

# Payroll Action Plan 2021

Unitec Priority	Team Priority	Action and Timing
Improve the success of all learners, achieving parity for Māori, Pacific and under 25s by 2022, enhancing international learner success and serving the educational needs of Tāmaki Makaurau	Build strong partnering relationships across Unitec with a focus on learners and staff needs	<ul style="list-style-type: none"> <li>• Support HRBPs, HR Services with data/answers to queries in a timely manner – ie. Tax changes/requirements, timesheet submission on public holiday weeks, reports</li> <li>• All filing completed promptly following each pay run</li> <li>• All termination and recall filing to be done prior to 31 March</li> </ul>
Provide high quality learning, teaching and applied research to develop work-ready lifelong learners	Best practice delivery to contribute toward a Category 1 culture of excellence	<ul style="list-style-type: none"> <li>• HCM Tax change upgrade - Apr 2021</li> <li>• Improve regular &amp; exception reporting for Management decisions</li> <li>• Good understanding of Tax changes for Apr 2021 and any implementations of changes completed prior to 1 April</li> <li>• Continuously improve/update payroll checking procedures</li> </ul>
Engage and inspire staff so they are proud to work at Unitec and are equipped with the capabilities to support quality learning	Focus on inclusiveness and wellbeing while supporting staff to build capability with a focus on the core business of learning, teaching and applied research	<ul style="list-style-type: none"> <li>• Pay all Staff, Third parties &amp; IRD on time &amp; accurately</li> <li>• Streamline the Self Service Timesheet process for all casual staff from the onboarding stage</li> <li>• Improve Self Service Timesheet process &amp; reporting</li> <li>• Improve payment process for staff on ACC</li> <li>• Demonstrate proactivity with IMS to improve systems</li> </ul>
Build a financially sustainable organisation to invest in the future with an annual operating surplus	Develop an enterprising mind-set of financial sustainability, looking for opportunities constantly	<ul style="list-style-type: none"> <li>• Provide Management information to reduce Leave Liability including Leave of Absence reporting to Dept Heads monthly and automate) monthly</li> <li>• Ensure staff apply for appropriate leave type during shutdown &amp; other times and query incorrect /inappropriate Leave requests</li> <li>• Provide timely data to the Finance dept staff</li> <li>• Reduce overpayments to zero and capture overpayments (if any) to organise repayments immediately following recognition of error.</li> </ul>