

02

REFERENCE CARD

FOR PEOPLE MANAGERS

Find out, at a glance, where you can get more information to help you on Day One.

DELEGATIONS

What HR and financial delegations do I have?

For many people managers, this will remain the same. You can check out your delegations and spending level on the new intranet (search by 'Delegation') after 1 July.

FINANCE

How do I pay bills and invoices?

Approving invoices and managing reimbursement of expense claims will be done using the Approval Plus online system. It is available on the intranet under 'Tools and Applications'. Check out the 'How do I ...?' section of the intranet.

How do I do financial reports?

Financial reporting will be done through the JDE online system. It is available on the intranet under 'Tools and Applications'. Check out the 'How do I ...?' section of the intranet.

TRAVEL AND ACCOMMODATION

How do I book travel or accommodation?

Through Orbit travel, an online system for booking flights, hire cars, and accommodation. It is available on the intranet under 'Tools and Applications'. Check out the 'How do I ...?' section of the intranet.

HUMAN RESOURCES (HR)

How do employees check their pay, or apply for leave?

Check pay and leave details online, by going to 'Quick Link' on the intranet home page. Or contact your business services people for assistance.

Pay cycles following 1 July will be fortnightly on a Wednesday. The first pay day will be 5 July for all employees (this will be a part pay for rural employees as they are changing over from a different pay cycle).

More information is available on the intranet under 'How do I ...?'.

What is the reimbursement and payments process for rural volunteers?

There will be some changes for processing reimbursements and expense payments for rural volunteers.

Those involved in processing time sheets and claims will be informed of the changes, with supporting material available on the new intranet.

How do I recruit new people to my team?

Check with your regional HR Business Partner.

The recruitment policy, HR Business Partner contact details, and more information, is on the intranet under 'How do I ...?'.

If you are in the middle of a recruitment process at 1 July, you should continue this process as planned.

FLEET

How do I manage fuel cards, road user charges, vehicle repairs, regular fitness checks? Who do I contact about fleet related questions?

Current arrangements will continue wherever possible. Contact your business services people in the first instance or the Fleet Management team at NHQ. Also check out the 'How do I ...?' section of the intranet.

2a

REFERENCE CARD

PROPERTY

Who do I contact with any questions I have about property management or maintenance?

Current arrangements will continue wherever possible. Contact your business services people in the first instance, or the Property Management team at NHQ. Also check out the 'How do I ...?' section of the intranet.

SUPPLIERS

How do I set up a new supplier arrangement?

Current arrangements will continue wherever possible. Contact your business services people in the first instance, or the Procurement or Accounts Payable teams at NHQ. Also check out the 'How do I ...?' section of the intranet.

RECORDS MANAGEMENT

How do I file or manage electronic or hard copy files, records and information?

Fire and Emergency New Zealand information management will be based on NZFS systems. For people who are new to these tools, support and advice is available from the NHQ Knowledge and Information Management Team. Check out the 'Information & Records' page on the intranet. Or contact records@fireandemergency.nz or your business services people for more information.

TRAINING

What training do I need by Day One?

People will be contacted directly or through their manager if they need to receive any face-to-face training before 1 July. Training of business services people is already underway.

More information, including a calendar, is available on fenzproject.co.nz (go to Day One tab then Training & Capability). From 1 July, use the 'Quick Link' on the home page of the new intranet.

Where do I find e-Learning modules and training records?

Learning Station is the online learning website, supporting the delivery, management, and recording of training. It is available on the intranet under 'Tools and Applications'. Also check out the 'How do I ...?' section of the intranet.

How do I organise training?

Current training practices across urban and rural won't change on 1 July, and all prior learning and qualifications will be recognised.

Any training already approved and booked for after 1 July will continue.

From 1 July, you can book online, through the Training 'Quick Link' on the home page of the new intranet.

SAFETY, HEALTH & WELLBEING

What support is available to my team?

Your Region SHW Advisors, the National Welfare Liaison Officer, and the National SHW Manager, are all available to help you and your team with information and advice.

More information about the services available and how to access them is in the 'SHW' card in this pack.

The logo consists of the letters '2b' in a bold, white, sans-serif font, centered on a red rectangular background. To the left of this red rectangle is a dark blue vertical bar. The entire logo is positioned on a white background that is part of a larger graphic element with red, blue, and yellow sections.

REFERENCE CARD

INFORMATION & COMMUNICATION TECHNOLOGY (ICT)

What is my login name and password?

From 1 July, all Fire and Emergency New Zealand personnel will have a new user name in the IT system. The format will be: firstname.lastname@fireandemergency.nz

If you have previously been using the system, for example as an NZFS employee, you will need to enter your new user name and then use your existing password.

If you are new to the system, you will get a password provided to you before 1 July. You will be able to change this password after you have logged in for the first time.

What is my email address from 1 July?

firstname.lastname@fireandemergency.nz

Note that there is no '.org' or '.co' in the email address.

What is the new public website address?

fireandemergency.nz

Note that there is no '.org' or '.co' in the website address.

Who do I call if my phone, pager, computer, radio, or printer, is not working?

Contact the ICT Helpdesk on 0800 374 843.

- For all computer, passwords, or Motorola ICG Radios queries - press 1
- For SMS, SMART and MPAD queries - press 2
- For operational comms questions, including HAZMAT commands - press 3

How do I refer to the new organisation, such as when I answer work phone calls?

You can choose to either say "Fire and Emergency New Zealand" or "Fire and Emergency".

STATIONERY, TEMPLATES, AND BRANDING

How do I order stationery?

Business services people will be provided with more detail about this before 1 July.

What templates are available in the new logo? And where do I find them?

The following templates will be available on the new intranet from 1 July: letterhead, memo, report, and a Powerpoint presentation.

Electronic email signatures will also be available.

Who do I contact if I want a different template, new signage, or something else to be branded with the new logo, after 1 July?

Contact the Transition helpdesk on: 0800 232 015 or support@fireandemergency.nz

Check out the Day One section of fenzproject.co.nz, or talk to your leaders or business services people, for more information. From 1 July, you can also contact the Transition Helpdesk Team on 0800 232 015 or support@fireandemergency.nz with questions about HR, pay, fleet management, property, safety, health & wellbeing, etc.