



Merry Christmas
from everyone at
Manawanui

Manawanui News

November 2019

Kia ora, the much-awaited holiday season is finally here! Hopefully your celebration preparations are in full swing.

We are overwhelmed with your response to Fund for Good this year. There is still time to apply, applications are open for two more weeks so get in quick. The closing date is **16 December**. Grab an application form from our [Fund for Good page](#).

We hope you're ready to celebrate this year's International Day for Persons with Disabilities with us! Be part of '**Proud to be me #IDPD2019**' on [Facebook](#) by using our #IDPD2019 frame and go in the draw to win an exclusive Manawanui prize pack.

I'm excited to announce that we have a new service soon to be released! '[Workforce Scheduling](#)' is designed especially for you and your employees to easily manage rosters and forecast fortnightly payments via the Web Portal.

With the holiday season around the corner, please note your [timesheet and expense claim submission deadlines](#) for December. Please also note the [change in CEC hours](#) for December 2019 – January 2020 period.

*Merry Christmas & Happy New Year
from Marsha & the Manawanui Team*



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Workforce scheduling - coming soon

Watch this space for the release of our new scheduling service! 'Workforce Scheduling' allows you and your employees to manage rosters easily.

After each fortnight, shifts completed will automatically be converted to timesheets. Plus, Workforce Scheduling also allows you to forecast fortnightly payments. Stay tuned for more details.

We are inviting volunteers to test this new product. Please register your interest by emailing the [CEC](#).

Building Community

making social connections

Join us for #IDPD2019



Get ready to celebrate International Day of Persons with Disabilities (IDPD) with us on **3 December 2019**.

An internationally recognised day, IDPD is promoted by the United Nations to increase awareness, understanding and acceptance of disabled people.

This year, we are celebrating this day by recognising the achievements of disabled people and promoting diversity

in the wider community.

Be part of '**Proud to be me #IDPD2019**' on Facebook by using our #IDPD2019 frame. You could win an exclusive Manawanui prize pack including a prezzy card and surprise goodies by sharing your #IDPD framed picture to our [Facebook page](#).

Contest runs from **2 – 6 December 2019**, and winners will be announced the following week.

Get in quick for Fund for Good

Fund for Good 2019 is still open for a few more weeks. If you haven't applied yet, get your applications in quick.

This initiative provides you an opportunity to pursue your goals. Is there a course you want to under take, a

conference you want to attend or a business you want to boost?

All ideas are welcome. Applications close on 16 December, visit our [Fund for Good page](#) for more details.

See what last year's recipients achieved



Live Web Session

Mobile App

Thursday **5 December 2019**

Starts at 5:30pm

If you'd like to know more about these sessions, please get in touch with [Jade](#).

Network Meetings

Thank you to everyone who attended our network meetings during 2019.

Planning for our 2020 meetings is currently underway with a view to kick off in February!

Holiday Hours

Manawanui team training notice

The annual Manawanui Team Training and Development days are coming up **12 and 13 December!** Please note, that on these days our Customer Experience Centre (CEC) and our Payroll Team will still be available for general enquires but will be operating at a reduced level. We appreciate your understanding and apologise for any inconvenience caused.

December timesheet submissions

With Christmas less than a month away, please note the due dates for submission of timesheets in the tables below.

If you have any queries, please call our CEC on 0508 462 427 or email them on cec@manawanui.org.nz.

Manawanui holiday hours (including CEC)

December 2019						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
22	Open 23 8:00am 2:00pm	Open 24 8:00am 12:00pm	25 Closed	26 Closed	Open 27 8:00am 2:00pm	28
29	Open 30 8:00am 2:00pm	Open 31 8:00am 12:00pm				

January 2020						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1 Closed	2 Closed	Open 3 8:00am 2:00pm	4
5	Regular hours resume 6	7	8	9	10	11



Payroll

Pay Cycle	Pay Period	Due Date	Paid On
P1	16-29 Dec	Midday Wed, 18 Dec	Mon, 30 Dec
P2	9-22 Dec	Midday Tues, 17 Dec	Mon, 23 Dec

Self-Managing

Pay Cycle	Pay Period	Due Date	Paid On
P1	16-29 Dec	Midday Tues, 24 Dec	Mon, 30 Dec
P2	9-22 Dec	Midday Thur, 19 Dec	Mon, 23 Dec