

MERRI CREEK MANAGEMENT COMMITTEE TIME SHEET PROCEDURE

The timesheet is a written record of hours for each employee of MCMC.

The purpose of the timesheet is to provide a written record of employees' time on the premises and actual hours worked (including overtime and any leave taken) in order to process wages in a regular, correct and efficient manner. It may also be used in a dispute as evidence and is therefore viewed as a legal document when completed, signed and authorised.

For Parkland Management Team the timesheet must be the same as the PMT diary.

DEFINITION

1. The timesheet details who employees are to submit their timesheet to and when. It also informs staff when wages will be deposited into their bank accounts.
2. The pay period commences Monday and ends Sunday, therefore the period ending date will be the following Sunday's date.
3. The employee's full name is required to be printed clearly on the timesheet.
4. "Dept" means the department the employee works for ie. Management, Parklands Management Team, Community Education, etc.
5. "Job No" means the program/project the employee works for. An employee may carry out work on numerous programs in any one pay period.
6. "Arrive" and "Depart" means actual time an employee arrives on the premises and departs the premises. The arrival & departure times are to be shown with 2 dots between the hours and minutes i.e.8:30.
7. "Lunch" denotes the length of the meal break in minutes. A minimum of 30 minutes must be taken daily, as per the award.
8. "Total_Worked" is the total number of hours worked between arriving and departing premises excluding the length of a meal break.
9. "TIL+" is the time which has been accrued prior to this day and is kept in the 'TIL Register and which is being drawn on to fulfil the requirement of the required number of normal hours worked.
10. "TIL-" is the excess time worked during this day and subtracted from normal hours to fulfil the requirement of normal hours. These excess hours are noted in the "TIL Register" and may be drawn on in line with TIL procedure.
10. Total Normal Hours is the total number of hours to be paid within the normal spread of hours ie. 6a.m. to 6p.m. Monday to Friday or 7.78 hours for most full time permanent employees.
11. "O/T 1.5 & O/T 2" is total of hours worked outside normal spread of hours ie. 6a.m. - 6p.m., Saturday &/or Sunday and in excess of 70.02 hours per fortnight.
12. "Annual Leave" is the total number of Annual Leave hours taken on a daily basis and totaled for the period.
13. "Sick Leave" is the total number of Sick Leave hours taken on a daily basis and totaled for the period.
14. "Other Leave" is leave other than Annual Leave, Sick Leave ie. Compassionate Leave, Leave Without Pay, etc.

15. “Daily Total” is the total of all columns between total Normal Hours and Other Leave.
16. “Total” is the total of all columns for the period between Total Worked and Daily Total. The sum of all columns between Total normal hours and other leave must equal the total of Daily total Column.
17. Employee is to sign bottom left of the timesheet at the **end** of the pay period.
18. Supervisor or Manager to authorise the bottom right of the timesheet at the end of the pay period.