



## HEALTH TRAINING AUSTRALIA GUIDELINES FOR COMPLETING TIMESHEETS

### TIMESHEET

- Complete your timesheet clearly with a black or blue pen.
- Always complete the date sections: Week Ending Sunday xx/xx/xx
- **ALL** timesheets must be signed by yourself and your host employer, practice manager or department head.
- Timesheets that are not signed will not be paid.
- Your timesheet must be received when you complete your final shift for the fortnight week and received **no later than 11:00am on the Monday**.
- If you are faxing your timesheet, please ring to ensure that it has been received clearly.

### HOURS WORKED

- You should show only the hours actually worked
- Please specify AM or PM or use 24 hr clock
- Please indicate all meal breaks (NB: meal breaks 30 minutes and over are unpaid)

### TRAINING HOURS

- If any hours are spent in off-the-job training, please indicate hours and tick the box marked 'off-the-job hours'.

### SICK LEAVE

- If you are sick, please let your host employer know as soon as possible.
- On your timesheet, tick the box headed 'Sick/ Annual Leave' and circle 'Sick'. If you worked on that day, **only** record the actual hours you worked.
- You must complete an 'Application for Leave' form which should be signed by your host employer and sent to HTA.
- If you take 2 or more consecutive days off as sick leave, you must provide a medical certificate with your leave application.
- Sick leave that is not supported by an application form and medical certificate (where required) will not be paid.

### ANNUAL LEAVE

- You will accrue annual leave over the term of the traineeship and this will be paid to you at the end of the traineeship.
- As you are participating in a training program, it is not normal practice to approve leave during the traineeship however, if there is a special need, you need to get approval from your host employer first, then send a signed 'Application for Leave' form to HTA for approval.
- On your timesheet, tick the box headed 'Sick/ Annual Leave' and circle 'Annual'. If you worked on that day, **only** record the actual hours worked.
- Annual leave not supported by a signed application form will not be paid.



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### BEREAVEMENT LEAVE

- You are entitled to up to 2 days bereavement leave on the death of an immediate family member.
- Should you require leave, please let your host employer know as soon as possible.
- On your timesheet, tick the box headed 'Sick/ Annual Leave' and write in the Comments/Messages box that bereavement leave was taken.
- If you worked on that day, **only** record the actual hours worked.

### PUBLIC HOLIDAYS

- If you worked on the public holiday:
  1. Tick the Public Holiday box
  2. Record hours actually worked
  3. You will be paid at the penalty specified in the employment contract.

### OVERTIME

- Overtime will be paid at the rate specified in the employment contract.

### CONTACT

Please contact HTA on (08) 9273 3033 if you have any queries about completing your timesheet.

- **TIMESHEETS MUST BE RECEIVED NO LATER THAN 11:00am ON MONDAY OF PAY WEEK**
- **UNSIGNED, ILLEGIBLE, LATE AND INCORRECTLY FILLED TIMESHEETS WILL NOT BE PAID**
- **ANY LEAVE WHICH DOES NOT HAVE A SIGNED LEAVE FORM AND MEDICAL CERTIFICATE (FOR 2 OR MORE CONSECUTIVE DAYS OF SICK LEAVE) AND IS NOT NOTED ON YOUR TIMESHEET – WILL NOT BE PAID.**
- **PLEASE FAX COMPLETED TIMESHEETS TO (08) 9273 3045 or EMAIL TO [payroll@amawa.com.au](mailto:payroll@amawa.com.au)**