

Instructions for Completing Timesheet:

- Please complete this timesheet weekly.
- Please complete a timesheet for each employee you have who has worked that week. You do not need to complete a timesheet if your employee has not worked this week.
- Please enter the date that the hours correspond to in the date box.
- Enter all the hours worked, minus any breaks in the correct box according to the type of work completed.
- All annual and sick leave must be supported by a completed Leave Form so we can ensure that your employee's leave is paid correctly.
- Enter any leave taken during this fortnight in the appropriate day.
- If there has been a Statutory Holiday and your employee(s) have worked, record the number of hours they worked on the timesheet. If they did not work, but usually would have worked on that day so are entitled to be paid for the holiday, enter the number of hours they would usually work on the timesheet and send a leave form with that timesheet.
- If you are claiming any discretionary expenses or wish to pay your employee any expenses, please complete the expenses section. Please put who you want the expenses paid to – you or your employee in the "Pay Expenses To" box.
- If your employee receives mileage reimbursement under their employment agreement, please enter the total distance travelled for the week and the rate at which you have agreed to reimburse them. The IRD provides some guidance on appropriate mileage rates as does the Automobile Association (AA).
- If you are submitting this timesheet electronically, we will take the fact that you are emailing the timesheet as your declaration that you verify that the hours on the timesheet are a true reflection of the hours your employee has worked. If you are sending it by post or fax, please ensure both you and your employee sign the timesheet.

PLEASE EMAIL THIS TIMESHEET TO PAYROLL@INCHARGE.ORG.NZ OR FAX TO 09 444 8439 OR POST TO: PO BOX 83, ALBANY VILLAGE, AUCKLAND