



Manawanui Newsletter

November
2017

UPDATES FOR THIS MONTH

IN THIS ISSUE

- Annual Leave Accrual
- Changes in the Coaching team
- Client Web Portal
- [Payroll Dates around Christmas and New Year P1](#)
- [Payroll Dates around Christmas and New Year P2](#)

Hi everyone,

Below is a summary of most important things you need to know this month:

Annual Leave Accrual

The Ministry of Health has advised that they are continuing to work through the impact of pay equity on the annual leave liability accrual. We will update you as soon as we hear more about this.

Changes in the Coaching Team

Shelley Pilgrim, the Coach for Otago, Southland, Central Otago and Canterbury will be leaving us on the 1st of December. Until a new Coach is recruited, Coaching for this area will be managed by Claire Ryan, our National Services Manager.

Client Web Portal

Our Client Web Portal is continuing to develop with almost a third of our clients now using it to submit claims, track their budget and manage staff. The Client Web Portal makes managing your funding much easier. With a few clicks of your mouse, you can set-up your budget, check your expenditure, manage your support staff and submit claims and timesheets. You can also check where your funding balance is at, access the forms and documents you need and contact your Coach or the finance team directly. To join the Web Portal go to <https://portal.incharge.org.nz/apply>.

Payroll and Self-Managing Process and Timetables over Christmas and New Year

We will need to receive your estimated timesheets and reimbursement claims ahead of time to ensure that payments are not interrupted as a result of these public holidays.

New Year week Payment Processing Details - Pay Period 11 December to 24 December (P2)

Payroll Clients:

- Send us timesheets/claims by close of business **Wednesday 20 December** based on your anticipated costs and hours to 24 December.
- Employees' wages in bank on Thursday 28 December.

IMPORTANT CHANGES

Reimbursement Clients:

- Send us reimbursement claims by close of business **Wednesday 20 December** based on your anticipated expenses to 24 December.
- Reimbursement claims received by **Wednesday 19 December** will be in the bank on **Friday 22 December** but any received on **21 December** will only be in bank on **Saturday 23 December**.
- **Any reimbursement claims received after Thursday 21 December may not be processed until the following week.**

Timesheets or reimbursement claims for the following period (25 December to 7 January 2018) will need to be adjusted for any difference between the actual costs and the estimated costs and need to be sent to Manawanui as usual by midday Monday 08 January 2018.

Key Points

1. Payroll payments will be processed on 27 December (in bank 28 December) but **timesheets** must arrive **by Wednesday 20 December**.
2. Any timesheets received after 21 December may not be processed on time.
3. Reimbursement payments will be processed either on 21 or 22 December (in bank 22 or 23 December) depending on when it is received but we require the **Reimbursement claims** early to enable time for them to be paid
4. Any reimbursement claims received on 21 December or later may not be processed on time.

New Year week Payment Processing Details - Pay Period 18 December to 31 December (P1)

Payroll Clients:

- Send us timesheets/claims by close of business **Wednesday 27 December** based on your anticipated costs to 31 December.
- Employees' wages in bank on Thursday 4 January 2018.

IMPORTANT CHANGES**Reimbursement Clients:**

- Send us reimbursement claims by midday **Wednesday 27 December** based on your anticipated expenses to 31 December.
- Reimbursement claims received by **Wednesday 27 December** will be in the bank on **Friday 29 December** but any received on **Thursday 28 December** will only be in bank on **Saturday 30 December**.
- **Any reimbursement claims received after Thursday 28 December may not be processed until the following week.**

NB: Timesheets or reimbursement claims for the following period (1 January to 14 January 2018) will need to be adjusted for any difference between the actual costs and the estimated costs and need to be sent to Manawanui as usual by midday Monday 15 January 2018.

Key Points

5. Payroll payments will be processed on 3 January 2018 (in bank 4 January) but **timesheets** must arrive **by Wednesday 27 December**.
6. Any timesheets received after 28 December may not be processed on time.
7. Reimbursement payments will be processed either on 28 or 29 December 2017 (in bank 29 or 30 December) depending on when it is received but we require the **Reimbursement claims** early to enable time for them to be paid.
8. Any reimbursement claims received after 28 December or later may not be processed on time.

Statutory Holidays (Stat Days) Guideline

Christmas Day (25 December), **Boxing Day** (26 December), **New Year's Day** (1 January) and **Day Following New Year** (2 January) are observed as statutory public holidays (Stat Days) for the purposes of payroll payments.

Have a great month everyone!

Marsha Marshall