

North West Residential Support Services Inc.
TIME SHEET RESPONSIBILITY
Operational Handbook

Number: <1>
Effective From: <October> <2016>
Replaces: <#>
Review: NWRSS Board
Contact: Neal Rodwell, General Manager
Review Date: <January> <2018>

It is of critical importance that time sheets are submitted on time.

Each fortnight our time sheets automatically feed statistical information into:

- The financial reports for the board of management of NWRSS
- The contract history report for NWRSS
- Disability Services National Minimum Data Set (a compulsory condition of our funding and service agreements)
- The invoicing process for Disability, Housing and Community Services Individual Funding Unit
- The National Disability Insurance Scheme's invoicing process

Missing time sheets render these statistics inaccurate and create costly correction work for the organisation.

People who consistently miss getting time sheets in on time and people who hoard them over pay periods and expect them to be honoured in batches will have their hours withdrawn and distributed to other support workers.

If you believe you have a legitimate reason for being late with a time sheet contact your Direct Service Coordinator before the time sheet submission time.

www.nwrss.org.au