

Can we help you get back to work?

22 February 2011 has been described as one of New Zealand's darkest days. Our thoughts have been with you, your family and friends, and work colleagues.

HHA Associates Limited has been making contact where possible with our clients in the CBD to ensure that they are ok and to offer assistance with their office systems. We have found there have been many questions so we have put together some of the main questions and links for your information.

The team from HHA Associates

The Earthquake Employment Support Package is made up of two options:

1. **Earthquake Support Subsidy** – is for employers who want to maintain the employer/employee relationship and needs to take time to consider the business viability **or**
2. **Earthquake Job Loss Cover** – is for employees where the employer has decided not to continue their business and employees are no longer able to work and/or receive a wage

This package does not provide support to:

- Employers who can continue to operate and/or meet their obligations to pay their employees
- Government or government-related organisations
- Those who have been injured or bereaved and who are receiving weekly compensation from ACC
- Employers already receiving insurance payments that cover lost wages

Employers need to determine the type of support that is best for them and their employees in the short term. This assistance relies on employers and employees making contact and having discussions about what is best.

Work and Income can be contacted on 0800 779 997
Or visit: <http://www.workandincome.govt.nz/>

Questions & Answers...

- **What if it is my work day, and work is closed. Do I get paid?**
- **I can't get into work today for good reason. Do I get paid?**
- **Work was closed yesterday. Do I get paid for that day?**

Employers and employees should be talking to each other about pragmatic solutions to help recovery. While generally wages are payable if the employee is able and willing to perform work and work is available, what this means in each individual circumstance is likely to differ. An employer and employee should look to their employment agreement to see if there are options available during the recovery. It may be that alternatives such as working from home are available. Employees and employers may also agree to temporary arrangements that are additional to or different from their current employment agreement if they think this will be of benefit. The Holidays Act provisions may be applicable also. An employee can take sick leave if they, their partner, or their dependents are injured or sick and the employee has sick leave available. An employer can also require an employee to take annual leave. If the both of you cannot reach agreement as to when the leave will be taken and the employer gives the employee at least 14 days' notice. This only applies to annual leave that the employee is entitled to on each anniversary of the date they commenced employment. If an employee refuses to take annual leave on less than 14 days' notice an employer cannot require them to. It may be that the employer's business is unable to keep operating, closes permanently, and employment is terminated. In these circumstances, employers may need to consider making staff redundant. In that case, the procedures on consultation, good faith and other relevant matters in the Employment Relations Act apply along with other employment agreement obligations. It is important to get advice at this point including on any financial assistance that may be provided in the context of the earthquake damage. In all situations, whether the business is likely to recover, or has to shut permanently, any changes to the employment agreement covering wage payments or redundancy need to be agreed to by both the employer and the employee before implementation. This advice is given as a guide. Employees and employers are advised to seek their own advice depending upon the circumstances they face.

The following is a link to the Department of Labour
<http://www.dol.govt.nz/quake/>

Backups that work...

Having backups off-site is something that we cannot mention enough!

For many of our clients it was just a matter of downloading or loading from CD the software program files and restoring to the latest backup on an alternative computer. They are then able to process their pays thereby ensuring their employees were being paid.



There are many options for backups including data-sticks, CD's, tape drives, external hard drives and with both on and off site options. Another option is to have your systems hosted; this ensures as long as you have the internet you can be working anywhere.

Our consultants are only too happy to assist you to find a backup system that works for you and indeed we are helping many clients restore and setup software.

IMS Payroll Partner...

Many businesses are not able to enter their work place and therefore did not have access to their software. We do suggest you have your software CD's also kept away from the office. We would like to thank IMS Ltd for supplying our clients a free downloadable version of IMS Payroll Partner swiftly to ensure employees could be paid.

Contact the Help Desk first!

For all your enquiries we urge you to contact our Help Desk first.

This is to ensure a Job Sheet is created and logged so we know your job has been actioned. It also helps us with other clients that may be experiencing the same queries, and we can thus report back to our software suppliers. This is especially helpful after an upgrade.

Help Desk Hours
8.30am – 5pm
Monday – Friday
03 693 1121

Press One – Intersoft & Freight Management
Press Two – Personnel & Wages
Press Three – Office Connections
Press Four – All other enquiries

Did you use last week's Bank file to pay employees?

If you used last week's bank file to pay this weeks wages we have suggested you set up a new deduction to reduce the payment by the amount previously paid.

To do this you will need;

- Click on Company
- Click on Deductions
- Click on File
- Create a New Record

Open the pay run as per normal and key the correct entries for that period. On each person Timesheet Entry page, add the deduction 'Already Paid' as setup above.

The bank file you create by utilising this method will only be for the amount still owing to each employee.

If you have over paid your employees you will need to reduce the 'Already Paid' amount to this pays amount and note the remainder still to be deducted for the next pay run on your Timesheet Notes area.

You will, need to get written permission from your employees to recover any overpayments.

Resources Available...

HHA Associates Limited – IMS Payroll Support
Visit: www.helenhenderson.co.nz
Phone: 03 693 1121

Department of Labour – Employment Relations
Visit: www.dol.govt.nz
Phone: 0800 20 90 20

Work and Income – Employment Support Package
Visit: www.workandincome.govt.nz/
Phone: 0800 779 997