

Why timesheets should be completed

Community Management Solutions is regularly asked about the requirements for employees to complete timesheets and why they should be completed. Both the Fair Work Act 2009 and Industrial Relations Act 2016 have requirements to record the hours of work for employees covered by Awards or Enterprise/Certified agreements. Some of the information they require to be kept are:

Fair Work Act 2009

- The hours worked by an employee, for Casual or irregular part-time employees who are paid by the hour.
- The number of overtime hours worked each day and week, and the starting and ceasing times of overtime work. When an employee must be paid overtime for the hours actually worked.

QLD, Industrial Relations Act 2016 (P&C's only) For Each pay period:

- The number of hours worked by the employee during each day and week
- The times the employee started and stopped work
- The details of work breaks, including meal breaks

While permanent employees may have the hours and days of work stipulated in their letters of appointment, you may also wish to implement timesheets for Work Health and Safety records, and evidence that the hours agreed upon have been worked. It is helpful to remember that should an employee make a Workers Compensation claim, having the times the employee was at work will allow confirmation that the employee was present at the time any alleged injury occurred or within the relevant timeframe for a journey claim.

Further, keeping accurate timesheets provides the employer evidence in an underpayment of wages claim or when having to calculate long service leave entitlements.

It is therefore the recommendation of CMS that the employer keep timesheets for all employees, which record:

- The actual start and finishing time of their shift
- The actual start and finishing time of their meal breaks
- The actual start and finishing time of any Overtime worked
- The actual start and finishing time of any other applicable breaks

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