



PAYROLL INFORMATION DURING COVID-19

24 March 2020

As mentioned in the previous update all staff need to be aware of the following information and take action as required to assist the payroll team manage the salary and wages payment process over the next month.

SAP Portal users please enter the following today, and release for approval for the next 4 weeks:

The options are:

- If working from home - enter timesheet as normal.
- If you will not be working - please do a leave application for the next 4 weeks using 'Leave on Full Pay Other' code.
- If you will be working from home for only a partial amount of time – you will complete a normal timesheet as if you are working from home for the entire 4 weeks. Payroll will be able to correct and adjust any partial unworked hours, when our Delta offices re-open.

For manual timesheets:

The options are:

- If staff are not required to work - then a timesheet must be completed with their standard ordinary hours coded to LOFP (Leave on Full Pay). Once a manual timesheet has been entered to this code, it cannot be changed.
- If staff are on-call or faults - then a timesheet should be completed to 989100-XXXX (enter Cost Centre) for standard ordinary hours only. A catch up for overtime and allowances will be completed when our Delta offices re-open.
- Please note, for timesheets (other than this week's timesheet), data entry can be progressively entered over the next 4 weeks, as per normal timesheet deadlines (mid-day Mondays).

Public Holidays have now been loaded, please do not apply for leave or enter time against the following days:

10/4/2020	Good Friday
13/4/2020	Easter Monday
14/4/2020	Southland Anniversary Day
27/4/2020	Anzac Day

Please don't hesitate to contact Janette Mann or John Llewellyn, if you have any queries.

Regards

Mike Costelloe
Chief Executive Officer
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