



A word from Ed ...



As we start to think about winding down for the annual Christmas and New Year break, it's good to reflect back on the last year. I found it surprising, and pleasing, to see so many businesses come out financially quite well despite all of the uncertainties we are facing. Long may it continue!

Have a safe and relaxing Christmas, and an abundant New Year!

We're closing our doors at 2pm on Thursday 23 December 2021, and will reopen in the New Year at 8.30am on Monday 17 January 2022. Thank you for all your support this year — **we really do appreciate it!**

Whether you're seeking extra staff to cover the Christmas rush, wanting to avoid paperwork mishaps and breaches of the Holidays Act 2003, or looking to refine your onboarding experience, we've got you covered in our final issue for 2021.



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Summer staff generation: a how-to guide

Getting the staff you need over the silly season during a global pandemic is tough. If you've tried Seek, Careers, and Trademe with no luck, maybe it's time to think creatively. And remember, while our unemployment rate is low, there are always going to be part-time workers looking for more hours or full-timers looking for a change.

Here are six fresh ways to find new staff:

1. **Ask friends and whanau.** Advertise to your tribe first — whether it's via social media, email, or newsletter. Your friends, family, and customer base are already engaged with your business so they might want to work with you or know someone who does.
2. **Promote from within.** Have you considered whether one of your current staff members could fill the vacancy? Internal promotions are a great way to reward performance and create career paths that bolster employee engagement. Remember to go through the same recruitment process as you would with an external candidate to ensure they're the right fit.
3. **Use Student Job Search.** Did you know there are more than 40,000 students nationwide looking for work? Most have finished their exams and are seeking temporary or permanent employment. Search [Student Job Search](#).
4. **Jump on social.** Since most people use at least one social media platform, it makes sense to leverage these channels to attract and hire new job candidates. LinkedIn is the most popular, but Facebook also has an effective platform for promoting new roles. Make sure your own business Facebook page has relevant, up-to-date content to give potential candidates a true insight into your culture.
5. **Facebook groups.** Are you a member of your local community Facebook noticeboard? Search for it and post your job advert there. It's a great way to spread the word because people can tag friends or family who may be interested in the role.
6. **Widen the net.** The [New Kiwis](#) website links skilled migrants living in New Zealand with employers, and Work & Income New Zealand has a free phone service for recruitment, call 0800 778 008.



Five steps to seamless hiring in 2022

So you've found the right person for the job, now what? Here are the next five steps you need to take.

Step 1: Make an offer

- Check the candidate can legally work in New Zealand.
- Explain the 90-day trial period, if you're going to use one (only small businesses can).
- Discuss the role, conditions, and benefits (hours, location, salary, training, fringe benefits, holidays, etc.).

Step 2: Sign the employment agreement

- Give the candidate a written employment agreement that's specific to their employee type and includes all the agreed conditions.
- Provide them with a written role description.
- If you're using the 90-day trial period, tell them about it again and write it into the agreement.
- Make sure they've signed the agreement before they start work.

Step 3: Get prepared for their first day

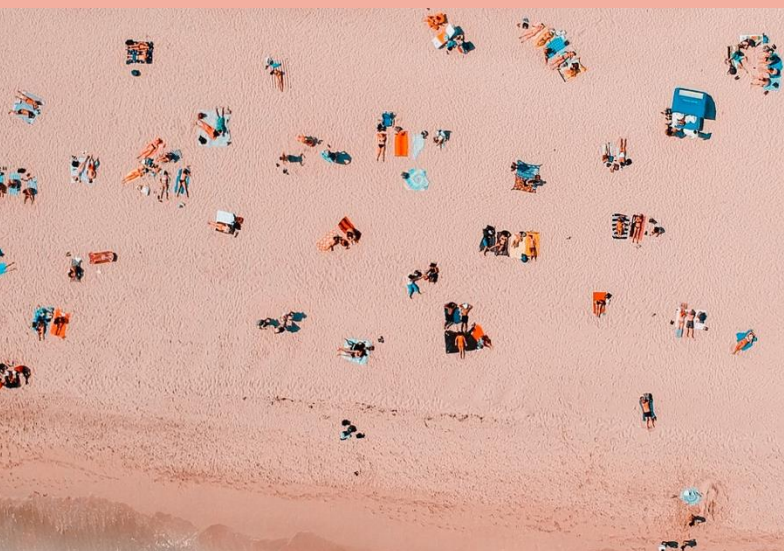
- Make sure systems, processes, tools, and stationery are ready to go (more on onboarding in our article below).
- Plan out their first day and an induction process.
- Add them to any insurance policies you might have.
- If this is your first employee, you'll need to register as an employer with Inland Revenue.

Step 4: Complete any remaining paperwork

- Enrol your employee in KiwiSaver (IR346K), if they're eligible.
- Have them complete a tax code declaration (IR330).
- Keep a wage record showing how much you pay them.
- Set up a holiday and leave record.

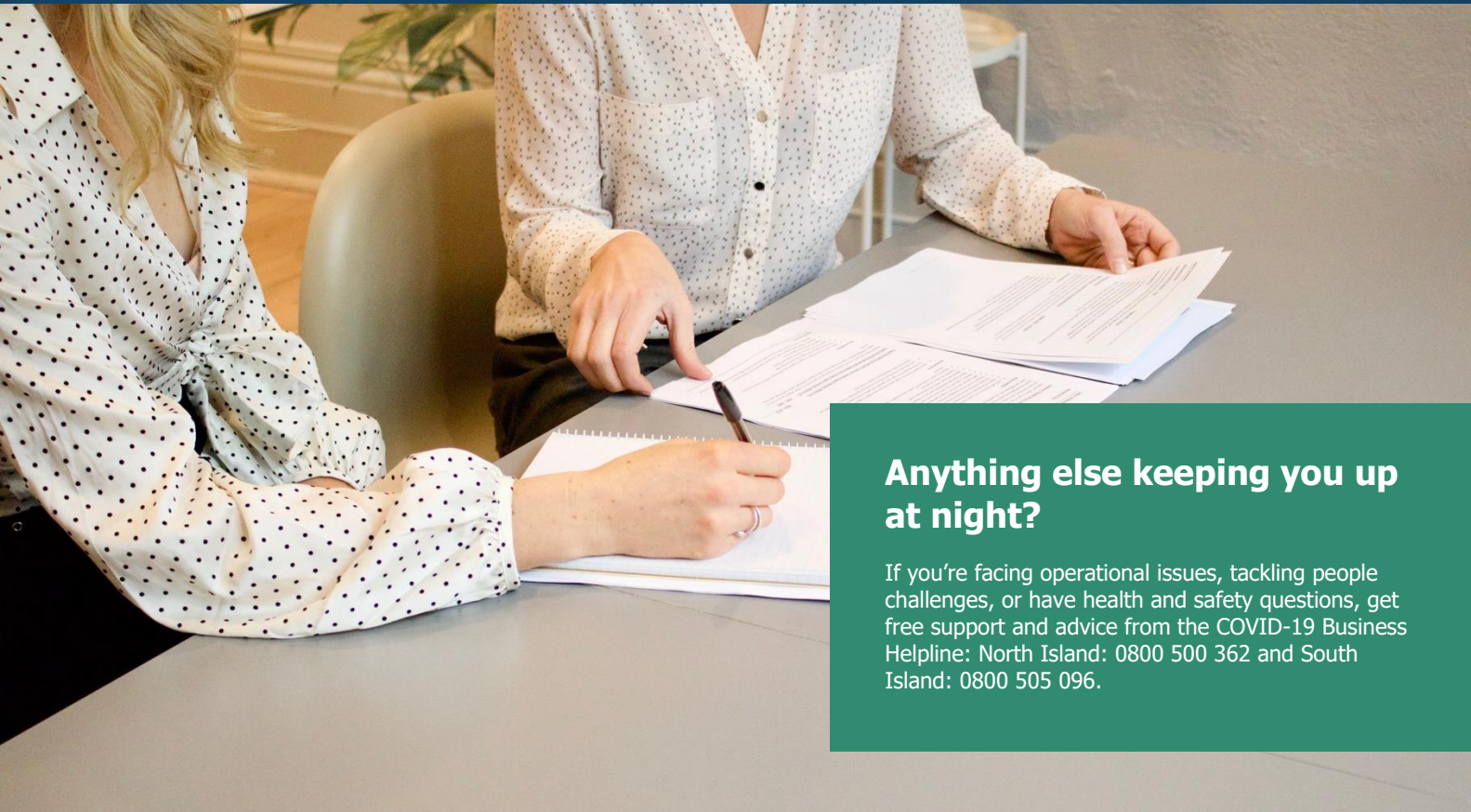
Step 5: Get them settled in

- Explain your workplace's health and safety procedures.
- Show your new staff member how your systems and processes work.
- Introduce them to the rest of the team.
- Get their emergency contact details and give them yours.



Drawing up a new staff contract this summer?

Comply with the law to stay out of hot water



Anything else keeping you up at night?

If you're facing operational issues, tackling people challenges, or have health and safety questions, get free support and advice from the COVID-19 Business Helpline: North Island: 0800 500 362 and South Island: 0800 505 096.

Heading into the Christmas rush, it can be easy to miss something in your new staff members' contracts. To ensure your employees are treated fairly and according to the law, follow these three key rules.

1. All employees must have a signed employment agreement before they start work.

- Give new employees time (three to five days) to read, understand and ask questions before they sign the contract.
- The contract must include certain clauses, including the type of employment (fixed-term, casual, or permanent), duties, pay, and other benefits, the place and hours of work, how problems can be resolved, etc.
- Use templates in [New Zealand Workforce Manager](#) or an [Employment Agreement Builder](#) to help you put together a legal employment contract. It covers what you must do by law and sets out common mistakes made by employers and how to avoid them. It takes about 30 minutes to complete, and you can save it part way through.

2. All employees have minimum rights that are set out in law, including:

- Minimum wage: Employees must be paid at least the minimum wage; the current adult minimum rate is \$20 per hour.
- Public holidays: Unless written in the contract, employees don't have to work on public holidays. If they work on a public holiday, they must be paid time and a half, plus if it is a normal workday for them, they also get an alternative day off.
- Health and safety: Employers must provide appropriate training and information for workers so that they can work safely.

3. Employee work hours must follow the legal rules.

- Work activities paid for by the employer also include before and/or after-hours tasks, such as team meetings, opening and closing the business, cleaning and tidying up, on-the-job training, and product familiarisation.
- It is illegal for employers to offer employees zero work hours and expect employees to be available without reasonable compensation.
- Work hours must include proper rest and meal breaks. For example, an employer who works an eight-hour shift gets two paid rest breaks and one unpaid meal break.

Onboarding: how to do it right in 2022

Keeping staff can be just as tricky as finding them. So, how do you ensure newcomers feel informed and welcomed from the get-go? Create a memorable welcome pack as part of your onboarding experience. This could include:

Welcome letter. This is your chance to communicate your culture, what employees like about working for you, and what the company's goals are.

All the paperwork. Include a list of team members (roles and responsibilities), health and safety requirements, equipment, systems, etc.

Employee handbook. Give them an overview of your dress code, work hours, vehicle allocation, health and safety procedures, etc.

Ongoing training. Staff will be more likely to stay if they can see you're investing in their career development. Showcase the professional development and training opportunities available.

Mentorship. Matching new employees with an established member of staff helps create an instant bond and gives them one point of contact for questions or concerns.

Personal Q&A. It's important to get to know your new staff member so ask them to fill out a brief questionnaire about themselves. It could inspire their 2022 Christmas gift!

A personalised gift. Put a spin on your welcome pack by including some company swag or a pot plant.

Onboarding survey. How did their first day go? Did they leave feeling confident in their new role? A quick survey makes your new hire feel heard plus you'll gain feedback on your onboarding process.

Five things all employers should consider in early December

Taking time out over the summer? You can have an 'annual closedown' for your whole business or part of it but give employees at least 14 days' notice in writing. You can ask staff to take their existing annual leave. If they don't have leave left, they can take leave without pay or you can both agree to them taking annual leave in advance.

Need employees to work the public holidays? The only way you can make employees work on a public holiday is if it falls on a day they normally work, and the requirement to work on the public holiday must be included in their employment agreement.

Know how much you need to pay them? If the public holiday falls on the day they would normally work, you pay them time and a half and give them a paid day off. If the holiday doesn't fall on a day they normally work, you pay them time and a half.

Employees asking to cash up? Staff can cash up up to one week of their minimum four weeks' annual holidays in any entitlement year if you're okay with it. If not, you must decline in writing (but you don't have to give a reason).

Need to modify an employment agreement? There are rules to follow, so head to [Employment New Zealand](#) or [New Zealand Workforce Manager](#).



KEY TAX DATES – DECEMBER 2021

Date	Category	Description
6 December	PAYE	Large employers returns for November. File employment information within two working days after payday.
20 December	RWT	RWT return and payment due for deductions from dividends and deductions of \$500 or more from interest paid during November.
20 December	NRWT / Approved Issuer Levy	Payment and return for November.
20 December	PAYE	Small and large employers' payment due. File employment information within two working days after payday.

And remember about GST, PAYE and provisional tax falling due from 17 January in the new year!

***Disclaimer:** This publication has been carefully prepared, but it has been written in general terms only. The publication should not be relied upon to provide specific information without also obtaining appropriate professional advice after detailed examination of your particular situation.*