

**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:**

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

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

NZ Public Holidays 2024	
Holiday	Date
New Year's Day	Monday 1 January
Day after New Year's Day	Tuesday 2 January
Auckland Anniversary Day	Monday 29 January
Waitangi Day	Tuesday 6 February
Good Friday	Friday 29 March
Easter Monday	Monday 1 April
<i>Daylight savings ends Sunday April 7</i>	
ANZAC Day	Thursday 25 April
King's Birthday	Monday 3 June
Matariki	Friday 28 June
<i>Daylight savings starts Sunday 29 September</i>	
Labour Day	Monday 28 October
Christmas Day	Wednesday 25 December
Boxing Day	Thursday 26 December

2024 WEEKS ENDING SUNDAY	TIMESHEET/INVOICE REQUIRED BY 4.00PM ON MONDAY	PAYROLL/INVOICES PAID NIGHT OF THURSDAY
Mon 1 Jan - Sun 7 Jan	8 <sup>th</sup> January 2024 sent <input type="checkbox"/>	11 <sup>th</sup> January 2024
Mon 8 Jan - Sun 14 Jan		
Mon 15 Jan - Sun 21 Jan	22 <sup>nd</sup> January 2024 sent <input type="checkbox"/>	25 <sup>th</sup> January 2024
Mon 22 Jan - Sun 28 Jan		
Mon 29 Jan - Sun 4 Feb	5 <sup>th</sup> February 2024 sent <input type="checkbox"/>	8 <sup>th</sup> February 2024
Mon 5 Feb - Sun 11 Feb		
Mon 12 Feb - Sun 18 Feb	19 <sup>th</sup> February 2024 sent <input type="checkbox"/>	22 <sup>nd</sup> February 2024
Mon 19 Feb - Sun 25 Feb		
Mon 26 Feb - Sun 3 Mar	4 <sup>th</sup> March 2024 sent <input type="checkbox"/>	7 <sup>th</sup> March 2024
Mon 4 Mar - Sun 10 Mar		
Mon 11 Mar - Sun 17 Mar	18 <sup>th</sup> March 2024 sent <input type="checkbox"/>	21 <sup>st</sup> March 2024
Mon 18 Mar - Sun 24 Mar		
Mon 25 Mar - Sun 31 Mar	1 <sup>st</sup> April 2024 sent <input type="checkbox"/>	4 <sup>th</sup> April 2024
Mon 1 Apr - Sun 7 Apr		
Mon 8 Apr - Sun 14 Apr	15 <sup>th</sup> April 2024 sent <input type="checkbox"/>	18 <sup>th</sup> April 2024
Mon 15 Apr - Sun 21 Apr		
Mon 22 Apr - Sun 28 Apr	29 <sup>th</sup> April 2024 sent <input type="checkbox"/>	2 <sup>nd</sup> May 2024
Mon 29 Apr - Sun 5 May		
Mon 6 May - Sun 12 May	13 <sup>th</sup> May 2024 sent <input type="checkbox"/>	16 <sup>th</sup> May 2024
Mon 13 May - Sun 19 May		
Mon 20 May - Sun 26 May	27 <sup>th</sup> May 2024 sent <input type="checkbox"/>	30 <sup>th</sup> May 2024
Mon 27 May - Sun 2 Jun		
Mon 3 Jun - Sun 9 Jun	10 <sup>th</sup> June 2024 sent <input type="checkbox"/>	13 <sup>th</sup> June 2024
Mon 10 Jun - Sun 16 Jun		
Mon 17 Jun - Sun 23 Jun	24 <sup>th</sup> June 2024 sent <input type="checkbox"/>	27 <sup>th</sup> June 2024
Mon 24 Jun - Sun 30 Jun		
Mon 1 Jul - Sun 7 Jul	8 <sup>th</sup> July 2024 sent <input type="checkbox"/>	11 <sup>th</sup> July 2024
Mon 8 Jul - Sun 14 Jul		
Mon 15 Jul - Sun 21 Jul	22 <sup>nd</sup> July 2024 sent <input type="checkbox"/>	25 <sup>th</sup> July 2024
Mon 22 Jul - Sun 28 Jul		
Mon 29 Jul - Sun 4 Aug	5 <sup>th</sup> August 2024 sent <input type="checkbox"/>	8 <sup>th</sup> August 2024
Mon 5 Aug - Sun 11 Aug		
Mon 12 Aug - Sun 18 Aug	19 <sup>th</sup> August 2024 sent <input type="checkbox"/>	22 <sup>nd</sup> August 2024
Mon 19 Aug - Sun 25 Aug		
Mon 26 Aug - Sun 1 Sep	2 <sup>nd</sup> September 2024 sent <input type="checkbox"/>	5 <sup>th</sup> September 2024
Mon 2 Sep - Sun 8 Sept		
Mon 9 Sep - Sun 15 Sep	16 <sup>th</sup> September 2024 sent <input type="checkbox"/>	19 <sup>th</sup> September 2024
Mon 16 Sep - Sun 22 Sep		
Mon 23 Sep - Sun 29 Sep	30 <sup>th</sup> September 2024 sent <input type="checkbox"/>	3 <sup>rd</sup> October 2024
Mon 30 Sep - Sun 6 Oct		
Mon 7 Oct - Sun 13 Oct	14 <sup>th</sup> October 2024 sent <input type="checkbox"/>	17 <sup>th</sup> October 2024
Mon 14 Oct - Sun 20 Oct		
Mon 21 Oct - Sun 27 Oct	28 <sup>th</sup> October 2024 sent <input type="checkbox"/>	31 <sup>st</sup> October 2024
Mon 28 Oct - Sun 3 Nov		
Mon 4 Nov - Sun 10 Nov	11 <sup>th</sup> November 2024 sent <input type="checkbox"/>	14 <sup>th</sup> November 2024
Mon 11 Nov - Sun 17 Nov		
Mon 18 Nov - Sun 24 Nov	25 <sup>th</sup> November 2024 sent <input type="checkbox"/>	28 <sup>th</sup> November 2024
Mon 25 Nov - Sun 1 Dec		
Mon 2 Dec - Sun 8 Dec	9 <sup>th</sup> December 2024 sent <input type="checkbox"/>	12 <sup>th</sup> December 2024
Mon 9 Dec - Sun 15 Dec	Timesheets required by 4pm	
Mon 16 Dec - Sun 22 Dec	Friday 20 <sup>th</sup> December 2024 sent <input type="checkbox"/>	26 <sup>th</sup> December 2024
Mon 23 Dec - Sun 29 Dec		
Mon 30 Dec - Sun 5 Jan	6 <sup>th</sup> January 2025 sent <input type="checkbox"/>	9 <sup>th</sup> January 2025