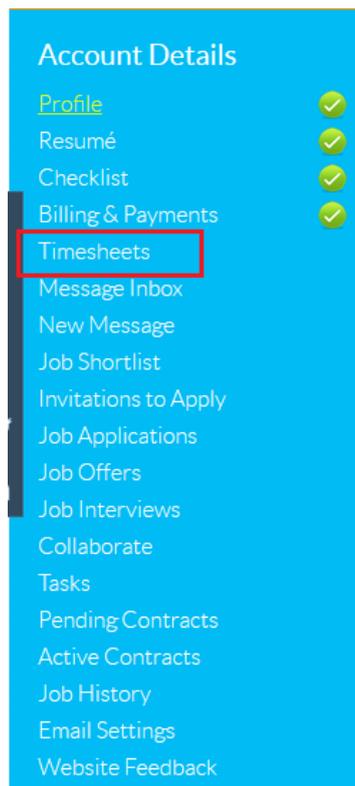


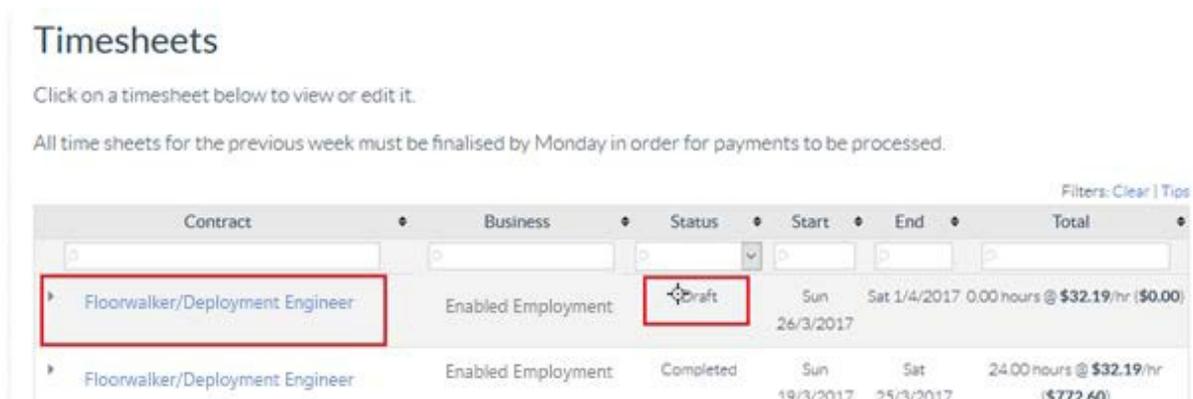
# Submitting Timesheets

Timesheets are submitted weekly and must be completed by midnight on Sunday. The work week runs from Sunday to Saturday and is paid the following Friday. You can enter your times as you go, or do them all at one time. On Sunday, an email reminder will be sent to your nominated email address to fill in your timesheet just in case you have forgotten and to make sure you receive your pay by the following Friday.

- 1) To update your timesheet after logging into the system, under your Account details select Timesheets. Alternatively, from your timesheet reminder email you can access the timesheet directly by clicking on the hyperlink within the email.



- 2) Click on the Contract name hyperlink for the week that the timesheet is for. This timesheet should be listed as Draft status



- 3) To enter your times, locate the appropriate day from the drop-down menu, for example Sunday.

| Day    | Time start | Time finish | Hours | Pay    |
|--------|------------|-------------|-------|--------|
| Sunday |            |             | 0     | \$0.00 |
| Sunday |            |             | 0     | \$0.00 |
| Sunday |            |             | 0     | \$0.00 |
| Sunday |            |             | 0     | \$0.00 |

- 4) Enter your start time from the drop-down menu, ensuring that you check whether this is am or pm.

**Hint:** 12:00am is midnight and 12:00pm is noon.

| Day    | Time start | Time finish | Hours | Pay    |
|--------|------------|-------------|-------|--------|
| Sunday | 7:30am     |             | 0     | \$0.00 |
| Sunday |            |             | 0     | \$0.00 |
| Sunday |            |             | 0     | \$0.00 |
| Sunday |            |             | 0     | \$0.00 |
| Sunday |            |             | 0     | \$0.00 |
| Monday |            |             | 0     | \$0.00 |

- 5) Enter your finish time from the drop-down menu, ensuring that you check whether this is am or pm.

| Day    | Time start | Time finish | Hours | Pay      |
|--------|------------|-------------|-------|----------|
| Sunday | 7:30am     | 11:30am     | 4     | \$128.77 |
| Sunday |            |             | 0     | \$0.00   |
| Sunday |            |             | 0     | \$0.00   |
| Sunday |            |             | 0     | \$0.00   |
| Sunday |            |             | 0     | \$0.00   |

**Please note:** The system will automatically calculate your total hours and rate of pay for this time period.

| Day    | Time start | Time finish | Hours | Pay      |
|--------|------------|-------------|-------|----------|
| Sunday | 7:30am     | 11:30am     | 4     | \$128.77 |

6) Repeat this process for any other shifts you have worked.

**Hint:** You need to complete entries for each day you have worked and enter the time periods around your unpaid breaks such as lunch breaks. As a minimum, under WHS legislation, you must take a 30-minute break if you work for more than 5 hours.

For example, if you work from 9:00am to 5:00pm with a lunch break from 12.30pm to 1:00pm, you will need to enter two time periods for that day; 9:00am to 12:30pm and 1:30pm to 5:00pm. You can have up to five start and finish times per day.

| Day    | Time start | Time finish | Hours | Pay      |
|--------|------------|-------------|-------|----------|
| Sunday | 7:30am     | 11:30am     | 4     | \$128.77 |
| Sunday | 12:00pm    | 4:00pm      | 4     | \$128.77 |

**Please note:** If the business has limited the number of hours you can work in any given week, you will not be able to enter extra hours unless it has been approved by the business.

Overall timesheet

|  |        |
|--|--------|
| <b>At the time, the business had specified a maximum number of 20 hours overall for this contract.</b> |        |
| Total hours on previous timesheets:  | 13.5   |
| Total hours worked this timesheet:   | 0      |
| Total pay:   | \$0.00 |

7) Once you have entered all of your times for the week, click on 'Save Changes'. The system will automatically calculate your total hours worked and total pay for the week.

|                     |  |  |          |        |
|---------------------|--|--|----------|--------|
| Saturday            |  |  | 0        | \$0.00 |
| Saturday            |  |  | 0        | \$0.00 |
| Saturday            |  |  | 0        | \$0.00 |
| Total hours worked: |  |  | 8        |        |
| Total pay:          |  |  | \$257.53 |        |

- 8) Your timesheet will automatically be submitted to your timesheet approver for approval on Monday.

**Please note:** You can make changes to your timesheet at any stage prior to it being approved by the business on Monday. Once the business has approved your timesheet you are unable to make any changes. If your timesheet specifies that it is locked and can no longer be edited and you have made a mistake, please contact the Enabled Team. If the business approver requests a change or correction, this will be discussed with you prior to the change being made.

This timesheet has been locked and can no longer be edited.

**Contract:** Disability Inclusion Project - Jessica May (Disability ACT)  
**Start date:** Sun 30/8/2015  
**End date:** Sat 5/9/2015  
**Salary type:** Hourly  
**Rate:** \$85.62/hr

**Manual timesheet editing**

| Day                 | Time start | Time finish | Hours | Pay    |
|---------------------|------------|-------------|-------|--------|
| Total hours worked: |            |             |       |        |
| Total pay:          |            |             |       | \$0.00 |

**Overall timesheet**

At the time, the business had specified a maximum number of 20 hours overall for this contract.

|                                     |        |
|-------------------------------------|--------|
| Total hours on previous timesheets: | 13.5   |
| Total hours worked this timesheet:  | 0      |
| Total pay:                          | \$0.00 |