

DEPARTMENT: Administration	SUBJECT: Employee/Contractor Payment Protocol (Timesheets & Invoices)	
AUTHORISED BY: Management Committee		
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SCOPE

This policy applies to all paid employees/contractors and specifies the requirements for lodging invoices/timesheets for payment of work done for NHSLSC.

OBJECTIVE

This policy is to meet payroll accountability.

SPECIFICATIONS

- All employees must complete a timesheet to receive payment for any work done for NHSLSC.
- All contractors must submit an invoice for work done to receive payment.
- Payments are made on a fortnightly basis and timesheets/invoices must be lodged on the Monday of the pay week (or Tuesday if Monday is a Public Holiday) to receive payment for the previous fortnight.
- Timesheets are to be completed by the employee responsible for the work done.
- All timesheets must be signed by the appropriate Supervisor and total payment amount confirmed by the Active Club Manager prior to the payroll officer making any payment.
- Payment will be in accordance with the amount stated on the contractor/employee's job contract.

PROCEDURE

1. Employees are to complete a timesheet showing all hours worked for the fortnight (see sample attached).
2. Contractors are to provide a completed business invoice showing hours worked per fortnight and the total amount owing.
3. The timesheet/invoice is to be lodged with the appropriate Supervisor by 10.00am on the Monday of the pay week. If Monday is a Public holiday then the timesheet/invoice should be lodged on the Tuesday by 10.00am.
4. The Supervisor will give the timesheet/invoice to the Payroll Officer to tally up the total payment due for the fortnight.
5. The Payroll Officer will present all completed timesheets/invoices for the fortnight to the Active Club Manager who will confirm the total payment to be made.
6. The Payroll Officer will ensure payment is made following due process.
7. Payment will be made directly into the employee's bank account on the Wednesday and confirmation of pay will be sent to the employee via email.

NB: Timesheets/invoices that are not submitted in due time will be processed the following pay week (IE: 2 weeks later).

Any problems with completion of timesheets and/or payments for work done should be discussed with the Active Club Manager.



NHSLSC Timesheet

Fortnight Ending: Sunday 12th March 2009

Time	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Comments:
5.00am															
5.30am															
6.00am															
6.30am															
7.00am															
7.30am						Start									
8.00am															
8.30am															
9.00am															
9.30am															
10.00am					Start							Start			
10.30am															
11.00am															
11.30am						Finish									
12.00pm					Finish							Finish			Total Office Hours:
12.30pm															
1.00pm					Start							Start			Total Lifesaver Training Hours:
1.30pm															7.5
2.00pm															
2.30pm															
3.00pm					Finish										Total Community Training Hours:
3.30pm															8
4.00pm															
4.30pm															
5.00pm															Total Hours Other:
5.30pm		Start													Office Use Only:
6.00pm															Office:
6.30pm															LST:
7.00pm															CT:
7.30pm															Other:
8.00pm															
8.30pm															
9.00pm		Finish													PAYG:
9.30pm															Super:
Total Hours		3.5				4	4							4	Total Pay:

Ensure correct date is entered here.

Write in start at appropriate time

Write in finish at appropriate time

Insert total number of hours worked per area for the fortnight

Print name clearly and sign below

Insert total number of hours per day

Employee Name: BOB TRAINERMAN Employee Signature: _____

Supervisor: _____ Active Club Manager: _____ Date: _____