



Manawanui News

March 2018

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This month I wanted to highlight that the next round of wage increases as part of the Pay Equity settlement will come into effect on 1 July. The new minimum rate for employees is \$19.80 an hour. You can update your employees' details anytime through our Client Web Portal, by filling in the online form or by downloading the form and sending it to payroll@incharge.org.nz. We'll be contacting you over the next couple of months with reminders, so if you need to increase your rates please do it before 1 July.

Don't forget that the minimum wage goes up on April 1 to \$16.50 an hour. This will affect you if you use sleepovers.

Finally nearly half of you are now using our Client Web Portal to submit your timesheets and expense claims which is really exciting – the Portal makes managing your service much easier so call us to get started.



CEC Hours have Changed

As you may be aware, our Helpdesk, now called the Customer Experience Centre (CEC), has extended its hours. You can now reach the CEC team 7:30am - 7:30pm from Monday to Friday and 8:00am - 12:00pm on Saturdays. If you have any queries, please call the team on 0508 462 427 and someone will be able to assist you.

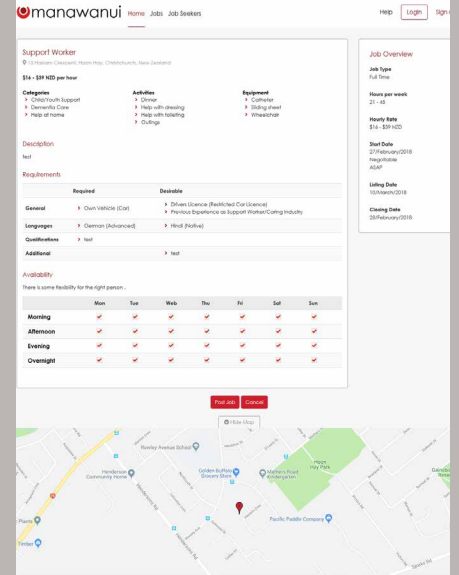
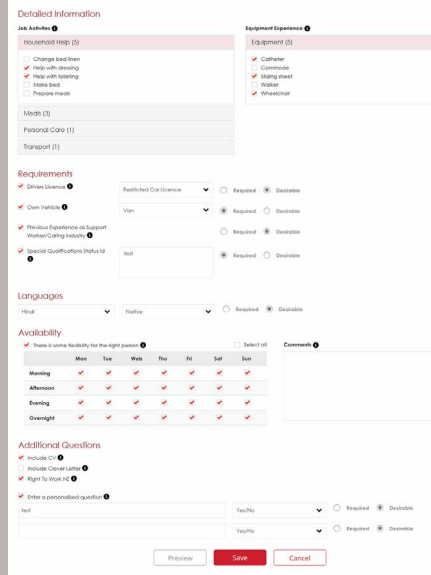
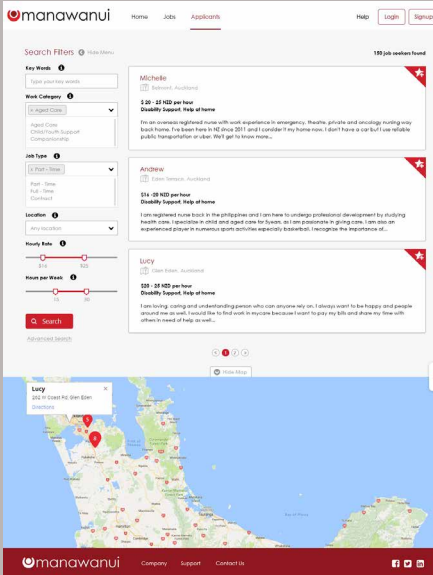
Schedular Payments

Schedular Payments will be available from the **end of March** to clients using the Web Portal. If you are interested in using this service, or for more information, please call our Customer Experience Centre (CEC) on 0508 462 427.

For those of you who are not aware, Schedular Payments (formerly Withholding Tax) is deducted directly from the amount paid to self-employed contractors. This will give some peace of mind to those of you who use contractors by ensuring that the contractor is meeting their tax obligation and also makes it easier for contractors to manage their own tax.

e-Mploy Registrations Open Soon

e-Mploy, our new recruitment service, will be launched in May this year and is aimed at supporting you to find the right support worker. e-Mploy will give you access to support workers living in your neighbourhood and across the country. Using e-Mploy, you will be able to advertise your requirements and seek applications from potential candidates. Registrations of interest for e-Mploy will open soon for you and any of your employees who may be looking for extra work. **NB: these are not finalised yet.**

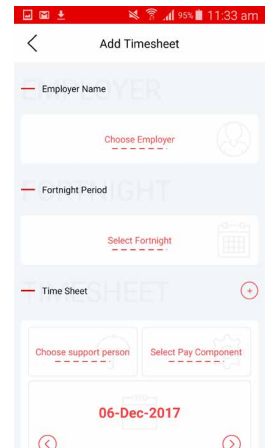
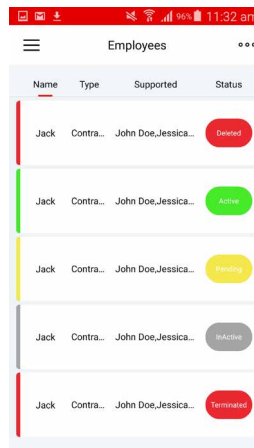
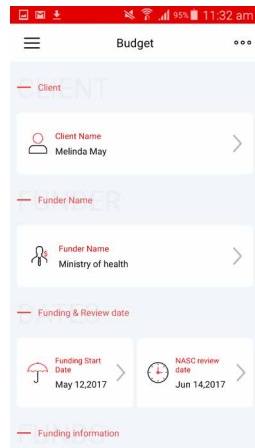
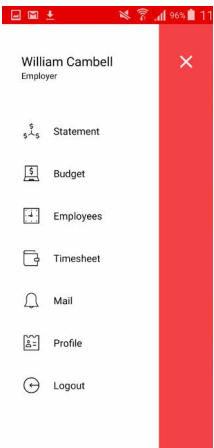


Manawanui App

The mobile app is in its final stage of development and will be launched in April. This app will allow you to manage your funding with your fingertips and has similar functionality to the Client Web Portal. It's compatible with Android and iOS devices. With 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.

Here are some images of the app. **NB: these are not finalised yet.**



Client Web Portal Update

The Client Web Portal is the no fuss way to manage your funding. A one-stop-shop where you can check your budget and expenditure, manage your support staff, and submit timesheets and expense claims directly.

Congratulations to Anne Bailey-Green from Waiuku for being our portal promotion winner for the month of February. Anne has won a brand new tablet. To participate, simply use the Web Portal to submit your timesheets or expense claims. The next winner will be drawn on 31st March. Good luck!



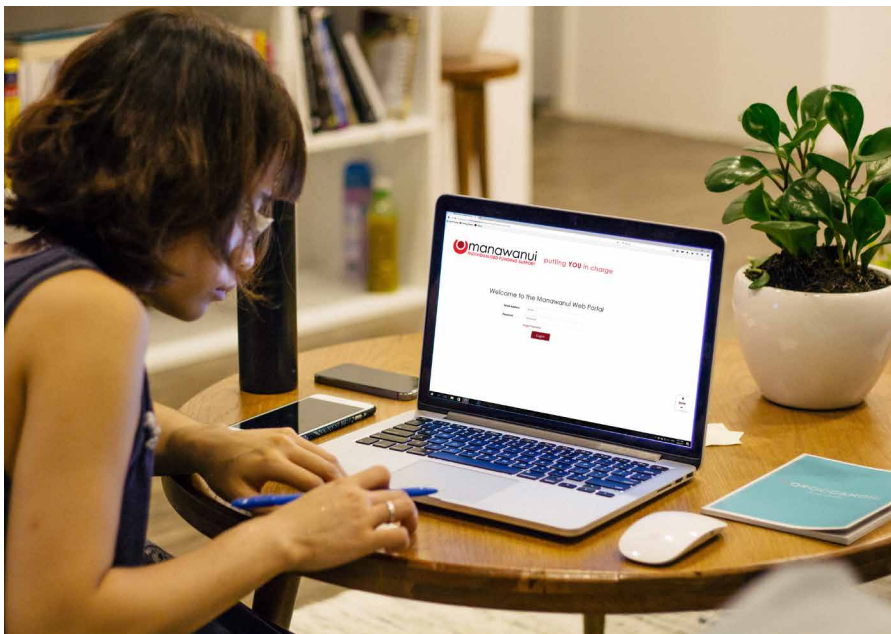
Suggestions

We value your suggestions

Your suggestions are valuable to us and we use them to make your Manawanui experience even better!

Please email Chrissy Scarfe, our National Quality Advisor with any ideas you have.

Technology Made Easy Initiative



We have partnered with 'NZ Technology Group' to help you buy technology easily at attractive prices. You will soon be able to order, via your Coach or our Customer Experience Centre (CEC), from a range of computing and technology solutions delivered to your door anywhere in New Zealand. There is also the option to get onsite support and training at your home through 'Need a Nerd' including guidance on how to make best use of assistive technologies. More information will follow soon about what's on offer and how to order.