

Timekeeping & Timesheets Policy

For Australian Small & Medium Enterprises

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Important Notice

Accurate timekeeping is essential for Fair Work compliance and correct payment of wages. Employers must keep accurate time and wages records for 7 years. This template provides general guidance and should be customised to your workplace.

1. Purpose

This policy establishes timekeeping and timesheet requirements for [Company Name] employees. Accurate time recording ensures employees are paid correctly, supports compliance with modern awards and the Fair Work Act, and enables effective workforce management.

2. Scope

This policy applies to:

- All employees, including full-time, part-time and casual staff
- All work locations and arrangements
- All methods of time recording used by [Company Name]

3. Policy Statement

[Company Name] requires all employees to accurately record their working hours. This information is used to:

- Calculate correct wages and entitlements
- Apply appropriate penalty rates and allowances
- Manage overtime and additional hours
- Comply with Fair Work record-keeping requirements
- Support workforce planning

4. Time Recording Methods

[Company Name] uses the following time recording system(s):

- [Insert method: e.g., electronic time clock, mobile app, manual timesheets]

Employees must use the designated method for their work location/role.

4.1 Electronic Time Recording

- Clock in at the start of shift
- Clock out at the end of shift
- Clock in/out for unpaid breaks if required
- Use your own credentials only

4.2 Manual Timesheets

- Complete timesheets accurately and legibly
- Record actual start and finish times
- Record all breaks taken
- Submit timesheets by the deadline

5. What to Record

Employees must record:

5.1 Start and Finish Times

- Actual time work commenced
- Actual time work finished
- Time of any split shifts or breaks in work

5.2 Breaks

- Meal breaks (unpaid)
- Rest breaks (paid, if recorded separately)
- Actual times breaks started and ended

5.3 Additional Information

- Work location (if multiple sites)
- Job codes or cost centres (if applicable)
- Leave taken
- Overtime or additional hours

6. Accuracy Requirements

6.1 Recording Times

- Record actual times worked, not rostered times
- Record to the nearest [insert: minute/5 minutes/15 minutes]
- Correct errors promptly using the approved process

6.2 Falsification

The following are serious breaches of this policy:

- Recording times you did not work

- Clocking in/out for another employee
- Failing to record actual times worked
- Altering timesheet records without authorisation

Falsification of time records may result in disciplinary action up to and including termination, and may constitute fraud.

7. Timesheet Submission

7.1 Submission Deadline

- Timesheets must be submitted by [insert day/time]
- Late submission may delay payment
- Contact your supervisor if unable to meet the deadline

7.2 Approval Process

- Timesheets are reviewed and approved by supervisors
- Queries will be raised with employees before processing
- Approved timesheets are processed for payroll

8. Corrections and Amendments

8.1 Employee Corrections

If you need to correct a timesheet:

- Notify your supervisor promptly
- Complete any required amendment form
- Provide explanation for the correction

8.2 Supervisor Amendments

- Supervisors may amend timesheets where necessary
- Employees will be notified of amendments
- Amendments will be documented

9. Overtime

9.1 Recording Overtime

- All overtime must be recorded accurately
- Include actual start and finish times
- Note if overtime was pre-approved or necessary

9.2 Overtime Approval

- Overtime generally requires prior approval
- Emergency overtime should be reported as soon as practicable
- Unapproved overtime may still be payable but may result in counselling

10. Breaks

Employees are entitled to breaks as specified in their modern award:

- Meal breaks must be taken as required
- Break times should be recorded accurately
- Paid breaks may not need separate recording
- Unpaid breaks must be clearly recorded

11. Remote Work

For employees working remotely:

- Same timekeeping requirements apply
- Use designated remote time recording method
- Record actual hours worked
- Be available during recorded working hours

12. Record Retention

[Company Name] is required to keep time and wages records for 7 years. These records include:

- Hours worked each day
- Start and finish times
- Break details
- Overtime hours
- Leave taken

13. Responsibilities

13.1 Employees

- Record all hours worked accurately
- Submit timesheets on time
- Report errors promptly
- Clock in/out using own credentials only
- Record breaks taken

13.2 Supervisors

- Review and approve timesheets promptly
- Query discrepancies
- Ensure team compliance with policy
- Document any amendments

13.3 Payroll/HR

- Process approved timesheets accurately
- Maintain time records for 7 years
- Investigate timesheet concerns
- Ensure system accuracy

14. Non-Compliance

Failure to comply with this policy may result in:

- Informal counselling
- Formal warning
- Disciplinary action
- Termination (for serious breaches)

Intentional falsification of records is treated as serious misconduct.

15. Review

This policy will be reviewed:

- At least annually
- When timekeeping systems change
- When legislative requirements change

Employee Acknowledgement

I acknowledge that I have read and understood [Company Name]'s Timekeeping & Timesheets Policy. I understand my responsibility to record my working hours accurately and agree to comply with this policy.

Employee Name: _____

Signature: _____

Date: _____