

Timesheet Procedure

Administration Timesheets

- Fill in your name, fortnight ending and the balance of time in lieu carried over.
- Fill in the date, start and finish time, length of break and hours worked.
- If you have worked over or under your regular hours for that day record it in the TOIL column as over: + number of hours or under: - number of hours.
- If you have used your personal car for work purposes record the kilometers in the appropriate column.
- If you have incurred any expenses record the item and amount in the appropriate columns, and attach original receipts to the timesheet.
- Total the hours worked, time in lieu, kilometers and expenses for each fortnight.
- Calculate and fill in the balance of time in lieu to be carried over.
- Sign the timesheet.
- Submit your timesheet to the Paymaster by 12 noon on the Monday following the end of the Pay Fortnight Period.

Support Worker Timesheets

- Fill out the relevant family details
- Fill in your name and fortnight ending.
- Fill in the date, start, finish, total hours worked
- Any Training or Team Meetings must be recorded in the Training Column and totaled separately from Total Hours worked.
- If you have used your personal car while supporting the Individual, fill in the kilometers section on the reverse of the form, with an appropriate description of the purpose of the trip.
- If you have incurred expenses while supporting the Individual, fill them out in the appropriate column and attach original receipts to the front of your time sheet.
- Total the hours worked, training hours (if any), kilometers, expenses etc
- Ensure that the family has signed the time sheet
- Sign the time sheet before it is handed in.

Points to note

- Timesheets must be delivered, faxed, sent or emailed to the office by 12 noon on the Monday following the end of the Pay Fortnight Period.
- Expenses will not be paid unless a receipt is attached.