

# Manawanui Newsletter

January 2018

## UPDATES FOR THIS MONTH

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## Hi everyone,

Happy New Year.

We continue to field a number of queries around the MyCare service, so I wanted to remind you again that 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>. If you have any questions please contact MyCare directly.

I mentioned some really exciting developments we have in the pipeline in the December newsletter - updates below. Finally I hope you weren't affected by any of the storms that have crossed the country and are surviving the off & on heat waves we seem to be experiencing. We look forward to a busy 2018.

*Marsha & the Manawanui Team*

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

### Client Web Portal update

**We are pleased to announce that Raewyn Elliot from the Hawkes Bay was the December winner of a tablet for using the Web Portal to submit her expense claims – congratulations Raewyn.**

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

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>.

**NB:** Payslips are now available in the Web Portal – login to your account to check them out. From 1 Feb 2018 Statements in the portal will now be updated daily. So any payments made on a Wednesday will be updated on Thursday night.

## 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>.

## Customer Experience Consultants wanted

We have two current positions, we are recruiting to. If you or anyone you know is interested please click on the link or get in touch with us.

**Customer Experience Centre Team Leader** – fulltime position based in Albany, Auckland.

<https://www.seek.co.nz/job/35131802?type=standout&userqueryid=2564abfb7a93a1035a1c76c0f94c8201-5349867>

**Customer Experience Consultant** – fulltime position based in Albany, Auckland.

<https://www.seek.co.nz/job/35131738?type=standout&userqueryid=2564abfb7a93a1035a1c76c0f94c8201-5376303>

## 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. This function will be in place by late February and will be rolled out to Portal users in the first instance.

## Online recruitment service

Developments are underway for our online recruitment service to be launched this 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 March 2018.

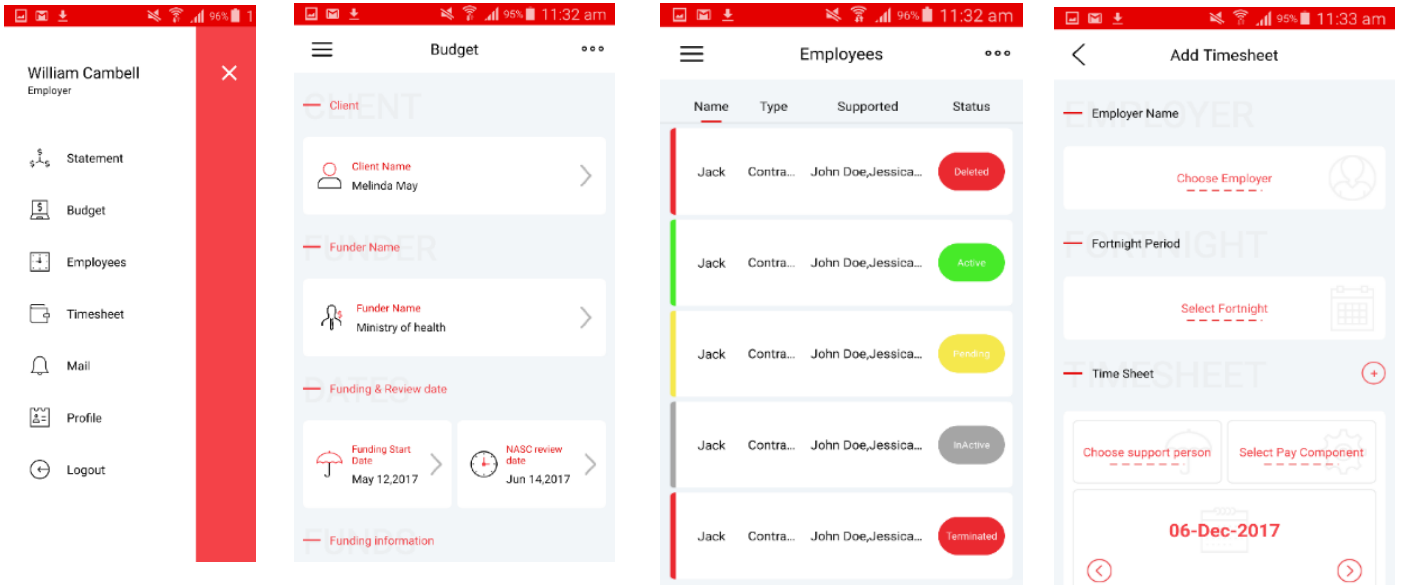
The screenshot shows the Manawanui website home page. At the top, there is a navigation bar with 'Home', 'Jobs', and 'Applicants' links, along with 'Help', 'Login', and 'Sign Up' buttons. Below the navigation is a large image of a woman and a child in a field. Underneath the image are two buttons: 'Find a job' and 'Find help'. A quote reads: "Sed euismod vitae diam vel fermentum. Nam ut tristique felis at efficitur pellentesque." Below this is a section for 'Popular Job Categories' with three icons: 'Overnight Support', 'Personal Care', and 'Domestic Care'. A testimonial quote says: "Very helpful and welcoming...". At the bottom, there is a 'Latest Jobs' section with a table of job listings and a 'Subscribe to our newsletter' form.

Company	Job Title	Rate	Hours	Full Time
Parapet HR, Auckland	Parapet HR, Auckland	\$ 20.00 NZD	All Hours/week	Full Time
Parapet HR, Auckland	Parapet HR, Auckland	\$ 20.00 NZD	All Hours/week	Full Time
Parapet HR, Auckland	Parapet HR, Auckland	\$ 20.00 NZD	All Hours/week	Full Time
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The screenshot shows the Manawanui website search results page. It features a search filter sidebar on the left with options for 'Key Word', 'Work Category', 'Job Type', 'Location', and 'Hours per Week'. The main content area displays three job listings for 'Michelle', 'Andrew', and 'Lorry'. Each listing includes the candidate's name, location, rate, and a brief description of their skills and experience. At the bottom, there is a map of New Zealand with a red pin indicating the location of the job.

## 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.