STATEWIDE GROUP TRAINING (SA) INC

TIMESHEET POLICY

PURPOSE:

Statewide Group Training (SA) Inc (SGT) will ensure that their all employees comply with the National Employment Standards to provide proof of work, or leave.

SCOPE:

This policy applies to:

- All staff, including: Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff; apprentices and trainees, contractors, sub contractors, and work experience personnel.

POLICY:

SGT requires all employees to submit a weekly record of hours worked in form of a timesheet manual or electronically with program Anytime timesheets.

SGT acknowledges that the integrity of the Payroll Timesheet Procedure is essential, and although the timing may at times be challenging, it must be adhered to for the timely payment of all wages.

All timesheets are to be received by Payroll by the required weekly timelines.

It is the Manager responsibility to ensure that their apprentices/trainees timesheets are readable and accurate. Staff members are to individually ensure that their timesheets are received by Payroll in the same timely way, and are readable and accurate.

Any requests for the Payroll Department to vary an apprentices/trainees timesheet must be endorsed by the CEO or a Manager or another staff member not involved with the employee.

It is the Field Officer's responsibility to ensure that recommendations relating to their apprentices/trainees are accurate and supported by appropriate documentation.

All variations to timesheets must be endorsed in writing by the Manager, Host Employer and the apprentice/trainee.

Under no circumstances is an apprentices'/trainees' timesheet to be altered by any staff member. Duplicates/copies should be used to note changes so the original timesheet remains unchanged.

Reference:
National Employment Standards

APPROVED:	KYM ANDERSON	DESIGNATION:	CHIEF EXECUTIVE OFFICER
APPROVAL SIGNATURE:		DATE:	27TH MARCH 2023