Timesheet Approval Process (no printing or signatures required)

Save your timesheet to Onedrive (so it's accessible from home) 1.

2. When your timesheet is complete at the end of the 4 week period*, save it as a PDF (including payending date)



* Note: If you are using a project timesheet, you will also need to save the file as an Excel Macro-Enabled Workbook and email it to sace.accounts@sa.gov.au at the end of each month so that finance can report on expenditure



Manager/Team Leader reviews timesheet (refer to certification statement on timesheet) 4.

. Manager forwards approved timesheet to <u>sace.hr@sa.gov.au</u> and writes "Approved" in body of ema	il
From - Nick.Baron@sa.gov.au	
end To	
Subject FW: Emailing: Fred Fredrickson Timesheet PF 4 Mar 2020.ndf	
Attached Fred Fredrickson Timesheet PE 4 Mar 2020.pdf	
Approved Original Message From: Fredrickson, Fred (SACE) <fred.fredrickson@sa.gov.au> Sent: Friday, 20 March 2020 3:26 PM To: Baron, Nick (SACE) <nick.baron@sa.gov.au> Subject: Emailing: Fred Fredrickson Timesheet PE 4 Mar 2020.pdf</nick.baron@sa.gov.au></fred.fredrickson@sa.gov.au>	
Your message is ready to be sent with the following file or link attachments:	
Fred Fredrickson Timesheet PE 4 Mar 2020.pdf	

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6. HR will save all approved timesheets and emails in Objective