

North-West Support Services
TIMESHEET RESPONSIBILITY
Operational Handbook

It is of critical importance that timesheets are submitted on time.

Each fortnight our time sheets automatically feed statistical information into:

- The financial reports for the board of management of NWSS
- The contract history report for NWSS
- The National Disability Insurance Scheme's invoicing process

Missing timesheets render these statistics inaccurate and create costly correction work for the organisation.

LATE TIMESHEETS

Timesheets are processed through a very tightly timed process that involves timesheet collectors and processors, payroll processors and bank processors. All the people in these positions have close off times for receiving timesheets and deadlines for sending their work to the next processing point.

Late timesheets from here on will be held over for manual processing after all the payroll processes are complete. This will cause a delay in payment.

NWSS personnel will not be able intervene in the process with late time sheets.

NWSS thinks this is a reasonable approach given that getting a timesheet in on time is a personal responsibility.

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