



**PAYROLL INFORMATION DURING COVID-19 ALERT LEVEL 4**

19 August 2021

As mentioned in yesterday’s update, this memo will provide specific payroll information for the 3-day Level 4 lockdown. All staff’s current work status falls into one of the following categories and will determine what is required by you by **middy tomorrow** (Friday 20 August).

Work Status	Staff Requirement
1. SAP Portal User - Working From Home	Staff to complete a timesheet in portal as per normal.
2. SAP Portal User – Not Working	Payroll/Admin will assign your 3 days to a COVID pay code. No staff input required.
3. Manual Timesheet – Not Working	Payroll/Admin will assign your 3 days to a COVID pay code. Staff are still required to keep a record of hours on either a manual timesheet or in written form. Please keep in a safe place for processing at a later date.
4. Manual Timesheet – Essential Worker/Standby	<p>If staff are able to complete a timesheet and provide a copy to their administrators, time will be entered accordingly.</p> <p>If staff are unable to complete a timesheet or if administrators are unable to work, keep a written record of the hours worked. Payroll will assign your 3 days to a COVID pay code and will correct once manual timesheets are completed/entered.</p>

For those in categories 2 - 4 that completed normal work on Monday and Tuesday this week, but have not yet entered job numbers into timesheets, Monday and Tuesday will be coded to a generic WBS number and will be corrected once payroll/admin has the completed and authorised timesheets.

Simply put, all staff will be paid at 100% and our payroll and admin teams will be working hard to ensure minimal disruption occurs.

If you have any queries, please do not hesitate to contact Janette Mann or Emma Aitcheson directly or email [payroll@thinkdelta.co.nz](mailto:payroll@thinkdelta.co.nz)

Regards

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