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**HOMECARE SERVICES**

**PAYROLL DATES 2021 FOR INDIVIDUALISED FUNDING CLIENTS**

**When is the deadline for submitting timesheets?** The deadline is **4.00pm 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.

**I missed the deadline! What happens now?** Any timesheets received after Monday 4.00pm 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:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post** | **In Person** | **By Fax** | **By Email** |
| **Lifewise Homecare Services****PO Box 10307****Dominion Rd****Auckland 1446** | **124 Vincent Street, Auckland Central**  | **09 630 8956** | **timesheets@lifewise.org.nz**Please send your timesheet as an **attachment** rather than in the body of the email. |

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

|  |  |  |
| --- | --- | --- |
| WEEK ENDING Sunday | TIMESHEET/INVOICE REQUIRED BY 4.00pm ON Monday | PAYROLL/INVOICES PROCESSED NIGHT OF Thursday |
| 4 July 2021 |  | **15 July 2021** |
| 11 July 2021 | **12 July 2021** |
| 18 July 2021 |  | **29 July 2021** |
| 25 July 2021 | **26 July 2021** |
| 1 August 2021 |  | **12 August 2021** |
| 8 August 2021 | **9 August 2021** |
| 15 August 2021 |  | **26 August 2021** |
| 22 August 2021 | **23 August 2021** |
| 29 August 2021 |  | **9 September 2021** |
| 5 September 2021 | **6 September 2021** |
| 12 September 2021 |  | **23 September 2021** |
| 19 September 2021 | **20 September 2021** |
| 26 September 2021 |  | **7 October 2021** |
| 3 October 2021 | **4 October 2021** |
| **10 October 2021** |  | **21 October 2021** |
| **17 October 2021** | **18 October 2021** |
| **24 October 2021** |  | **4 November 2021** |
| **31 October 2021** | **1 November 2021** |
| **7 November 2021** |  | **18 November 2021** |
| **14 November 2021** | **15 November 2021** |
| 21 November 2021 |  | **2 December 2021** |
| 28 November 2021 | **29 November 2021** |
| 5 December 2021 |  | **16 December 2021** |
| 12 December 2021 | **13 December 2021** |
| 19 December 2021 |  | **30 December 2021** |
| 26 December 2021 | **27 December 2021** |