

NATIONAL PAYROLL OFFICE

# HOW TO SUBMIT YOUR TIME SHEET

Created by Finance	Page 1 of 5	QMS How to Submit 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.

## HOW TO SUBMIT YOUR TIMESHEET

- Payroll require the completed “Yellow” copy which states “Agency Copy” on the right hand side to process payment of shift
- ALL timesheets must be submitted to payroll within 14 days of the shift being worked
- Payroll cut off and deadline for the weekly pay run (being prior week Monday to Sunday shifts) is 12 noon Tuesday, South Australia time.
- We encourage you to submit your timesheets as soon as you complete your shift throughout the week, rather than leaving it until the last minute on the Tuesday morning.
- Our preferred method for receiving timesheets is via email.
  - The quality of the timesheet is better than a faxed copy.
  - You can set-up a confirm receipt
  - It is also easy for us to locate sent emails and copies of timesheets if there are any issues, without having to ask you to resend it to us.
- Ideally emailed or faxed timesheets should be 1 per page and placed in the middle of the page as landscape. Maximum is 2 per page.

## TIMESHEETS CAN BE SUBMITTED FOR PROCESSING IN THE FOLLOWING WAYS:

### 1. EMAIL

Email: [payroll@healthcareaustralia.com.au](mailto:payroll@healthcareaustralia.com.au)

- You can either scan or take a photo of your timesheet and send it to us.
- If taking a photo please make sure it is not blurry and can be read.
- To ensure your email doesn't get caught in the spam filter always include a subject, type a note in the body of the email and ensure the size of your email does not exceed 1mb.
- It is important to view your own copy and try printing it, if you can't read it we won't be able to either.
- Also if your individual duty sheet prints over several pages you will need to resize the image setting on your phone or scanner.

Pays may be missed from processing as we do bulk printing and if we can't read the timesheet we won't be able to contact you to ask you to resend.

### 2. HAND DELIVERED TO THE ADELAIDE OFFICE

35 King William Street, UNLEY, SA, 5061

Either place in the post box at the street or hand deliver to reception

### 3. AUSTRALIA POST

Post to: PO Box 471  
FULLARTON SA 5063

- Feedback we get is that staff have sent timesheets in by post however they are not received before the Tuesday 12 noon cut off. Please be mindful as we have no control over the delivery timing of Australia Post. Our PO Box is cleared every morning and if it is not in the Tuesday morning delivery it will miss the cut off.

### 4. FAX

Fax Number: 1300 732 318

- Fax quality copies of timesheets often are extremely poor and difficult for us to read, and this causes extreme frustration to staff as unfortunately if we can't completely read the timesheet we are unable to process payment. It is for this reason we strongly recommend staff email timesheets.

## AM I GETTING PAID THIS WEEK?

Our pay week runs from Monday to Sunday each week.

Payroll cut off for the weekly pay run (being prior week Monday to Sunday shifts) is 12 noon Tuesday, South Australia time.

Payroll sends staff pay files to the bank on Thursday afternoon before close of business. This may mean that you receive your electronic notification that you can log into eHCA to view your payslip, it does not mean that the funds are in your account at this stage.

Actual Pay Day of monies being in your bank account is Friday.

## HOW DO I CHECK IF PAYROLL HAVE RECEIVED MY TIMESHEET AND THAT I WILL BE PAID THIS WEEK?

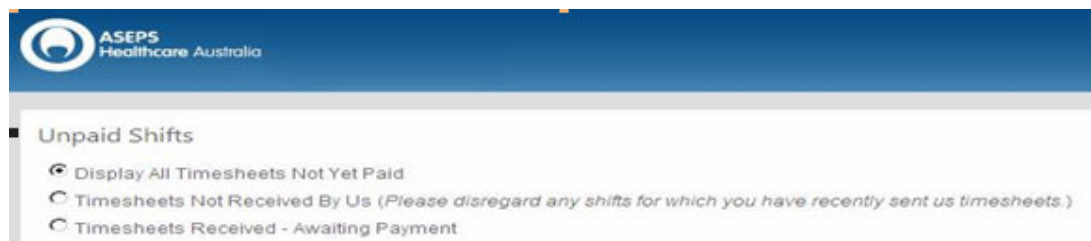
### 1. ONLINE

Login into eHCA: <http://www.eHCA.com.au>

Go to the Payroll Menu, select Unpaid Shifts



Unpaid Shifts menu has 3 selections:



To check if your timesheet has been received and processed, select 'Timesheet Received', which will list all timesheets received which are awaiting payment. This is confirmation we have received your timesheet and processed it.

Date	Time	Meal Break	Hours	Role	Facility	Location	T/Sheet No	Status
Monday Apr 30 2012	12:30 to 20:45	30	7.75	SCRISCO-RN	St John Of God - Subiaco	OT OPERATING THEATRE	0045304	Awaiting Payment
Tuesday May 1 2012	12:30 to 17:30	no break	5.00	SCRISCO-RN	Bethesda Private hospital	OT OPERATING THEATRE	0045305	Awaiting Payment
Thursday May 3 2012	08:30 to 16:00	30	9.00	SCRISCO-RN	Hollywood Private	OT OPERATING THEATRE	0045306	Awaiting Payment
Friday May 4 2012	07:00 to 13:00	no break	6.00	SCRISCO-RN	Mount Hospital	OT Operating Theatre	0045307	Awaiting Payment

If you have sent your timesheet to us and checked online and status is 'Not Received' please ensure you have allowed sufficient time to allow us to process before you contact us. Our payroll processing is not automated real time upon receipt of your timesheet.

## 2. PHONE CALL

You can call payroll 1300 667 391 to confirm if your timesheet has been received and processed for payment.

- For **NORMAL WEEKLY PAYS** we ask that you call on a Tuesday afternoon between 13:00 and 15:30
  - If your timesheet is not received and in the system we will require you to re-submit your timesheet immediately and we will still be able to include it within the current pay week.
- For **QUICK PAYS** we ask that you call between 12:30 and 13:00
  - If your timesheet is not received and in the system we will require you to re-submit your timesheet immediately and we will still be able to include it within the current pay.