

Welcome to RWA Technology People

Congratulations on your new assignment and thank you for choosing RWA as your contract partner. Please take a few minutes to read this through so that you have all the information you need to make your time with RWA a positive and hassle-free experience.

Things we need you to do before starting your assignment:

- Register for GST if you are legally required to.
- Contractor Withholding Tax (WT) – complete and return an IR330C form to us (plus the relevant IR23BS if special tax rates apply). Effective from 1 April 2017, RWA is obligated to deduct WT from all payments made to you and report this to IRD monthly.
- Look out for an Invite email from our timesheeting system Invoxy and complete your set-up.
- If you are a candidate from overseas, establish whether you are a resident or non-resident for NZ tax purposes. Please contact contractors@rwa.co.nz so we can help determine whether you will be classified as a resident or non-resident.
- Read through our Health and Safety guide.

Your responsibilities during the assignment

Timesheet & Invoice

- Complete and submit your timesheet for approval **at the end of each week and the end of the month** (where the last day is not a Sunday).
- Submit your invoice and to us at contractors@rwa.co.nz by **8 AM on the first working day of each month**.
- If your approving manager is away, please notify us ASAP at contractors@rwa.co.nz
- If you have not contracted before and require an invoice template, get in touch and we can provide you with one.
- DAILY RATE CONTRACTORS**: if you're engaged on a daily rate, Invoxy requires you to enter "1" for each day that you work. If you worked less than a day, you can put 0.25, 0.5 or 0.75.

We chase all missing timesheets, but please be aware that a late timesheet at the end of the month can result in your payment being delayed until the next month's payment cycle, so please ensure that all timesheets are filled in promptly.

Leave

- Please discuss your leave with your Line Manager initially and then inform your RWA Consultant. All leave must be entered against the task "Contractor Absence" in our timesheet. Please note that contractors are not entitled to paid holidays or public holidays.
- If you are sick and need time off, please inform your Line Manager and let your RWA Consultant know as soon as you can.

Expenses

- Email contractors@rwa.co.nz if you have reimbursable expenses to claim. Expenses incurred are reimbursable only if you have pre-arranged this with your Line Manager and you keep your tax receipts.

Others

- Inform RWA of any changes to your tax rate, bank account details or GST registration status. Please email any changes to contractors@rwa.co.nz.

FAQ

How does my contract get renewed?

Approximately six weeks out from the end of your contract term, your RWA Consultant will liaise with you and the Client to discuss whether the contract is likely to be renewed. If it is, an assignment extension paperwork will be produced for you to sign.

Who pays my taxes?

As an independent contractor you are solely responsible for all taxes in respect of the services you provide. This includes but is not limited to ACC levies, income tax, GST (if applicable) and all other liabilities. You must make these payments as required to the IRD or other such agencies. Refer to either the IRD or your Accountant for further information. We can refer you to an Accountant at your request.

Do I have to be GST registered?

You must register for GST if your annual turnover for the previous 12-month period has exceeded \$60,000 or if you expect that your turnover will exceed \$60,000 within the next 12-month period or if you charge GST in your prices. In the case of the latter you must register even if your turnover is less than \$60,000. Refer to the [IRD](#) or your Accountant for further information.

Professional Indemnity and Public Liability Insurance (PI/PL)

We have a Professional Indemnity and Public Liability Insurance in place that covers all our contractors while you are working for and on behalf of RWA People Limited. This is an added value service that we provide to ensure that you are appropriately covered for insurable risk. When you start an assignment with us, we can provide you with a copy of our policy document at your request.

Questions?

Give us a call on 09 579 7929 or email contractors@rwa.co.nz for more help.

Contractor Payment Schedule 2018

- We process invoices on a calendar month basis and we take all of our information on hours/days worked from approved timesheets, so it's essential that your timesheets are submitted on time.
- Unless agreed otherwise, payment for your services and authorised expense reimbursements will be on the 28th of the month for the previous month's work. If the 28th falls on a weekend or a public holiday, payment will be processed the business day prior. E.g. you will be paid for your January hours on 28 February and your February hours will be paid on 28 March and so on.

Please Note: Failure to complete timesheets and submit invoices by the above deadline may result in the delay of your payment until the next pay date.

| Contractor Payment Dates 2018/19 | |
|----------------------------------|----------|
| Period | Pay Date |
| 1/03/18 – 31/03/18 | 27/04/18 |
| 3/04/18 – 28/04/18 | 28/05/18 |
| 1/05/18 – 31/05/18 | 28/06/18 |
| 1/06/18 – 30/06/18 | 27/07/18 |
| 3/07/18 – 28/07/18 | 28/08/18 |
| 1/08/18 – 31/08/18 | 28/09/18 |
| 1/09/18 – 29/09/18 | 26/10/18 |
| 2/10/18 – 31/10/18 | 28/11/18 |
| 1/11/18 – 30/11/18 | TBC |
| 1/12/18 – 31/12/18 | 28/01/19 |
| 1/01/19 – 31/01/19 | 28/02/19 |
| 1/02/19 – 28/02/19 | 28/03/19 |
| 1/03/19 – 30/03/19 | 26/04/19 |
| 2/04/19 – 27/04/19 | 28/05/19 |
| 1/05/19 – 31/05/19 | 28/06/19 |
| 1/06/19 – 29/06/19 | 26/07/19 |
| 2/07/19 – 27/07/19 | 28/08/19 |
| 1/08/19 – 31/08/19 | 27/09/19 |
| 3/09/19 – 28/09/19 | 25/10/19 |
| 1/10/19 – 31/10/19 | 28/11/19 |
| 1/11/19 – 30/11/19 | TBC |

Is this your first payment with RWA?

- If so, we also require the appropriate tax forms (IR330C and/or IR23BS) completed and returned to us by the first working day of the month. Failure to do this may result in the delay of your payment.