



# Charitable...What's This?

It is a vision we have where we support local charities whilst creating sustainable corporate social responsibility. Our primary focus was to “make the world a more generous place”, through an increased level of giving/donations and awareness.

We identified that there are 3 main stakeholders when it comes to donations – employee, employer and charity. Each comes with their own set of issues related to donations. The idea behind Charitable, is to remove these barriers and to make giving a seamless and simple process.

We hoped to do this by offering:

- **Employees** a way to make hassle-free donations whenever they feel moved to make one
- **Charities** to gain exposure to employees, keep admin costs low and gain insights about where donations come from
- **Employers** to create corporate social responsibility programmes driven by employees, and not senior leadership

By providing these solutions to the 3 stakeholders, we believe that we can make the world a more generous place through our Charitable app.

At this stage we have delivered a proof of concept app for employees and designs of a website for charities and employers. Datacom has given us an advance to go pass which means what we have worked on so far will become an actual product.

Our next step requires you. We are really keen to know if what we have proposed is something you would support and would like us to build. To help convey this idea, we've put together a short clip.

You can view this video by following the link below... you might also be amazed by our award winning performances. If after watching the video you think we should proceed, please send an email to [Answers@datacom.co.nz](mailto:Answers@datacom.co.nz) with subject header **Charitable YES**.

<https://youtu.be/kyLvYEMrkZ8>

## Employment Breaches Cost Employer \$14,000

In February of this year, we published an article highlighting the increase of minimum wage to \$15.75 which came in effect last April. Recently a Canterbury company has been ordered to pay almost \$14,000 following a string of employment breaches involving migrant workers.

The company based in Timaru, failed to pay minimum wages and correct holiday pay to three of the foreign nationals. It also made unlawful deductions and failed to keep accurate holiday and leave records.

Undoubtedly, the Labour Inspectorate took these breaches seriously. Not only do these employers breach the rights of their employees, they also gain an unfair advantage over the wider business community who are good employers and meet all their obligations.

In this case, the employer withheld final holiday pay from two employees when they left and failed to match a national rise in the minimum wage for another worker.

While they fixed the issue when they became aware of it and paid arrears back to the employee, this penalty is a good reminder underlining the onus is on the employer to get it right and ignorance is no excuse.

Ultimately, the Employment Relations Authority ordered the employer to pay \$6,000 in penalties, in addition to the \$7,865.21 in arrears already paid to staff.

This article outlines the importance for every employer in New Zealand to provide their employees with all their entitlements, such as the minimum wage for example.

What's vitally important, is for the employer to take reasonable steps to determine whether a person is entitled to work in New Zealand and to ensure that they deduct the correct amount of tax. Failure to take reasonable steps can give rise to significant penalties to the company.

If you have any concerns with minimum wage or your obligations in terms of the Immigration Act, give us a call on **0800 72 97 97**. We have solutions that can take these problems off your hands.

# DataPay Direct Access - Timesheet Module

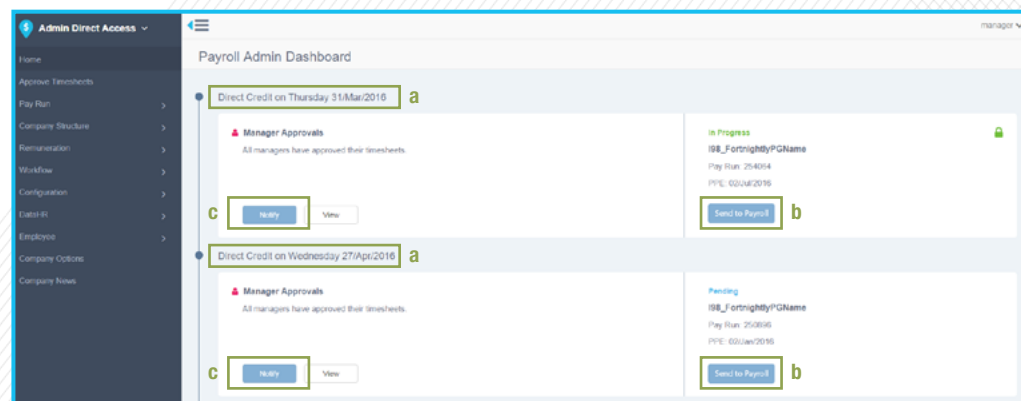
Timesheets is one of several modules offered in Datacom Direct Access, our newest web-based portal. The timesheet module enables the tracking and monitoring of hours worked, as well as regular and overtime hours for all staff within the organisation.

Employees, managers and payroll admins will have access to different and distinct features within this module. In this edition, we will explore features offered to the payroll administrator...let's begin.

## Payroll Admin Home Page -

This page gives the payroll admin a full overview of their current open pay runs.

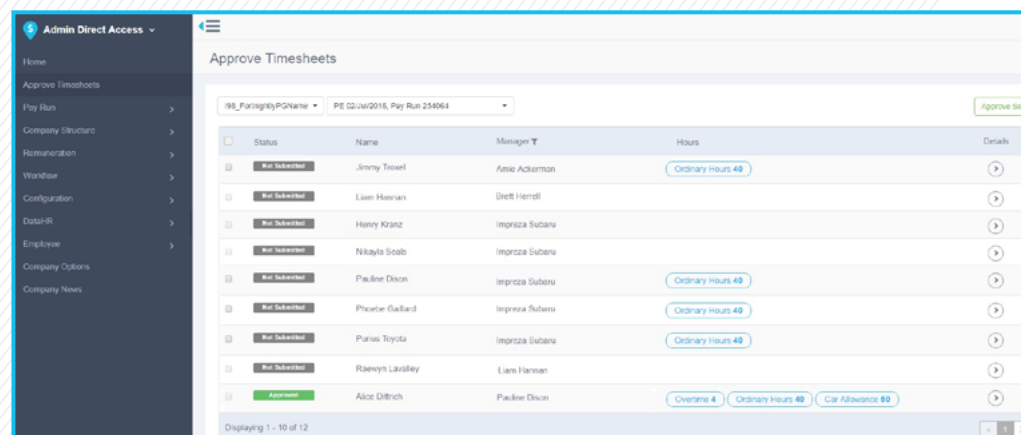
- a) View up-to-date pay run information, ordered by direct credit date
- b) Send completed pay runs to payroll and auto-lock pay runs to prevent further changes
- c) Notify managers of outstanding timesheets which require their approval



## Payroll Admin Approve Timesheets Page -

This page allows the payroll admin to a summary view of all timesheets. Admins will see all employees that they have scope access to.

- View and assess timesheets that are pending approval
- Drill down and edit or approve individual timesheets for employees
- Amend or approve timesheets immediately if necessary



Our developers will continually work on improving Direct Access by enhancing functionality. Below is a list of items which will be added to the next iteration of the Payroll Admin access level:

- Notify managers when there are pending leave requests to approve
- Allow global users to drill down to view employee timesheets

If you have any questions or would like to find out more, give us a call on **0800 72 97 97** or send an email to [Answers@datacom.co.nz](mailto:Answers@datacom.co.nz). If you prefer you can contact your Datacom payroll consultant directly. The employees and managers timesheet module will be discussed in future issues of The Respondent.

The last  
payroll  
upgrade  
you'll  
ever  
need.



**DATACOM** Payroll

Get time back to work on  
your business, call:

**0800 72 97 97**

We'll discuss what will suit  
your needs - big or small.

[www.datacompayroll.co.nz](http://www.datacompayroll.co.nz)