



Level 6, 10 Help Street, Chatswood NSW 2063
 Free Call 1800 733 709
 Email: info@healthcarehq.com.au
 Website: www.healthcarehq.com.au

Healthcare HQ Official Timesheet

Employee's First name:	Employee's Last Name
Employee's Signature:	Week Commencing: (day & date)

Day	Start Date	Hospital/ Facility & Ward	Start time	Finish time	Break	Total hours	Name of Team Leader / In-Charge	Signature of Team Leader / In-Charge
	/ /		:	:				
	/ /		:	:				
	/ /		:	:				
	/ /		:	:				
	/ /		:	:				
	/ /		:	:				
	/ /		:	:				

Total weekly hours

Notes:

- i. Please submit a scanned copy of your completed timesheet by **12noon Tuesdays** to info@healthcarehq.com.au.
- ii. Total hours worked = shift time less break time. **Breaks must be taken for shifts after 5 hours duration.**
- iii. You must have each shift signed off to be paid for that shift. Always keep a copy of your timesheet for your records.
- iv. **Pay cycle runs weekly from Tuesday PM shifts to the following Tuesday AM shift.** Therefore, any shift that starts before 12noon on a Tuesday will be included in that same pay week.
- v. Payday is Friday (your pay should be accessible in your bank account by Friday 5pm at the latest, except when there is public holiday).
- vi. Extra timesheets can be downloaded on the Healthcare HQ website.