

When is the deadline for submitting timesheets? The deadline is **12.30pm Monday**. Forms are required to be fully completed and signed.

When will my employee get paid? Every fortnight. Pay goes into your employee's bank account on Thursday night. All forms for new employees must be sent to: disabilitysupport@lifewise.org.nz by 12.30 pm the Wednesday before the Monday payroll deadline. Please contact your IF Coach or the disability email for new employee forms.

I missed the deadline! What happens now? Any timesheets received after Monday 12.30pm will be processed in the following fortnight. A one-off pay run may be able to be done on a case-by-case basis – this will cost \$25 from your IF budget.

Timesheets and Invoices can be forwarded using the following methods:

Email	<p>timesheets@lifewise.org.nz</p> <p>Please send your timesheet as an attachment rather than in the body of the email.</p>
Post	<p>Lifewise Homecare Services PO Box 10307 Dominion Rd Auckland 1446</p>
In Person	<p>227 Mt Eden Rd, Mt Eden (Gordon House)</p>

ANY QUESTIONS? OUR MAIN OFFICE LINE IS 09 623 7631, OFFICE HOURS ARE MONDAY - FRIDAY 7.30am – 4pm.

NZ Public Holidays 2024 – January 2025	
<i>Daylight savings starts Sunday 29 September</i>	
Labour Day	Monday 28 October
Christmas Day	Wednesday 25 December
Boxing Day	Thursday 26 December
New Year's Day 2025	Wednesday 1 st January
Day After New Year's Day	Thursday 2 nd January

How to indicate if your Employee has worked on a public holiday on their timesheet:

If your employee did work on a public holiday, please tick the 'public holiday' box on the timesheet for that day. If your employee did not work on a public holiday but the public holiday has fallen on a day they would normally work please write their usual hours for that day on the timesheet – but **do not tick** the Public holiday box.

2024 WEEKS ENDING SUNDAY	TIMESHEET/INVOICE REQUIRED BY 12.30PM ON MONDAY	PAYROLL/INVOICES PAID NIGHT OF THURSDAY
Mon 22 Jul - Sun 28 Jul Mon 29 Jul - Sun 4 Aug	5 th August 2024 sent <input type="checkbox"/>	8 th August 2024
Mon 5 Aug - Sun 11 Aug Mon 12 Aug - Sun 18 Aug	19 th August 2024 sent <input type="checkbox"/>	22 nd August 2024
Mon 19 Aug - Sun 25 Aug Mon 26 Aug - Sun 1 Sep	2 nd September 2024 sent <input type="checkbox"/>	5 th September 2024
Mon 2 Sep - Sun 8 Sept Mon 9 Sep - Sun 15 Sep	16 th September 2024 sent <input type="checkbox"/>	19 th September 2024
Mon 16 Sep - Sun 22 Sep Mon 23 Sep - Sun 29 Sep	30 th September 2024 sent <input type="checkbox"/>	3 rd October 2024
Mon 30 Sep - Sun 6 Oct Mon 7 Oct - Sun 13 Oct	14 th October 2024 sent <input type="checkbox"/>	17 th October 2024
Mon 14 Oct - Sun 20 Oct Mon 21 Oct - Sun 27 Oct	28 th October 2024 sent <input type="checkbox"/>	31 st October 2024
Mon 28 Oct - Sun 3 Nov Mon 4 Nov - Sun 10 Nov	11 th November 2024 sent <input type="checkbox"/>	14 th November 2024
Mon 11 Nov - Sun 17 Nov Mon 18 Nov - Sun 24 Nov	25 th November 2024 sent <input type="checkbox"/>	28 th November 2024
Mon 25 Nov - Sun 1 Dec Mon 2 Dec - Sun 8 Dec	9 th December 2024 sent <input type="checkbox"/>	12 th December 2024
<p>Mon 9 Dec - Sun 15 Dec</p> <p>Mon 16 Dec - Sun 22 Dec</p>	<p style="text-align: center;">* Christmas payroll Deadlines *</p> <p>Timesheets must be sent by 12.30pm Thursday 19th December 2024 sent <input type="checkbox"/></p> <p>All new employee forms must be in by: 12.30pm Friday 13th December for new Staff working over Christmas and New Year.</p> <p>All new employees hired from 1st Jan 2025 must have forms sent in by: 12.30pm Wednesday 15th January to be included in the payroll deadline on Monday 20th Jan – paid Thursday 23rd January.</p>	<p style="text-align: center;">24th December 2024</p>
Mon 23 Dec - Sun 29 Dec Mon 30 Dec 2024 - Sun 5 Jan 2025	6 th January 2025 sent <input type="checkbox"/>	9 th January 2025
Mon 6 Jan 2025 - Sun 12 Jan 2025 Mon 13 Jan 2025 - Sun 19 Jan 2025	20 th January 2025 sent <input type="checkbox"/>	24 th January 2025
Mon 20 Jan 2025 – Sun 26 Jan 2025 Mon 27 Jan 2025 – Sun 2 Feb 2025	3 rd February 2025 sent <input type="checkbox"/>	6 th February 2025