Timesheet Hot Tips

community recovery

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Remember to complete all relevant fields shaded in green

What to Include:

1 Your agency payroll department

2 Your payroll number

3 Your salary class (eg A03.2)

4 Employment status: full-time, part time or casual

5 Your signature and team leaders signature

Make Sure

6 For manual timesheet, your writing is legible and use correct date format

7 Time is recorded in 15 minute increments and in 24hr format e.g 17:00 for 5pm and that you record a 30 minute lunch/dinner break.

8 You have a minimum of 10 hours break between shifts

9 Don't forget to record your usual travel time, from home to work

10 Remember to save/take a copy of your final timesheet for your own records

Extra Info

Overtime payments are made by your normal payroll system within 4-6 weeks after deployment (unless you are casual you will receive payment 3-4 weeks)

If you worked in your normal role and in Community Recovery on the same day make sure you include both job hours on your CR timesheet

Queensland Government