

Manawanui Newsletter

December 2017



HAVE A WONDERFUL
FESTIVE SEASON

*From
Everybody at
Manawanui*

UPDATES FOR THIS MONTH

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Hi everyone,

Season's Greetings. Firstly I wanted to draw your attention to some recent information from MyCare. We have fielded a number of queries about payments to support workers and fees for this service. MyCare have updated their Terms of Service, so if you use their matching service there may now be fees and some additional requirements (e.g. you must use their payment system to pay staff) in order for you to use their service. Please make sure you read through these thoroughly <https://help.mycare.co.nz/hc/en-us/articles/231733927-Summary-of-changes-to-Mycare-s-Terms-of-Service>.

We have some really exciting developments that will be coming on line next year – see below update. Finally I'd like to wish you a happy and health festive season. We look forward to continuing to work with you in 2018.

Marsha & the Manawanui Team

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

Christmas Hours

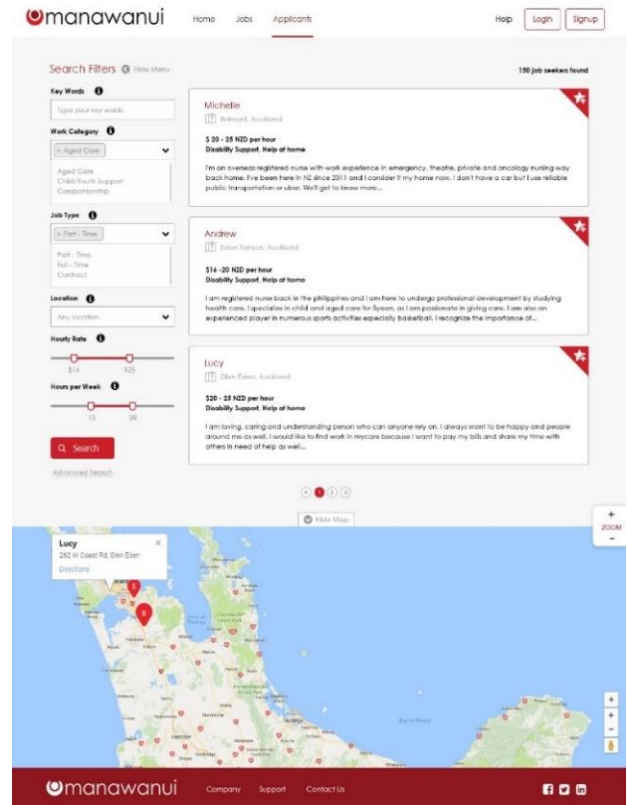
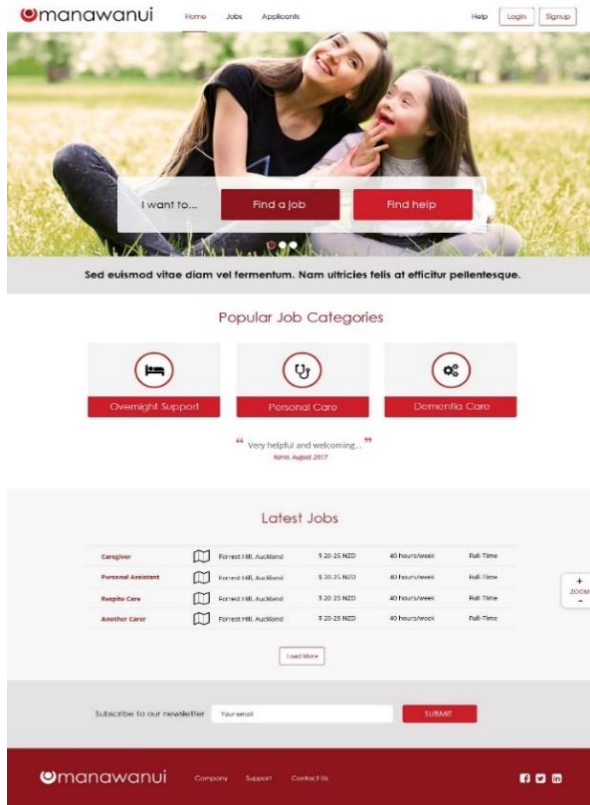
We will have a skeleton staff on over the Christmas/New Year period. Urgent Coaching and Payroll support will be provided by our Help Desk. **Please note Manawanui will be closed from midday on Fri 22 and Friday 29 Dec.** Our office hours during the holiday period will be:

Mon 18-Thurs 21 Dec: 8.30am - 4.30pm
Friday 22 Dec: 8.30am - 12 midday
Mon 25 & Tues 26 Dec: CLOSED
Wed 27 & Thurs 28 Dec: 8.30am - 4.30pm
Friday 29 Dec: 8.30am - 12 midday

Mon 1 & Tues 2 Jan: CLOSED
Wed 3 & Thurs 4: 8.30am – 4.30pm
Fri 5 Jan: 8.30am - 2.30pm
Mon 8-Fri 12 Jan: NORMAL HOURS

Online Recruitment Service

Developments are underway for our online recruitment service to be launched next year. We know recruitment is a challenge for many of you and this service will provide you access to staff across the country. We will be opening registrations of interest for you and any of your employees that might be looking for additional work in January 2018. More information about this will be included in your January newsletter.



Schedular Payments

Since April 1, 2017, self-employed contractors can agree with the person that they are working for to have tax deducted from their payments. Schedular Payments (formerly Withholding Tax) will give those of you who use contractors peace of mind that your contractors are meeting their tax obligations and also takes away some of the hassle for contractors of managing their own tax. Implementation to enable schedular payments is underway within our system. Should be in place by end of 2017.

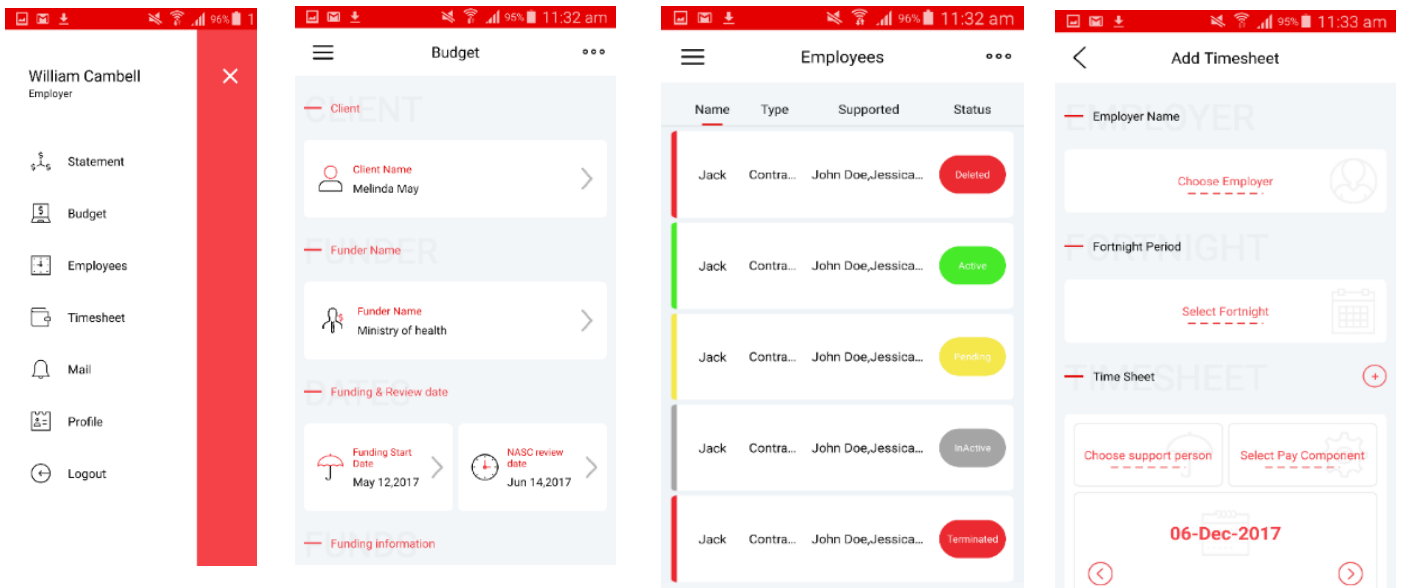
HR+ Service

We are also rolling out an HR+ service. As part of this service, you will be able to get:

- Support with writing job descriptions, advertising and interviewing;
- Support with service plans, budgets, rostering and scheduling staff;
- Assistance with the employment relationship including employment agreements, issues management and conflict resolution

Manawanui App

We have developed an app to help you manage your funding. You can do everything in this app that you can do on the Client Web Portal. It is compatible with Android and IOS and will be due for release in early 2018. Below are some screenshots of what the app will look like – **NB: these are not finalised yet.**



In the App you will be able to:

- Add and submit timesheets and expense claims
- Add and delete employees
- Get immediate access to budgets and funding balances
- Real time budget and spend reports
- Messaging and scheduling options.

Client Web Portal

A reminder the Client Web Portal is the no fuss way to manage your funding. You can submit timesheets and expense claims, monitor your spending and budget, and manage your staff. To register for the Portal go to <https://portal.incharge.org.nz/apply>.

Use the Client Web Portal and go in the draw to win an iPad or Samsung tablet. One person will be drawn in Dec, Jan, Feb & March. Go to <http://www.incharge.org.nz/use-the-web-portal-and-win-a-tablet/> for more information.

Faxing timesheets and expense claims

Unfortunately faxes are no longer a reliable way of transmitting information – we frequently have issues with them not coming through or coming through blank. For this reason we highly recommend you use an alternative way of sending us your claims.

- ☑ If you have a computer you can email them to us
- ☑ If you have a smart phone you can scan them and message or email them to us
- ☑ You can use our Client Web Portal to submit them. To register for the Portal go to <https://portal.incharge.org.nz/apply>.