

Timesheet Accuracy Policy

For Australian Small & Medium Enterprises

Template Version 1.0 | December 2024

Important Notice

This template provides general guidance on timesheet accuracy. The Fair Work Act requires employers to keep accurate employee time records. Customise this policy to suit your time recording systems.

1. Purpose

This policy establishes standards for accurate timesheet completion at [Company Name]. Accurate time records are essential for correct payroll processing, compliance with record-keeping requirements, and fair treatment of all employees.

2. Scope

This policy applies to:

- All employees required to submit timesheets
- All time recording methods
- All pay periods and work arrangements

3. Why Accuracy Matters

3.1 For Employees

- Ensures correct payment
- Protects leave entitlements
- Provides evidence of hours worked

3.2 For the Organisation

- Meets legal record-keeping requirements
- Supports accurate payroll processing
- Enables workforce planning

4. Accuracy Standards

4.1 Time Recording

- Record actual start time, not scheduled
- Record actual finish time, not scheduled
- Record actual break times taken

- Do not round or estimate times

4.2 Precision

- Record to the nearest [minute/5 minutes]
- As specified by your time recording system
- Consistent recording method required

5. What to Record

5.1 Required Information

- Date of work
- Shift start time
- Break start and end times
- Shift end time
- Work location if required

5.2 Additional Information

- Overtime hours if applicable
- Leave taken during period
- Any other required data

6. Submission Requirements

6.1 Timing

- Submit timesheet by deadline each pay period
- Do not delay submission
- Late submission may delay payment

6.2 Completeness

- Ensure all shifts recorded
- Check for missing entries
- Review before submission

7. Review Process

7.1 Employee Review

- Check timesheet accuracy before submission
- Verify all entries are correct
- Query any discrepancies immediately

7.2 Manager Review

- Timesheets reviewed before payroll
- Discrepancies investigated

- Approval confirms accuracy review

8. Corrections

8.1 Before Submission

- Correct errors before submitting
- Use system correction function
- Ensure final submission is accurate

8.2 After Submission

- Request correction through manager
- Provide reason for correction
- Keep record of correction request

9. Common Errors

9.1 Avoid These Mistakes

- Recording scheduled instead of actual times
- Forgetting to record breaks
- Incorrect date entries
- Missing shifts
- Duplicate entries

9.2 Prevention Tips

- Record time as you work
- Review entries daily
- Set reminders for submission

10. Discrepancies

10.1 Identifying Issues

- Compare timesheet to roster
- Check for unusual patterns
- Query unexplained variances

10.2 Resolution

- Discuss with employee
- Gather supporting evidence
- Correct records if needed

11. Responsibilities

11.1 Employees

- Record time accurately and honestly
- Submit on time
- Report errors immediately

11.2 Managers

- Review timesheets thoroughly
- Approve within deadlines
- Address accuracy issues

12. Non-Compliance

Deliberate timesheet inaccuracy may result in:

- Counselling
- Disciplinary action
- Refer to Time Theft & Fraud Policy

13. Review

This policy will be reviewed annually or when timesheet procedures change.

Employee Acknowledgement

I acknowledge that I have read and understood [Company Name]'s Timesheet Accuracy Policy.

Employee Name: _____

Signature: _____

Date: _____