



TIMESHEETS AND PAYROLL INFORMATION

1. Complete your timesheets at the end of each day, and deduct time taken for all breaks during the day.
2. START and FINISH times should be specified in 24 hour time.
3. Please ensure that TIME OFF is completed and that all additions are correct. The time sheet should also have the correct week ending date (week ending being the Sunday of each week).
4. All timesheets must be authorised by the client.
5. Completed timesheets are to be submitted weekly for the previous week, and **MUST** be faxed, delivered or mailed for Sherborne to receive each **Tuesday** BEFORE 11:00 am.
6. Where there is a delay in obtaining approval, a faxed copy of the unsigned timesheet should be sent to Sherborne with the signed timesheet to follow, before payroll processing begins.
7. Contractors with Pty Ltd companies need to provide an invoice for services rendered, specifying the hours worked for each week, the rate and the total amount due. These should be faxed, delivered or mailed for Sherborne to receive fortnightly on the **Tuesday** prior to payroll processing.
8. Payrolls are prepared fortnightly on Wednesdays as per the attached schedule. Funds should be available in individual bank accounts on Thursdays.
9. Sherborne payslips are mailed out on Wednesdays or may be collected on Thursdays if requested.

FINALLY, WELCOME TO SHERBORNE.

