

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:

Email	<p>timesheets@lifewise.org.nz</p> <p>Please send your timesheet as an attachment rather than in the body of the email.</p>
Post	<p>Lifewise Homecare Services PO Box 10307 Dominion Rd Auckland 1446</p>
In Person	<p>227 Mt Eden Rd, Mt Eden (Gordon House)</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	8th January 2024 sent <input type="checkbox"/>	11th January 2024
Mon 8 Jan - Sun 14 Jan		
Mon 15 Jan - Sun 21 Jan	22nd January 2024 sent <input type="checkbox"/>	25th January 2024
Mon 22 Jan - Sun 28 Jan		
Mon 29 Jan - Sun 4 Feb	5th February 2024 sent <input type="checkbox"/>	8th February 2024
Mon 5 Feb - Sun 11 Feb		
Mon 12 Feb - Sun 18 Feb	19th February 2024 sent <input type="checkbox"/>	22nd February 2024
Mon 19 Feb - Sun 25 Feb		
Mon 26 Feb - Sun 3 Mar	4th March 2024 sent <input type="checkbox"/>	7th March 2024
Mon 4 Mar - Sun 10 Mar		
Mon 11 Mar - Sun 17 Mar	18th March 2024 sent <input type="checkbox"/>	21st March 2024
Mon 18 Mar - Sun 24 Mar		
Mon 25 Mar - Sun 31 Mar	1st April 2024 sent <input type="checkbox"/>	4th April 2024
Mon 1 Apr - Sun 7 Apr		
Mon 8 Apr - Sun 14 Apr	15th April 2024 sent <input type="checkbox"/>	18th April 2024
Mon 15 Apr - Sun 21 Apr		
Mon 22 Apr - Sun 28 Apr	29th April 2024 sent <input type="checkbox"/>	2nd May 2024
Mon 29 Apr - Sun 5 May		
Mon 6 May - Sun 12 May	13th May 2024 sent <input type="checkbox"/>	16th May 2024
Mon 13 May - Sun 19 May		
Mon 20 May - Sun 26 May	27th May 2024 sent <input type="checkbox"/>	30th May 2024
Mon 27 May - Sun 2 Jun		
Mon 3 Jun - Sun 9 Jun	10th June 2024 sent <input type="checkbox"/>	13th June 2024
Mon 10 Jun - Sun 16 Jun		
Mon 17 Jun - Sun 23 Jun	24th June 2024 sent <input type="checkbox"/>	27th June 2024
Mon 24 Jun - Sun 30 Jun		
Mon 1 Jul - Sun 7 Jul	8th July 2024 sent <input type="checkbox"/>	11th July 2024
Mon 8 Jul - Sun 14 Jul		
Mon 15 Jul - Sun 21 Jul	22nd July 2024 sent <input type="checkbox"/>	25th July 2024
Mon 22 Jul - Sun 28 Jul		
Mon 29 Jul - Sun 4 Aug	5th August 2024 sent <input type="checkbox"/>	8th August 2024
Mon 5 Aug - Sun 11 Aug		
Mon 12 Aug - Sun 18 Aug	19th August 2024 sent <input type="checkbox"/>	22nd August 2024
Mon 19 Aug - Sun 25 Aug		
Mon 26 Aug - Sun 1 Sep	2nd September 2024 sent <input type="checkbox"/>	5th September 2024
Mon 2 Sep - Sun 8 Sept		
Mon 9 Sep - Sun 15 Sep	16th September 2024 sent <input type="checkbox"/>	19th September 2024
Mon 16 Sep - Sun 22 Sep		
Mon 23 Sep - Sun 29 Sep	30th September 2024 sent <input type="checkbox"/>	3rd October 2024
Mon 30 Sep - Sun 6 Oct		
Mon 7 Oct - Sun 13 Oct	14th October 2024 sent <input type="checkbox"/>	17th October 2024
Mon 14 Oct - Sun 20 Oct		
Mon 21 Oct - Sun 27 Oct	28th October 2024 sent <input type="checkbox"/>	31st October 2024
Mon 28 Oct - Sun 3 Nov		
Mon 4 Nov - Sun 10 Nov	11th November 2024 sent <input type="checkbox"/>	14th November 2024
Mon 11 Nov - Sun 17 Nov		
Mon 18 Nov - Sun 24 Nov	25th November 2024 sent <input type="checkbox"/>	28th November 2024
Mon 25 Nov - Sun 1 Dec		
Mon 2 Dec - Sun 8 Dec	9th December 2024 sent <input type="checkbox"/>	12th December 2024
Mon 9 Dec - Sun 15 Dec	Timesheets required by 4pm	
Mon 16 Dec - Sun 22 Dec	Friday 20th December 2024 sent <input type="checkbox"/>	26th December 2024
Mon 23 Dec - Sun 29 Dec		
Mon 30 Dec - Sun 5 Jan	6th January 2025 sent <input type="checkbox"/>	9th January 2025