

Welcome to RWA People

Thank you for choosing RWA as your contract partner. We have outlined below important information for you as a Contractor, so take a few minutes to read it through so that you have all the information you need to make your time with RWA a positive and hassle-free experience.

From RWA you can expect:

- Friendly, professional communication
- Contact from your RWA Consultant at least every four weeks
- Payment for your services and authorised expense reimbursements will be on the date set out in the assignment confirmation for each assignment
- RWA will email you a remittance advice confirming transfer of funds to your account on the day you will be paid
- Easy to use, efficient systems.

Things we need you to do before starting your assignment:

- Ensure you have signed and returned your contractor agreement and assignment confirmation
- Have any tools and information ready to commence your assignment
- Once the login details for Workflow Max (WFM), our online timesheeting system, have been sent, change your temporary password and bookmark the address
- If you are a candidate from overseas you must complete a consultation with our accountants to determine whether you will be classified as a resident or non-resident for NZ tax purposes. This consultation will determine the requirements for you to obtain an IRD number or GST number
- Register for GST if you are legally required to
- Ensure you have a tax invoice template established. If you don't have this, we can supply one
- Receive advice of the usual payment date of your invoice from RWA. Your RWA Consultant will let you know the terms of your individual assignment.
- Ensure that you have sufficient funds available to fund your living expenses until you are paid.

Your responsibilities during the assignment:

- Complete a timesheet using WFM each and every week and submit this by close-of-business on Friday of that current week, and also on the last day of the month.
- Complete an invoice based on the timesheet report by the 1st of the month following the month in which you billed time. Please email this to our Finance team at finance@rwa.co.nz
- Enjoy yourself and work hard to build your personal brand for professionalism, delivery and team work
- Take time to read the WFM hot tips.

Workflow Max timesheeting system

The WFM timesheeting system <https://rwapeople.workflowmax.com> is flexible and easy to use.

You will receive an auto-generated email to your personal email address with a temporary password and login to WFM.

When you log in for the first time, please change your temporary password to something you can remember. If you click on the burger menu on the top left and click **Portal** from the drop down menu, you will see **Change Password** option.

Your user name is your personal email address.

Hot Tips for Workflow Max:

- The weekly timesheet tab is the easiest way to record your time. You can hover over **My Max** and select **Weekly** from the drop down menu, or you can click on **Enter Time** in the main overview screen and then choose the **Weekly** tab. First select the week you want to enter time against in the calendar. If there are no jobs or tasks showing in this screen, select your job and then the appropriate task from the drop down menus and click **ADD**.
- Once you've entered your time – don't forget to click **SAVE**.
- At the end of the week – once you are happy with all of the entries for that week – click on **Submit Time Sheet** and this will lock in the entries.
- Note there is a task called **Contractor Absence**. This is a non-billable item you can use to record time-off (vacation, sick days or public holidays). This way we won't have to follow up with you if we think you may have missed entering time for a day or more. Enter the number of hours on the appropriate day and add a comment with the reason for your absence, e.g. Public Holiday.

Daily rate contractors

For contractors engaged on a daily rate basis, WFM requires you to enter **8 hours** for your day rather than 1 block day. When we invoice your time, these hours will be converted to days (total hours divided by 8), and the client invoiced on a daily rate basis.

In the instance that you work a partial day, you can enter in increments of **2 hours** (quarter day = 2 hours, half day = 4 hours, three-quarter day = 6 hours, full day = 8 hours). The conversion from hourly to daily cannot handle any smaller increments than this as it would mean the daily equivalent will go to three decimal places which we cannot invoice. If you mistakenly enter something other than a 2 hour increment, this time will be rounded up before we invoice the client.

Do you use Xero to manage your accounting affairs?

If so, you can send your invoice each month directly into our accounting system. To connect with us directly, please contact our Finance team at finance@rwa.co.nz