Timesheet Approval Policy

For Australian Small & Medium Enterprises

Template Version 1.0 | December 2024

Important Notice

This template provides general guidance on timesheet approval processes. Customise approval workflows to suit your business structure and time recording systems.

1. Purpose

This policy establishes the timesheet approval process at [Company Name]. It ensures all time records are reviewed and approved before payroll processing, supporting accurate payments and record-keeping compliance.

2. Scope

This policy applies to:

- All managers and supervisors who approve timesheets
- All employees who submit timesheets
- All time recording and approval systems

3. Approval Workflow

3.1 Standard Process

- Employee submits timesheet by deadline
- Manager receives notification
- Manager reviews and verifies hours
- Manager approves, queries, or rejects
- Approved timesheets go to payroll

3.2 Deadlines

- Employee submission: [Day/Time]
- Manager approval: [Day/Time]
- Payroll processing: [Day/Time]

4. Employee Responsibilities

4.1 Submission

- Submit complete timesheet by deadline

- Ensure all entries are accurate
- Include all required information
- Respond to queries promptly

4.2 Quality

- Review entries before submission
- Correct any errors identified
- Certify accuracy of submission

5. Manager Responsibilities

5.1 Review Requirements

When reviewing timesheets, managers must:

- Verify hours against roster/schedule
- Check overtime is authorised
- Confirm breaks recorded correctly
- Review any anomalies or variances

5.2 Timeliness

- Review timesheets within deadline
- Prioritise before payroll cut-off
- Address queries without delay

5.3 Approval Authority

- Only approve for direct reports
- Or as delegated authority permits
- Cannot approve own timesheet

6. Review Criteria

6.1 What to Check

- Total hours are reasonable
- Overtime has prior approval
- Break times are recorded
- Dates and times are logical
- Location data is appropriate

6.2 Red Flags

- Significant variance from roster
- Unusual patterns
- Missing break entries

- Overtime without approval

7. Approval Actions

7.1 Approve

- Timesheet verified as accurate
- Proceeds to payroll processing
- Employee notification optional

7.2 Query

- Specific entries need clarification
- Return to employee with questions
- Set timeframe for response
- Re-submit after clarification

7.3 Reject

- Timesheet cannot be approved
- Clear reason provided to employee
- Employee must correct and resubmit

8. Delegation of Approval

8.1 When Delegated

- Manager absence
- Volume of approvals
- Organisational structure

8.2 Delegation Requirements

- Formal delegation documented
- Delegate has appropriate authority
- Original manager retains oversight

9. Late Submissions

9.1 Impact

- May delay payment processing
- Payment in next pay cycle
- Employee responsible for lateness

9.2 Processing

- Prioritise approval where possible
- Consider individual circumstances
- Address repeat lateness

10. Disputes

10.1 Resolution Process

- Employee discusses with manager
- Review evidence from both parties
- HR involvement if needed
- Decision documented

11. Record Keeping

- Approval records maintained
- Audit trail preserved
- Records retained per requirements

12. Review

This policy will be reviewed annually or when approval processes change.

Employee Acknowledgement

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

Employee Name: ______________________________

Signature: ______________________________

Date: ____________________