PROCEDURE

3.19 COMPLETING TIMESHEETS

Supporting Policy:		
Other Related Documents:	Timesheet Template 3.11 Electronic Signing	
Category:	Human Resources	
Type:	Operational	Dates:
Last Review By:	Karen Henderson	02/12/2020
Issued By:	Karen Henderson	08/12/2020

Introduction

Some employees will be required to complete a timesheet – eg casual workers or those who are working different hours to their normal hours.

Procedure Statement

1 Location of Timesheet Template

The timesheet template is located in S drive:

Work (PHCC) Documents > HR (Human Resources) > Timesheets Active > Templates

Link: HR (Human Resources)\Timesheets Active\Templates\Timesheet_Blank.pdf_20200821.pdf

2 Fill in your details

Employee Name: Christian Name, Surname

Emp No: Your Employee Number

F/N Ending: Type the Pay Fortnight Ending date in this format:
                            dd/mm/yyy – eg 11/12/2020

3 To change the dates

3.1 Click on first day of the fortnight (Saturday) and type in new pay period start date using the dd/mm/yyyy format: eg 27/11/2020, then press **tab.**

This will change the date for all other days in the current fortnight and it will look like this:

SATURDAY 27-Nov-2020	AM PM

NOTE: When the beginning of pay cycle starts with 8th or 9th of the month please only type the day as **8** or **9** and the formula for the remaining days will work Eg 9/01/2021; 8/08/2020.

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3.2 Enter the hours that you have worked by clicking on the day worked then type in the **From** and **To** times for both AM and PM (lunch break is not paid). Totals will automatically calculate.

Use the **24 hr clock** when entering times - eg: 08:30 16:36. The hours worked for that day will automatically calculate:

| MONDAY 29-Nov-2020 | AM | 08:30 | 12:00 | 7.60 |
| | PM | 12:30 | 16:36 | |

3.3 Repeat above for all days worked in the fortnight.

Note: If working on Wednesday to Friday of the second week of the pay cycle, there are two options for how those hours can be recorded for that fortnight, due to the cut-off time being COB Tuesday.

- If you know the **actual hours** that you will be working on those days, complete the Timesheet as per normal. Eg agreed hours 6.5hrs and worked 6.5hrs – no changes to the requirements.
- If you have been asked to work and you **do not** know the **actual hours** to be worked, those hours will need to be held over until the next pay period and paid in arrears by submitting a new Timesheet filling in the actual hours worked for those days (Wednesday, Thursday, Friday).

3.4 Once all hours have been entered, scroll to the bottom of the page to check that **Total Ordinary Hours** have automatically totalled correctly

| TOTAL Ordinary Hours | 7.60 |

3.5 Scroll to **Total T/Sheet Hours** at the bottom of the page to check that hours have totalled correctly:

| TOTAL T/Sheet Hrs | 7.60 |

3.6 Add your Electronic Signature (see Procedure 3.11 Electronic Signing) or print, sign, scan & save

3.7 Save your Timesheet in the folder that has been set up for you here:

« Work (PHCC) Documents > HR (Human Resources) > Timesheets Active > ActiveTimesheets > Current Staff

HR (Human Resources)\Timesheets Active\ActiveTimesheets\Current Staff.

Save like this: 8021_Timesheet_Kim Wilson_20201211

4 Save your current signed timesheet in the Finance Mailbag

Work (PHCC) Documents > OM (Org Mgt) > M_Mailbag > 000_Finance Mailbag > 10_Staff_Payroll

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4.1 Save by **Close of Business on the Tuesday** of the second week of the pay cycle to allow time for your timesheet to be signed off by your Supervisor (Manager Finance & Payroll to arrange this)

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4.2 Once signed by your Supervisor, the Manager Finance & Payroll will save a final copy of the signed Timesheet in the employee's folder (as per step 3.7) for their record.

4.3 The Manager Finance & Payroll will send the completed timesheet to **City of Mandurah Payroll** by no later than **12noon Wednesday** of the second week of pay cycle (unless an earlier time has been requested for that particular pay cycle – staff will be given prior notice).

4.4 If a timesheet does not reach the Manager Finance & Payroll before **10am Wednesday of the pay week** and insufficient time has been provided to obtain the Supervisor's signature by **12noon**, the timesheet will be held over until the next fortnight's pay cycle. (Every effort will be given to make sure that this doesn't occur!)

4.5 Staff usually use their last timesheet as the template for the next pay cycle by renaming the file with the current pay period ending in the filename.