



# Manawanui News

February 2018

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This month I'd like to encourage everyone to join our Client Web Portal. It really does make managing your budget and submitting timesheets/expense claims much easier. Funding balances are updated daily, you can now get your payslips online and if you use it you'll go in the draw to win a tablet/smart phone – one drawn every month till April.

I would also like to encourage you to send us any ideas you have for improving our services. We value your suggestions so please send them through to Chrissy.

Finally from Monday 26 February we will be increasing our Help Desk hours. Someone will be available to answer your queries from 7.30am – 7.30pm Mon-Fri, and 8am – 12pm on Saturdays.

Marsha & the Manawanui Team



## Network Meeting

### New Plymouth

Friday 23 February 2018

Three sessions available  
10.00am, 2:00pm & 7.00pm

Kings Building Level 1  
36 Devon Street West  
New Plymouth

Meet other people using Self Directed Services and learn more about the Manawanui Web Portal

## Client Web Portal Update

### Latest news:

Payslips are now available in the Web Portal – login to your account to check them out.

From 1 February 2018 Statements in the portal will now be updated daily. So any payments made on a Wednesday will be updated on Thursday night.

**Congratulations** to Rainer Wichman from Hamilton who was the January winner of a tablet for using the Web Portal to submit her expense claims.

Just 2 months left to use the Client Web Portal and go in the draw to win a tablet/smart phone.

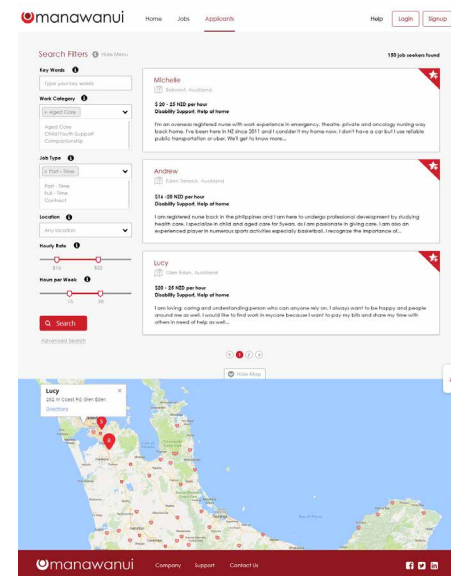
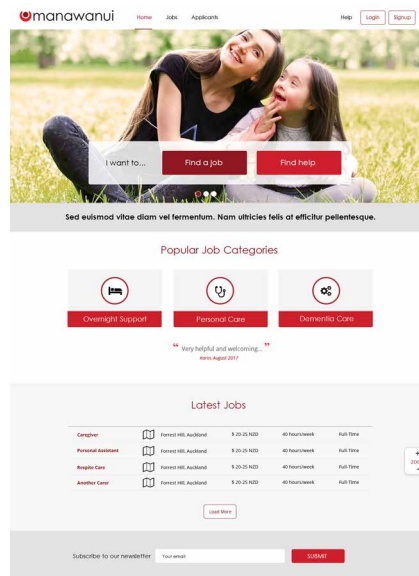
The Client Web Portal is the no fuss way to manage your funding. You can submit timesheets and expense claims, monitor your spending and budget, and manage your staff.

# Schedular Payments

Since 1 April 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 service will be in place by late February/start of March, and will be rolled out to Portal users in the first instance.

# Online Recruitment Service

As previously mentioned, our online recruitment service will be launched later 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 shortly – this should be available late Feb/early March.



# Manawanui App

We are developing 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. We will be launching it to our Payroll IF Managers/Agents first followed by Self-Managing employers and then employees. We are hoping to start the release over March/April. 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.

