capture that data manually, then it's simply a matter of adding a take-on record to the employee's pay history, leave records and so on.

A migration checklist is available from our website.

Capture of previous employment earnings and taxation

When taking on a new employee part way through the year, you are required to capture their earnings and taxation totals so that Final PAYE, SRT and ECAL can be calculated on payments you make to the employee.

Simply add a take-on record to the employee's pay history, making sure the "Earnings from previous employment" box is ticked.

Edit take-on history New

Period end Pay day

Earnings summary

Normal pay	<input type="text" value="0.00"/>
Bonuses etc.	<input type="text" value="0.00"/>
Lump sum (FRCS approved)	<input type="text" value="0.00"/>
Redundancy (FRCS approved)	<input type="text" value="0.00"/>
Contractual income	<input type="text" value="0.00"/>
Non-taxable allowances	<input type="text" value="0.00"/>
Gross value	<input type="text" value="0.00"/>

Deductions

Income tax	<input type="text" value="0.00"/>
SRT	<input type="text" value="0.00"/>
ECAL	<input type="text" value="0.00"/>
Employee FNPF contribution	<input type="text" value="0.00"/>
Other deductions	<input type="text" value="0.00"/>
Total deductions	<input type="text" value="0.00"/>

FNPF

Employer FNPF contribution

Amount Paid

Earnings from previous employment?

Employer name or payslip comment

Tax code

Taxation

PLEASE NOTE: SmoothPay is an FRCS Accredited payroll provider with advanced extensions that cater for approved redundancy payments, approved Lump sum payments, secondary taxation and Contractual earnings (*each of these have specific tax-free thresholds or tax rates that are not available in the Regulation 6 spreadsheet*).

Corrections to prior pay periods will cause the new tax value for the corrected period to be calculated per Reg6, however if an adjustment between actual and calculated tax occurs it will be added as a "Tax adjustment" in the next pay period.

We've noticed some misunderstanding of the correct usage of the Reg6 spreadsheet when comparing against payroll, so please note the following:

- An employee's first pay with your company is not necessarily Pay #1 (if they start half way through the year it will be pay #13, etc.) and any prior earnings certificates must be loaded so their tax continues to be calculated correctly
- pay# is determined by the employee's pay cycles - any payday for a fortnightly employee occurring up to 14 January is deemed pay#1, up to 28th January is pay#2 and so on
- try not to process multiple pays in a single period (*we've noted some sites run multiple pays for the same pay#, especially at Christmas*) causing large fluctuations in tax take in the current and following pays - it is always better to normalise your payruns and have them occur on their natural payday.
- if an employee is exempt from FNPF this does NOT alter the tax calculation (*and you should not modify the Reg6 spreadsheet by zeroing the FNPF value as this causes more tax to be deducted*).

Capturing previous employment certificates

Data from previous employment certificates for the current tax year must be captured - just go to History and add a new entry (*you can edit it anytime*). It is critical that the correct data be captured to ensure that PAYE Final is calculated correctly for the remainder of the year.

If you have multiple certificates, then capture each one individually. For example, you might have:

- 1 certificate from Primary income with another employer
- 1 certificate from secondary employment (could even be THIS employer, but moving to a permanent position as Primary income)
- 1 certificate for work as a real-estate agent (commission earner) etc.

Allowance categories

Another important factor is the capture of allowance payments using the correct code and classification so that details appear correctly on the various tax forms produced by SmoothPay.

The default set of allowance codes covers most scenarios - all you need to do is use the correct ones.

If you're not sure how to handle a particular scenario, please contact our HelpDesk for assistance.

Regulation 6 comparison

SmoothPay provides a Regulation 6 spreadsheet (CSV) extract with every pay processed. Just right-click the employee's name in the Payrun (*or the employee's pay history entry*) and select **Tax calculation** to obtain the CSV extract. This matches the Reg 6 spreadsheet columns (*though bear in mind that if the employee is non-resident or you haven't certified that their tax declaration has been received the results will be according to FRCS rules rather than the spreadsheet rules*).

FRCS-approved allowances

From 1 August 2019 you are **required to enter an FRCS approval number** for the following types of payment:

- **Lump Sum to Departing Employee** (*generally unused leave entitlements and other payments except retirement and redundancy*).
 - If you process a termination without entering an approval number (*using the instant termination tool, or not entering the approval in Leave Taken.. Termination*) then the whole amount will be regarded as taxable.
 - If you do have an approval number then FRCS may have advised you how much can be treated as tax-free (*\$5000 by default*). The approval number must be entered in **Leave Taken.. Termination**. You may need to adjust the taxable/ tax-free split.
- FRCS-approved **Retirement Lump Sum** (*SRT ring-fenced and not subject to super*)
- FRCS-approved **Redundancy payment**. FRCS will advise the transaction split amounts for:
 - the **tax-free component**,
 - the **approved redundancy** amount
 - and any other splits that may be required

Payday Reporting

From 1 January 2020 you are required to report electronically to FRCS for every payday you process.

SmoothPay automatically produces the payday.csv file as each payday is processed - simply upload to FRCS or on-demand from *Reports..Tax..PAYE Payday Report*.

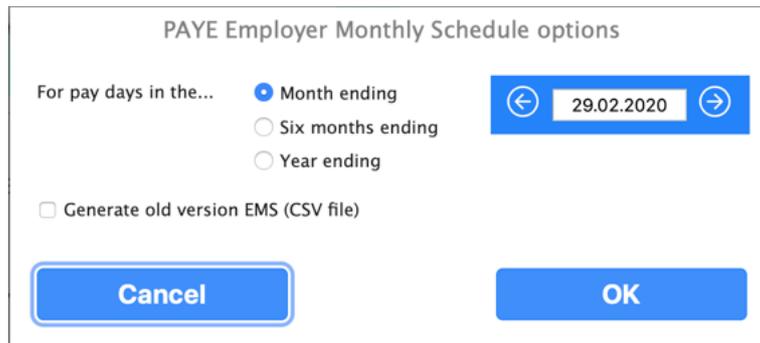
If you process more than one payrun for a particular payday (*say you process weekly and fortnightly payruns separately*) then the last file produced will contain the totals from both payruns, and is the file that should be submitted to FRCS.

Payday files are named **PAYDAY-TIN-YYYY-MM-DD.txt** (*TIN is the company TIN, useful where you process payroll for multiple companies*).

FRCS have advised that their new tax system will probably not be ready to accept these until mid-2020 (still not available at Jan 2021).

Employer Monthly Schedule (EMS)

The EMS file is automatically generated every time you run your monthly schedule and simply needs to be uploaded into the FRCS portal.



The screenshot shows a dialog box titled "PAYE Employer Monthly Schedule options". It contains the following elements:

- A label "For pay days in the..." followed by three radio button options:
 - Month ending
 - Six months ending
 - Year ending
- A date input field showing "29.02.2020" with left and right arrow navigation buttons.
- A checkbox labeled "Generate old version EMS (CSV file)" which is currently unchecked.
- Two buttons at the bottom: "Cancel" on the left and "OK" on the right.

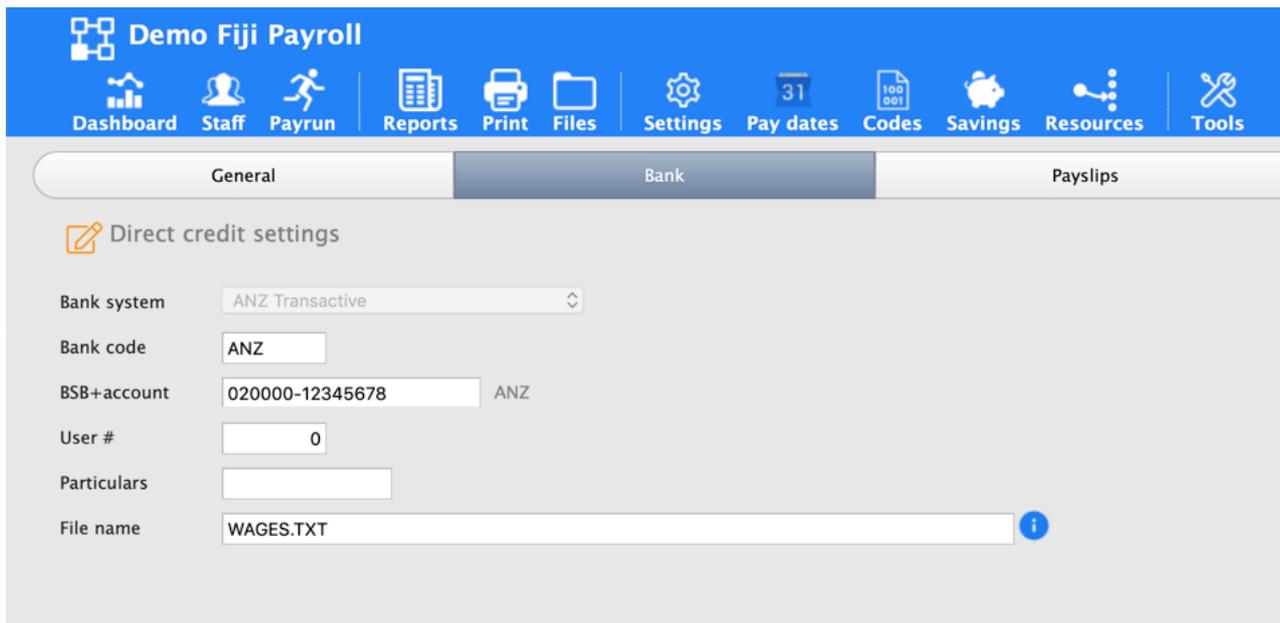
The EMS file is named **EMS-TIN-YYYY-MM.xlsx** (unless you generate the old version)

TIN is the company TIN, useful where you process payroll for multiple companies, YYYY-MM is the pay month)

FRCS have advised that their new tax system will probably not be ready to accept these until mid-2020 and the old format TXT file format should be produced until then (choose the old format in the EMS report options).

Bank Accounts and Direct Credit files

SmoothPay can generate direct credit files for various banking systems.



The screenshot shows the 'Demo Fiji Payroll' interface. At the top is a blue navigation bar with icons for Dashboard, Staff, Payrun, Reports, Print, Files, Settings, Pay dates (31), Codes, Savings, Resources, and Tools. Below this is a tabbed interface with 'General', 'Bank', and 'Payslips' tabs. The 'Bank' tab is active, showing 'Direct credit settings'. The settings include: Bank system (ANZ Transactive), Bank code (ANZ), BSB+account (020000-12345678 ANZ), User # (0), Particulars (empty), and File name (WAGES.TXT). An information icon is visible next to the File name field.

Every time a direct credit file is produced you will be presented with a Direct Credit Schedule report showing you all direct credit entries in the current pay run.

Your direct credit file will be produced automatically when the current pay run is finished (*Process Pays*).

You can also re-run a direct credit schedule for any historical batch at any time (*Reports..Pay..Direct Credit*) along with the associated direct credit file. This is very useful for testing purposes.

Download the direct credit file from Files, then upload to your bank, check it's the right data, then authorise for payment.

Encoding bank accounts correctly

Bank accounts must be entered and formatted as follows:

BSB-ACCOUNT (e.g. 020000-12345678)

Where 02000 is the Bank (02=ANZ, 0000 is the branch number if known/used) for the BSB part, and 12345678 is the Account.

Please make sure you enter the 2-digit bank code correctly in ALL cases. If you don't know the actual branch code use 0000 (so you end up with 060000 as an example for BSP or CNB).

SmoothPay also provides optional entry of a SWIFT code (*if present it will be used in the ANZ Transactive file, otherwise the ANZ SWIFT code will be used for ANZ accounts and the BSB for other banks*).

Fiji banks each use different codes to identify other banks.

If your primary bank is **ANZ**, then from an ANZ perspective: 02 ANZ, 03 WBC, 04 BOB, 05 Bred, 06 BSP, 07 HFC

If your primary bank is **BSP**, then from a BSP perspective: 01 ANZ, 03 WBC, 04 BOB, 06 BSP, 11 Bred, 12 HFC

If your primary bank is **Westpac**, then from a Westpac perspective: 09 ANZ, 03 WBC, 05 BOB, 07 BSP, 11 Bred, 12 HFC

These BSB codes are used so that goPayroll can identify the bank and produce the correct output per bank system - they do not necessarily represent the BSB that the bank might use!

Employee bank account/s can be created, edited etc. in the *Staff..Bank* screen.

There is no limit to the number of bank accounts an employee may have, and each account can be set as an amount per pay, a percentage of pay, balance of net pay etc, providing full flexibility.

DO NOT use employee bank accounts area for payments to other parties - use Agencies/Payments instead.

Agency bank accounts

Payments to other parties (Agencies) require an Agency record to be created (Codes..Agencies), which is then added to the employee's Payment tab as required.

The agency payee details provide for account name, bank name, branch name, SWIFT code (optional).

If bank name is not entered then the first line in the agency name/address block will be used instead.

Superannuation

SmoothPay provides for automatic calculation of both the employee and employer contributions for FNPF.

Default superannuation percentages are established in *Configure..Super*.

The screenshot shows the 'Configuration' page for 'Demo Fiji Payroll'. The 'FNPF' tab is selected. The 'FNPF settings' section includes:

- Provider: FNPF (dropdown)
- Employee %: 8.00 (input field)
- Employer ref#: 99999Z (input field)
- Employer %: 10.00 (input field)
- Allocate employer contributions in costing analysis
- Prorated (dropdown)

Note the option to include employer superannuation costs in the cost analysis reports for easy accounting for super.

Pandemic rates are 6% each.

Each new employee you add will inherit these as their default values (*Super* tab). Change the superannuation provider and settings if you need to (*Super funds can be added in Codes..Agencies and Super Funds*) or you can choose “Exempt” if the employee is not eligible.

The screenshot shows the 'Staff' page for 'Taxpayer, A'. The 'FNPF' tab is selected. The 'FNPF' settings section includes:

- Provider: FNPF (dropdown)
- Member #: 25345618 (input field)
- Employee %: 8 (input field)
- Employer %: 10 (input field)
- Cost to: Default (dropdown)
- Minimum \$: 0.00 (input field)
- Permanent exemption from super rules

A list of taxpayers is visible on the left, with 'Taxpayer, A' selected.

NOTE: Superannuation in Fiji is usually calculated on taxable earnings.

The category selected for each earnings paycode (*Codes..Allowances etc.*) determines if it is subject to super or not.

Additional superannuation contributions

goPayroll provides you with a number of options for paying additional superannuation contributions:

- you can increase the contribution percentages in the employee's FNPF tab
- you can add a benefit paid by the employer for extra FNPF (*as an amount or percentage of earnings*)

Please [refer to our detailed help article for more information](#)

Superannuation reporting

Reports..FNPF..FNPF contributions Schedule and CSV provides:

- a completed Contribution Schedule Form for the selected month (*there are also quarterly and annual report options that do not produce the CSV file*)
- a file for electronic reporting named using this pattern:
CS_MMYYYY_OrgRefNo_CS-01.txt

NOTE: *MMYYYY* indicates the month the contribution is required to be made and is the month **AFTER** the data contained in the file...for example, a schedule for October 2019 will be named *CS_112019_OrgRefNo_CS-01.txt*

CAUTION: *FNPF insist that the file be named this way. Due to the nature of downloading files from online systems, if you download the same file more than once, then each new iteration is renamed, usually with (1), (2) etc.*

You must make sure the file submitted to FNPF is named exactly as they require.

SmoothPay support, training and assistance

SmoothPay provides all end-user support, training and assistance **at no additional cost** as part of both your free trial period and as part of your ongoing subscription.

Support and training includes “direct-to-desktop” assistance, via our branded TeamViewer tool, with any problems you might be having (*requires a reliable broadband connection*) - TeamViewer includes handy chat and/or voice features which enables discussion during training.

We can be contacted via phone or email (*see the foot of the Control Centre for contact options*).

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.