

What are timesheets and why are they important?

Timesheets are considered legal documents. They provide a declaration of the hours worked by a trainee and they assist to ensure compliance with employment laws, particularly in relation to shift penalties, overtime and allowances payable under Awards.

Timesheets are our way of capturing all the relevant information from a shift to ensure trainees are paid in accordance with the Awards, and it is essential that information entered into timesheets is accurate.

It is an offence to make a false declaration on a timesheet, or fill out, modify or approve a timesheet on behalf of someone else.

Tips for timesheet set up

Ensuring everything is set up correctly at the beginning of a traineeship can make timesheet management throughout the year an easy task, and can also improve the accuracy of timesheets completed.

- Prior to the commencement of a traineeship, a Work Schedule needs to be agreed between the trainee and Host Employer, then communicated to our Support Team at national.admin@aflsportsready.com.au, and your Employment Coach via the *Work Schedule and Information Request Form*. This establishes the base roster and timesheet.
- Establish what allowances are to be paid under the Award and establish whether Time Off in Lieu (TOIL) will be required. This is also to be communicated to us via the *Work Schedule and Information Request Form*.
- If your trainee agrees to take TOIL, complete an *Agreement for Time off Instead of Payment for Overtime Form* and send a copy to your Employment Coach.
- Ensure the correct person is set up to approve timesheets. Someone who has visibility and oversight of the trainee's roster and hours worked, and can confirm the timesheet is accurate.

Copies of all forms are available on AFL SportsReady's Host Hub <https://aflsportsready.com.au/host-hub/> or you can request a copy from your Employment Coach.

Tips for managing timesheets

- Ensure all changes to trainees' work schedules are agreed and recorded in writing:
 - For permanent changes to work schedules: Complete the *Variation to Pattern of Work and Regular Hours Form* and send to your Employment Coach.
 - For temporary or one-off changes Host Employers are to update the Work Schedule in ConnX themselves.
- Check and confirm that timesheets submitted match the scheduled hours each day (unless overtime has been worked). If it does not match, the timesheet should not be approved.

Example: A timesheet with a total of 6.8 hours should not be approved if the trainee is scheduled to work 7.6 hours a day. If the timesheet is missing time, please contact the trainee to resolve the issue before approving. The total hours (including any annual leave, TOIL used, unpaid leave, special leave etc) must equal the scheduled hours.

- Proactively manage TOIL and Annual Leave to avoid a large payout at the end of the traineeship.
- Remind trainees that if they receive an email advising that their timesheet has been rescinded, then they need to act on the email and resolve the issue to ensure they are paid in time.

Timesheet questions?

Contact our HR Manager and Legal Counsel Carly Laughton at carly.laughton@aflsportsready.com.au