

# Payroll Action Plan 2019

## Key Actions to Achieve Priorities

Unitec Priority	People Team Priority	Action and Timing
Success of all students, with a focus on priority groups (Māori, Pacific, Under 25, International) and the communities we serve (West, Central & North Auckland).	<i>Build strong partnering relationships across Unitec with a focus on students and empowering staff.</i>	<ul style="list-style-type: none"> <li>• Support HRBPs, HR Services with data to support all staff</li> <li>• Communications generated &amp; queries answered in a timely manner – ie. Tax changes/requirements, timesheet submission on public holiday weeks</li> <li>• Filing completed promptly following each pay run</li> <li>• Ensure electronic files are utilised as much as possible (ie.reduce paper)</li> </ul>
Quality learning, teaching and applied research to develop work-ready graduates and lifelong learners.	<i>'Best practice' focus to contribute toward a Category 1 Culture of Excellence.</i>	<ul style="list-style-type: none"> <li>• Regular &amp; exception reporting for Management decisions</li> <li>• Good understanding of Tax changes for Apr 2019</li> <li>• Good understanding of Pay Day Reporting &amp; its requirements prior to implementation</li> <li>• Full review &amp; updated payroll checking procedures</li> <li>• HCM 9.1 Tax patch upgrade for Apr 2019</li> <li>• HCM 9.2 upgrade</li> </ul>
Engaged and inspired staff, equipped with the capabilities to support and deliver best learning.	<i>Focus on inclusiveness and wellbeing while supporting staff to build capability with a focus on the core business of learning, teaching and applied research.</i>	<ul style="list-style-type: none"> <li>• Pay all staff on time &amp; accurately</li> <li>• Pay Third party payments (deducted on behalf of staff) on time &amp; accurately (Union, Southern Cross etc)</li> <li>• Pay IRD on time &amp; accurately</li> <li>• Prompt &amp; clear replies to staff emails/calls/queries etc</li> <li>• Introduce Self Service Timesheet entry/approval – fully operational by May 2019 for selected Pilot Site/s</li> <li>• Working with IMS to improve systems</li> <li>• Clear reporting for BAs &amp; Managers for Casual Timesheets</li> </ul>
A financially sustainable business to invest in the future.	<i>Develop an enterprising mind-set and ensure compliance against process.</i>	<ul style="list-style-type: none"> <li>• Provide Management information to reduce Leave Liability</li> <li>• Ensure staff apply for appropriate leave type during shutdown &amp; other times</li> <li>• Reduce overpayments to zero</li> <li>• Capture overpayments (if any) organise repayments in a timely fashion</li> <li>• Question incorrect /inappropriate Leave requests</li> <li>• Provide timely data to the Finance dept staff</li> <li>• Provide Leave of Absence reporting to Dept Heads</li> </ul>