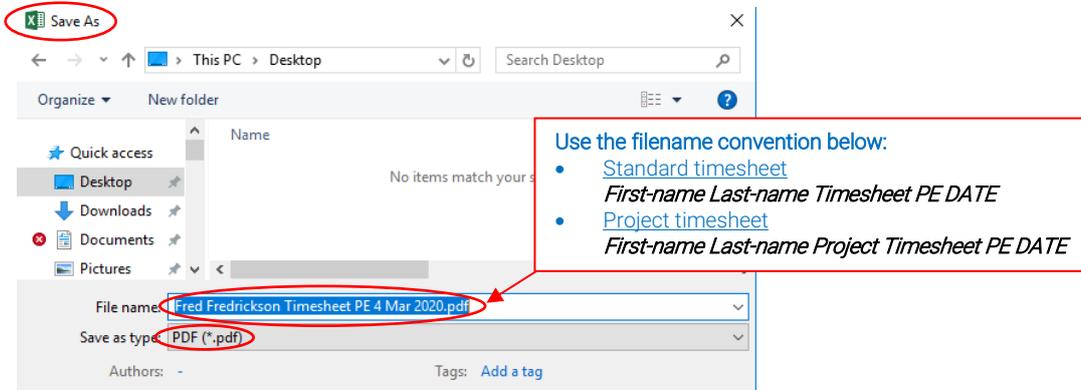


Timesheet Approval Process (no printing or signatures required)

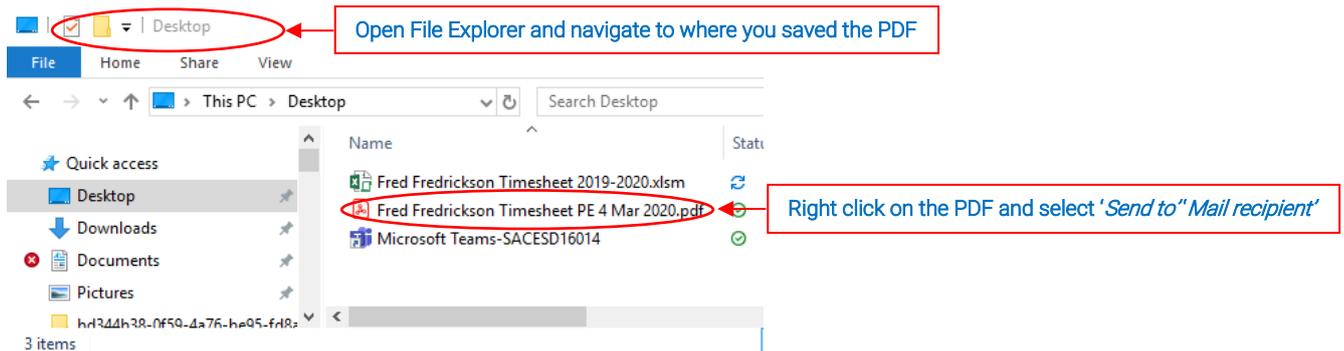
1. Save your timesheet to Onedrive (so it's accessible from home)

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



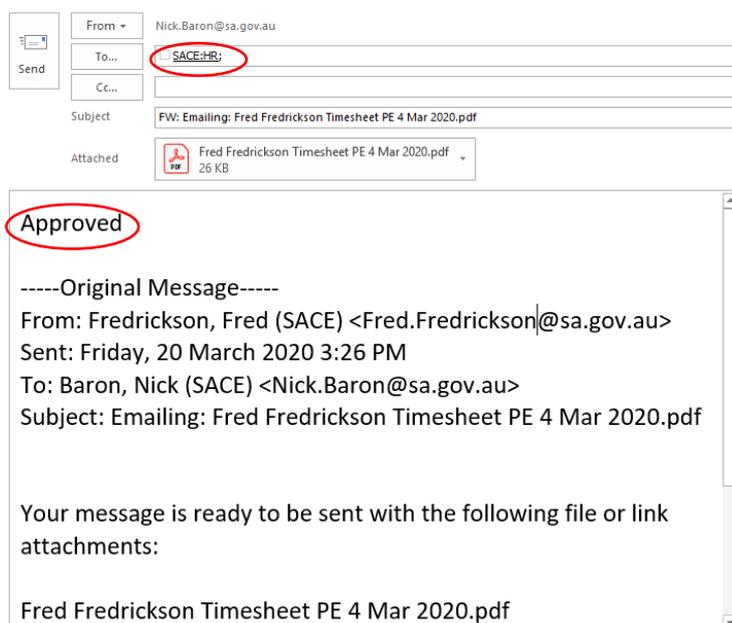
* Note: If you are using a project timesheet, you will also need to save the file as an Excel Macro-Enabled Workbook and email it to sace.accounts@sa.gov.au at the end of each month so that finance can report on expenditure

3. Email the PDF to your Manager/Team Leader



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

5. Manager forwards approved timesheet to sace.hr@sa.gov.au and writes "Approved" in body of email



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