

# What's on your payroll path?

At Elephant we like to find ways to support payroll people in growing their skills and experience. So we put this map together! Simply work through and rate where your level currently is and write in the circle, then write where you want your level to be in 12 months time in the square box. Then you can see where you may want to focus your development and check if there are any workshops, webinars or events that may help!

Start here!

## Calculating Leave

- L1: Can do basic calculations for AL or Public Hols
- L2: Can do calculations for sick leave, parental leave
- L3: Can do leave calcs for rosters/casuals/variables
- L4: Can train others in complex leave issues

## Systems and Technology

- L1: Can enter data in system
- L2: Can do systems configurations
- L3: Can train others on the system
- L4: Runs upgrades and testing

## Advises Managers

- L1: Advises on basic payroll process and basic leave calcs
- L2: Can answer more complex pay and legislation questions. Can adapt their style.
- L3: Can train managers on pay processing and employment law issues. Can deal with conflict and resolve it.
- L4: Advises senior leadership team on payroll metrics, issues and solutions

## Payroll Metrics & Planning

- L1: Runs data reports
- L2: Prepares reports on key metrics (leave, turnover, pay processing)
- L3: Writes commentary on BU or divisional metrics
- L4: Creates company wide dashboard

## Managing time & attendance

- L1: Can enter timesheet data
- L2: Can identify variations or issues in timesheet data
- L3: Liaises with software providers & updates systems
- L4: Proactively improves time & attendance processes

## Remuneration & Bonuses

- L1: Administers bonuses/salary data
- L2: Completes salary surveys & rem data
- L3: Can calculate rem increases and complex bonus payments correctly
- L4: Designs & advises on rem issues

## Change Management

- L1: Assisted with a change process – documents etc
- L2: Can run small scale change projects
- L3: Managed a large scale change
- L4: Run multiple change processes for whole business

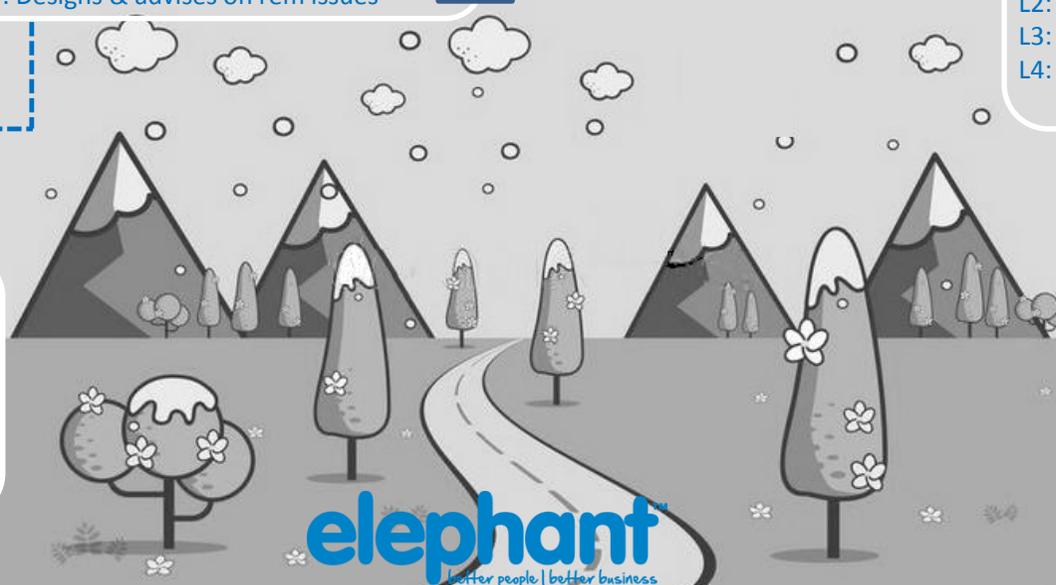
## Processing Pay runs

- L1: Can load a pay run into system
- L2: Can check pay run and identify any anomalies. Can prepare PAYE filing
- L3: Can sign off terminations or variations
- L4: Can run large scale and complex pay runs correctly

## Payroll Leadership

- L1: Knows when to ask for help & areas to develop
- L2: Can train others in the team
- L3: Manages a team, coaching & helping them grow their skills
- L4: Works as a senior manager, setting team strategy & training plans

# Payroll Training

Our payroll workshops, conferences and webinars help grow your skills identified from your payroll path map!

## Essential Employment Law

A 1 day workshop that covers 13 pieces of legislation and HOW to apply them in the real world. We often get told this is the best employment law workshop in NZ.



## Clever Communication



Learn how to understand different communication styles and influence and persuade the right way!!



**Clever Communication**  
REFRESH HR WEBINAR

## The Payroll Game Changer Conference 2019

Solving your Payroll headaches

AKL 14+15 FEB  
WGTN 5+6SEPT



Our Payroll Game Changer explores headaches with your payroll systems, developing your teams skills on a budget, Holidays Act, Privacy and Data issues and remuneration solutions and dealing with difficult managers!

Our Management Bites Master Class is for anyone who manages a team and wants to know how to deal with introvert employees, sick leave or attendance issues or how to motivate and engage your team.

MANAGEMENT BITES

ONE DAY MASTER CLASS

SOLVING YOUR PEOPLE MANAGEMENT CHALLENGES

AKL 23.1.19 | WGTN 29.1.19



Find out more at [www.elephanttraining.co.nz](http://www.elephanttraining.co.nz)

## HR and Payroll Metrics



**HR & Payroll Metrics and Analytics**

What to measure with real examples of payroll reporting in NZ companies



## Remuneration & Reward

Remuneration & Reward  
REFRESH HR  
WEBINAR

How to deal with remuneration systems, bonuses and reward schemes

