

## **Approving a Timesheet**

Each week after a Contractor has completed their Timesheet you will receive an email from SMC Executive Payroll as shown below:

Dear Approving Officer

This is an automatic message for your attention. Please do not reply to this message.

You are required to check the timesheet information referenced below for the period starting Day/Month/Year. Please follow the link(s) to view the information. You will have the option of accepting or rejecting the information. If you reject it, please add an explanatory comment. Should you reject an entry, all timesheet information for this Contractor will need to be resubmitted and later rechecked.

In order to allow speedy completion of the timesheet and billing cycle, your urgent attention to this would be appreciated.

[Staff Name: Contractor; Project: Position](#)

Regards  
Payroll  
SMC Executive

You will need to click on the link which will take you straight into the Timesheet Authorisation page (please see following page for example).

Please check all entered information is correct then click the 'Accept' icon at the bottom of the screen. This will send an automated message to SMC Executive Payroll whereby an invoice will be generated and sent to you and/or your Accounts department for prompt payment.

In circumstances where for whatever reason you need to reject the timesheet, you will need to enter a reason for the rejection in the box provided and then click on the 'Reject' icon at the bottom of the screen. This will automatically send an email to the Contractor with this reason attached, so they can amend the timesheet and resubmit.

Please advise SMC Executive Payroll with the details of an alternative timesheet approver should you be unable to approve the timesheets yourself. Please contact Renee via email [payroll@smcexec.com.au](mailto:payroll@smcexec.com.au) or phone on 03 9604 0200.



## Timesheet Authorisation

System: SMC Executive

Project: CEO

Staff Member: Renee Ales

PROJECT TIME INFORMATION		
Date	Worked Hours	Task(s)
Monday	27 Aug 2012	8.00
	Daily Total Hours	8.00
Tuesday	28 Aug 2012	8.00
	Daily Total Hours	8.00
Wednesday	29 Aug 2012	8.00
	Daily Total Hours	8.00
Thursday	30 Aug 2012	8.00
	Daily Total Hours	8.00
Friday	31 Aug 2012	8.00
	Daily Total Hours	8.00
Saturday	01 Sep 2012	
Sunday	02 Sep 2012	
	Weekly Total Hours	40.00

Please note "8 hours" represents one full working day.

Date	Worked Hours	Task(s)
Monday	03 Sep 2012	4.00
	Daily Total Hours	4.00
Tuesday	04 Sep 2012	4.00 half day, went to appointment
	Daily Total Hours	4.00
Wednesday	05 Sep 2012	
Thursday	06 Sep 2012	
Friday	07 Sep 2012	
Saturday	08 Sep 2012	
Sunday	09 Sep 2012	
	Weekly Total Hours	8.00
	Fortnightly Total Hours	48.00

Click "Accept" or "Reject" below.

REJECTION REASONS