

Document Information and Revision History			
Document Owner		Community Connections Incorporated	
Approved By		Community Connection Incorporated Manager	
Distribution List		Community Connection Incorporated Staff, Families and Individuals by email and/or mail as appropriate	
Review Frequency		At a time specified by the owner of this procedure, not exceeding 3 years; or when triggered by an event or finding(s) that identify improvement and/or changes of legislation necessitate an amendment	
Document location		Governance	
Date of Document	Review Date	Review Team	Nature of amendment
September 2014	September 2014	CCI Management Team	Initial Issue
	September 2017		

Management Team Timesheets

- Fill in your name, fortnight ending and the balance of time in lieu carried over.
- Fill in the date, start and finish time, length of break and hours worked.
- If you have worked over or under your regular hours for that day record it in the TOIL column as over: + number of hours or under: - number of hours.
- If you have used your personal car for work purposes record the kilometres in the appropriate column.
- If you have incurred any expenses record the item and amount in the appropriate columns, and attach original receipts to the timesheet.
- Total the hours worked, time in lieu, kilometres and expenses for each fortnight.
- Calculate and fill in the balance of time in lieu to be carried over.
- Sign the timesheet.
- Submit your timesheet to the Finance Coordinator by 12 noon on the Monday following the end of the Pay Fortnight Period.

Lifestyle Assistants Timesheets

- Fill out the relevant family details
- Fill in your name and fortnight ending.
- Fill in the date, start, finish, total hours worked
- Any Training or Team Meetings must be recorded in the Training Column and totalled separately from Total Hours worked.
- If you have used your personal car while supporting the Individual, fill in the kilometres section on the reverse of the form, with an appropriate description of the purpose of the trip.
- If you have incurred expenses while supporting the Individual, fill them out in the appropriate column and attach original receipts to the front of your time sheet.
- Total the hours worked, training hours (if any), kilometres, expenses etc.
- Ensure that the family has signed the time sheet
- Sign the time sheet before it is handed in.

Points to note

- Timesheets must be delivered, faxed, sent or emailed to the office by 12 noon on the Monday following the end of the Pay Fortnight Period.
- Expenses will not be paid unless a receipt is attached.