Timesheet Policy

1. Purpose
1.1 Education Centre of Australia Pty Ltd (‘ECA’) aspires to maintain an accurate system of record keeping. ECA uses timesheets with the aim of paying workplace participants correctly and within a reasonable period of the work being performed. It may also use timesheet information for accounting, costing, planning purposes, and other business purposes.

2. Commencement of Policy
2.1 This Policy will commence from 1/01/2014. It replaces all other Timesheet Policies of ECA (whether written or not).

3. Application of the Policy
3.1 This Policy applies to employees, agents and contractors (including temporary contractors) of ECA, collectively referred to in this Policy as ‘workplace participants’.
3.2 This Policy does not form part of any employee’s contract of employment. Nor does it form part of any other workplace participant’s contract for services.

4. Requirement to complete timesheets
4.1 If directed to do so by a manager or supervisor, workplace participants should complete and sign timesheets to verify their attendance at work and working hours. Your manager or supervisor will advise you whether you need to complete timesheets, and the timing and format for doing so. Your manager or supervisor will also supply copies of the timesheets to complete.

5. Failure to complete timesheets
5.1 A failure to complete and sign a timesheet when directed to do so, or providing false or inaccurate information on timesheets, may result in disciplinary action which may result in the termination of your employment. The onus is on workplace participants to complete, sign and provide accurate information on timesheets. If you require any assistance to complete a timesheet, please contact your manager or supervisor.

6. Accuracy of timesheets
6.1 ECA wishes to ensure that the information contained in a timesheet is accurate. If you believe there is a discrepancy between the information on your timesheet and the pay you subsequently receive, please notify the Supervisor as soon as possible and before the next pay period. If this process does not resolve the matter, the issue will be referred to the Operations Director for resolution.

Variations

ECA reserves the right to vary, replace or terminate this policy from time to time.

Policy version and revision information

Policy Authorised by: David Tulloh
Title: Operations Director
Original issue: 1/01/2014

Policy Maintained by: David Tulloh
Title: Operations Director
Current version: 1

Review date: 1/01/2015
Workplace participant acknowledgement

I acknowledge:

- receiving the ECA Policy;
- that I will comply with the Policy; and
- that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.

Your name: 

Signed: 

Date: 

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