

When is the deadline for submitting timesheets? The deadline is: **12.30pm Monday** (fortnightly). 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.** Send us an email or visit our website for new employee set up forms.

I missed the deadline! What happens now? Any timesheets received after Mon 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 sent in using the following methods:

Email	timesheets@lifewise.org.nz Please send timesheets, invoices and forms as an attachment rather than in the body of the email and not as a link in your email that we need to follow.
In Person	227 Mt Eden Rd Mt Eden (Gordon House)

NZ Public Holidays 2025	
My Employee worked on a public holiday – what goes on the timesheet?	
If your employee <u>did work</u> on a public holiday, please tick the 'public holiday' box on the timesheet for that day.	
If your employee <u>did not work</u> on a public holiday but the public holiday has fallen on their usual workday, please write their usual hours for that day on the timesheet – but do not tick the public holiday box.	
Holiday	Date
New Year's	Wednesday 1 January
Day after New Year's	Thursday 2 January
Auckland Anniversary	Monday 27 January
Waitangi	Thursday 6 February
Good Friday	Friday 18 April
Easter Monday	Monday 21 April
<i>Daylight savings ends Sunday 6 April</i>	
ANZAC	Friday 25 April
King's Birthday	Monday 2 June
Matariki	Friday 20 June
<i>Daylight savings starts Sunday 28 September</i>	
Labour Day	Monday 27 October
Christmas Day	Thursday 25 December
Boxing Day	Friday 26 December

ANY QUESTIONS? OUR MAIN OFFICE LINE IS [09 623 7631](tel:096237631) OFFICE HOURS ARE MON - FRI 7.30am – 4pm.

2025 WEEKS ENDING SUNDAY		TIMESHEET/INVOICE REQUIRED BY 12.30PM ON MONDAY		PAYROLL/INVOICES PAID NIGHT OF THURSDAY
Mon 23 December	- Sun 29 December	Mon 6 January	Sent <input type="checkbox"/>	9 January 2025
Mon 30 December	- Sun 5 January			
Mon 6 January	- Sun 12 January	Mon 20 January	Sent <input type="checkbox"/>	23 January 2025
Mon 13 January	- Sun 19 January			
Mon 20 January	- Sun 26 January	12.30pm Fri 31 Jan	Sent <input type="checkbox"/>	Wed 5 February 2025
Mon 27 January	- Sun 2 February	<i>due to public holiday</i>		<i>No one-off payments on 7th</i>
Mon 3 February	- Sun 9 February	Mon 17 February	Sent <input type="checkbox"/>	20 February 2025
Mon 10 February	- Sun 16 February			
Mon 17 February	- Sun 23 February	Mon 3 March	Sent <input type="checkbox"/>	6 March 2025
Mon 24 February	- Sun 2 March			
Mon 3 March	- Sun 9 March	Mon 17 March	Sent <input type="checkbox"/>	20 March 2025
Mon 10 March	- Sun 16 March			
Mon 17 March	- Sun 23 March	Mon 31 March	Sent <input type="checkbox"/>	3 April 2025
Mon 24 March	- Sun 30 March			
Mon 31 March	- Sun 6 April	Mon 14 April	Sent <input type="checkbox"/>	17 April 2025
Mon 7 April	- Sun 13 April			<i>No one-off payments on 18th</i>
Mon 14 April	- Sun 20 April	Mon 28 April	Sent <input type="checkbox"/>	1 May 2025
Mon 21 April	- Sun 27 April			
Mon 28 April	- Sun 4 May	Mon 12 May	Sent <input type="checkbox"/>	15 May 2025
Mon 5 May	- Sun 11 May			
Mon 12 May	- Sun 18 May	Mon 26 May	Sent <input type="checkbox"/>	29 May 2025
Mon 19 May	- Sun 25 May			
Mon 26 May	- Sun 1 June	Mon 9 June	Sent <input type="checkbox"/>	12 June 2025
Mon 2 June	- Sun 8 June			
Mon 9 June	- Sun 15 June	Mon 23 June	Sent <input type="checkbox"/>	26 June 2025
Mon 16 June	- Sun 22 June			
Mon 23 June	- Sun 29 June	Mon 7 July	Sent <input type="checkbox"/>	10 July 2025
Mon 30 June	- Sun 6 July			
Mon 7 July	- Sun 13 July	Mon 21 July	Sent <input type="checkbox"/>	24 July 2025
Mon 14 July	- Sun 20 July			
Mon 21 July	- Sun 27 July	Mon 4 August	Sent <input type="checkbox"/>	7 August 2025
Mon 28 July	- Sun 3 August			
Mon 4 August	- Sun 10 August	Mon 18 August	Sent <input type="checkbox"/>	21 August 2025
Mon 11 August	- Sun 17 August			
Mon 18 August	- Sun 24 August	Mon 1 September	Sent <input type="checkbox"/>	4 September 2025
Mon 25 August	- Sun 31 August			
Mon 1 September	- Sun 7 September	Mon 15 September	Sent <input type="checkbox"/>	18 September 2025
Mon 8 September	- Sun 14 September			
Mon 15 September	- Sun 21 September	Mon 29 September	Sent <input type="checkbox"/>	2 October 2025
Mon 22 September	- Sun 28 September			
Mon 29 September	- Sun 5 October	Mon 13 October	Sent <input type="checkbox"/>	16 October 2025
Mon 6 October	- Sun 12 October			
Mon 13 October	- Sun 19 October	12.30pm Fri 24 Oct	Sent <input type="checkbox"/>	30 October 2025
Mon 20 October	- Sun 26 October	<i>(due to public holiday)</i>		
Mon 27 October	- Sun 2 November	Mon 10 November	Sent <input type="checkbox"/>	13 November 2025
Mon 3 November	- Sun 9 November			
Mon 10 November	- Sun 16 November	Mon 24 November	Sent <input type="checkbox"/>	27 November 2025
Mon 17 November	- Sun 23 November			
Mon 24 November	- Sun 30 November	Mon 8 December	Sent <input type="checkbox"/>	11 December 2025
Mon 1 December	- Sun 7 December	<i>New employee deadline:</i>		12.30pm Wed 11 December
Mon 8 December	- Sun 14 December	12.30pm Fri 19 Dec	Sent <input type="checkbox"/>	Wed 24 Dec 2025
Mon 15 December	- Sun 21 December	<i>(Christmas deadline)</i>		<i>No one-off payments on 26th</i>