



## HEMOCARE SERVICES

### PAYROLL DATES 2023 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	227 Mt Eden Rd, Mt Eden	09 630 8956	<a href="mailto:timesheets@lifewise.org.nz">timesheets@lifewise.org.nz</a>  Please send your timesheet as an <b>attachment</b> 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
2 <sup>nd</sup> July 2023		
9 <sup>th</sup> July 2023	10 <sup>th</sup> July 2023	13 <sup>th</sup> July 2023
16 <sup>th</sup> July 2023		
23 <sup>rd</sup> July 2023	24 <sup>th</sup> July 2023	27 <sup>th</sup> July 2023
30 <sup>th</sup> July 2023		
6 <sup>th</sup> August 2023	7 <sup>th</sup> August 2023	10 <sup>th</sup> August 2023
13 <sup>th</sup> August 2023		
20 <sup>th</sup> August 2023	21 <sup>st</sup> August 2023	24 <sup>th</sup> August 2023
27 <sup>th</sup> August 2023		
3 <sup>rd</sup> September 2023	4 <sup>th</sup> September 2023	7 <sup>th</sup> September 2023
10 <sup>th</sup> September 2023		
17 <sup>th</sup> September 2023	18 <sup>th</sup> September 2023	21 <sup>st</sup> September 2023
24 <sup>th</sup> September 2023		
1 <sup>st</sup> October 2023	2 <sup>nd</sup> October 2023	5 <sup>th</sup> October 2023
8 <sup>th</sup> October 2023		
15 <sup>th</sup> October 2023	16 <sup>th</sup> October 2023	19 <sup>th</sup> October 2023
22 <sup>nd</sup> October 2023		
29 <sup>th</sup> October 2023	30 <sup>th</sup> October 2023	2 <sup>nd</sup> November 2023
5 <sup>th</sup> November 2023		
12 <sup>th</sup> November 2023	13 <sup>th</sup> November 2023	16 <sup>th</sup> November 2023
19 <sup>th</sup> November 2023		
26 <sup>th</sup> November 2023	27 <sup>th</sup> November 2023	30 <sup>th</sup> November 2023
3 <sup>rd</sup> December 2023		
10 <sup>th</sup> December 2023	11 <sup>th</sup> December 2023	14 <sup>th</sup> December 2023
17 <sup>th</sup> December 2023		
24 <sup>th</sup> December 2023	Christmas Day 25 <sup>th</sup> December 2023	28 <sup>th</sup> December 2023