



## TIMESHEET CHECKLIST

Before you send your timesheet, please check that you have correctly completed the following:

- Ensure you select the appropriate timesheet, eg: use the Bridging timesheet for bridging booking occasions & managed care timesheets for managed care or corporate assignments
- Your name in Full
- Your coordinator's name and department
- The client's name (and suburb if applicable)
- The correct day, date (including month and year), start and finish times for the booking occasions you attended
- The total number of hours you worked each day and for the week
- Any approved equipment, kilometres and/or expenses for each day
- Approval for funds to go towards Clients Agency Service Fee remittance (if applicable)
- Your address and bank details (if applicable)
- Your signature
- The client's signature (if available)

**Thank you!**