

# New Special Webinars 2022 Directory

Each special webinar provides a PDF set of notes sent out the day before the webinar date.

<b>Date</b>	<b>Webinar Name</b>	<b>Brief Description</b>
18 February 2022, 9am to 12.15pm	EMPLOYMENT LAW 101 – EMPLOYMENT RELATIONS ACT 2000	The Employment Relations Act is a cornerstone act in regard to the employment relations framework. There are numerous sections of the act that impact in some way on what is done in payroll. For payroll it is important to understand how and why these sections could impact on their payroll and how they need to be applied.
18 <sup>th</sup> March 2022, 9am to 12.15pm	EMPLOYMENT LAW 102 – OTHER ACTS	Employment law covers a wide range of rules that directly and indirectly impact on payroll. For the payroll practitioner having an understanding of acts that they may not come across on a day-to-day basis is important so at the very least when needed they have general understanding on what payroll needs to do and where to look to find out more.
1 April 2022, 9am to 12.15pm	PAYROLL RECORD KEEPING AND PRIVACY REQUIREMENTS	Bottomline payroll manages one of the largest costs a business has and for that reason payroll record keeping and the measures to keep it secure so unauthorised access does not occur is an essential payroll activity. This is while also having to provide record to external government agencies when requested and a range of other parties being the employee or working on their behalf.
22 <sup>nd</sup> April 2022, 9am to 12.15pm	OTHER LAWS RELATED TO PAYROLL	Employees work in a wide range of workplace environments that can have special requirements and rules set by legislation long with other types of deductions made against the employee by various government departments and agencies.
5 May 2022, 9am to 12.15pm	SMALL BUSINESS PAYROLL	Small businesses make up the largest business sector in New Zealand and it is essential that payroll for an SME works in terms of time taken to administer, cost to run and that the essential outcomes for the employee (being paid correctly) and the business (meeting all legislative requirements) are met. The key to a successful small business payroll is to “keep it simple”.

<b>Date</b>	<b>Webinar Name</b>	<b>Brief Description</b>
13 <sup>th</sup> May 2022, 9am to 12.15pm	PAYROLL 101 - SETTING UP A NEW EMPLOYEE STARTER	For payroll getting a new employee setup correctly from day one is essential to ensure payroll can pay the employee correctly. Without a clear new starter process or having an understanding of what needs to be covered, it can undermine payroll processing (short and long term) in trying to resolve issues.
27 May 2022, 9am to 12.15pm	PAYROLL 102 - FOCUSING ON EMPLOYEE DEDUCTIONS	One of the main areas of work for payroll is in the deductions made from an employee pay from PAYE, to government mandated deductions to deductions asked for by the employee based on legislative requirements. Payroll must get these right so knowing the rule and requirement are an essential payroll need.
17 <sup>th</sup> June 2022, 9am to 12.15pm	PAYROLL 103 - KIWISAVER	For payroll Kiwisaver is a straight forward activity as long as steps are followed and rules for joining, opting out, changing employee contributions and acting on savings suspensions are applied correctly. There are also a range of other areas to Kiwisaver that payroll needs to have knowledge of so this whole area can be managed effectively.
8 July 2022, 9am to 12.15pm	PARENTAL LEAVE AND EMPLOYMENT PROTECTION ACT	The parental leave act has a range of leave types to support an employee taking leave as part of their parental responsibilities. Payroll needs to understand the differences and rules between each leave type, the criteria that the employee has to meet to get them and how parental leave is earned and its effect on leave provided under the Holidays Act.

More new webinars will be published throughout 2022.

To book go to: <https://www.nzppa.co.nz/product-category/special-webinars/>

\*If you want additional attendees to attend the second booking onwards has a 25% discount but this must be done by emailing: [training@nzppa.co.nz](mailto:training@nzppa.co.nz)