



QAccess Kiosk User Guide

Version 0.1- May 2017

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Introduction

QAccess is a self-service kiosk that allows users to:

- See offers, current and historical contracts
- Accept/decline offers (if applicable)
- Complete and submit conflict of interest information
- Complete and submit Police Vetting information (if applicable)
- Add/update Personal Details, Contact Details and Bank Accounts
- Log all work completed (if applicable)
- Submit claims and view historical claims (if applicable)
- View and print current and historical payslips

Depending on the role you are undertaking with NZQA, you will be using different functions of the system.

You can refer to the www.nzqa.govt.nz/spec-workforce website for a list of which functions of QAccess are applicable to different roles.

Logging In

Either:

- Click on the link included in the initial email you received from QAccess@ngacloud.co.nz

To accept or decline this offer you will need to [Click Here](#) to log into NZQA's QAccess system and click on the My Contracts tab. Alternatively, you can copy and paste the following url into your internet browser: <http://www.nzqa.govt.nz/QAccess>

If it is your first time logging into QAccess you will need to select the Set/Reset Password button and follow the instructions to set your password.

- **Please DO NOT REPLY to this email.** It is a system generated message

Or

- Enter the following web address on your internet browser www.nzqa.govt.nz/QAccess

This address can be used on any device e.g. mobile, tablet, computer/laptop with internet access.

How to Log in for the First Time and Set your password



You must have access to your email account to reset your password.

Log in



If this is your first time logging into this site you will need to press the Set/Reset Password button to set your password.

Email

Password

[Log in](#) [Set / Reset Password](#)


1. Go to the login screen by using one of the two options detailed on the previous page.
2. Click on the Set/Reset Password which will take you to the Password Reset page:

Set / Reset Password

Enter your email address and click submit to receive a password reset email.
The email address you enter must match the one we hold for you within QAccess.
If you do not have an email address or do not receive an email from us, please contact the relevant [Business Administration Team](#).


Email address

3. Enter your email address and press “Submit”
4. Go to your email account, access your password reset email and click on the link so you can create your new password. Submit your password.
5. You will be directed to a Log in screen in QAccess where you need to re-enter your new password to access the kiosk.

 You need to reset your password within 15 minutes of receiving your password reset email. If it has been longer than 15 minutes you will need to do the password set/reset process again.

Logging in as returning user

Enter your email address and your password to access the kiosk.

 If you don't remember your password you can always use the Set/Reset Password button. You must be able to access your email account for this function.

Accepting an Offer

If you have received an email containing an offer then please see section 1 or 2 detailed below. If the email you receive has already assigned you to your role, you have already been processed and do not need to take any actions in this section. Depending on your role you can use different functions of QAccess Kiosk.

You can refer to the www.nzqa.govt.nz/spec-workforce website for a list of which functions of QAccess are applicable to different roles.

1. Specialist workforce with Retainer Agreement and Specialist Workforce Engagement letter

Once you have logged into QAccess you will see a notification of actions that need to be taken. Alternatively, you can click on My Contracts tab and select Offers & Roles from the drop-down list:

Actions

You have an Offer you have not yet accepted - [click here](#) to go to the My Contracts - Offers & Roles page to accept it

Viewing Offers

Role Details

Employee Name	Amanda Hugandkiss	Payroll ID	49769
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Offers

In the first column of the table below you will have a link to:

Accept Offer – use this link to review your provisional offer/contract documents and then Accept (or Decline) the role. Note: If you have been offered a Retainer Agreement in the table below, please ensure you accept or decline this first as your SWEL is dependent on your acceptance of the Retainer Agreement (this is not applicable for Exam Centre Managers).

Complete Actions – use this link after you have accepted a role to complete the actions related to your engagement (e.g. completing a declaration for Conflicts of Interest and offences, confirming your Bank Details, Tax Code and IRD number etc.). **You must complete all actions.**

NZQA to Review – Once all actions are completed (shown in the Actions Complete column) NZQA will process your submitted information and confirm you in your role. Once you are confirmed in your role(s) it will move from this section to the Current Roles section below.

	Role	template Ref#	Start Date	End Date	Subjects	Status	Actions Complete
Accept Offer	Specialist Workforce Retainer Agreement	SWFRA2017V1	01/07/2019	01/07/2022		Offered	
Accept Offer	Moderator	SW2019AMS01	01/07/2019	31/07/2020	Accounting	Offered	

Click on the **Accept Offer** button against the role to view your offer/contract documents and accept or decline the role. If you have a Retainer Agreement please ensure you accept or decline this first. Once you have accepted the Retainer Agreement you can now view the offer document for the role you have been offered.

 If you decline the Retainer Agreement you will not be able to accept the Specialist Workforce engagement letter.

Click on View button against the role.

Viewing Offers

Offers

In the first column of the table below you will have a link to:

Accept Offer – use this link to review your provisional offer/contract documents and then Accept (or Decline) the role. Note: If you have been offered a Retainer Agreement in the table below, please ensure you accept or decline this first as your SWEL is dependent on your acceptance of the Retainer Agreement (this is not applicable for Exam Centre Managers).

Complete Actions – use this link after you have accepted a role to complete the actions related to your engagement (e.g. completing a declaration for Conflicts of Interest and offences, confirming your Bank Details, Tax Code and IRD number etc.) **You must complete all actions.**

NZQA to Review – Once all actions are completed (shown in the Actions Complete column) NZQA will process your submitted information and confirm you in your role. Once you are confirmed in your role(s) it will move from this section to the Current Roles section below.

	Role	template Ref#	Start Date	End Date	Subjects	Status	Actions Complete
Accept Offer	Specialist Workforce Retainer Agreement	SWFRA2017V1	01/07/2019	01/07/2022		Offered	
Accept Offer	Moderator	SW2019AMS01	01/07/2019	31/07/2020	Accounting	Offered	

Once you accept a role you will be taken to a screen to complete a number of actions. You must complete **all** actions.

Actions requiring completion

Thank you for accepting this role. Please now ensure you complete all the actions below so NZQA can process your details. You may need to scroll down to view all the actions.

Note: For some actions the links will take you to another screen or part of QAccess.

To return to this screen after completing your action, please click on the View button against the role on the My Contracts - Offers and Role Details tab.

If you select the post/send option for any actions, please refer to the www.nzqa.govt.nz/spec-workforce page for address details.

Conflict of Interest

[Create Conflict of interest declaration](#)

Code of Conduct

I acknowledge that I have read and understood NZQA's Policies, Procedures and Code of Conduct (made available to me on www.nzqa.govt.nz/spec-workforce) and agree to abide by them.

Bank Account Number

I confirm that the bank details you hold for me are correct **12 3456 789012 3456**. Please make all payments to this account number. Note: If these are not correct or need updating then please go into the My Details – Bank [Details](#) tab and amend **prior** to ticking this box.

IRD Tax Code

I confirm that my tax status is unchanged, and the following tax code and IRD number that NZQA holds for me is correct: **Tax code: WT, Tax rate: 0%, IRD Number: 999 999 999**. (note: if your tax rate is showing as 0% you cannot select this option and must complete and send/upload an IR330C form to select your tax rate)

My tax code, tax rate and/or IRD number has changed – I have **sent** in a completed [IR330C](#) form **OR**
 My tax code, tax rate and/or IRD number has changed – I have **uploaded** a completed [IR330C](#) form

File Upload :



You may need to scroll down to see all the actions you need to complete.

Action 1: Conflict of Interest

To complete your Conflict of Interest declaration click on the link:

Link to Conflict of interest

Note: For some actions the links will take you to another screen or part of QAccess.
To return to this screen after completing your action, please click on the View button against the role on the My Contracts - Offers and Role Details tab.

Conflict of Interest

[Create Conflict of interest declaration](#)

Code of Conduct

I acknowledge that I have read and understood NZQA's Policies, Procedures and Code of Conduct (made available to me on www.nzqa.govt.nz/spec-workforce) and agree to abide by them.

You must complete and submit this form even if you do not have a conflict of interest. Select one of the two options available and if you do have a conflict of interest please provide as many details as possible.

Conflict of Interest declaration

Conflict of Interest

Please detail your conflict of interest information in the form below.

You must complete and submit this form even if you do not have any conflicts of interest.

You will be required to update and resubmit this form each time you are offered a new role with NZQA. Each time you are asked to resubmit the details you have entered previously will be shown on the form for you to amend/update as applicable and then submit.

Please remember that QAccess times out after **20 minutes** of inactivity and any information entered below will be lost if you have not pressed the Submit for Review button.

Name

Conflict of Interest Processing Status New

The specific roles you are completing the conflict of interest form for are:

Job title	Start Date	End Date
Panel Leader - NCEA	01/06/2017	01/03/2018
Specialist Workforce Retainer Agreement	01/06/2017	01/06/2020

You must select one of the following two options:

I have an actual or potential conflict of interest (e.g a teaching position or family member sitting exams) or a charge or conviction for any offence against the law (other than minor traffic offences) as follows:

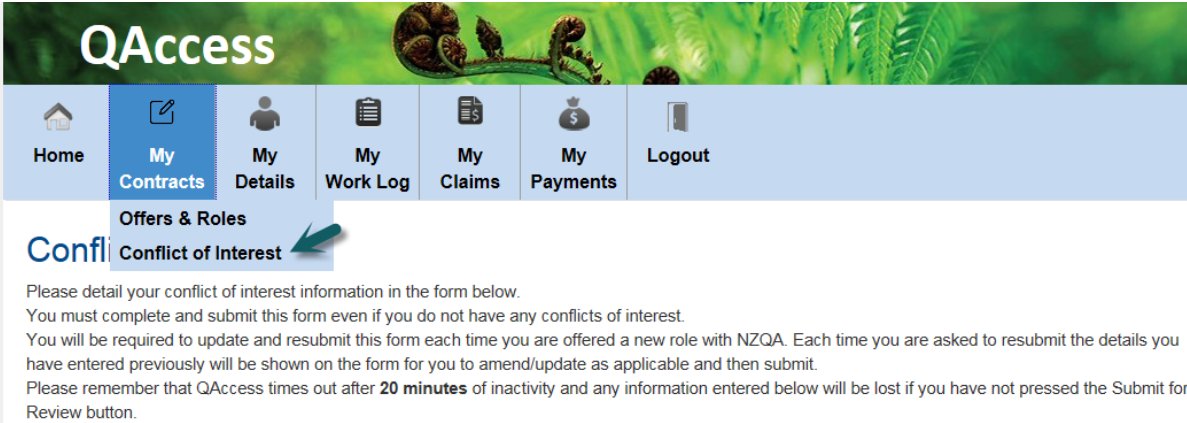
I hereby declare that I have no actual or potential conflict of interest. This includes any financial or other interest as well as any charge of having committed an offence against the law (other than minor traffic offences) that could compromise the performance of my official duties or the integrity or standing of the New Zealand Qualifications Authority.

Once completed press “Submit to NZQA for review” button.

This will then be sent to NZQA for them to review and to provide any mitigations. You will be notified by email once these mitigations are available to view.

You will be able to view the mitigations within QAccess kiosk. Click on “My Contracts” tab and select “Conflict of Interest” from the drop-down list.

View your Conflict of Interest



The screenshot shows the QAccess kiosk interface. At the top, there is a header with the text "QAccess" and a background image of green ferns. Below the header is a navigation bar with several tabs: Home, My Contracts, My Details, My Work Log, My Claims, My Payments, and Logout. The "My Contracts" tab is selected and highlighted in blue. A dropdown menu is open under "My Contracts", showing "Offers & Roles" and "Conflict of Interest". A blue arrow points to the "Conflict of Interest" option. Below the dropdown menu, there is a section titled "Conflict of Interest" with a blue arrow pointing to it. The text in this section reads: "Please detail your conflict of interest information in the form below. You must complete and submit this form even if you do not have any conflicts of interest. You will be required to update and resubmit this form each time you are offered a new role with NZQA. Each time you are asked to resubmit the details you have entered previously will be shown on the form for you to amend/update as applicable and then submit. Please remember that QAccess times out after 20 minutes of inactivity and any information entered below will be lost if you have not pressed the Submit for Review button."

Action 2: Code of Conduct

To read NZQA’s Policies, Procedures and Code of Conduct please click on the link available:

Link to Code of Conduct

Code of Conduct

I acknowledge that I have read and understood NZQA’s Policies, Procedures and Code of Conduct (made available to me on www.nzqa.govt.nz/spec-workforce) and agree to abide by them.

When you click on the link, you will be taken to nzqa.govt.nz/spec-workforce web page (it will open in a new page).

View of Specialist Workforce web page

ABOUT US Specialist Workforce - QAccess

Future State The information on this page has links to material to help NZQA's Specialist Workforce, those who have been invited to login to the QAccess kiosk, or have come to this page from within the QAccess system.

Our role

Our structure

Working at NZQA

- Contract Vacancies
- Staff Vacancies
- Information for contractors

Publications

Consultations and reviews

QAccess

QAccess is the self-service kiosk for all of NZQA's Specialist Workforce.

Log into QAccess You can also copy the QAccess URL (www.nzqa.govt.nz/qaccess) to another browser if you wish.

If you need assistance using QAccess, please refer to the **User Guide** and **FAQs**.

View the Policies and Procedures

If you are contracted to provide services to NZQA, you are required to comply with the following:

- [NZQA Code of Conduct \(PDF, 141KB\)](#)
- [Computer and Information Security Policy \(PDF, 42KB\)](#)

After reading NZQA's Policies, Procedures and Code of Conduct you must tick the box against Code of Conduct.

Tick box for Code of Conduct

Note: For some actions the links will take you to another screen or part of QAccess.
To return to this screen after completing your action, please click on the View button against the role on the My Contracts - Offers and Role Details tab.

Conflict of Interest

[Conflict of Interest submitted - action is complete](#)

Code of Conduct

I acknowledge that I have read and understood NZQA's Policies, Procedures and Code of Conduct (made available to me on www.nzqa.govt.nz/specialist-workforce) and agree to abide by them.

Action 3: Bank Account Number

This page will show you what bank account any payment will go into. If you have been paid before by NZQA please check and confirm that the bank account is still valid. If your bank account is still valid please tick the box against Bank Account Number.

Confirm your Bank Account Number

Code of Conduct

- I acknowledge that I have read and understood NZQA's Policies, Procedures and Code of Conduct (made available to me on www.nzqa.govt.nz/workforce) and agree to abide by them.

Bank Account Number

- I confirm that the bank details you hold for me are correct **03-0626** [REDACTED]
Please make all payments to this account number.
Note: If these are not correct or need updating then please go into the [My Details – Bank Details](#) tab and amend **prior** to ticking this box.

If we do not have an account number for you or you need to update your account details please click My Details-Bank Details link and add your bank account details.

Enter new/update Bank Account Number

Bank Account Number

Please add your bank account details under the [My Details – Bank Details](#) tab then return to this screen and tick this section when complete.

You need return to this screen to confirm your account number by ticking the box against Bank Account Number. To return to this page you must click on “My Contracts” tab and then click “View” button against your Role. This will take you back to the list of actions you are required to complete.

Once you enter your new bank account number you need to confirm this by ticking the box on the actions summary page.

Code of Conduct

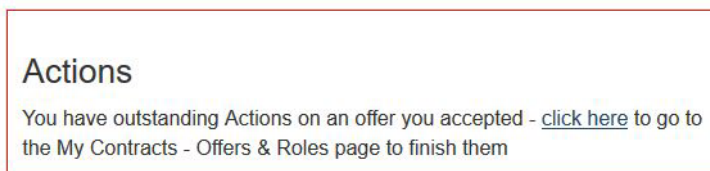
- I acknowledge that I have read and understood NZQA's Policies, Procedures and Code of Conduct (made available to me on www.nzqa.govt.nz/workforce) and agree to abide by them.

Bank Account Number

- I confirm that the bank details you hold for me are correct **03-0626** [REDACTED]
Please make all payments to this account number.
Note: If these are not correct or need updating then please go into the [My Details – Bank Details](#) tab and amend **prior** to ticking this box.

How to return to your list of actions

If you exit QAccess at any point during the process of completing these actions, you will see this notification the next time you log in. This indicates that you have actions remaining to be completed.



Action 4: IRD Tax Code Declaration (IR330C)

NZQA requires that you complete and provide an IR330C form or confirm current tax code/rate.

If we have your IRD number in our system please check that your Tax code and Tax rate are correct. If Tax rate displays as being 0% you are required to fill in a IR330C.

Click on the IR330C link to go to IRD's website and download the form.

Link to IR330C form and confirming IRD tax Code

IRD Tax Code

- I confirm that my tax status is unchanged, and the following tax code and IRD number that NZQA holds for me is correct:
Tax code: WT, Tax rate: 0%
(note: if your tax rate is showing as 0% you cannot select this option and must complete and send/upload an IR330C form to select your tax rate)
, IRD Number: 000-170-002, OR
- My tax code, tax rate and/or IRD number has changed – I have sent in a completed IR330C form OR
- My tax code, tax rate and/or IRD number has changed – I have uploaded a completed IR330C form
- File Upload : Browse... Upload

View of IRD website where you find the IR330C form

by keyword by title **by number**

Tax rate notification for contractors IR330C

1



Use this form for schedular payments you will receive on or after 1 April 2017. For payments received before then you'll need to use the Tax code declaration (IR330)

Do not use this form if you're receiving salary or wages as an employee. Use the Tax code declaration (IR330) form instead.

Use a separate form for each payer.

2

Complete this form if you're a contractor starting to receive schedular payments, starting a new contract with a new payer or changing your tax rate with an existing payer. This includes if you choose to have your payments treated as voluntary schedular payments.

Use our estimation tool to help you choose your tax rate.

You can only choose a new rate twice within 12 months with the same payer, unless your payer agrees to change it more often.

3

You will need your IRD number. If you do not know this you can find it in your myIR Secure Online Services account or on letters or statements from us.

Once you've completed this form please print, sign the form and give it to your payer.

[Download the form](#)



[Login](#)

[Forgot login | Register](#)
[myIR services](#)
[Web app](#)

[Make a payment](#)

[International](#) ▶
[Public consultation](#) ▶
[Technical tax area](#) ▶
[Demos and videos](#) ▶
[Tax seminars](#) ▶

[Get it done online](#)
All online services >

[Work it out](#)
All calculators and tools >

[Forms and guides](#)
All forms and guides >

[Contact us](#)
All contact info >

If all the information regarding your tax status, tax code and IRD number is correct you can confirm it by ticking the first the box. If you had to complete an IR330C form please select the appropriate box as to how you submitted your form. You can choose to upload or send the form via post to NZQA.

Once all actions are completed (shown in the Actions Completed column) NZQA will process your submitted information.

View of Actions Completed

Once your actions are complete NZQA will review these to confirm your role.

NZQA to Review – Once all actions are completed (shown in the Actions Complete column) NZQA will process your submitted information and confirm you in your role. Once you are confirmed in your role(s) it will move from this section to the Current Roles section below.

	Role	template Ref#	Start Date	End Date	Subjects	Status	Actions Complete
View	Specialist Workforce Retainer Agreement	SWFRA2017V1	01/07/2019	01/07/2022		Accepted	
NZQA to Review	Moderator	SW2019AMS01	01/07/2019	31/07/2020	Accounting	Accepted	4 / 4

NZQA will only confirm you in your role once all processing of your information is complete. You will receive an email advising you when this is done and your role(s) will now appear under “Current Roles”.

View of Current Roles

Offers

Click on the **VIEW** button against the role to review your provisional offer/contract documents and accept or decline the role.

Note: If you have been offered a Retainer Agreement in the table below, please ensure you accept or decline this first as your SWEL is dependent on your acceptance of the Retainer Agreement.

Once you accept a role you will be taken to a screen to complete a number of actions related to your engagement (e.g. completing a declaration for Conflicts of Interest and offences, confirming your Bank Details, Tax Code and IRD number etc.).

You must complete all actions. To return to the actions screen click on the **VIEW** button against the role to pick up where you left off.

Only once all actions are completed (shown in the Actions Completed column) will NZQA process your submitted information and be able to confirm you in your role. Once you are confirmed in your role(s) they will move from this section to the Current Roles section below.

Current Roles

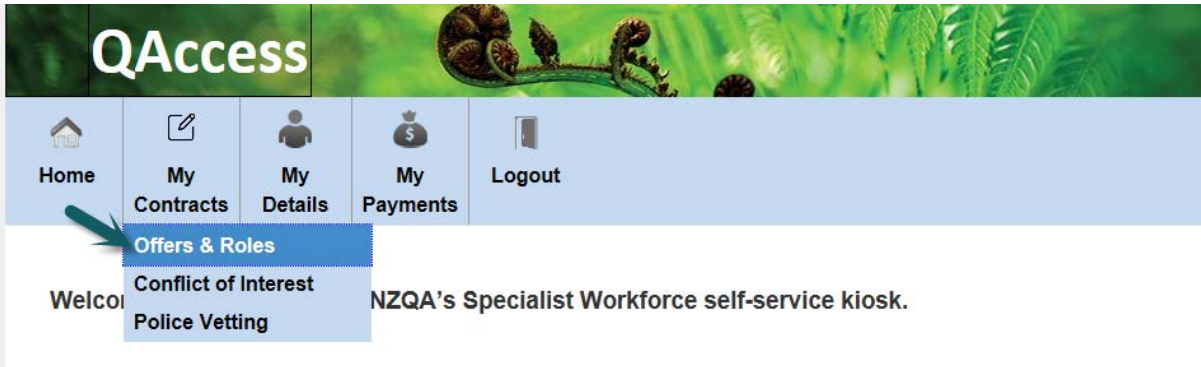
	Role	template Ref#	Start Date	End Date	Subjects	Actions Complete
View	Specialist Workforce Retainer Agreement	TESTSWFRA2017V1	24/05/2017	24/05/2020		
View	Moderator	TESTSW2017TAM07	24/05/2017	28/12/2017	Maths in the Workplace	4 / 4

Only once a role is made “Current” will you be able to complete an worklog/claim (if applicable).

2. Accepting a Provisional Offer Employment – Exam Centre Manager Role

Once you have logged into QAccess please click on “My Contracts” tab and select “Offers & Roles” from the drop-down list:

Viewing Offers



The screenshot shows the QAccess application interface. At the top, there is a header with the 'QAccess' logo and a green background image of ferns. Below the header is a navigation bar with five main tabs: 'Home', 'My Contracts', 'My Details', 'My Payments', and 'Logout'. The 'My Contracts' tab is active, and a dropdown menu is open, showing three options: 'Offers & Roles', 'Conflict of Interest', and 'Police Vetting'. A blue arrow points to the 'Offers & Roles' option. Below the navigation bar, there is a 'Welcome' message and a link to 'NZQA's Specialist Workforce self-service kiosk'.

Click on the **VIEW** button against the role to review your provisional offer/and Employment Agreement documents and accept or decline the provisional offer.

Offers

Click on the **VIEW** button against the role to review your provisional offer/contract documents and accept or decline the role.

Note: If you have been offered a Retainer Agreement in the table below, please ensure you accept or decline this first as your SWEL is dependent on your acceptance of the Retainer Agreement.

Once you accept a role you will be taken to a screen to complete a number of actions related to your engagement (e.g. completing a declaration for Conflicts of Interest and offences, confirming your Bank Details, Tax Code and IRD number etc.).

You must complete all actions. To return to the actions screen click on the **VIEW** button against the role to pick up where you left off.

Only once all actions are completed (shown in the Actions Completed column) will NZQA process your submitted information and be able to confirm you in your role. Once you are confirmed in your role(s) they will move from this section to the Current Roles section below.

	Role	template Ref#	Start Date	End Date	Subjects	Status	Actions Complete
View	Examination Centre Manager	TESTIEAECM	10/05/2017	24/01/2018		Offered	

First you will need to agree that the method of either accepting or declining the provisional offer will be made electronically.

Agree to electronically sign your offer

Job : Examination Centre Manager
Exam Centre: Alfriston College - 6929
Reference: TESTIEAECM-1
Offer Date : 17/05/2017
Start Date : 10/05/2017
End Date : 24/01/2018

I agree that the method of either accepting or declining this provisional offer will be electronically through this system. The electronic record of my response will be taken at the time I click the Accept Offer or Decline Offer button on the next page, and for acceptance this will constitute my electronic signature.

[I Agree](#) [Close](#) [Open Contract Document](#)

After you click “I agree” you will be taken to a screen where you can Accept or Decline the offer.

Accepting your offer

Job : Examination Centre Manager
Exam Centre: Alfriston College - 6929
Reference: TESTIEAECM-1
Offer Date : 17/05/2017
Start Date : 10/05/2017
End Date : 24/01/2018

I **accept** the provisional offer on the terms and conditions as detailed in the attached letter and Individual Employment Agreement.

I **understand** that this offer is provisional because NZQA must carry out background checks and be satisfied with them.

I **declare** that all information I have provided to NZQA in support of my application for employment is true, correct, complete and not misleading. I understand that this information is material to NZQA's decision to employ me and that if I provide any untrue, incorrect, incomplete or misleading information this provisional offer may be automatically withdrawn. If I am found to have provided any untrue, incorrect, incomplete or misleading information after my employment commences this may constitute serious misconduct and I may be dismissed without notice.

I **understand** the implications and requirements of this provisional offer and I have had a reasonable opportunity to obtain independent advice before accepting.

 [Accept Offer](#) [Decline Offer](#) [Open Contract Document](#) [Save and Close](#)

Please use the scroll bar (if available) to view more

Once you accept your provisional offer you will be taken to a screen to complete a number of actions. You must complete **all** actions.

Actions requiring completion

Job : Examination Centre Manager
Exam Centre: Alfriston College - 6929
Reference: TESTIEAECM-1
Offer Date : 17/05/2017
Start Date : 10/05/2017
End Date : 24/01/2018

Thank you for accepting this role. Please now ensure you complete all the actions below so NZQA can process your details. You may need to scroll down to view all the actions.

Note: For some actions the links will take you to another screen or part of QAccess.

To return to this screen after completing your action, please click on the View button against the role on the My Contracts - Offers and Role Details tab.

If you select the post/send option for any actions, please refer to the www.nzqa.govt.nz/spec-workforce page for address details.

Conflict of Interest

[Create Conflict of interest declaration](#)

Security of Booklets

- I do **not** have a dependent, or any other person, living in my house, who will be sitting NCEA or NZ Scholarship examinations within the period of this employment, **or**
- I **do** have a dependent, or any other person, living in my house, who will be sitting NCEA or NZ Scholarship examinations within the period of this employment.

Police Vetting

[Click here to go to the Police Vetting page where you can submit your form](#)

Code of Conduct

I acknowledge that I have read and understood NZQA's Policies, Procedures and Code of Conduct (made available to me on www.nzqa.govt.nz/spec-workforce) and agree to abide by them.

Bank Account Number

- I confirm that the bank details you hold for me are correct **[REDACTED]**.
Please make all payments to this account number.
Note: If these are not correct or need updating then please go into the [My Details – Bank Details](#) tab and amend **prior** to ticking this box.

IRD Tax Code

- I confirm that my tax status is unchanged, and the following tax code and IRD number that NZQA holds for me is correct:
Tax code: WT, IRD Number: [REDACTED]
(note: if your tax rate is showing as 0% you cannot select this option and must complete and send/upload an IR330C form to select your tax rate)
OR
- My tax code and/or IRD number has changed – I have **sent** in a completed [IR330](#) form **OR**
- My tax code and/or IRD number has changed – I have **uploaded** a completed [IR330](#) form
- File Upload :

Kiwisaver

In line with the KiwiSaver Act 2006, all new employees, will be automatically enrolled into KiwiSaver and are required to provide a Kiwisaver KS2 form, if they:

- Are employed for more than 28 days;
- Are over the age of 18, but under the age of 65; and
- Are a New Zealand or Australian citizen or permanent resident.

Please select one of the following options as applicable to you:

- I **do** meet the eligibility criteria for automatic enrolment, and wish to have KiwiSaver contributions deducted from my pay and have therefore uploaded a completed [KS2](#) deduction form, **or**
- I **do** meet the eligibility criteria for automatic enrolment, but I wish to opt out and have uploaded a completed [KS10](#) Opt out form, **or**
- I **do not** meet the eligibility criteria for automatic enrolment and I do not wish to have KiwiSaver contributions deducted from my pay, **or**
- I **do not** meet the eligibility criteria for automatic enrolment but I wish to have KiwiSaver contributions deducted from my pay and have therefore uploaded a completed [KS2](#) deduction form.
(Note: if you are over 65 and not already a Kiwisaver Member you are not able to select this option)

Action 1: Conflict of Interest

Click on the Create Conflict of Interest declaration link.

Link to Conflict of Interest

Thank you for accepting this role. Please now ensure you complete all the actions below so NZQA can process your details.

You may need to scroll down to view all the actions.

Note: For some actions the links will take you to another screen or part of QAccess.

To return to this screen after completing your action, please click on the View button against the role on the My Contracts - Offers and Role Details tab.

If you select the post/send option for any actions, please refer to the www.nzqa.govt.nz/spec-workforce page for address details.

Conflict of Interest

- [Create Conflict of interest declaration](#)



You must complete and submit this form even if you do not have a conflict of interest. Select one the two options available and if you

do have a conflict of interest please provide as many details as possible.

Conflict of Interest declaration

Conflict of Interest

Please detail your conflict of interest information in the form below.

You must complete and submit this form even if you do not have any conflicts of interest.

You will be required to update and resubmit this form each time you are offered a new role with NZQA. Each time you are asked to resubmit the details you have entered previously will be shown on the form for you to amend/update as applicable and then submit.

Please remember that QAccess times out after **20 minutes** of inactivity and any information entered below will be lost if you have not pressed the Submit for Review button.

Name

Conflict of Interest Processing Status New

The specific roles you are completing the conflict of interest form for are:

Job title	Start Date	End Date
Examination Centre Manager	10/05/2017	24/01/2018

You must select one of the following two options:

I have an actual or potential conflict of interest (e.g. a teaching position or family member sitting exams) or a charge or conviction for any offence against the law (other than minor traffic offences) as follows:

I hereby declare that I have no actual or potential conflict of interest. This includes any financial or other interest as well as any charge of having committed an offence against the law (other than minor traffic offences) that could compromise the performance of my official duties or the integrity or standing of the New Zealand Qualifications Authority.

Once completed press “Submit to NZQA for review” button.

This will then be sent to NZQA for them to review and to provide any mitigations. You will be notified by email once these mitigations are available to view.

You will be able to view the mitigations within QAccess kiosk. Click on “My Contracts” tab and select “Conflict of Interest” from the drop-down list.

Action 2: Security of Booklets

You must tick either one of the boxes applicable to you. If you do have a dependent, you will be required to detail the arrangements you have in place for the safe storage of booklets.

Tick box for Security of Booklets

Security of Booklets

- I do **not** have a dependent, or any other person, living in my house, who will be sitting NCEA or NZ Scholarship examinations within the period of this employment, **or**
- I **do** have a dependent, or any other person, living in my house, who will be sitting NCEA or NZ Scholarship examinations within the period of this employment.
-

Action 3: Police Vetting

If you already have a Police Vetting form in place or you are in the process of being checked you do not need to do anything to complete this action. After you accepted your provisional offer the Police Vetting tick box will be already ticked.

Tick box for Police Vetting

Thank you for accepting this role. Please now ensure you complete all the actions below so NZQA can process your details.

You may need to scroll down to view all the actions.

Note: For some actions the links will take you to another screen or part of QAccess.

To return to this screen after completing your action, please click on the View button against the role on the My Contracts - Offers and Role Details tab.

If you select the post/send option for any actions, please refer to the www.nzqa.govt.nz/spec-workforce page for address details.

Conflict of Interest

- [Create Conflict of interest declaration](#)
-

Security of Booklets

- I do **not** have a dependent, or any other person, living in my house, who will be sitting NCEA or NZ Scholarship examinations within the period of this employment, **or**
- I **do** have a dependent, or any other person, living in my house, who will be sitting NCEA or NZ Scholarship examinations within the period of this employment.
-

Police Vetting

- [Police Vetting - action complete](#)
-

Code of Conduct

- I acknowledge that I have read and understood NZQA's Policies, Procedures and Code of Conduct (made available to me on www.nzqa.govt.nz/spec-workforce) and agree to abide by them.
-

Bank Account Number

- I confirm that the bank details you hold for me are correct
- Please make all payments to this account number.
- Note: If these are not correct or need updating then please go into the [My Details – Bank Details](#) tab and amend **prior** to ticking this box.

This action will appear as complete and this will also show in the “Actions Complete” box on My Contracts-Offers & Roles tab:

	Role	template Ref#	Start Date	End Date	Subjects	Status	Actions Complete
View	Examination Centre Manager	TESTIEAECM	29/05/2017	30/11/2017		Accepted	1 / 7 

If you haven't been through the Police vetting process, click on the link to go to the Police Vetting page

Link to Police Vetting page

Security of Booklets

- I do **not** have a dependent, or any other person, living in my house, who will be sitting NCEA or NZ Scholarship examinations within the period of this employment, **or**
- I **do** have a dependent, or any other person, living in my house, who will be sitting NCEA or NZ Scholarship examinations within the period of this employment.

Police Vetting

- [Click here to go to the Police Vetting page where you can submit your form](#) 

If you do not have a valid Police Vet you must fill in the Police Vetting form.

Link to Police Vetting form


Police Vetting

You must have accepted your current offer BEFORE completing any information on this page. If you have not yet accepted your offer, please return to the My Contracts page to do this and once accepted you will be advised of actions needing to be taken regarding Police Vetting.

The Vulnerable Children Act 2014 requires all Exam Centre Managers and supervisors to be Police vetted. NZQA must be confident its staff and contractors can safely work with young people in a school setting.

A Police Vet is valid for 3 years.

If you do not have a Valid Police Vet or are unsure click the link below to access the form and instructions.

 [Guide to completing vetting request and consent form](#)

[Police Vetting Form](#) Please note: this form will open with a status of "Protected View" so you will need to change this status before you will be able to edit, save or print the form.

Return of form and authenticated ID to NZQA

Your completed Police Vetting Service Request and Consent Form is to be returned to:

Bianca Muollo,
NZQA,
P O Box 160,
Wellington
6140

Alternatively you can scan and upload this form here.

Date of Offer :

Status : Role Offered

Expiry Date :

I have sent/posted in the completed form

I have uploaded the completed form

If you need to return to the post-offer acceptance page to complete further actions, you need to click on the My Contracts tab and then click on the View button against the appropriate role.

If you have just submitted your form then the Police Vetting action should now show as complete.

Date	Status	Expiry
17/05/2017	Role Offered	

Once completed you can choose either the upload form or send by post option.

Action 4: Code of Conduct

To read NZQA's Policies, Procedures and Code of Conduct please click on the link available.

Link to Code of Conduct

Note: For some actions the links will take you to another screen or part of QAccess.
To return to this screen after completing your action, please click on the View button against the role on the My Contracts - Offers and Role Details tab.

Conflict of Interest

Conflict of Interest submitted - action is complete

Code of Conduct

I acknowledge that I have read and understood NZQA's Policies, Procedures and Code of Conduct (made available to me on www.nzqa.govt.nz/spec-workforce) and agree to abide by them.

When you click on the link, you will be taken to www.nzqa.govt.nz/spec-workforce web page (it will open in a new page).

View of Specialist Workforce web page

Specialist Workforce - QAccess

The information on this page has links to material to help NZQA's Specialist Workforce, those who have been invited to login to the QAccess kiosk, or have come to this page from within the QAccess system.

QAccess

QAccess is the self-service kiosk for all of NZQA's Specialist Workforce.

Log into QAccess You can also copy the QAccess URL (www.nzqa.govt.nz/qaccess) to another browser if you wish.

If you need assistance using QAccess, please refer to the **User Guide** and **FAQs**.

View the Policies and Procedures

If you are contracted to provide services to NZQA, you are required to comply with the following:

- [NZQA Code of Conduct \(PDF, 141KB\)](#)
- [Computer and Information Security Policy \(PDF, 42KB\)](#)
- [Information and Records Management \(PDF, 60KB\)](#)
- [Acceptable Use Guidelines \(PDF, 104KB\)](#)
- [Managing Personal Information \(PDF, 33KB\)](#)
- [Privacy \(PDF, 147KB\)](#)
- [Health and Safety \(PDF, 136KB\)](#)

Business Administration Teams (Who to Contact)

To speak to a business administrator, please call 0800 697 296 or 04 463 3000 and ask to be put through to the relevant team listed in the table below.

If you would like to post something to us, please clearly mark for the attention of the relevant team and send to us at:
NZQA

After reading NZQA's Policies, Procedures and Code of Conduct you must tick the button against the Code of Conduct.

Tick box for Code of Conduct

Code of Conduct



I acknowledge that I have read and understood NZQA's Policies, Procedures and Code of Conduct (made available to me on www.nzqa.govt.nz/spec-workforce) and agree to abide by them.

Action 5: Bank Account Number

This page will show you what bank account any payment will go into. If you have been paid before by NZQA please check and confirm that the bank account is still valid. If your bank account is still valid please tick the box against Bank Account Number.

Confirm your Bank Account Number

Code of Conduct



I acknowledge that I have read and understood NZQA's Policies, Procedures and Code of Conduct (made available to me on www.nzqa.govt.nz/spec-workforce) and agree to abide by them.

Bank Account Number



I confirm that the bank details you hold for me are correct **03-0626** [REDACTED]

Please make all payments to this account number.

Note: If these are not correct or need updating then please go into the [My Details – Bank Details](#) tab and amend **prior** to ticking this box.

If we do not have an account number for you or you need to update your account details please click My Details-Bank Details link and add your bank account details.

Enter new/update Bank Account Number

Bank Account Number

Please add your bank account details under the [My Details – Bank Details](#) tab then return to this screen and tick this section when complete.

You need return to this screen to confirm your account number by ticking the box against Bank Account Number. To return to this page you must click on “My Contracts” tab and then click “View” button

against your Role. This will take you back to the list of actions you are required to complete.

Action 6: IRD Tax Code Declaration (IR330)

NZQA requires that you complete and provide an IR330 form or confirm current tax code. You can choose upload or send the form via post to NZQA.

Click on the IR330 link to get to IRD's website and download the form.

Link to IR330 form and confirming IRD tax Code

IRD Tax Code

I have **sent** in a completed [IR330](#) form

OR

I have **uploaded** a completed [IR330](#) form.

File Upload :



View of IRD website where you find the IR330 form

by keyword | by title | **by number**

Tax code declaration (IR330)

i Do not use this form if you're a contractor receiving schedular payments. Use the *Tax rate notification for contractors (IR330C)* form instead.

Use a separate form for each employer.


Use only one tax code on this form.

Use this form if you are an employee receiving salary or wages and when starting a new job, or another job, or need to change your tax code.

You will need your IRD number. If you do not know this you can find it in your myIR Secure Online Services account or on letters or statements from us.

Please print, sign the form and give it to your employer.

You may wish to keep a copy of this form for your personal records.


Download the form 


PDF | 128kb | 3 pages | Published March 2017


If you save a copy of this PDF document to use at a later date, always check that you have the latest version by comparing the date in the PDF document with the "Published" date displayed on this page under the "Download" button.


myIR services


Web app


Make a payment 


International 


Public consultation 


Technical tax area 


Demos and videos 

Tax seminars 

 **Get it done online**
All online services >

 **Work it out**
All calculators and tools >

 **Forms and guides**
All forms and guides >


 **Contact us**
All contact info >

If all the information regarding your tax status, tax code and IRD number is correct you can confirm it by ticking the first the box. If you had to complete an IR330 form please select the appropriate box as to how you submitted your form. You can choose to upload or send the form via post to NZQA.

Once all actions are completed (shown in the Actions Completed column) NZQA will process your submitted information.

Tick box for confirming IRD tax Code

IRD Tax Code

 I have **sent** in a completed IR330 form

OR

I have **uploaded** a completed IR330 form.

File Upload :

Action 7: Kiwisaver

Please select one of the 4 options available as applicable to you.

Kiwisaver Options

Kiwisaver

In line with the KiwiSaver Act 2006, all new employees, will be automatically enrolled into KiwiSaver and are required to provide a Kiwisaver KS2 form, if they:

- Are employed for more than 28 days;
- Are over the age of 18, but under the age of 65; and
- Are a New Zealand or Australian citizen or permanent resident.

Please select one of the following options as applicable to you:

- I **do** meet the eligibility criteria for automatic enrolment, and wish to have KiwiSaver contributions deducted from my pay and have therefore uploaded a completed [KS2](#) deduction form, **or**
- I **do** meet the eligibility criteria for automatic enrolment, but I wish to opt out and have uploaded a completed [KS10](#) Opt out form, **or**
- I **do not** meet the eligibility criteria for automatic enrolment and I do not wish to have KiwiSaver contributions deducted from my pay, **or**
- I **do not** meet the eligibility criteria for automatic enrolment but I wish to have KiwiSaver contributions deducted from my pay and have therefore uploaded a completed [KS2](#) deduction form.

(Note: if you are over 65 and not already a Kiwisaver Member you are not able to select this option)

Sent Uploaded

File Upload :

Once completed you can choose either the upload form or sent by post option.

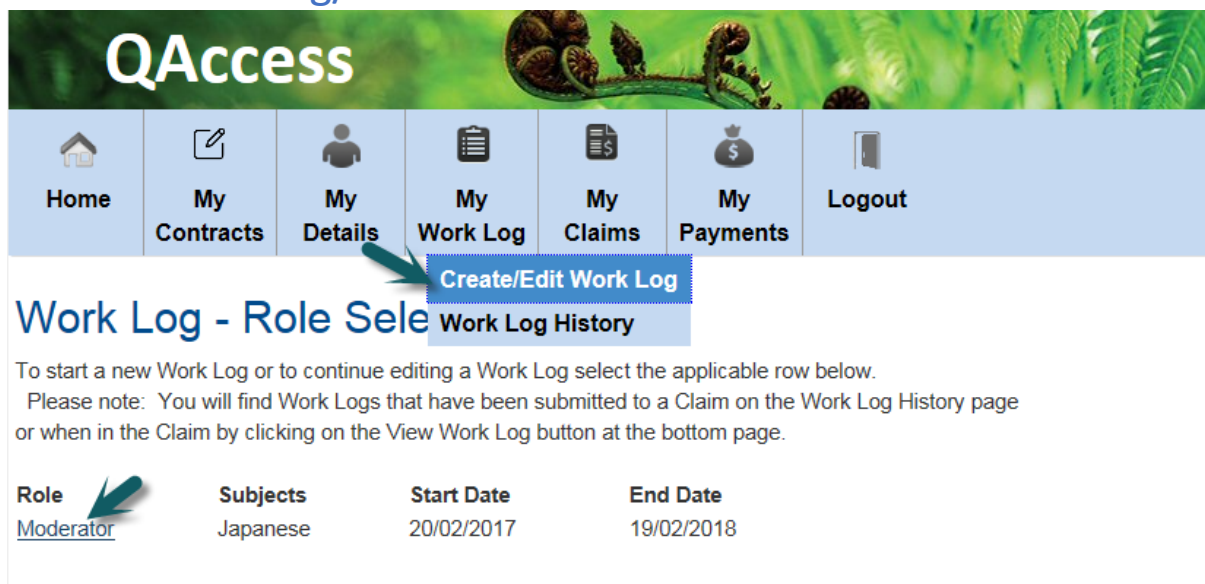
Go to nzqa.govt.nz/spec-workforce web page (it will open in a new page) for NZQA's postal address.

Completing a Work Log

You will only see the My Work Log tab if you are in a role that requires a Work log. Only roles that are with status “current” will appear for selection. Use the Work log to record completion of services provided as per your contract.

Go to My Work Log tab and select Create/Edit Work Log.
If you have multiple roles, please select the appropriate role for which you want to complete the Work Log.

Create Work Log/Select role



The screenshot shows the QAccess user interface. At the top, there is a navigation bar with icons for Home, My Contracts, My Details, My Work Log, My Claims, My Payments, and Logout. The 'My Work Log' tab is selected, and a blue box highlights the 'Create/Edit Work Log' button. Below the navigation bar, there is a section titled 'Work Log - Role Selection' with a 'Work Log History' link. A note states: 'To start a new Work Log or to continue editing a Work Log select the applicable row below. Please note: You will find Work Logs that have been submitted to a Claim on the Work Log History page or when in the Claim by clicking on the View Work Log button at the bottom page.' Below the note is a table with the following data:

Role	Subjects	Start Date	End Date
Moderator	Japanese	20/02/2017	19/02/2018

If you have multiple roles, please select the appropriate role for which you want to complete the Work Log.

Please refer to your contract for fees and expenses entitlements when completing a claim.

As you complete the Work Log:

- The total is automatically calculated.
- You must enter a unit/standard number for the total to calculate.

- You must enter minutes under Miscellaneous Activity for the total to calculate.
- The Work Log saves automatically.
- You can amend the Work Log multiple times before submitting it to a Claim.
- If you are not yet ready to submit the Work Log just exit the page by clicking the “Home” button tab. All the information you have added will be saved.

When you have completed your Work Log and are ready to make your claim you need to click the “Submit to Claim Tab” button. This will take you to My Claims tab where you will see a claim for that role that has the status “edited”. You must now complete the Submitting a Claim section.

Complete and Submit a Work Log

Work log

Please note: this page saves automatically

Moderator, Accounting

Type of activity	Total Mins	Rate	Total
Moderation Fees	1 60	60.00	60.00
Misc Moderation Activity	30	260.00	16.25
Worklog ID		Amount Due	76.25

Date	Details	Unit/Standard No.	Minutes
✘ 25/07/2019	School 1	111	60

[Add new](#)

Miscellaneous Activity

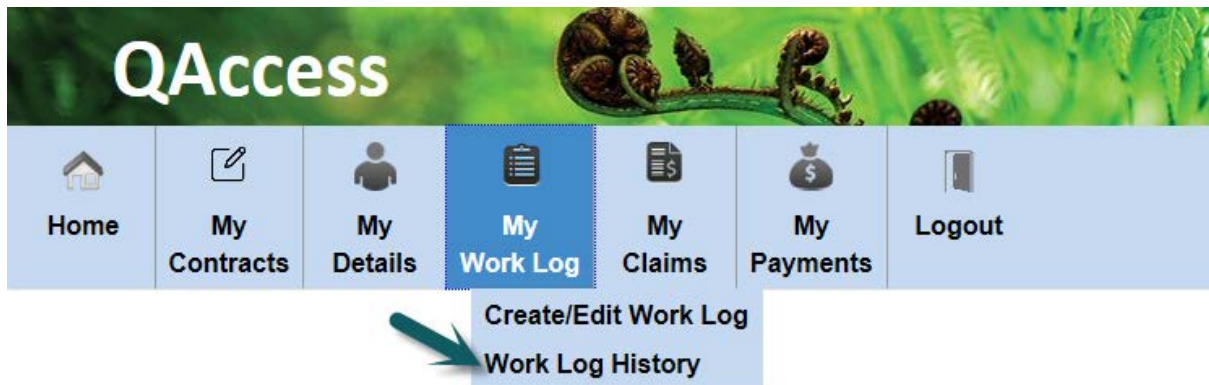
Date	Activity	Minutes
✘ 25/07/2019	Completing claim	30

[Add new](#)

When you are ready to submit your claim based on this work log data, press the “Submit to Claim” button and you will be taken to the My Claims tab to complete and submit your Claim for approval.
[Submit to Claim Tab](#) [Back to claim details](#)

If you wish to view previously submitted worklogs you will find them on the “Worklog History” tab.

View your Work Log History



Information copied across from a worklog cannot be edited. If you left out something you can start a new Work Log and Submit a new Claim.

Submitting a Claim

To start a new claim go to “My Claims” tab and select “Create/Edit Claim” option then click on the applicable role.

Your Claim saves automatically so you can continue editing an unsubmitted claim until you are ready to submit it.

If a role has status “Editing” against it, then it is a claim that has data entered but has not yet been submitted by you.

Create/Edit Claim

The screenshot shows the QAccess web application interface. At the top, there is a navigation bar with the following items: Home, My Contracts, My Details, My Work Log, My Claims, My Payments, and Logout. The 'My Claims' item is highlighted, and a dropdown menu is visible with two options: 'Create/Edit Claim' and 'Claim History'. Below the navigation bar, the page title is 'Claims - Role Selection'. There is a message: 'To start a new claim, or continue editing an unsubmitted claim, please select the applicable role below. If no roles are appearing for selection then you have no current roles to claim on (note: end dated roles will only continue to show for 3 months past the end date). Once you have submitted a claim for approval you are able to view the status of the claim in the My Claims - Claims History sub menu. You will also be notified by email once it has been approved for payment.'

Role	Subjects	Start Date	End Date	Date Entered	
Moderator	Editing	Japanese	20/02/2017	19/02/2018	25/05/2017

There are 4 possible scenarios:

1. Data has been copied across from the work log (if applicable)
2. NZQA staff has entered claim data for you
3. It is a declined claim that has been returned to you for editing
4. You have updated/entered this information but you have not yet submitted it for approval/payment.

Completing your Claim

Claim

Please note: this page saves automatically

Name: Amanda Hugandkiss
Date: 25/07/2019
Job: Moderator, Accounting
Claim ID: 1
Status: Editing

Claim Details

Include in this section any Fees and/or Mileage claim items.

Item	Claim Details	Units	Rate	Cash
	Total Reports from work log	1.00	60.00	60.00
	Misc Moderation Activity from work log	30.00	MINS 260.00	16.25

[Add another claim item](#)

Expenses

Include in this section all Expense reimbursements (excluding Mileage).
If you select to post/send expense receipts, please refer to the www.nzqa.govt.nz/spec-workforce page for address details.

Date	Type	Units	Cash	Description	Receipt
<input checked="" type="checkbox"/> 01/07/2019	Expenses (GST Included)	1.00	\$20.00	Lunch	Posted Receipt

[Add Expense](#)

You can add items you wish to claim for (as per your SWEL).

To add expenses click on the “Add Expense” button.

You can add expenses to your claim and upload receipts if you have them in an electronic format. You also have the option to send them to NZQA by post. Go to www.nzqa.govt.nz/spec-workforce web page (it will open in a new page) for NZQA’s postal address.

Adding Expenses

Claim

Please note: this page saves automatically

Name: Jo Test3001
Date: 24/04/2017
Job: Moderator, Maths in the
Claim ID: 1
Status: Editing

Claim Details

Item	Claim D	Total R
Misc Moderation Activity		20.00 MINS 320.00 13.33

Expenses

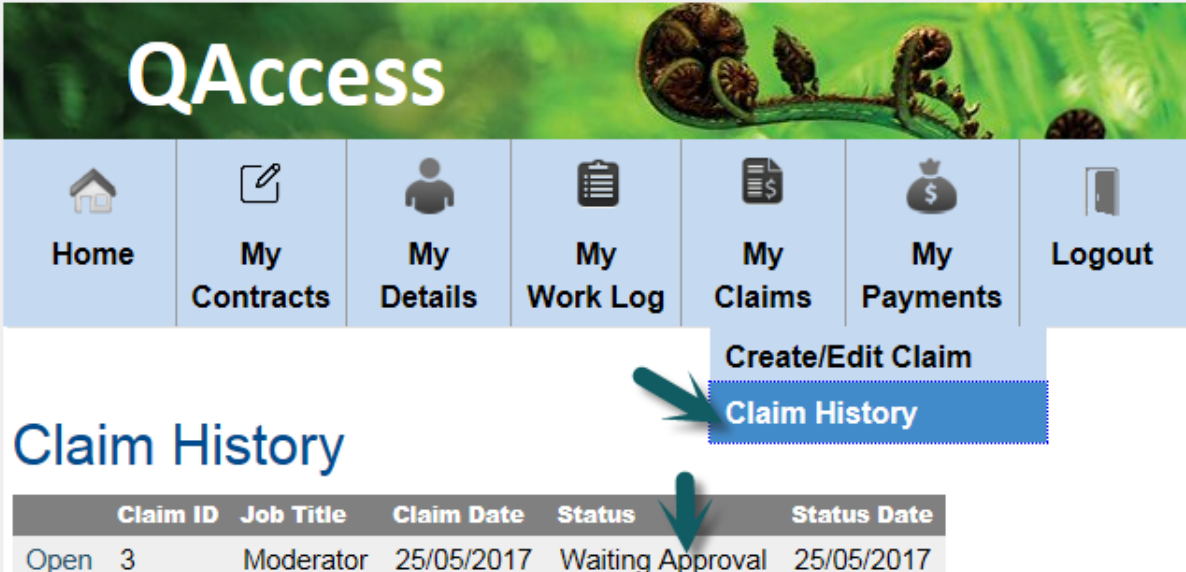
Date: 24/04/2017
Type: Expenses (GST Included) ▼
Units: 1
Cash: 15
Description: Breakfast ✕
Receipt: Uploaded Receipt
 Posted Receipt
 No Receipt Required
Upload: Browse...
Save Cancel

When you have completed and reviewed your claim you can click “Submit Claim” button.

Submitted claims will go through the approval process at NZQA. To view the status of your claim click “My Claims” tab and select “Claim History” from the drop down list. Once approved you will receive an email.

If NZQA declines your claim you will receive an email with notes explaining why it has been declined. Your claim will show “Editing” status for you to make the changes and resubmit to NZQA.

Claim History



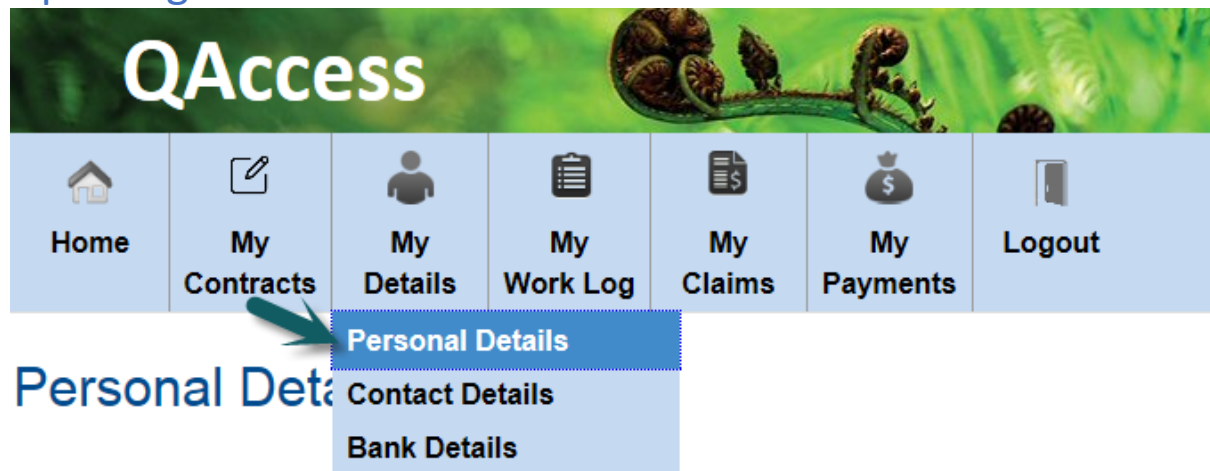
The screenshot shows the QAccess user interface. At the top is a green banner with the 'QAccess' logo and a fern frond. Below the banner is a navigation menu with seven items: Home, My Contracts, My Details, My Work Log, My Claims, My Payments, and Logout. The 'My Claims' item is selected, and a dropdown menu is open, showing 'Create/Edit Claim' and 'Claim History'. A blue arrow points from the 'Claim History' option to the 'Claim History' table below. The table has a header row with columns: Claim ID, Job Title, Claim Date, Status, and Status Date. The first row of data shows a claim with ID 3, Job Title Moderator, Claim Date 25/05/2017, Status Waiting Approval, and Status Date 25/05/2017. A blue arrow points from the 'Status' column header to the 'Waiting Approval' status in the first row.

Claim ID	Job Title	Claim Date	Status	Status Date
Open 3	Moderator	25/05/2017	Waiting Approval	25/05/2017

Updating Personal Details


To change your preferred name, tax code or tax rate you should access “My Details” tab and select “Personal Details” option. Please submit your IRD Tax Code Declaration IR330 or IR330C form using this page when you want to make a change during the term of your current role(s) with NZQA.

Updating Personal Details

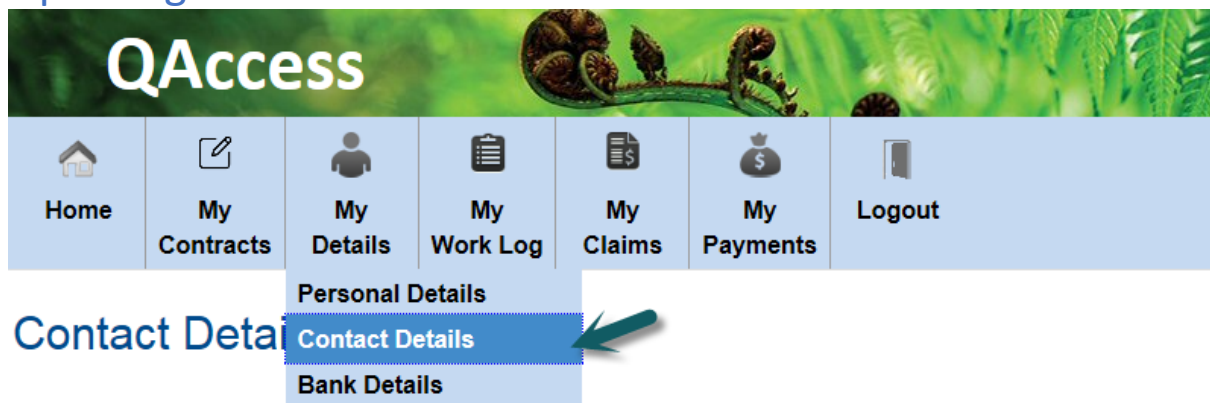


Updating Contact Details

To change your residential address or phone number you should access “My Details” tab and select “Contact Details” option.

 If you have changed your address please make sure you update all other NZQA systems that you can access.

Updating Contact Details



Please ensure you keep this information up to date.

Residential Address	<input type="text" value="17 Test Avenue"/>
	<input type="text"/>
	<input type="text" value="Bayview"/>
City	<input type="text" value="AUCKLAND"/>
Postcode	<input type="text" value="0620"/> NZ Postcode Finder
Mobile Number	<input type="text" value="021 123 4567"/>
Home Telephone	<input type="text"/>

Note: You **must** ensure you update any other relevant NZQA systems that you have access to with all address/contact details changes.

The changes made here **DO NOT** amend any other NZQA systems.

To update or correct any other details, please contact the relevant [Business Administration Team](#).

To update information on this page, please enter above and click Submit.

If you notice your City is not available, please contact [People & Capability](#)

Updating your Bank Account

To change your bank account you should access “My Details” tab, select “Bank Details” option and then click “Edit Bank Details” button.

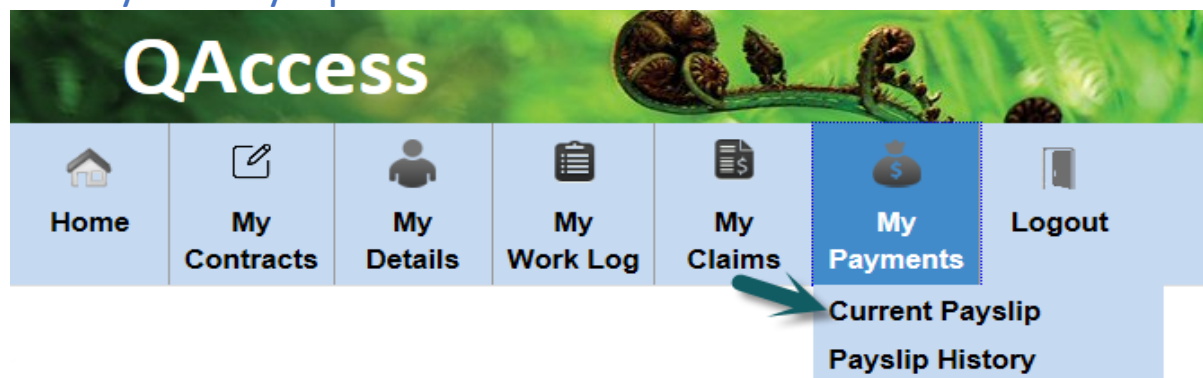
Updating Bank Account

The screenshot shows the QAccess web application interface. At the top, there is a navigation bar with the following tabs: Home, My Contracts, My Details, My Work Log, My Claims, My Payments, and Logout. The 'My Details' tab is selected, and a dropdown menu is open, showing options for Personal Details, Contact Details, and Bank Details. The 'Bank Details' option is highlighted. Below the navigation bar, the 'Bank Account' section is visible, showing fields for Payroll ID, Account Number (06 0230 0100011 00), Name (ECM Test1), and Account Name. The 'Edit Bank Details' button is located at the bottom left of the page and is highlighted with a blue arrow.

My Payments- Current Payslip and Payslip History

To view your current payslip select “Current Payslip” from “My Payments” tab. There is an option to print your payslip.

View your Payslip



Payslip History

Click the hyperlink on the date to view your entire payslip

Further information on QAccess System can be found by accessing www.nzqa.govt.nz/spec-workforce

If you have questions please contact the relevant team. Contact details for each team can be found at www.nzqa.govt.nz/spec-workforce