



Australian News Channel Pty Ltd

3. Timesheet Process

19 August 2020

3.1 Timesheet Process

#	Description	Responsible	System	KPI/Turnaround
1	Create and Publish Roster	Manager	TimeTarget	Minimum 14 days prior
2	Generate Timesheet	Automated	TimeTarget	3am daily
3	Edit Timesheet for Changes	Employee	TimeTarget	On day of shift
4	Create Timesheet if not rostered	Employee	TimeTarget	On day of shift
5	Email Unauthorised Timesheet Alert (currently not active) to Manager	Automated	TimeTarget	9am Daily
6	Authorise Timesheet	Manager	TimeTarget (Back Office, ESS or Mobile App)	Daily
7	Generate Fortnightly Timesheets Report and Check Employee hours as per Contract	Manager	TimeTarget & Excel	Friday prior to payroll
8	Email Timesheets for Past Fortnight to Employee for Confirmation	Automated	TimeTarget	Sunday 6pm prior to payroll

3.2 Timesheet Process (continued)

#	Description	Responsible	System	KPI/Turnaround
9	Confirm Fortnightly Timesheets	Employee	Outlook	Payroll Monday 9am
10	Process Changes to Timesheets if Required	Manager	TimeTarget	Payroll Monday by 12pm
11	Process Timesheets for Payroll	Rosters	TimeTarget	Payroll Monday



End.