

How to Create and Edit Timesheets and Expenses

Payroll Timesheets

Under the Payroll Service, you are able to create one timesheet per person per fortnight. This includes a timesheet for the Agent (Employer) to claim reimbursement for any expenses incurred. In order to create a timesheet, you must ensure there is an employee record in the 'Employees & Payees' tab. All Agent's will have a modified Casual Employee record so you can claim reimbursements. It is important to leave your Agent Casual Employee record as it is.

Please note the different timesheet statuses:

- **New** – the timesheet has been created but no information added
- **Time To Date** – the timesheet has been created, edited but not yet verified for payment. To edit this timesheet, click 'View' in the left hand column. When finished the timesheet please Verify and Submit so we are notified the timesheet needs payment.
- **Awaiting Approval** – Payroll have received your timesheet and it is waiting in their Queue to process. They prioritise the current fortnight Monday – Wednesday, so if your claim has been verified late, it will not be processed until Thursday/Friday.
- **Ready For Payroll** – Payroll has processed your timesheet for payment. For the current pay run, it will be paid as normal on the Wednesday evening. If this is for a late timesheet, it will be paid overnight.

If you verified your timesheet on time and the status has not changed to 'Ready For Payroll' by 3:30pm Wednesday, please call CEC on 0508 462 427 for assistance.

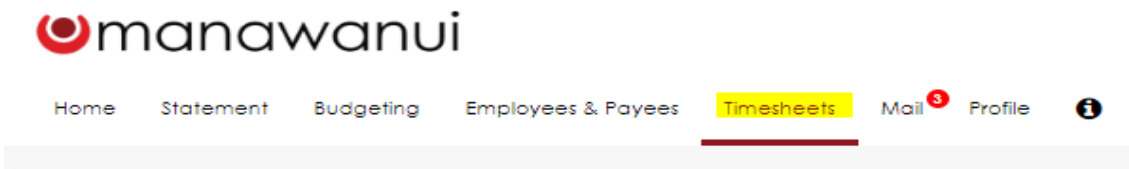
- **Rejected** – We have returned the timesheet to you to amend. Please click 'View' to make the amendments for us to process your timesheet.

If you have given your employee's access to the Web Portal to submit their own timesheets, you may also see the following statuses:

- **Awaiting Certification** – Your employee needs to certify the timesheet for you to verify. We are unable to certify your employee's hours.
- **Awaiting Verification** – Your employee has verified the timesheet and it is now waiting the Agent's verification to enable payment.

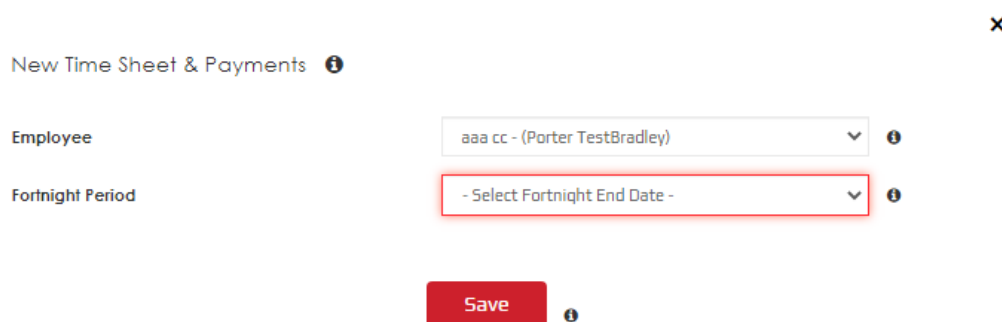
Timesheets for Employee Hours

Once you have added the employee into the 'Employees & Payees' tab, you will be able to create a timesheet for the hours that they have worked.



1. Click into the 'Timesheet's tab:
2. On the right-hand side, click 'Create Timesheet', which will bring up a pop-up to select the relevant employee and the fortnight period that the hours were worked in:

Please take care with the fortnight end dates. If you submit a timesheet for a future fortnight, we do not get the notifications until that fortnight ends.



Please call CEC on 0508 462 427 if you need help to change the fortnight.

3. When you have chosen the correct employee and fortnight end date, please click 'Save'. This will take you into the timesheet:

Fortnight Ending 14 August 2022 Jane Doe

COVID-19 Timesheet Information - July 2022

LCI Pay Equity pay rate changes

To review the complete LCI update information, please [click this link](#). Please ensure that you have reviewed your employees' details to make sure they are being paid the right rate. We will be beginning the backpay process in the coming weeks.

As of 1st July the new Pay Equity rates come into effect, please note, the Pay Equity Amendment Bill has increased the pay rates by a further 3%.

Covid Leave

Covid Leave has now closed as it expires 1 July. You must have all Covid Leave claims submitted before 14th July so that we can finalise our invoicing for the Ministry of Health.

PPE

Please continue to order PPE as you need it, remember to keep a good stock of masks and other PPE. Here's the link to our website if you need it: <https://shop.manawanui.org.nz/apps/shop>

[Covid-19 FAQs](#)

Time + Add Time

Person Supported	Pay Component	Mon 1 Aug	Tue 2 Aug	Wed 3 Aug	Thu 4 Aug	Fri 5 Aug	Sat 6 Aug	Sun 7 Aug	Mon 8 Aug	Tue 9 Aug	Wed 10 Aug	Thu 11 Aug	Fri 12 Aug	Sat 13 Aug	Sun 14 Aug
Porter TestBradley (IF)	Ordinary Hours Worked	5	5	5	5	5	0	0	0	0	0	5	5	0	0
Porter TestBradley (IF)	Sick Leave Taken	0	0	0	0	0	0	0	5	5	5	0	0	0	0

Expenses + Add Expense

Person Supported	Date	Amount	Expense/Foyee	Expense Type	Forficulars	Hours	Invoice
Porter TestBradley (IF)		\$0.00	-Please Select	-Please Select			attach

+ Send secure mail regarding this timesheet

Return
Verify and Submit
Reject

4. On the right-hand side of the screen, click 'Add Time'. This will bring up a row below the dates. Fill in this row from left to right:

Time + Add Time

Person Supported	Pay Component	Mon 1 Aug	Tue 2 Aug	Wed 3 Aug	Thu 4 Aug	Fri 5 Aug	Sat 6 Aug	Sun 7 Aug	Mon 8 Aug	Tue 9 Aug	Wed 10 Aug	Thu 11 Aug	Fri 12 Aug	Sat 13 Aug	Sun 14 Aug
Porter TestBradley (IF)	Ordinary Hours Worked	5	5	5	5	5	0	0	0	0	0	5	5	0	0
Porter TestBradley (IF)	Sick Leave Taken	0	0	0	0	0	0	0	5	5	5	0	0	0	0

A few points to note here:

- If you have multiple people being supported; multiple funding types; or need to submit for multiple pay components, please click 'Add Time' to add additional rows.
- A 'pay component' refers to the type of hours being paid. Most of the time you will use 'Ordinary Hours Worked'. If your employee takes leave or works a public holiday, your will need a separate pay component for those hours.
- If you make a mistake on a row, on the far right-hand side there is a red 'x' to remove the whole row.
- For each day worked by the employee, enter the number of hours they worked within that 24-hour period.

- If your employee has incurred expenses as a part of their role you can submit these on their timesheet to be reimbursed to them:

Expenses 0 + Add Expense 0

Person Supported 0	Date 0	Amount 0	Expense/Payee 0	Expense Type 0	Particulars 0	Hours 0	Invoice 0
Porter TestBradley (0	14/08/2022 0	\$50.00 0	Expense 0	Travel 0	travel allowance to take Porter TestBradley to activities over the fortnight		Attach 0

+ Send secure mail regarding this timesheet 0

Return Verify and Submit 0 Reject

- Similar to the hours worked, please fill in these rows from left to right.
 - If you need to add multiple expenses, please click 'Add Expense'
 - Where relevant, please attach receipts for audit records.
 - If you need any support or help with the timesheet, please click 'Send Secure Mail regarding this timesheet' this will link your query to this timesheet so we can support you most effectively.
 - When finished adding hours and expenses, please click 'Verify and Submit'. Once you have verified the timesheet, it will change status to 'Awaiting Approval'. If you need to make further edits after the verification, please call CEC on 0508 462 427.
- When you click 'Verify and Submit' you will be taken to a summary page of the information you have entered into the timesheet. Please take a moment to check that everything is correct then scroll to the bottom of the page to find these buttons:



- **Reject** – if you do *not* want the timesheet processed, click 'Reject'. You can come back and edit the existing timesheet later by clicking 'View' from the Timesheet Tab.
- **Return** – will take you back to the timesheet to make any last minute changes. Remember to click 'Verify and Submit' again when finished making the amendments.
- **Verify** – if you are happy that everything submitted is correct, click 'Verify' to send the claim through to us.

7. Clicking the 'Verify' button will bring up the below Statutory Declaration:

Verify

Please note that once you verify and submit this claim you will not be able to change it.

Statutory declaration

I accept that:

- I am fully responsible for the management of my Support Budget.

I confirm, in relation to this claim for payment, that:

- the above information is a true and accurate record of the services/supports provided and or/expenses incurred
- I have complied with all of my Responsibilities in the Standard Agreement Declaration – Service Agreement
- all services/supports/expenses for which I have claimed payment have been incurred or accrued by me as at the date of this claim
- I have made, and will retain, full records supporting this claim. I will make these records available for audit on request.

The above is true and correct

Verify and Submit

- Please read and tick the box then click 'Verify and Submit'. This is your confirmation that what has been submitted is correct and we are authorised to process the timesheet for payment.
- After clicking Verify and Submit you will be taken back to the Timesheet List and the Timesheet will now have the status 'Awaiting Approval'.
- Please call the CEC Team on 0508 462 427 if you need to make any amendments to this timesheet.

Timesheets for Agent Reimbursements

You can create timesheets for Agents (Employers) in the same way as you would for employees. The main difference is that Employers are unable to enter hours worked. This is because legally in NZ, an Employer cannot be their own Employee.

Instead, Employers can submit expenses for reimbursement, this includes invoices for Contractors or Organisations. We do not pay Contractors directly or

Expenses

+ Add Expense

Person Supported	Date	Amount	Expense/Payee	Expense Type	Particulars	Hours	Invoice
Porter TestBradley		90.00	- Please Select	- Please Select			Attach

Return

Verify and Submit

Reject

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Organisations. These payments must go via the Employer. For regular support provided by a provider, you can choose to set them up as a Third-Party Provider and we can pay them directly. Please call CEC on 0508 462 427 for more information on how to do this.

Under the 'Expense/Payee' column, the Agent will need to ensure they choose the correct option. If the invoice is for a Contractor or Organisation, please ensure they have a record in the 'Employees & Payees' tab. This is so you can choose the name in this column and meet the MoH Verification Requirements.

Please take note that we encourage all receipts or invoices to be uploaded so they are all kept in one place for you in case of an audit. However, it is only mandatory to attach the receipt or invoice if the amount is over \$500.

When all expenses have been added for the fortnight, please 'Verify and Submit' the claim so we are notified that the claim is waiting for payment.

Each fortnight ends on a Sunday and all timesheets are due on the Monday after the fortnight ends. Provided you have verified them by the due date, all timesheets will be paid on time on the Wednesday evening.

Any questions, please call CEC on 0508 462 427.