

Timesheet & Mileage Guidelines

All Staff are responsible for obtaining, completing and submitting their timesheet correctly and in accordance with these guidelines.

There are two timesheets, one for All Staff, and another specifically for Lead Direct Support Professionals.

A sample timesheet is provided in the new employee Welcome Pack. Timesheets can be obtained from the Inclusion Melbourne website (Staff Portal) or in Standards & Performance Pathways.

Pay Cycle - Fortnightly

Permanent Staff

Pay period commences on a Wednesday and ends on a Tuesday.

Casual Staff

Pay period commences on a Monday and ends on Sunday.

Claiming Mileage

As per the payroll policy and procedure, please ensure the following when claiming mileage:-

- The vehicle used to deliver supports must correspond with the completed Driver Declaration on your staff file.
- Direct Support Staff can only be called into the office once per day, at the beginning of the first shift or at the end of the final shift.
- Any travel between service users estimated to take greater than 20 minutes must have the written approval of the Manager, Personalised Supports.

Timesheet Deadline

Completed timesheets must be emailed to timesheets@inclusion.melbourne no later than 9am on the Monday following the end of the pay period.

Any timesheet received after the cut-off time will not be processed until the next pay period.

INSTRUCTIONS FOR COMPLETING TIMESHEETS

Following each engagement, staff must complete the timesheet as follows:-

- Where possible please type your timesheet or write in clear block letters.
- Enter your name at the top and the date that the fortnightly pay period ends. If you will be claiming mileage, please enter your personal vehicle registration number at the top also.
- Enter the day and date worked in columns 1 & 2.
- Enter the names of the people supported in column 3. *Important:* last names must be included in this column. If you were not doing direct support work, enter a description, e.g. name of the **activity** or project, Accredited–Discovery, Accredited other, Pre-Accredited, Training, Appraisal Meeting etc.
- All hours should be allocated to a service user, department or **project/activity**. Enter the support type in fourth column. This is to be taken from the key at the bottom of the page.
- Enter the rostered time you started work in the fifth column. Please note that this cannot be prior to the scheduled activity start time without prior approval. Enter the rostered time you finished work in column 6. Please note that this cannot be later than the scheduled activity finish time without prior approval.
- Enter the total hours worked for that shift in column 7. Please note this must be in 15 minute increments and each **15 minutes** must be recorded as 0.25. e.g. 1 hour and 45 minutes will be entered as 1.75. Record the overall total in the highlighted box at the bottom of the column.
- Enter the proportion of hours supported by each person in column 8. e.g. two service users supported together for a total of two hours is entered as one.
- If you wish to claim mileage for use of your own vehicle, please complete columns 9, 10 & 11, followed by the KM Total in the highlighted box at the bottom of the column. *Important:* record the KM's at the start and end of each trip for auditing purposes.
- Add the total hours worked and total KM's in the bottom row. *Important:* adding needs to be accurate, please double check your additions.
- Type or sign your name at the bottom of the form.