



This policy outlines the requirement for all staff to submit accurate timesheets and establishes that pay will be based on the submitted and approved records of hours worked.

To enable accurate and timely payment of wages, all employees are required to complete and submit a timesheet for each pay period. Timesheets are the official record of hours worked and form the basis for payroll processing.

Requirements

- **Submission deadline:** Timesheets must be submitted by the 20th of the month for the preceding month (i.e. the timesheet for hours worked in June must be submitted by 20th July).
- **Accuracy:** Timesheets must reflect actual hours worked, including start and end times, any leave taken, and any other payment agreements.
- **Approval:** Timesheets must be submitted to and approved by the Clerk before payroll is processed.
- **Additional Hours:** Any hours worked beyond an employee's contracted hours **must be pre-approved**. Unauthorised overtime may not be compensated.

Failure to Submit

Employees who do not submit their timesheet by the deadline may experience a delay in payment until their hours are received and verified.

Repeated failure to submit timesheets on time may lead to disciplinary action.

Payroll Based on Timesheets

Employee compensation will be based solely on the information recorded in submitted and approved timesheets.

If discrepancies arise, employees should immediately notify the Clerk to ensure timely resolution.

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Approving committee: Full Council

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