

# How does the new timesheet work?

## "Week Ending"

Write here the "Sunday" date of the week this timesheet relates to.

## "Employee No"

This is your 5 digit unique employee number which was given to you when you first registered with Select Education. It begins with **86-XXXXX**. You will find this written on your Photo ID Card. It is **essential** you write this down on all your timesheets.

## Entering time details:

(1) Timesheet per (1) Assignment per (1) Week

Each timesheet is *unique* to one (1) assignment only. **Do not** record time for different assignments on the same timesheet. Enter the Date/Month, "Start" & "Finish" times in hours and minutes. Any **unpaid break** should be clearly written and **not** included in the Total Hours. If you are being paid for breaks, leave this column blank.

## "Authoriser's Name & Signature"

Timesheets **must** be signed before you leave the Childcare Centre or School on the last day of your assignment. The "authorised" person (usually the Centre Director) will need to **print** their name as well as sign the timesheet. Timesheets with no signature will not be processed for payment.

### Time Sheet

For Australia Only: 1800 103 651  
 Hotline (Phone): 1300 363 377

For New Zealand Only: 0800 678 636  
 0800 363 377

Week Ending:  20   
 Sunday

Form No.

Employee No.:    
 Booking No.:

Employee Name: \_\_\_\_\_

Centre/School Name: \_\_\_\_\_

	DD/MM	Start Time (HH:MM)	Finish Time (HH:MM)	Unpaid Break (HH:MM)	Total Hours (HH:MM)
Example		0 8 : 3 0	0 5 : 0 0	0 0 : 3 0	0 8 : 0 0
Mon	/	:	:	:	:
Tue	/	:	:	:	:
Wed	/	:	:	:	:
Thu	/	:	:	:	:
Fri	/	:	:	:	:
Sat	/	:	:	:	:
Sun	/	:	:	:	:
Total for Week :					:

Authoriser's Name: \_\_\_\_\_

Your Select Education Office (e.g. Sydney, Auckland): \_\_\_\_\_

Authoriser's Signature: \_\_\_\_\_  
 Please fax to the pay office by 7:00 pm Friday.  
 The fax number should only be used for time sheets.

Candidate Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

Client approval accepts that the above hours worked is correct. It also accepts our standard terms of business and agreement to pay the account in 14 days upon presentation (as highlighted on our website). No payment will be made without a time sheet signed by the authoriser.

Revision No: 18/07/07

## "Booking No"

This is a unique 6 digit number that relates to your assignment and begins with **86-XXXXXX**. It is **not essential** that you write this in, but if it is given to you by your Consultant then write this on the timesheet.

## "Employee Name"

Please write your **full name** neatly and clearly in this space. We use a computer program to read some of the information on the timesheet. So clear & neat writing is essential.

P.S. Don't forget to sign your timesheet!!

## "Centre/School Name"

Always write down the name of the Childcare Centre or School that was given to you by the Consultant. This is the name we use on our computer system to identify the assignment.

## "Handy Hints"

- Make sure you are using **Form No. 206**
- Only use a **BLACK** or **BLUE** pen.
- Don't wait until the end of the week to fax in your timesheet. If you have completed an assignment at the Centre for the week, fax that timesheet in immediately.
- **Only timesheets** should be faxed to this number. Any other documents received will be deleted.
- Download blank timesheets from our website – [www.selecteducation.com](http://www.selecteducation.com)
- Call your Consultant immediately if you have any questions.

## "Your Select Education Office"

Write here the Select Education office that you are working for. (E.g. Sydney, Auckland)