

MHR Remuneration Service

Downloading Data From Payroll Systems

Introduction

The *MHR Remuneration Service* (“MHR RemData”) site provides an option which allows users to download selected data from their payroll or HR Management information System in a format which is accepted by the MHR system.

This document sets out how that process can be implemented.

Preparing the Payroll System

The first step is to prepare the payroll system to record the information needed in the MHR Remuneration Service. This is relatively easy, requiring only the inclusion of three specific fields, the details for which are available on the spreadsheet which can be downloaded from the MHR RemData website:

- MHR Car Code
 - The code which identifies the class of car provided
- MHR Phone Code
 - Identifying the level of benefit for employer support of a home telephone connection
- MHR Position Code
 - The code which identifies the MHR benchmark position against which the role is compared, and for which data is submitted.

Once these fields have been created, the records for which data will be submitted need to be updated within your payroll system to include the relevant codes.

Where there are limited options to include user-defined fields, priority should be given to creating the *MHR Position Code* field, as this is used to select the records for inclusion in your update.

The *MHR Car Code* and *MHR Phone Code* values can be added to the individual records manually if needed, once the data has been extracted from the payroll/HRMI system and can be viewed in MS Excel.

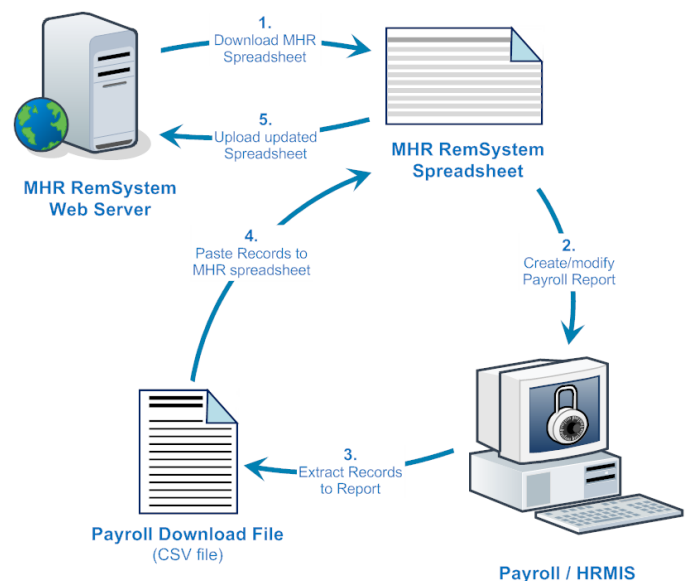
Creating the Report Output

Most widely available payroll and HRMI systems have some form of Report Writer which enables the user to create user defined reports which extract specified fields of data for individual records meeting defined criteria. You need to use this system to create a CSV (“Comma Separated Values”) file which can be read by Excel, for use in submitting data.

The criteria used to select the records for submission needs to include a filter to select only those records for which the MHR benchmark position code is recorded.

The fields required can be obtained from the website after the survey opens for data collection. Please download the latest spreadsheet as data fields may change from time to time, and the website will always be up to date.

The process is summarised in the diagram below:



Obtain the current List of fields

Once the MHR site opens for data submission the latest format for the data submission can be downloaded.

To do this:

Step 1. Click ‘Check out survey data for update’ in the main data submission screen of the *MHR RemData* website (after logging on)

Step 2. Select all surveys.

Step 3. Ensure the e-mail address is correct

Step 4. Choose to have the downloaded file in Excel

Updating the MHR Spreadsheet

The steps set out on Page 1 will prompt the MHR system to e-mail you the Excel spreadsheet for you to enter data off-line. This is the file on which you will have to submit your data.

Note:

You need to retain this file for use later in the process, as data cannot be uploaded to the MHR system on any spreadsheet other than that downloaded from our system. You will therefore need to copy your updated data to this spreadsheet, overwriting the existing data, in order to upload the updated data to the MHR system.

Step 5. Create or edit the existing user defined report from your Payroll/HRMIS to ensure that the correct fields are included, in the same order as in the MHR generated file.

Note that:

The fields containing the *Asset Value, Turnover, Staff numbers, Industry* and *Location* codes can be included in the report as constants; they do not need to be recorded in the payroll/HRMIS.

While you need to provide a field for the designation of the position, this field can be left blank for each record; provided the MHR Position reference is given the MHR system will enter the position designation.

Similarly, if you cannot extract the *Motor Vehicle* and *Telephone* details from your Payroll/HRMI system, these may be created as empty fields in your report. The MHR code can then be entered directly to the MHR spreadsheet once you copy your records across to it.

Validating your Data

Step 6. Open the completed payroll report in Excel, and select the range containing all your updated data.

Step 7. Paste these into **Cell A4** of the file emailed by MHR then save the file.

When you have completed this, please check your spreadsheet for accuracy, modifying any field where data is missing, or where data may be inaccurate.

Once the spreadsheet data is accurate:

Step 8. Click on 'Check in updated survey data' on the 'Data submission' screen of the MHR website

Step 9. Select the batch of functional job families you wish to check in, and follow the system prompts to load your data

Step 10. Place a tick in the box if you wish to 'Mark as complete' which means it is ready for processing

If you experience any problems with having the file accepted, simply email your updated MHR Excel file directly to us at the email address below and we will load for you.

Comment

Because there are so many different Payroll/HRMI systems in use in New Zealand it is not practical to provide detailed guidelines tailored for every system available.

The guidelines provided in this brochure set out the principles that need to be followed, in developing a payroll download process using your system's Report Writer.

Please feel free to email your initial report to us for checking, as we are happy to provide guidance on whether or not it will meet the requirements for data submission.

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