**PAYROLL DATES 2023 FOR INDIVIDUALISED FUNDING CLIENTS**

**HOMECARE SERVICES**

**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** | **227 Mt Eden Rd,** **Mt Eden**  | **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 |
| 1st January 2023 |  | **12th January 2023** |
| 8th January 2023 | **9th Jan 2023** |
| 15th January 2023 |  | **26th January 2023** |
| 22nd January 2023 | **23rd Jan 2023** |
| 29th January 2023 |  | **9th February 2023** |
| 5th February 2023 | **(Waitangi Day) 6th February 2023** |
| 12th February 2023 |  | **23rd February 2023** |
| 19th February 2023 | **20th February 2023** |
| 26th February 2023 |  | **9th March 2023** |
| 5th March 2023 | **6th March 2023** |
| 12th March 2023 |  | **23rd March 2023** |
| 19th March 2023 | **20th March 2023** |
| 26th March 2023 |  | **6th April 2023** |
| 2nd April 2023 | **3rd April 2023** |
| **9th April 2023** |  | **20th April 2023** |
| **16th April 2023** | **17th April 2023** |
| **23rd April 2023** |  | **4th May 2023** |
| **30th April 2023** | **1st May 2023** |
| **7th May 2023** |  | **18th May 2023** |
| **14th May 2023** | **15th May 2023** |
| 21st May 2023 |  | **1st June 2023** |
| 28th May 2023 | **29th May 2023** |
| 4th June 2023 |  | **15th June 2022** |
| 11th June 2023 | **12th June 2023** |
| 18th June 2023 |  | **29th June 2023** |
| 25th June 2023 | **26th June 2023** |