

PM-Partners group Timesheet Policy

1. Purpose

Project Management Partners Pty Ltd (“PM-Partners group”) aspires to maintain an accurate system of record keeping. PM-Partners group uses online timesheets with the aim of paying workplace participants correctly and within a reasonable period of the work being performed. It may also use timesheet information for accounting, costing, planning purposes, invoicing and other business purposes.

2. Commencement of Policy

This Policy will commence from 5 November 2010. It replaces all other Timesheet Policies of PM-Partners group (whether written or not).

3. Application of Policy

This Policy applies to all employees and contractors (including temporary contractors) of PM-Partners group, collectively referred to in this Policy as ‘workplace participants’.

4. Requirement to complete timesheets

It is a requirement from PM-Partners group that all workplace participants should complete and online timesheets to verify their attendance at work as well as their working hours. Timesheets should be sent for management approval and signed as required.

You will be notified of the timesheet solution that you will be required to use as part of your induction and set up with PM-Partners group.

All timesheets must be completed weekly and submitted by COB on the Monday of the following week, timesheets drive PM-Partners payroll and therefore failure to complete timesheets may result in issues with payroll or service payments to you.

5. Accuracy of timesheets

PM-Partners group wishes to ensure that the information contained in a timesheet is accurate. If you believe there is a discrepancy between the information on your timesheet and the pay you subsequently receive, please notify accounts@pm-partners.com.au as soon as possible and before the next pay period. If this process does not resolve the matter, the issue will be referred to the Business Operations Manager for resolution.

6. Variations

PM-Partners group reserves the right to vary, replace or terminate this policy from time to time.