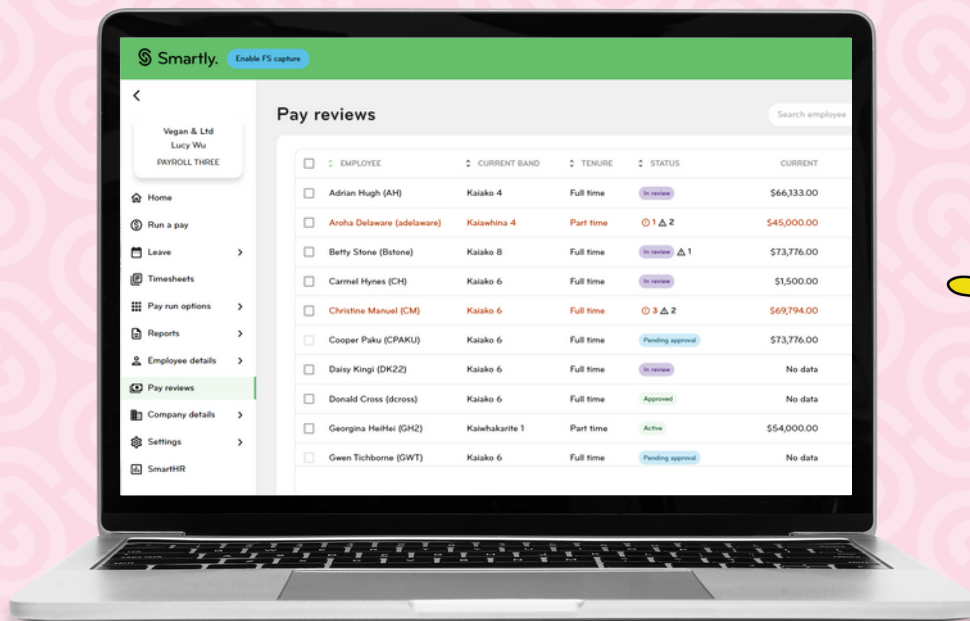




Guide to pay reviews

A guide to submitting pay reviews for your kaimahi.





Contents of this guide:

3. How does it work
4. Understanding the terminology
5. Status definitions
6. How to calculate a salary
7. Warnings and errors
9. Adjusting the salary amount
10. Submitting for approval
11. Approving and declining requests

How does it work?

1. Information stored

Kaiwhakarite a rohe enters all employee information. The calculator analyses the information entered and each employee is placed into the appropriate pay band.

2. Pay review

The chairperson selects employees from the list of part-time and full-time employees in the kōhanga to undergo a pay review. The pay review is then submitted to Te Kōhanga Reo National Trust for approval.

3. Review submissions

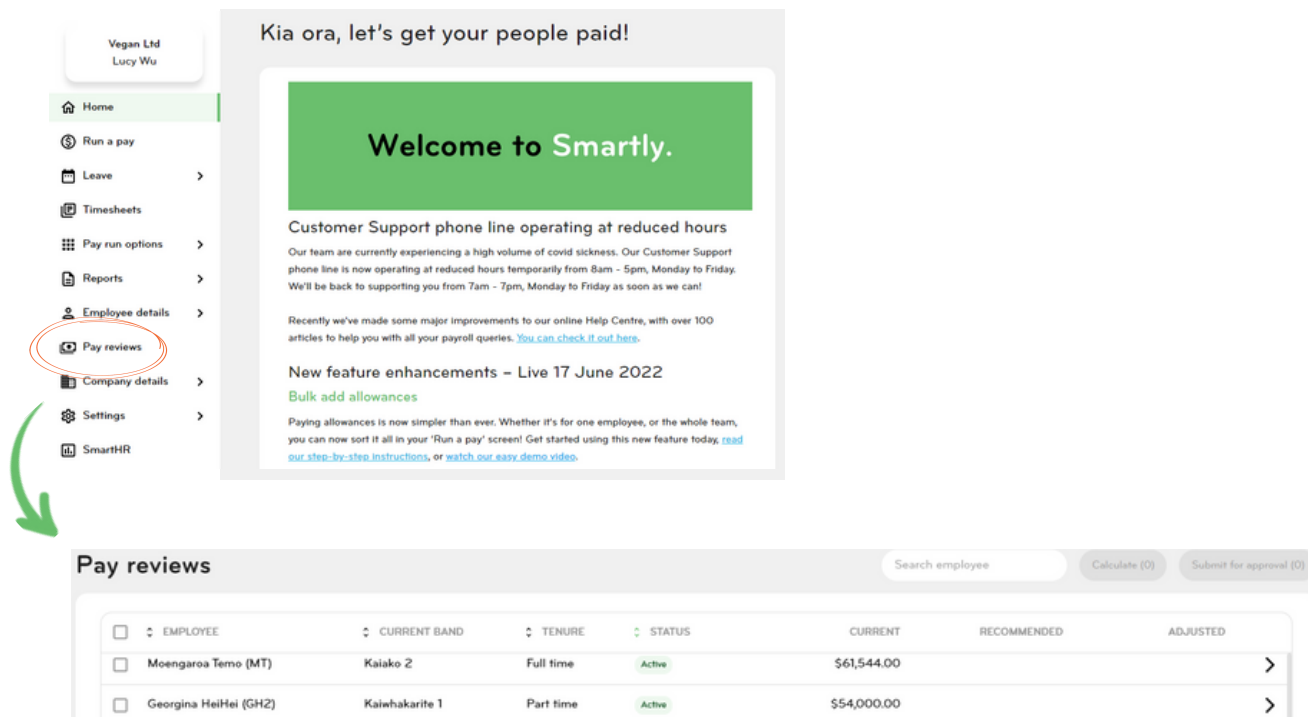
Te Kōhanga Reo National Trust reviews and then accepts or declines the submissions. If the trust were to decline the submission, they will write comments as to the reasons why it was declined.

4. Information updated

The employee's salary is automatically updated if the trust approves of the submission. If the submission is declined, kōhanga will review the trust's comments and make appropriate changes.

Understanding the terminology

Once you navigate to the 'Pay reviews' button on your left hand panel, a list of kaimahi will show.



Let's take a look at the different column headings:

Heading	Definitions
Employee	Name of the employee
Current band	The current salary band the employee is on
Tenure	Employee's job tenure, eg. Full time
Status*	The state of the employee's pay review.
Current	The employee's current salary.
Recommended	The system's recommended salary based on calculations of the data provided.
Adjusted	The manually adjusted salary rate, eg. due to performance of the employee.

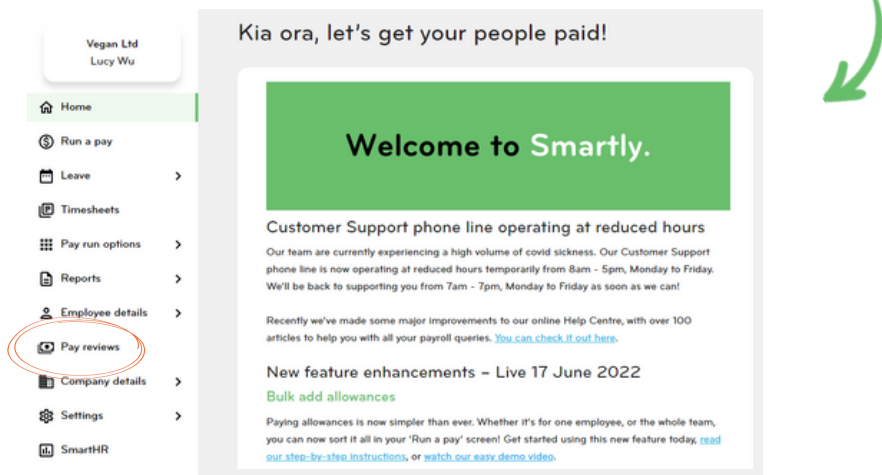
*Status definitions are covered in the next page.

Status definitions

- **Active** - If an employee's status shows as Active it means there is no review underway. You will see a value in the current column which is the salary they are currently receiving. Once a pay review has been completed (i.e. submitted and approved by the trust), the status will change to Active when the effective date for the new salary is reached.
- **In review** - The salary review process has started but the new salary has not been submitted for approval. You can still make salary adjustments. The pay review will remain 'In review' until you submit it for approval.
- **Pending approval** - The reviewed salary has been submitted for the trust's approval. No further changes can be made to the employee's pay review.
- **Approved** - The new salary has been approved by the trust. The employee's salary will be updated automatically.
- **Declined** - The requested salary has been declined by the trust. Review the trust's comments as to why the pay review was declined. Once the appropriate changes have been made, you can re-start the pay review process.

How to calculate a salary

- 1 Navigate to the 'Pay reviews' button on your left hand panel.



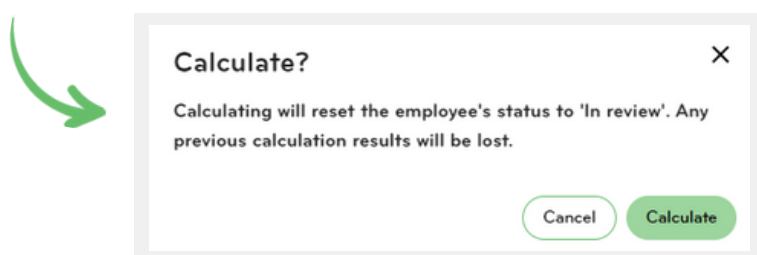
- 2 A list of kaimahi in Active state will show.

EMPLOYEE	CURRENT BAND	TENURE	STATUS	CURRENT	RECOMMENDED
<input type="checkbox"/> Moengaroa Temo (MT)	Kaiako 2	Full time	Active	\$61,544.00	
<input type="checkbox"/> Georgina HeiHei (GHZ)	Kaiwhakarite 1	Part time	Active	\$54,000.00	
<input type="checkbox"/> Te Wheoro Shelford (TWS)	Kaiako 6	Full time	Active	\$73,776.00	
<input type="checkbox"/> Sheryl Tokana (ST23)	Kaiako 6	Full time	Active	\$73,776.00	
<input type="checkbox"/> Justine Turnai (JT3)	Kaiwhakarite 2	Part time	Active	\$54,805.00	

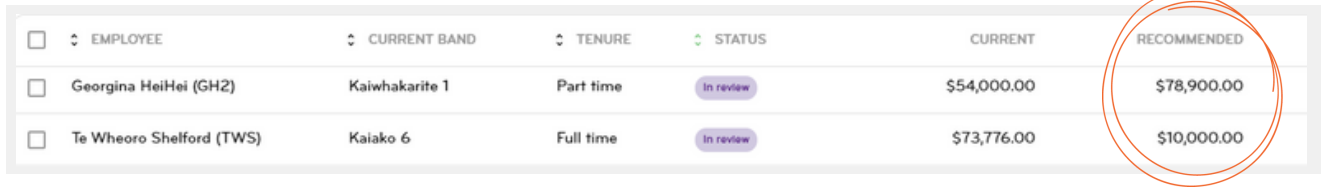
- 3 Select one or more kaimahi and click 'Calculate'.

EMPLOYEE	CURRENT BAND	TENURE	STATUS	CURRENT	RECOMMENDED	ADJUSTED
<input checked="" type="checkbox"/> Moengaroa Temo (MT)	Kaiako 2	Full time	Active	\$61,544.00		>
<input checked="" type="checkbox"/> Georgina HeiHei (GHZ)	Kaiwhakarite 1	Part time	Active	\$54,000.00		>
<input checked="" type="checkbox"/> Te Wheoro Shelford (TWS)	Kaiako 6	Full time	Active	\$73,776.00		>
<input type="checkbox"/> Sheryl Tokana (ST23)	Kaiako 6	Full time	Active	\$73,776.00		>
<input type="checkbox"/> Justine Turnai (JT3)	Kaiwhakarite 2	Part time	Active	\$54,805.00		>

- 4 A confirmation message box will pop up, if you're happy to proceed, click 'Calculate'.



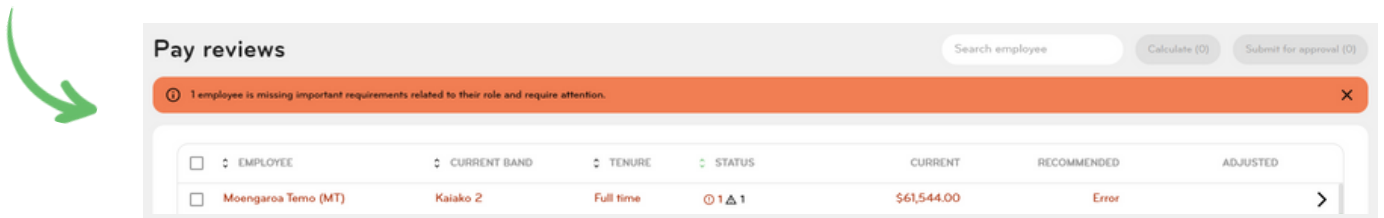
- 5 Once the kaimahi has passed through the calculator, the recommended salary will show. The kaimahi status will change from **Active** to **In review**.



<input type="checkbox"/>	EMPLOYEE	CURRENT BAND	TENURE	STATUS	CURRENT	RECOMMENDED
<input type="checkbox"/>	Georgina HeiHei (GH2)	Kaiwhakarite 1	Part time	In review	\$54,000.00	\$78,900.00
<input type="checkbox"/>	Te Wheoro Shelford (TWS)	Kaiako 6	Full time	In review	\$73,776.00	\$10,000.00

Warnings and Errors

Some warnings and errors may also show after the kaimahi has passed through the calculator.



Pay reviews Search employee Calculate (0) Submit for approval (0)

1 employee is missing important requirements related to their role and require attention.

<input type="checkbox"/>	EMPLOYEE	CURRENT BAND	TENURE	STATUS	CURRENT	RECOMMENDED	ADJUSTED
<input type="checkbox"/>	Moengaroa Temo (MT)	Kaiako 2	Full time	1 ⚠ 1	\$61,544.00	Error	



Warnings

- No First Aid certificate
- No police vetting record.
- Has not completed Smartly training
- Does not meet the qualification required for a Kaiawhina position



Errors

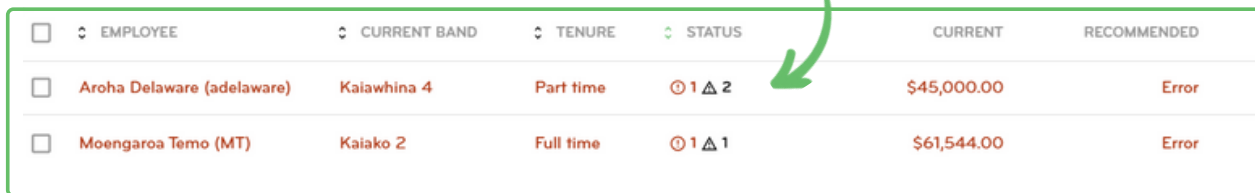
- Does not meet the length of service prerequisite for a Kaiako position.
- Does not meet the minimum cultural proficiency required for a Kaiako position.
- Does not meet the minimum language proficiency required for a Kaiako position.

1 If an employee doesn't meet the minimum requirements they can't be placed into a band and the status will show as 'Error' and there will be no recommended value.

2 If employees are missing one of the following, a warning symbol will show next to the status:

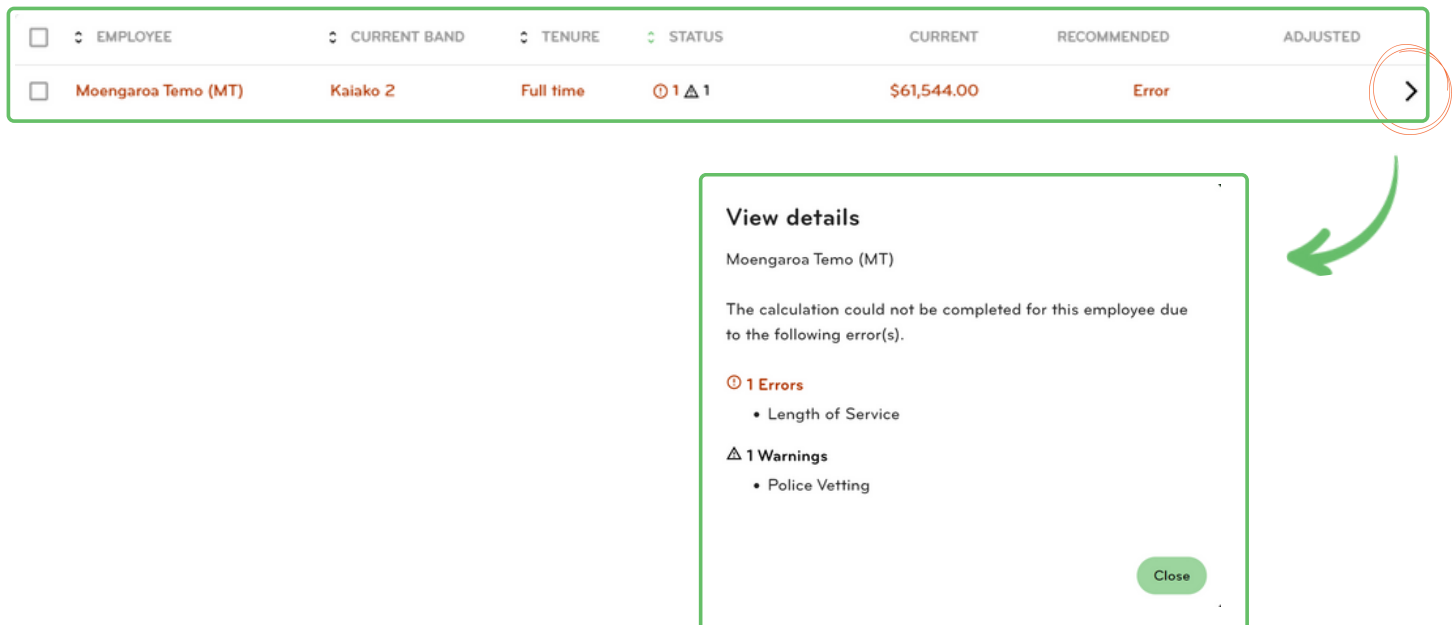
- Police vetting
- First aid certificate
- Smartly training (Kaiwhakarite only)
- Qualification required for a Kaiawhina position

3 An employee can have multiple warnings and/or errors.



<input type="checkbox"/>	EMPLOYEE	CURRENT BAND	TENURE	STATUS	CURRENT	RECOMMENDED
<input type="checkbox"/>	Aroha Delaware (adelaware)	Kaiawhina 4	Part time	ⓘ 1 ⚠ 2	\$45,000.00	Error
<input type="checkbox"/>	Moengaroa Temo (MT)	Kaiako 2	Full time	ⓘ 1 ⚠ 1	\$61,544.00	Error

4 To view details on missing requirements, click on the arrow next to the employee's name.



<input type="checkbox"/>	EMPLOYEE	CURRENT BAND	TENURE	STATUS	CURRENT	RECOMMENDED	ADJUSTED
<input type="checkbox"/>	Moengaroa Temo (MT)	Kaiako 2	Full time	ⓘ 1 ⚠ 1	\$61,544.00	Error	>

View details

Moengaroa Temo (MT)

The calculation could not be completed for this employee due to the following error(s).

ⓘ 1 Errors

- Length of Service

⚠ 1 Warnings

- Police Vetting

Close

Adjusting the salary amount

- 1 Click on the Edit pencil of a kaimahi whose status is in review. A pop up box will appear.

<input type="checkbox"/>	EMPLOYEE	CURRENT BAND	TENURE	STATUS	CURRENT	RECOMMENDED	ADJUSTED
<input type="checkbox"/>	Georgina HeiHei (GH2)	Kaiwhakarite 1	Part time	In review	\$54,000.00	\$78,900.00	

- 2 Adjust the salary amount using the 'Adjusted rate' field (e.g. \$79000).

OR

Add or subtract an amount (e.g \$100) from the recommended value using the 'Difference' field.

Regardless of which field you choose to update, the other field will update automatically.



Edit details In review ×

Georgina HeiHei (GH2)

Recommended rate
Kaiwhakarite 1 - \$78,900.00

Adjusted rate Difference

Reason for adjustment
Select a reason ▼

Effective date
Select date 📅

Comments (optional)
Add comment for your approver here.
0/400 Characters

Cancel Save

- 3 Choose a reason from the drop down menu.

- Pro rata
- Performance
- Requirements not met
- Other



To pro rata a salary, you'll need to first work out the hourly rate the employee is on.

For example: \$50,000 per annum for 40 hours a week
= \$50,000 divided by 40 divided by 52 = \$24.038461.

Now multiply the new hours by the hourly rate:
e.g. 30 hours per week x the hourly rate x 52 will give you the new annual salary.

- 4 Add the effective date (optional). The effective date can be backdated up until the kaimahi's start date, or up to 12 months prior if they've worked for over a year.
- 5 Add comments (optional).
- 6 Save.

Submitting for approval

1 Select one or more kaimahi from the table that are **In review** and ready to be submitted. Please note if you select any status other than **In review** you will not be able to submit for approval. The count on the 'Submit for approval' button will reflect the number that can be submitted.

2 Click 'Submit for approval'.

Pay reviews Search employee Calculate (2) Submit for approval (2)

<input type="checkbox"/>	EMPLOYEE	CURRENT BAND	TENURE	STATUS	CURRENT	RECOMMENDED	ADJUSTED
<input checked="" type="checkbox"/>	Georgina HeiHei (GH2)	Kaiwhakarite 1	Part time	In review	\$54,000.00	\$78,900.00	
<input checked="" type="checkbox"/>	Te Wheero Shelford (TWS)	Kaiako 6	Full time	In review	\$73,776.00	\$10,000.00	

3 Enter an effective date using the date picker. The effective date can be backdated to the kaimahi start date, or up to 12 months prior if they've worked for over a year.

4 Click 'Submit'.



Submit for approval Search employee

0/2 Records cannot be submitted.

EMPLOYEE	PROPOSED SALARY	EFFECTIVE DATE
Te Wheero Shelford (TWS)	\$10,000.00	Select date
Georgina HeiHei (GH2)	\$78,900.00	Select date

Rows per page: 100 1-2 of 2 < >

Cancel Submit

Successfully submitted
Employees have been submitted for approval.

Done

5 A success message will show and the kaimahi status will change to **Pending approval**.

Once in a **Pending approval** state, you can't make any updates to the review.



<input type="checkbox"/>	EMPLOYEE	CURRENT BAND	TENURE	STATUS	CURRENT	RECOMMENDED	ADJUSTED
<input type="checkbox"/>	Georgina HeiHei (GH2)	Kaiwhakarite 1	Part time	Pending approval	\$54,000.00	\$78,900.00	>
<input type="checkbox"/>	Te Wheero Shelford (TWS)	Kaiako 6	Full time	Pending approval	\$73,776.00	\$10,000.00	>

Approving and declining requests

The trust can only approve or decline. If declining, the trust will write comments.

- 1 If approved, the kaimahi salary will be updated. You would need to action a backpay if the effective date has passed and you have already paid the kaimahi.



<input type="checkbox"/>	EMPLOYEE	CURRENT BAND	TENURE	STATUS	CURRENT	RECOMMENDED	ADJUSTED
<input type="checkbox"/>	Jodi Buchanan (jbn)	Kaiako 5	Full time	Approved	\$66,133.00	\$69,794.00	>
<input type="checkbox"/>	Sarah Feldman (sfm)	Kaiako 6	Full time	Approved	\$69,754.00	\$73,776.00	>

- 2 If declined, you need to click on the Edit pencil to view the comments and then resubmit for approval after making the changes required.

<input type="checkbox"/>	EMPLOYEE	CURRENT BAND	TENURE	STATUS	CURRENT	RECOMMENDED	ADJUSTED
<input type="checkbox"/>	Miria Joy (mjJ)	Kaiako 2	Full time	Declined	No data	\$61,544.00	
<input type="checkbox"/>	Joy Matangi (jmatangi)	Kaiako 0	Full time	Declined	No data	\$58,000.00	

Edit details Declined

Miria Joy (mjJ)

Approver comments
Does not have evidence of Te Tohu Whakapakari

Recommended rate
Kaiako 2 - \$61,544.00

Adjusted rate	Difference
<input type="text" value="\$"/>	<input type="text" value="\$"/>

Reason for adjustment

Effective date

Comments (optional)



We're here to help

Whether you're after some information, or you've got something niggly or urgent that you want to chat through with an expert – we've got you!

Our customer support team are available on 0800 10 10 38, Monday to Friday, excluding public holidays.

