

Payroll Action Plan 2022

Unitec Priority	People & Culture Team Priority	Action and Timing
Improve the success of all learners, achieving parity for Māori, Pacific and under 25s by 2024, enhancing the success of International learners and Disabled learners, and serving the educational needs of Tāmaki Makaurau	Continue to support schools and departments in raising the hire rates of Māori and Pacific people, including other minority groups (helping ensure our workforce diversity reflects the diversity of our learners)	<ul style="list-style-type: none"> • Support HRBPs, HR Services with data/answers to queries in a timely manner – ie. Tax changes/requirements, timesheet submission on public holiday weeks, reports • Support other staff queries in a timely manner – ie. leave cancellations, terminations, payslips, work schedule changes etc • Support the wider P&C team with Change readiness, Retention, Covid leave etc
Provide high quality learning, teaching and applied research to develop work-ready lifelong learners	Engaging proactively with Te Pūkenga and supporting our people to do so	<ul style="list-style-type: none"> • HCM Tax change upgrade - Apr 2022 • Improve regular & exception reporting for Management decisions • Good understanding of Tax changes for Apr 2022 and any implementations of changes completed prior to 1 April • Continuously improve/update payroll checking procedures
Engage and inspire staff so they are proud to work at Unitec and are equipped with the capabilities to support quality learning	Build change readiness for transition to Te Pūkenga	<ul style="list-style-type: none"> • Pay all Staff, Third parties & IRD on time & accurately • Streamline the Self Service Timesheet process for all casual staff from the onboarding stage • Improve Self Service Timesheet process & reporting • Improve payment process for staff on ACC • Demonstrate proactivity with IMS to improve systems • Proactive collaboration with Te Pūkenga ensuring a smooth Payroll transition (seamless for staff)
Build a financially sustainable organisation to invest in the future with an annual operating surplus	As an enabling/support function, partner with Te Pūkenga to identify duplicated functions and collaborate across the subsidiaries (in particularly for Tamaki Makaurau with MIT) to create capacity to add more value	<ul style="list-style-type: none"> • Provide Management information to reduce Leave Liability including Leave of Absence reporting to Dept Heads monthly • Ensure staff apply for appropriate leave type during shutdown & other times and query incorrect /inappropriate Leave requests • Provide timely data to the Finance dept staff • Reduce overpayments to zero and capture overpayments (if any) to organise repayments immediately following recognition of error.