



Festive Season Shutdown 2021/22

Checklist for Rostering / Operations Managers

The end-of-year Festive Season is a time to regroup and recharge after a busy, disruptive year. However, there is a lot of planning required before the year comes to a close.

Herein, we've identified the key areas that Australian and New Zealand rostering / operations managers may need to be across to ensure business continuity during the end-of-year shutdown period.

Shutdown period

☐	Determine the dates of the shutdown period.
☐	Ensure dates are processed in the rostering system and that public holidays are correct.
☐	Create and circulate the company calendar, showing public holidays, business shutdown dates, and the dates of other important company-wide initiatives that occur in the lead-up to the shutdown (e.g. the end-of-year party).

Rostering / leave management

☐	Ensure employees have enough annual leave to cover the shutdown period; make necessary arrangements (and communicate those arrangements) for those who don't.
☐	Ensure managers have approved leave requests before the end-of-year break and delegate timesheet (and other) approvals if the primary approver is on extended leave.
☐	Finalise seasonal hires and acquisitions and organise group inductions (especially for sectors like retail, which will typically see a rise in staffing needs over the Festive Season).
☐	Finalise rosters in advance and have backup lists detailing availabilities and contact details.

Operations

☐	Determine operational needs, e.g. which departments can shut down fully and which require skeleton staff planning?
☐	Plan and prepare skeleton staff schedules and provide contact details of relevant persons in case of emergency.
☐	Determine and communicate any technology outages / blackouts to staff and customers.

Payroll / finance

☐	Ensure the team understand payroll cut-off dates for processing of payroll over the Festive Season (these can change depending on public holiday and office shutdown / leave in the payroll team).
☐	Forecast working hours to pay in advance – estimate timesheets and work with payroll to determine how to pay people according to the hours and dates they're going to work.
☐	Ensure the payroll team is aware of employee terminations that may occur prior to the shutdown period to avoid overpayment.
☐	Remind staff to submit expense claims by a certain date and communicate with payroll / finance to finalise any outstanding claims.
☐	Work with HR and payroll to ensure any changes to your awards effective on 1 January are reflected in your time and attendance system (Australia only).

For a comprehensive Festive Season shutdown checklist for payroll managers, click [here](#).

General

☐	Provide support to vulnerable employees, acknowledging that the Festive Season is not joyous for everyone. Distribute information to employees about how they can access your employee assistance program (EAP) over the end-of-year break.
☐	Reflect on end-of-year analytics / statistics (e.g. headcount, diversity). What can be learned and what should be changed or repeated next year?
☐	Create personal New Year goals and objectives.

For a comprehensive Festive Season shutdown checklist for HR professionals, click [here](#).

Return to work / New Year planning

☐	Review and reschedule regular meetings for the New Year.
☐	Plan projects / admin for the quieter January period (e.g. review workflows, performance processes, etc.).
☐	Consider whether your organisation will monitor employees' vaccination statuses – and if so, introduce a vaccination policy (see next section).

COVID-19 vaccination considerations

☐	Stay up to date on the latest trusted vaccine advice and how it affects your workplace, visitors and customers. Australian businesses can find information here , and New Zealand businesses can find information here .
☐	Communicate the organisation's COVID-19 vaccination policy to employees (if applicable).
☐	Collect employees' vaccination records / COVID-19 test records before they arrive at the workplace (if applicable).
☐	Consider implementing cloud-based technology such as ELMO COVIDsecure to automate the secure record keeping of employees' COVID-19 vaccination and test status.

How ELMO can help?

ELMO Software (ASX:ELO) is a cloud-based solution that helps thousands of organisations across Australia, New Zealand and the United Kingdom to effectively manage their people, process and pay. ELMO solutions span the entire employee lifecycle from 'hire to retire'. They can be used together or stand-alone, and are configurable according to an organisation's unique processes and workflows. Automate and streamline your operations to reduce costs, increase efficiency and bolster productivity.

For further information:

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