

NATIONAL PAYROLL OFFICE

HOW TO COMPLETE YOUR TIME SHEET

Created by Finance	Page 1 of 5	QMS_How to Complete Your Timesheet
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Printed copies of this document are not controlled. Refer to the HCA intranet to ensure that this is the current version.		

A single time sheet needs to be completed for each shift. Time sheets are in triplicate copies

1. The first page is the white 'Client' copy. This is the original time sheet you complete and it must be left at the facility prior to leaving each shift (Refer page 5 for example). The client relies on this copy for their own records.
2. The second page is the yellow 'Agency' copy. This is submitted to payroll for payment processing. It is important to submit the yellow copy as it is uniquely different from the client copy. If you are electing to be paid as a QuickPay (conditions apply), you nominate by ticking the QuickPay box on the yellow copy (Refer page 5 for example).
3. The third page is the pink 'Employee' copy. This copy remains in your book and is yours for future reference.

SECTIONS TO COMPLETE

- **EMPLOYEE NUMBER** – Each employee has a unique number for their relevant agency. If you do not know your number please ask your local office or contact the National Payroll Office on 1300 667 391. There is a designated block on the front cover of your Time Sheet Book for you to write your Employee Number so it is easily accessible when completing your Time Sheet.
- **HOSPITAL / SITE** – Please write the hospital name in full (ie RAH – should be written as Royal Adelaide Hospital). This will assist us in making sure the correct client is allocated your time.
- **LOCATION / WARD** – Please complete as facilities require this information so we can charge departments as required by the client
- **DATE** – refers to the date the shift started
- **START DAY** – Cross the box for the day of the week when the shift started
- **SHIFT TIME** – This reflects the actual booked shift – All times should be using a 24 hour clock (ie 07:00 – 15:30)
- **ADDITIONAL HOURS** – This reflects extra hours worked to your original booked shift. If the shift end time has been extended, you need to complete the actual times for the extra hours you have worked
- **MEAL BREAKS** – Make sure you enter your meal break (unpaid) and deduct this time for your total hours worked
- **IN-CHARGE** – This section is to be completed if you are in charge, it can only be completed if you have been confirmed as In-Charge by Bookings.

- **ON-CALL** – This section is to be completed if you are On-call, it can only be completed if you have been confirmed as On-call by HCA's Operations Consultant.
- **QUICKPAY** – If you are requesting a quick pay mark the box on the top right hand corner of the Agency Copy with an **X** – refer to the QuickPay document available on eHCA for conditions for Quick pays
- **AUTHORISER'S NAME AND SIGNATURE** – Make sure your time sheet is approved by the person you reported to or your supervisor on the shift; it should include the person's name that is approving it and also their signature. Please note it is fraudulent to write or trace over the top of the clients signature so ensure after they have signed it that it flows through the carbon copies otherwise ask them to sign all copies as we must be able to clearly see their signature before it can be processed and paid.

IMPORTANT TIPS TO REMEMBER

- Write clearly in BLOCK LETTERS, write each letter in a single guide box
- Where you have to 'check' a box, use "X" not a tick
- Press firmly – your writing needs to be clear and legible on all three pages. Remember we pay on the Agency copy not the original; unfortunately if we can't read it we can't pay it.
- For start and finish time, use the 24 hour clock, eg. 07:00 – 15:30
- Time sheets must be submitted to payroll within 14 days after your shift is worked. The practice of keeping and banking your time sheets for payment is not acceptable. We offer the VID scheme to assist you in creating a steady cash flow as we understand casual work can make it difficult to budget.
 - Please refer to information on the "How to Submit your Time sheet" on eHCA for further details
 - Please refer to information on the VID Scheme on eHCA for further details
- If you work for more than one agency within the HCA group it is important that you complete the correct time sheet relevant to the agency that has engaged your services for that shift. Each Agency has a unique code which is located on the top right hand side of each time sheet. On the time sheet example on Page 5 you can see that this time sheet is for Nursing Agency Australia QLD – **AC** is this Agencies unique code.

24 hour clock	12 hour clock
00:00	12:00 midnight
01:00	1:00 a.m.
02:00	2:00 a.m.
03:00	3:00 a.m.
04:00	4:00 a.m.
05:00	5:00 a.m.
06:00	6:00 a.m.
07:00	7:00 a.m.
08:00	8:00 a.m.
09:00	9:00 a.m.
10:00	10:00 a.m.
11:00	11:00 a.m.
12:00	12:00 noon
13:00	1:00 p.m.
14:00	2:00 p.m.
15:00	3:00 p.m.
16:00	4:00 p.m.
17:00	5:00 p.m.
18:00	6:00 p.m.
19:00	7:00 p.m.
20:00	8:00 p.m.
21:00	9:00 p.m.
22:00	10:00 p.m.
23:00	11:00 p.m.
24:00	12:00 midnight

Under the 24 hour clock system, the day begins at midnight 00:00, while the last minute of the day is at 23:59 that ends at 24:00, which is identical to 00:00 of the following day. For example, "Tuesday at 24:00" and "Wednesday at 00:00" are the exact same time.

Example of Time sheet - Client Copy

Time Sheet Payroll Dept Email: payroll@healthcareaustralia.com.au Phone: 1300 667 391 Fax: 1300 732 316 Mail: PO Box 471, Fullarton SA 5063				Acclaim Recruitment Pty Ltd ACN: 111 457 160		AC																	
BLOCK LETTERS PLEASE				Date shift started				Start day (cross one box)															
Employee Number		First Name		Day		Month		Year		Mon		Tue		Wed		Thu		Fri		Sat		Sun	
1234		JANE		24		12		11												X			
Surname																							
SMITH																							
Staff classification Write your increment number in the box																							
6																							
Hospital/site																							
ASHFORD HOSPITAL																							
Location/ward																							
ANZAC WARD																							
I declare I worked the above hours												I confirm that the above hours and meal breaks apply with no accidents, incidents or injury occurred during this time period.											
"This is where you sign"												"CLIENT TO COMPLETE NAME"											
Agency staff signature												Authoriser's signature											
												"CLIENT TO SIGN"											
TIME SHEETS MUST BE LODGED WITHIN 14 DAYS AFTER YOUR WORKED SHIFT												Invoice to follow is inclusive of all charges as per contract. AC-0000101											

Client copy

Example of Time sheet – Agency Copy

Time Sheet Payroll Dept Email: payroll@healthcareaustralia.com.au Fax: 1300 732 316 Mail: PO Box 471, Fullarton SA 5063				Acclaim Recruitment Pty Ltd ACN: 111 457 160		AC		Mark box if QuickPay required Fee applies <input type="checkbox"/>															
BLOCK LETTERS PLEASE				Date shift started				Start day (cross one box)															
Employee Number		First Name		Day		Month		Year		Mon		Tue		Wed		Thu		Fri		Sat		Sun	
1234		JANE		24		12		11												X			
Surname																							
SMITH																							
Staff classification Write your increment number in the box																							
6																							
Hospital/site																							
ASHFORD HOSPITAL																							
Location/ward																							
ANZAC WARD																							
I declare I worked the above hours												I confirm that the above hours and meal breaks apply with no accidents, incidents or injury occurred during this time period.											
"This is where you sign"												"CLIENT TO COMPLETE NAME"											
Agency staff signature												Authoriser's signature											
												"CLIENT TO SIGN"											
TIME SHEETS MUST BE LODGED WITHIN 14 DAYS AFTER YOUR WORKED SHIFT												Pay week ends Sunday. Send this slip to Payroll by 12:00 midday on Tuesday. AC-0000101											

Agency copy