RAHC
REMOTE AREA HEALTH CORPS

Timesheet
Ordinary Hours

Health Service:

FAX TIMESHEET TO 02 6203 9598 BY 10AM MONDAY (following the pay period ending date)

Name:	**Fortnight ending: / /**
Position:	**Location:**

Status: (please circle) Casual Contractor

Day	Date	Start	Stop	Break	Total ORDINARY Hours	*Please fill out Re Call Timesheet On Call start & finish time
Sun						
Mon						
Tue						
Wed						
Thu						
Fri						
Sat						
Sun						
Mon						
Tue						
Wed						
Thu						
Fri						
Sat						
				Total Hours		

Payroll Use Only:	
Description	**Hours/Value**
ORD Hours	
Travel	
Training	
T 1/2	
DT	
Travel Allowance	
OC	
OC / W	
T1/2	
DT	
TOTAL	
Payroll sign:	

Employee:

Print Name: Signature: Date: / /

Certified correct by Health Centre Manager: RAHC will not be responsible for the signing of an incorrect timesheet

Print Name: Signature: Date: / /

Comments:

To ensure that you get paid on time and correctly please follow these instructions:

1. Ensure your Health Centre Manager has signed your timesheet
2. Make sure you complete the Total ORDINARY Hours column
3. Fax Timesheet to **02 6203 9598** (for enquiries call 1300 697 242)
4. Timesheets received after 10am on Monday will **NOT** be processed until the next payroll run

FAILURE TO COMPLY WITH THE PAYROLL PROCEDURES WILL RESULT IN NON PAYMENT