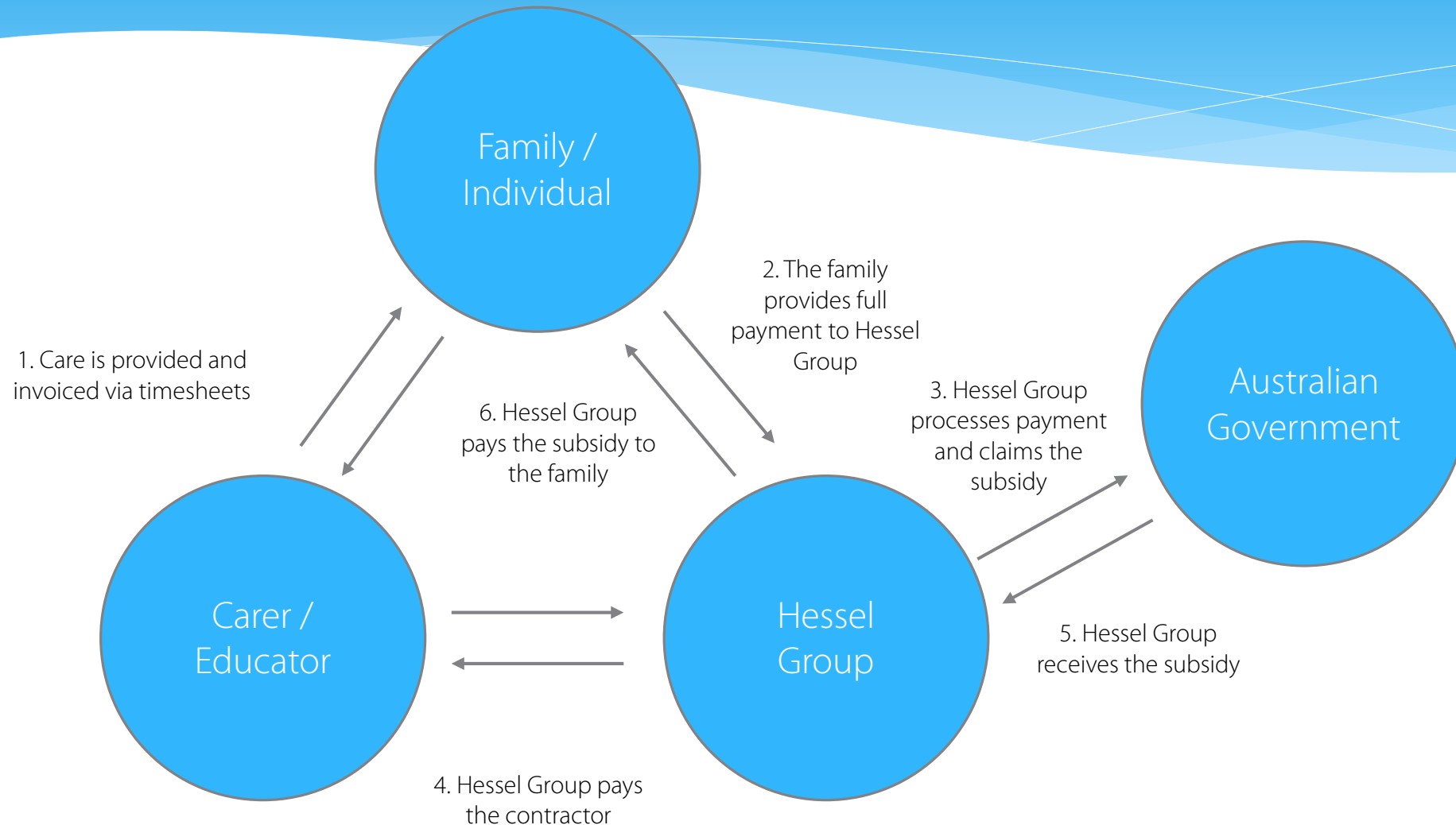


# In-Home Care

## Contractor Timesheets

# How does the IHC Payment Process Work?



# This is your timesheet:

Timesheets are the basis on which your services are invoiced to the family.

They're the backbone of the entire billing process, and it's vital that they're correct and signed by the family.

Week Ending Sunday		Educator name	
Family Name		Educators Phone	
Educator Fee P/H		Educators ABN	

Do you have a contract?	Y / N	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Weekly hours total
Child 1	Start								
	Finish								
	Total Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00	
Child 2	Start								
	Finish								
	Total Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00	
Child 3	Start								
	Finish								
	Total Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00	
Child 4	Start								
	Finish								
	Total Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00	
Child 5	Start								
	Finish								
	Total Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00	

<b>CALCULATION BOX</b>		<b>TOTAL</b>		Carer: Please use the cells above in 24 hour time format.  Eg: 5:00 = 5am. 22:00 = 10pm  Use 5 minute intervals	* Note: travel costs are not included in total family fee and to be paid directly to the educator at a rate of 78c per km
Total Hours worked	0:00	0.00			
Educator fee p/hr	\$ -	\$ -			
plus Admin Fee p/hr	\$ 8.00	\$ -			
<b>TOTAL FAMILY FEE</b>		<b>\$ -</b>			

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Features:

- \* Only the green boxes can be edited.
  - \* Your program may not let you click into non-green boxes. This is ok.
- \* The correct times and fees will be automatically calculated based on what you put in to the green fields.
- \* Accurate timesheets are essential – they're how we calculate CCS subsidy and your pay.
- \* It is **legally required** that the family sign the timesheet.
- \* This can be done digitally, from smart phones, tablets, or computers.
  - \* The process is the same regardless of what device you use.

# This is how you fill it out:

- \* You will need a spreadsheet app on your device. There are many free options, most phones will have one pre-installed.
- \* All green fields at the top need to be filled out.
- \* We need to know which children you provided care for.
- \* Your start and end times **must** be in 24-hour time for the calculations to work.
  - \* For example, 8:15pm should be written as 20:15.
- \* The timesheet will automatically calculate your fee based on which child received the most care. (If you care for one child for 3 hours, then two children together for another 3, you get paid for 6 hours.)

# We cannot accept incorrect timesheets!

- \* The timesheet **must:**
  - \* Be signed by the family
  - \* Include only one week of care
  - \* Include each child on a separate line
  - \* Have all your details on it

These requirements are mandated by law, not due to internal policy.

This is what a correct timesheet looks like:



Week Ending Sunday	31/03/2019	Educator name	Educator Name
Family Name	Sample Family	Educators Phone	0412 345 678
Educator Fee P/H	30	Educators ABN	ABN Here

Note the two children received different amounts of care. George was looked after for 27 hours, Fred only for 14 hours. The formula will automatically choose the child with the most hours of care for billing.

Do you have a contract?	Y / N	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Weekly hours total
Fred	Start	6:00	13:00						14:00
	Finish	15:00	18:00						
	Total Hours	9:00	5:00	0:00	0:00	0:00	0:00	0:00	
George	Start	6:00	9:00		11:15				27:10
	Finish	15:00	18:00		20:25				
	Total Hours	9:00	9:00	0:00	9:10	0:00	0:00	0:00	
Child 3	Start								0:00
	Finish								
	Total Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00	
Child 4	Start								0:00
	Finish								
	Total Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00	
Child 5	Start								0:00
	Finish								
	Total Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00	

Note the calculation box has 2 hour-figures. One is in hours:minutes, the other in in fractions of hours.

<b>CALCULATION BOX</b>		<b>TOTAL</b>		Carer: Please use the cells above in 24 hour time format. Eg: 5:00 = 5am. 22:00 = 10pm Use 5 minute intervals	* Note: travel costs are not included in total family fee and to be paid directly to the educator at a rate of 78c per km
Total Hours worked	27:10	27.17			
Educator fee p/hr	\$ 30.00	\$ 815.00			
plus Admin Fee p/hr	\$ 8.00	\$ 217.33			
<b>TOTAL FAMILY FEE</b>	<b>\$</b>	<b>1,032.33</b>			

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



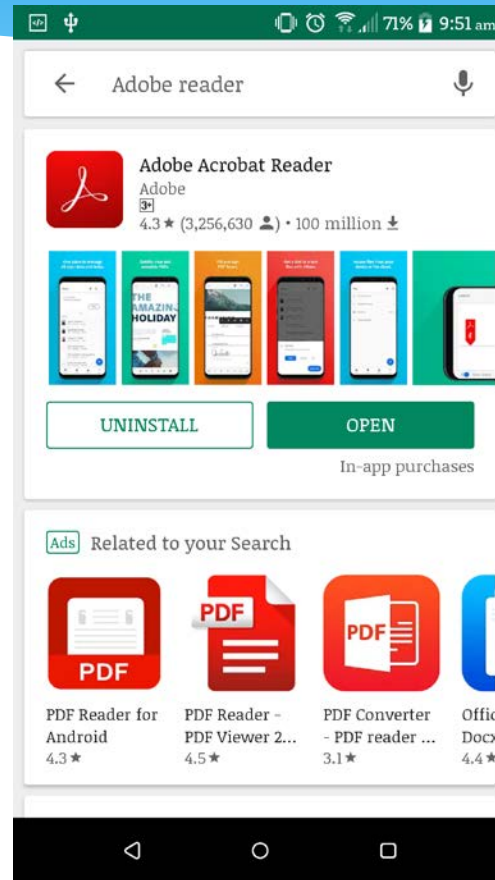
# Once the timesheet is complete, it must be signed.

- \* Your timesheet needs to be turned into a .pdf in order for it to be signed.
- \* In your spreadsheet program, you should have at least one of these options:
  - \* Save as .pdf
  - \* Print to .pdf
  - \* Export to .pdf
- \* It doesn't matter which option you choose to generate your .pdf, they will all have the same result.

# Signing will only work with Acrobat Reader

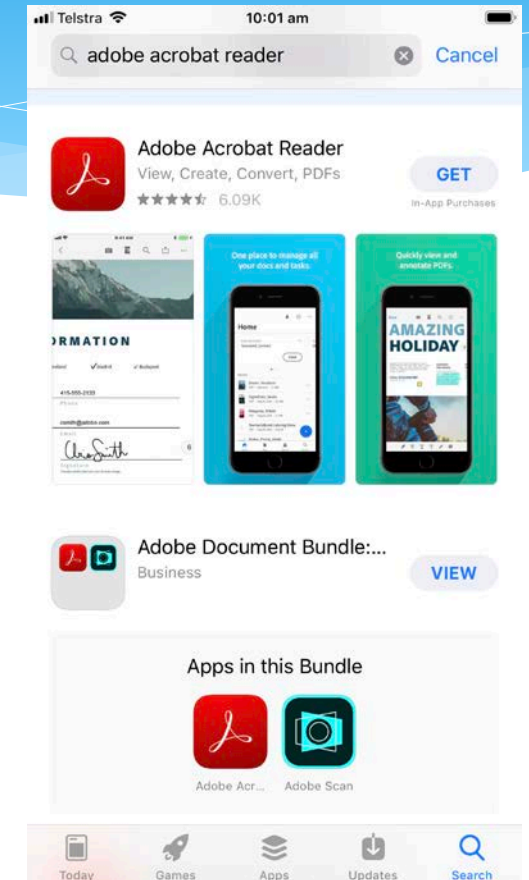
To Download  
for Android:

- \* Go to Google Play Store
- \* Search for Adobe Acrobat Reader
- \* Click Install

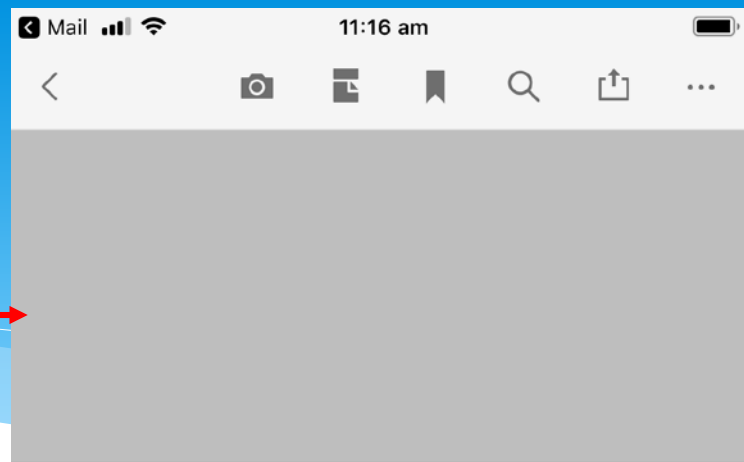
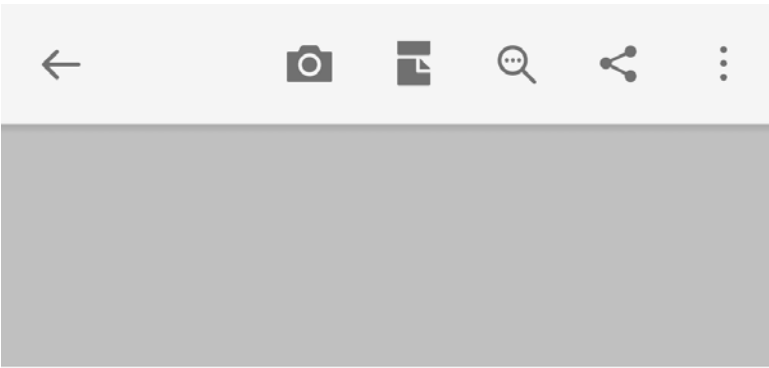


To Download  
for iPhone:

- \* Go to the App Store
- \* Search for Adobe Acrobat Reader
- \* Click Get
- \* Click Install
- \* Enter password if prompted



# Android iPhone



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Week Ending Sunday	31/03/2019		Educator name		Educator Name					
Family Name	Sample Family		Educators Phone		0412 345 678					
Educator Fee P/H	30		Educators ABN		ABN Here					
Do you have a contract?	Y	N	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Weekly hours total
Feed			Start 6:00 Finish 13:00 Total Hours 9:00	Start 13:00 Finish 18:00 Total Hours 5:00	0:00	0:00	0:00	0:00	0:00	14:00
George			Start 6:00 Finish 18:00 Total Hours 9:00	Start 9:00 Finish 18:00 Total Hours 9:00	0:00	Start 11:15 Finish 20:25 Total Hours 9:10	0:00	0:00	0:00	27:10
Child 3			Start Finish Total Hours 0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Child 4			Start Finish Total Hours 0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Child 5			Start Finish Total Hours 0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00

CALCULATION BOX		TOTAL	
Total Hours worked	27:10		27:17
Educator fee p/hr	\$ 30.00	\$	815.00
plus Admin Fee p/hr	\$ 8.00	\$	217.33
<b>TOTAL FAMILY FEE</b>		<b>\$</b>	<b>1,032.33</b>

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Carer: Please use the cells above in 24 hour time format.  
Eg: 5:00 = 5am. 22:00 = 10pm  
Use 5 minute intervals

\* Note: travel costs are not included in total family fee and to be paid directly to the educator at a rate of 75c per km.

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Week Ending Sunday	31/03/2019		Educator name		Educator Name					
Family Name	Sample Family		Educators Phone		0412 345 678					
Educator Fee P/H	30		Educators ABN		ABN Here					
Do you have a contract?	Y	N	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Weekly hours total
Feed			Start 6:00 Finish 13:00 Total Hours 9:00	Start 13:00 Finish 18:00 Total Hours 5:00	0:00	0:00	0:00	0:00	0:00	14:00
George			Start 6:00 Finish 18:00 Total Hours 9:00	Start 9:00 Finish 18:00 Total Hours 9:00	0:00	Start 11:15 Finish 20:25 Total Hours 9:10	0:00	0:00	0:00	27:10
Child 3			Start Finish Total Hours 0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Child 4			Start Finish Total Hours 0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Child 5			Start Finish Total Hours 0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00

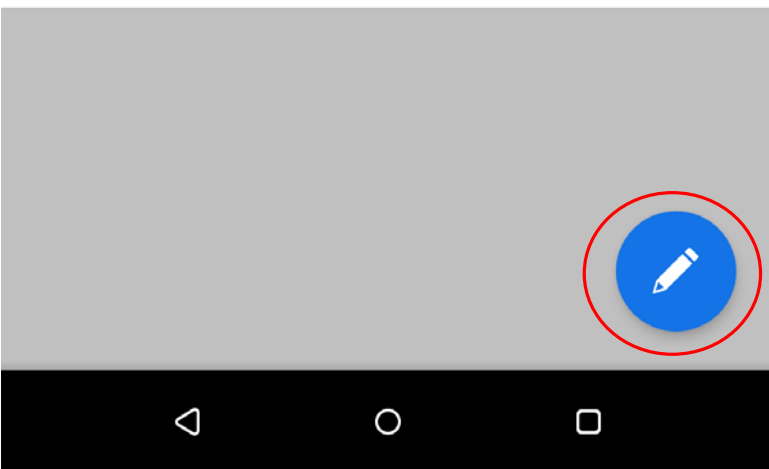
CALCULATION BOX		TOTAL	
Total Hours worked	27:10		27:17
Educator fee p/hr	\$ 30.00	\$	815.00
plus Admin Fee p/hr	\$ 8.00	\$	217.33
<b>TOTAL FAMILY FEE</b>		<b>\$</b>	<b>1,032.33</b>

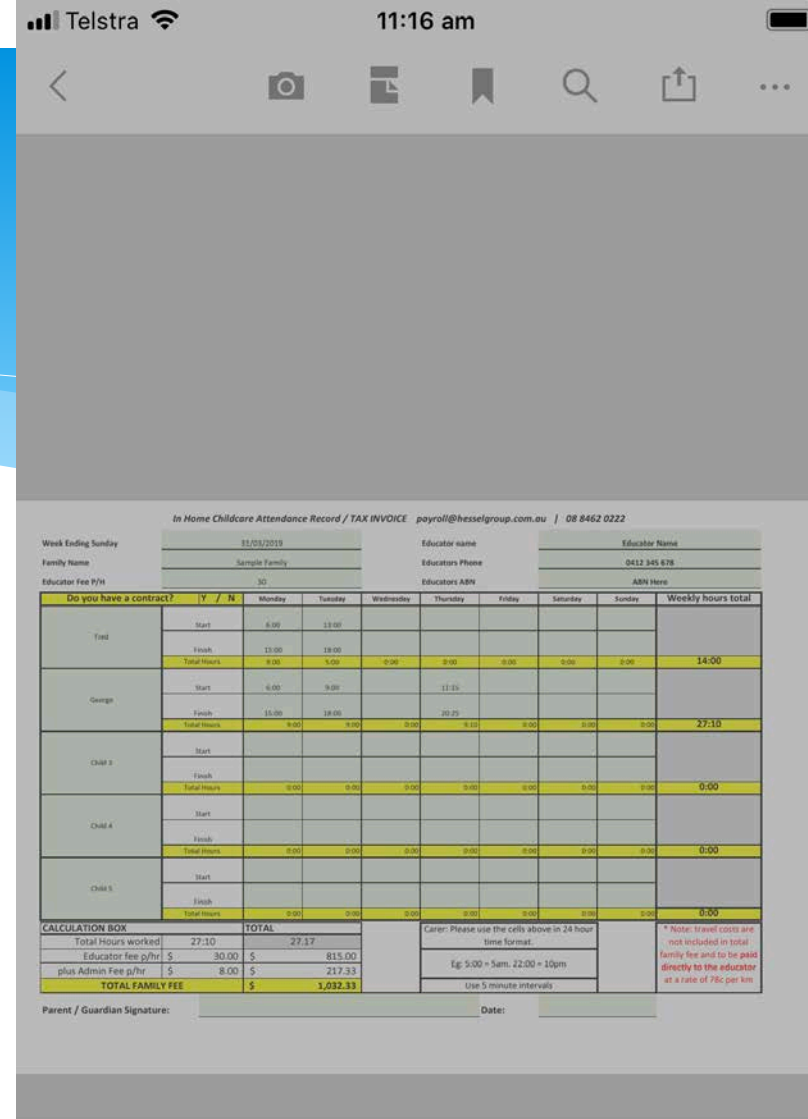
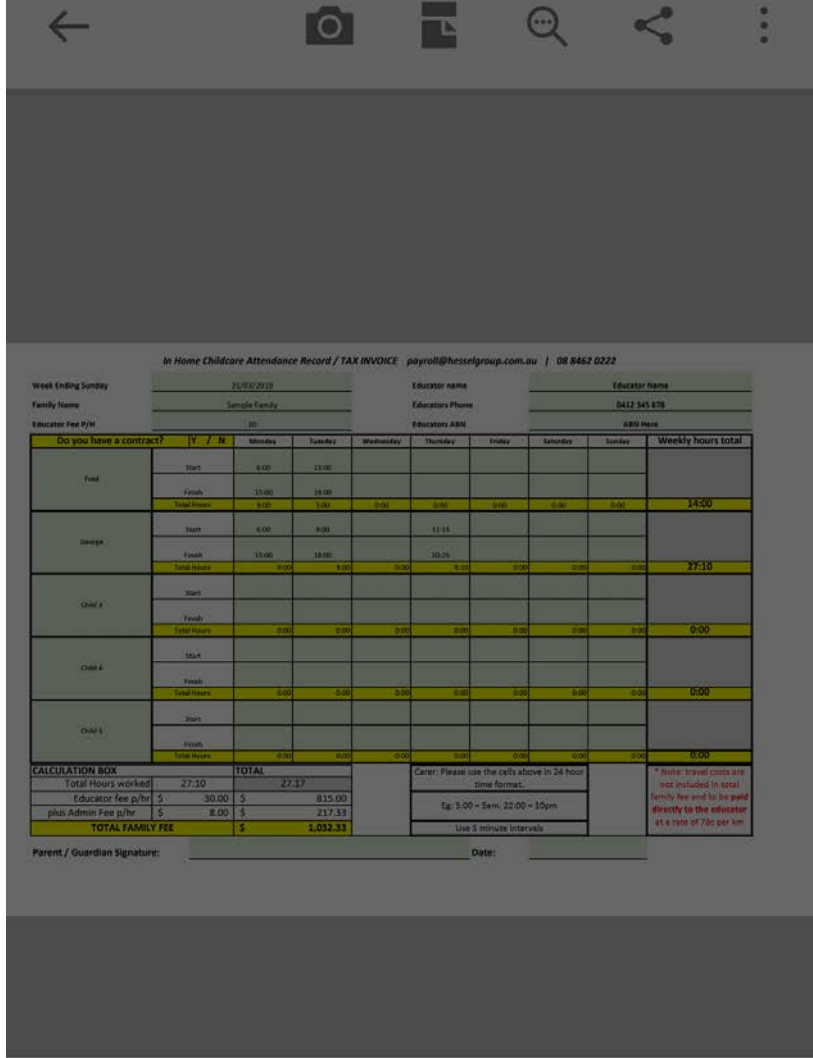
Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Carer: Please use the cells above in 24 hour time format.  
Eg: 5:00 = 5am. 22:00 = 10pm  
Use 5 minute intervals

\* Note: travel costs are not included in total family fee and to be paid directly to the educator at a rate of 75c per km.

1. Open your .pdf in Adobe Acrobat Reader.
2. Click on the blue pencil icon at the bottom of the screen.





Comment

Fill & Sign

Comment

Fill & Sign

Organize Pages



4. Ask the client to create a signature.

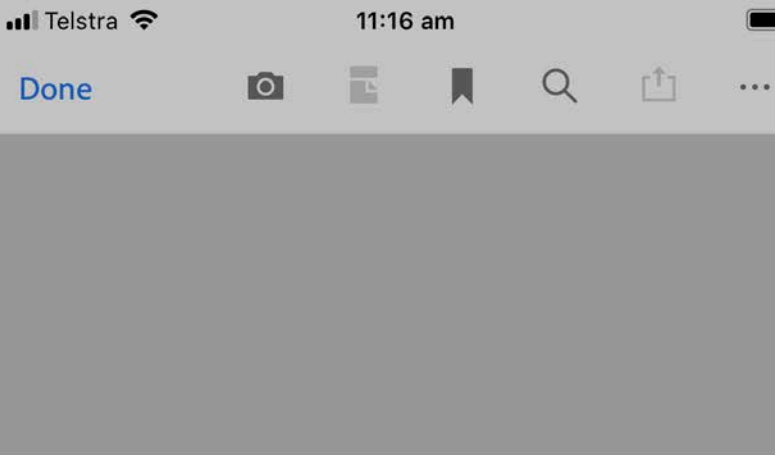
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Week Ending Sunday	31/03/2019							Educator name	Educator Name	
Family Name	Sample Family							Educators Phone	0412 345 678	
Educator Fee P/H	30							Educators ABN	ABN Here	
Do you have a contract?	Y / N	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Weekly hours total	
Fred	Start	6:00	13:00						14:00	
	Finish	15:00	18:00							
	Total Hours	9:00	5:00	0:00	0:00	0:00	0:00	0:00		
George	Start	6:00	9:00		11:15				27:10	
	Finish	15:00	18:00		20:25					
	Total Hours	9:00	9:00	0:00	9:10	0:00	0:00	0:00		
Child 3	Start								0:00	
	Finish									
	Total Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00		
Child 4	Start								0:00	
	Finish									
	Total Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00		
Child 5	Start								0:00	
	Finish									
	Total Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00		
<b>CALCULATION BOX</b>		<b>TOTAL</b>		Carer: Please use the cells above in 24 hour time format.		* Note: travel costs are not included in total family fee and to be paid directly to the educator at a rate of 78c per km				
Total Hours worked	27:10	27:17		Eg: 5:00 = 5am, 22:00 = 10pm		Use 5 minute intervals				
Educator fee p/hr	\$ 30.00	\$	815.00							
plus Admin Fee p/hr	\$ 8.00	\$	217.33							
<b>TOTAL FAMILY FEE</b>	<b>\$ 1,032.33</b>									

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Create Signature

Create Initials



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Week Ending Sunday	31/03/2019							Educator name	Educator Name	
Family Name	Sample Family							Educators Phone	0412 345 678	
Educator Fee P/H	30							Educators ABN	ABN Here	
Do you have a contract?	Y / N	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Weekly hours total	
Fred	Start	6:00	13:00						14:00	
	Finish	15:00	18:00							
	Total Hours	9:00	5:00	0:00	0:00	0:00	0:00	0:00		
George	Start	6:00	9:00		11:15				27:10	
	Finish	15:00	18:00		20:25					
	Total Hours	9:00	9:00	0:00	9:10	0:00	0:00	0:00		
Child 3	Start								0:00	
	Finish									
	Total Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00		
Child 4	Start								0:00	
	Finish									
	Total Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00		
Child 5	Start								0:00	
	Finish									
	Total Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00		
<b>CALCULATION BOX</b>		<b>TOTAL</b>		Carer: Please use the cells above in 24 hour time format.		* Note: travel costs are not included in total family fee and to be paid directly to the educator at a rate of 78c per km				
Total Hours worked	27:10	27:17		Eg: 5:00 = 5am, 22:00 = 10pm		Use 5 minute intervals				
Educator fee p/hr	\$ 30.00	\$	815.00							
plus Admin Fee p/hr	\$ 8.00	\$	217.33							
<b>TOTAL FAMILY FEE</b>	<b>\$ 1,032.33</b>									

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Create Signature

Create Initials

Cancel



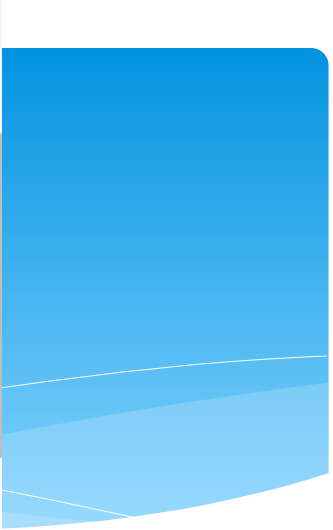
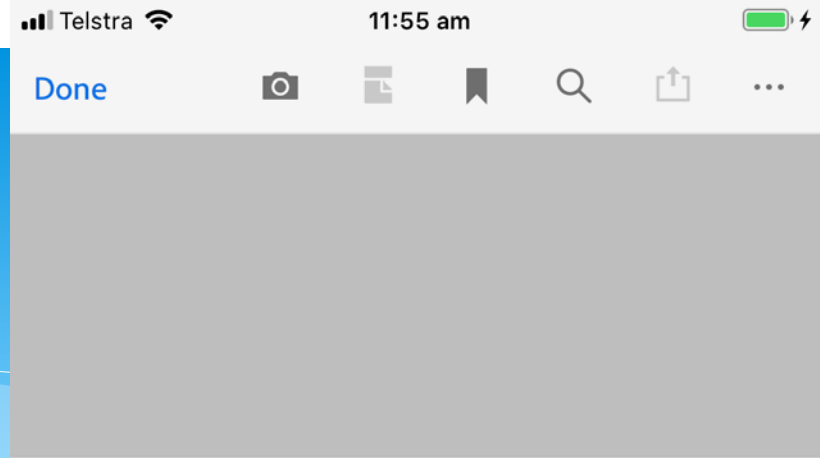
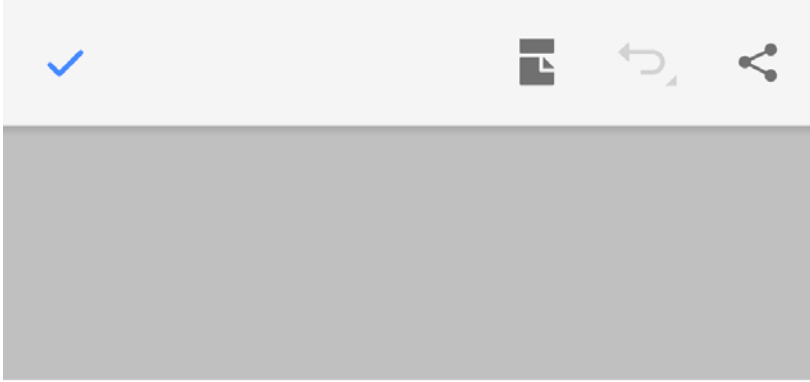


This one is checked (incorrect)

5. Ask the client to draw their signature on the line.
6. Un-check Save Online / Save to Online Profile
7. Click Done.



This one is unchecked (correct)



8. Click on the pen/signature icon

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Week Ending Sunday		31/03/2019							Educator name		
Family Name		Sample Family							Educator Phone		
Educator Fee P/H		30							Educators ABN		
Do you have a contract?		Y	N	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Weekly hours total
Fred	Start			6:00	13:00						14:00
	Finish			15:00	18:00						
	Total Hours			9:00	5:00	0:00	0:00	0:00	0:00	0:00	
George	Start			6:00	9:00		11:15				27:10
	Finish			15:00	18:00		20:25				
	Total Hours			9:00	9:00	0:00	9:10	0:00	0:00	0:00	
Child 3	Start										0:00
	Finish										
	Total Hours			0:00	0:00	0:00	0:00	0:00	0:00	0:00	
Child 4	Start										0:00
	Finish										
	Total Hours			0:00	0:00	0:00	0:00	0:00	0:00	0:00	
Child 5	Start										0:00
	Finish										
	Total Hours			0:00	0:00	0:00	0:00	0:00	0:00	0:00	
<b>CALCULATION BOX</b>		<b>TOTAL</b>									
Total Hours worked		27:10		27:17							
Educator fee p/hr		\$ 5	30.00	\$ 5	815.00						
plus Admin Fee p/hr		\$ 5	8.00	\$ 5	217.33						
<b>TOTAL FAMILY FEE</b>		<b>\$</b>	<b>1,032.33</b>								
Parent / Guardian Signature:				Date:							

Carer: Please use the cells above in 24 hour time format.  
Eg: 5:00 = 5am, 22:00 = 10pm  
Use 5 minute intervals

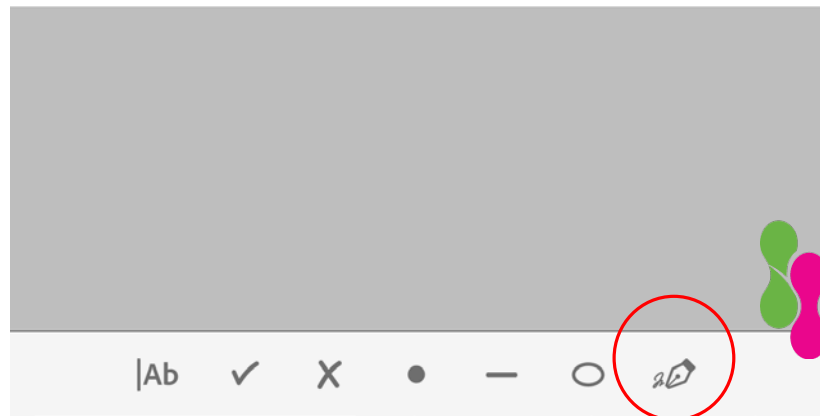
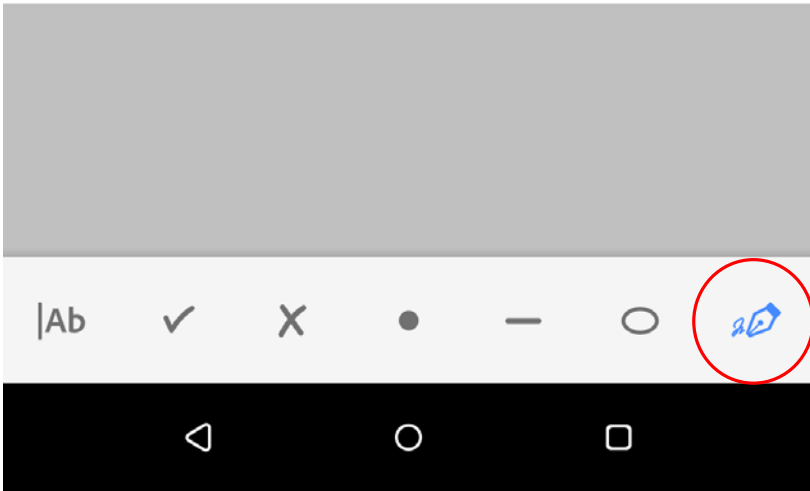
\* Note: travel costs are not included in total family fee and to be paid directly to the educator at a rate of 78c per km

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Week Ending Sunday		31/03/2019							Educator name		
Family Name		Sample Family							Educator Phone		
Educator Fee P/H		30							Educators ABN		
Do you have a contract?		Y	N	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Weekly hours total
Fred	Start			6:00	13:00						14:00
	Finish			15:00	18:00						
	Total Hours			9:00	5:00	0:00	0:00	0:00	0:00	0:00	
George	Start			6:00	9:00		11:15				27:10
	Finish			15:00	18:00		20:25				
	Total Hours			9:00	9:00	0:00	9:10	0:00	0:00	0:00	
Child 3	Start										0:00
	Finish										
	Total Hours			0:00	0:00	0:00	0:00	0:00	0:00	0:00	
Child 4	Start										0:00
	Finish										
	Total Hours			0:00	0:00	0:00	0:00	0:00	0:00	0:00	
Child 5	Start										0:00
	Finish										
	Total Hours			0:00	0:00	0:00	0:00	0:00	0:00	0:00	
<b>CALCULATION BOX</b>		<b>TOTAL</b>									
Total Hours worked		27:10		27:17							
Educator fee p/hr		\$ 5	30.00	\$ 5	815.00						
plus Admin Fee p/hr		\$ 5	8.00	\$ 5	217.33						
<b>TOTAL FAMILY FEE</b>		<b>\$</b>	<b>1,032.33</b>								
Parent / Guardian Signature:				Date:							

Carer: Please use the cells above in 24 hour time format.  
Eg: 5:00 = 5am, 22:00 = 10pm  
Use 5 minute intervals

\* Note: travel costs are not included in total family fee and to be paid directly to the educator at a rate of 78c per km

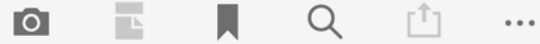




✓ 10



Done 10



9. Drag the signature to the correct location on the .pdf.

10. Click on the tick / Done at the top of the screen to confirm.

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Week Ending Sunday	31/03/2019							Educator name	Educator Name	
Family Name	Sample Family							Educators Phone	0412 345 678	
Educator Fee P/H	30							Educators ABN	ABN Here	

Do you have a contract?	Y / N	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Weekly hours total
Fred		Start	6:00	13:00					14:00
		Finish	15:00	18:00					
		Total Hours	9:00	5:00	0:00	0:00	0:00	0:00	
George		Start	6:00	9:00		11:15			27:10
		Finish	15:00	18:00		20:25			
		Total Hours	9:00	9:00	0:00	9:10	0:00	0:00	
Child 3		Start							0:00
		Finish							
		Total Hours	0:00	0:00	0:00	0:00	0:00	0:00	
Child 4		Start							0:00
		Finish							
		Total Hours	0:00	0:00	0:00	0:00	0:00	0:00	
Child 5		Start							0:00
		Finish							
		Total Hours	0:00	0:00	0:00	0:00	0:00	0:00	

<b>CALCULATION BOX</b>		Carer: Please use the cells above in 24 hour time format.		* Note: travel costs are not included in total family fee and to be paid directly to the educator at a rate of 78c per km
Total Hours worked	27.17	Educator fee p/hr	\$ 815.00	
plus Admin Fee p/hr	\$ 217.33	Eg: 5:00 = 5am, 22:00 = 10pm		
<b>TOTAL FAMILY FEE</b>	<b>\$ 1,032.33</b>	Use 5 minute intervals		

Parent / Guardian Signature: Signature Date: \_\_\_\_\_

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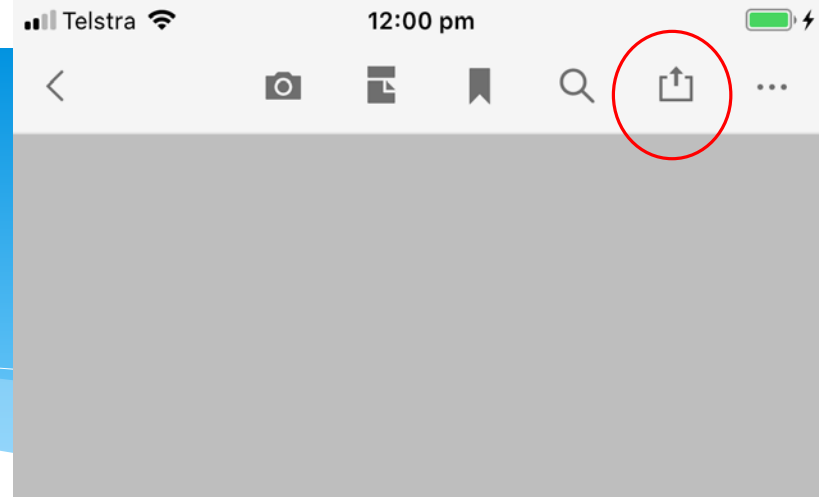
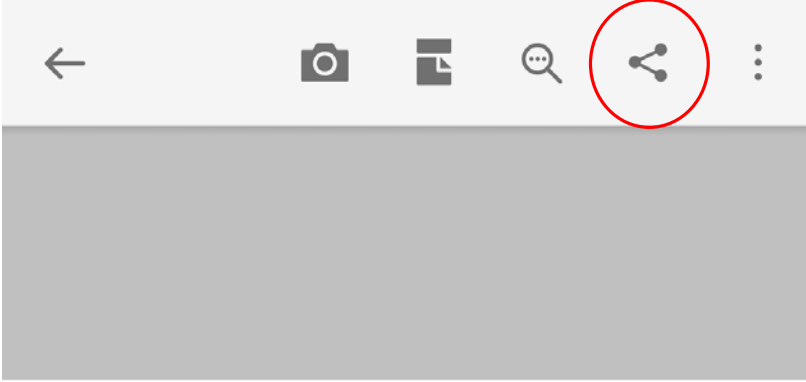
Week Ending Sunday	31/03/2019							Educator name	Educator Name	
Family Name	Sample Family							Educators Phone	0412 345 678	
Educator Fee P/H	30							Educators ABN	ABN Here	

Do you have a contract?	Y / N	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Weekly hours total
Fred		Start	6:00	13:00					14:00
		Finish	15:00	18:00					
		Total Hours	9:00	5:00	0:00	0:00	0:00	0:00	
George		Start	6:00	9:00		11:15			27:10
		Finish	15:00	18:00		20:25			
		Total Hours	9:00	9:00	0:00	9:10	0:00	0:00	
Child 3		Start							0:00
		Finish							
		Total Hours	0:00	0:00	0:00	0:00	0:00	0:00	
Child 4		Start							0:00
		Finish							
		Total Hours	0:00	0:00	0:00	0:00	0:00	0:00	
Child 5		Start							0:00
		Finish							
		Total Hours	0:00	0:00	0:00	0:00	0:00	0:00	

<b>CALCULATION BOX</b>		Carer: Please use the cells above in 24 hour time format.		* Note: travel costs are not included in total family fee and to be paid directly to the educator at a rate of 78c per km
Total Hours worked	27.17	Educator fee p/hr	\$ 815.00	
plus Admin Fee p/hr	\$ 217.33	Eg: 5:00 = 5am, 22:00 = 10pm		
<b>TOTAL FAMILY FEE</b>	<b>\$ 1,032.33</b>	Use 5 minute intervals		

Parent / Guardian Signature: Signature Date: \_\_\_\_\_





In Home Childcare Attendance Record / TAX INVOICE payroll@hesselgroup.com.au | 08 8462 0222

Week Ending Sunday		31/03/2019							Educator name	
Family Name		Sample Family							Educators Phone	
Educator Fee p/H		30							Educators ABN	
ABN Here									ABN Here	
Do you have a contract?	Y / N	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Weekly hours total	
Fred	Start	6:00	11:00							
	Finish	15:00	18:00							
	Total Hours	9:00	7:00	0:00	0:00	0:00	0:00	0:00	14:00	
George	Start	6:00	9:00		11:15					
	Finish	15:00	18:00		20:25					
	Total Hours	9:00	9:00	0:00	9:10	0:00	0:00	0:00	27:10	
Child 3	Start									
	Finish									
	Total Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	
Child 4	Start									
	Finish									
	Total Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	
Child 5	Start									
	Finish									
	Total Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	

CALCULATION BOX		TOTAL	
Total Hours worked	27:10		27:17
Educator fee p/hr	\$ 30.00	\$	815.00
plus Admin Fee p/hr	\$ 8.00	\$	217.33
<b>TOTAL FAMILY FEE</b>	<b>\$</b>	<b>\$</b>	<b>1,032.33</b>

Parent / Guardian Signature: *Signature* Date: \_\_\_\_\_

Carer: Please use the cells above in 24 hour time format.  
Eg: 5:00 = 5am, 22:00 = 10pm  
Use 5 minute intervals

\* Note: travel costs are not included in total family fee and to be paid directly to the educator at a rate of 78c per km

11. Click on the Share icon at the top of the screen.

In Home Childcare Attendance Record / TAX INVOICE payroll@hesselgroup.com.au | 08 8462 0222

Week Ending Sunday		31/03/2019							Educator name	
Family Name		Sample Family							Educators Phone	
Educator Fee p/H		30							Educators ABN	
ABN Here									ABN Here	
Do you have a contract?	Y / N	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Weekly hours total	
Fred	Start	6:00	11:00							
	Finish	15:00	18:00							
	Total Hours	9:00	7:00	0:00	0:00	0:00	0:00	0:00	14:00	
George	Start	6:00	9:00		11:15					
	Finish	15:00	18:00		20:25					
	Total Hours	9:00	9:00	0:00	9:10	0:00	0:00	0:00	27:10	
Child 3	Start									
	Finish									
	Total Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	
Child 4	Start									
	Finish									
	Total Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	
Child 5	Start									
	Finish									
	Total Hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	

CALCULATION BOX		TOTAL	
Total Hours worked	27:10		27:17
Educator fee p/hr	\$ 30.00	\$	815.00
plus Admin Fee p/hr	\$ 8.00	\$	217.33
<b>TOTAL FAMILY FEE</b>	<b>\$</b>	<b>\$</b>	<b>1,032.33</b>

Parent / Guardian Signature: *Signature* Date: \_\_\_\_\_

Carer: Please use the cells above in 24 hour time format.  
Eg: 5:00 = 5am, 22:00 = 10pm  
Use 5 minute intervals

\* Note: travel costs are not included in total family fee and to be paid directly to the educator at a rate of 78c per km



In Home Childcare Attendance Record / TAX INVOICE payroll@hesselgroup.com.au | 08 8462 0222

Week Ending Sunday	21/07/2019	Educator name	Educator Name						
Family Name	Samuels Family	Educators Phone	0412 945 676						
Educator Fee P/M	00	Educators ABN	ABN here						
Do you have a contract?	Y / N	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Weekly hours total
Fred		Start 8:00 Finish 11:00 Total hours 3:00	11:00	0:00	0:00	0:00	0:00	0:00	14:00
George		Start 8:00 Finish 11:00 Total hours 3:00	8:00	11:15	10:25	0:00	0:00	0:00	27:16
Chad P		Start Finish Total hours	0:00	0:00	0:00	0:00	0:00	0:00	0:00
MAX									



### Invite People

Each person will receive a unique link. Anyone with access to the link can view the file.

To: Enter names or emails...



### Get Link



### Share a Copy

## 12. Select Share a Copy

Telstra 11:19 am

Cancel Share Send

IHC Contractor Attendance record update PDF

Invite People

Each person will receive a unique link. Anyone with access to the link can view the file.

To: Enter names or email addresses...

Name: IHC Contractor Attendance record update

Please view this document.



### Get Link



### Share a Copy



# Android-Only Step

## Share a copy

If you continue, this file will be sent as an attachment. Instead, you can invite people to view or review your file and track their responses.

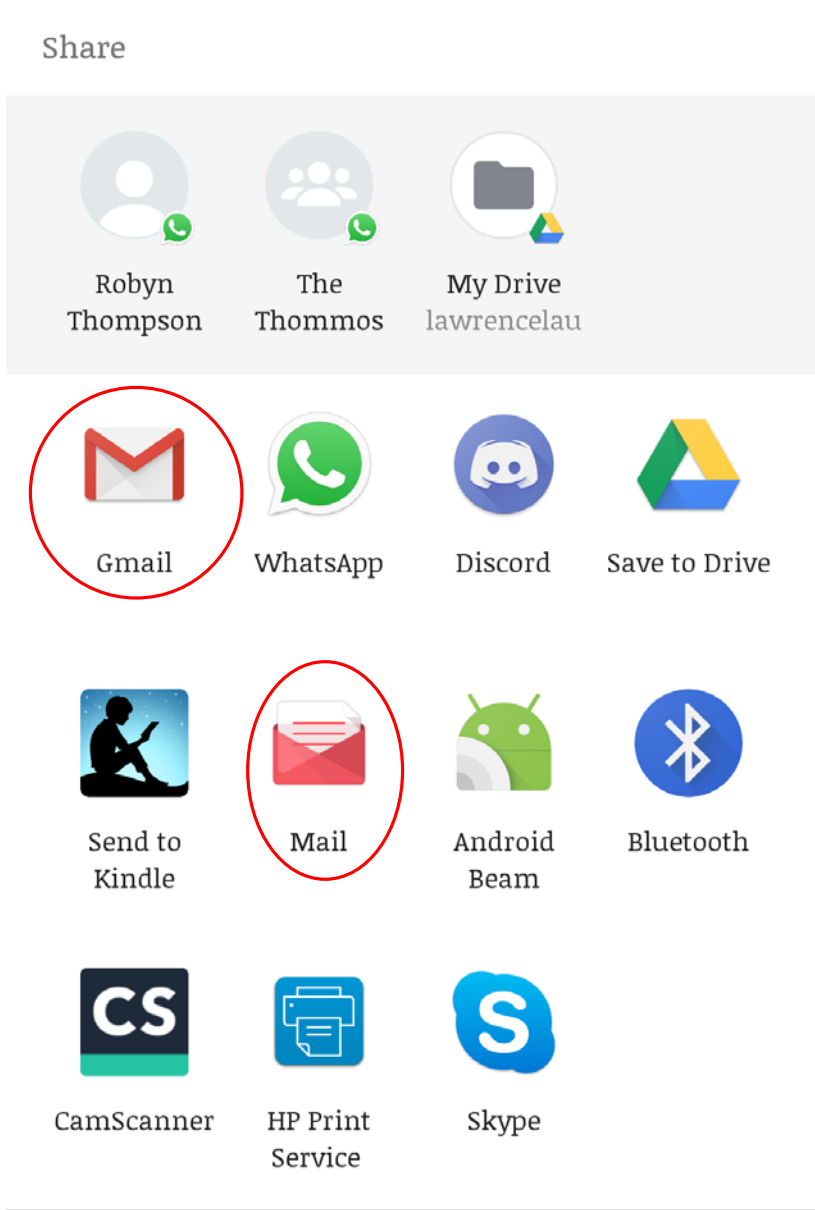
Do not show again

Invite People

Continue

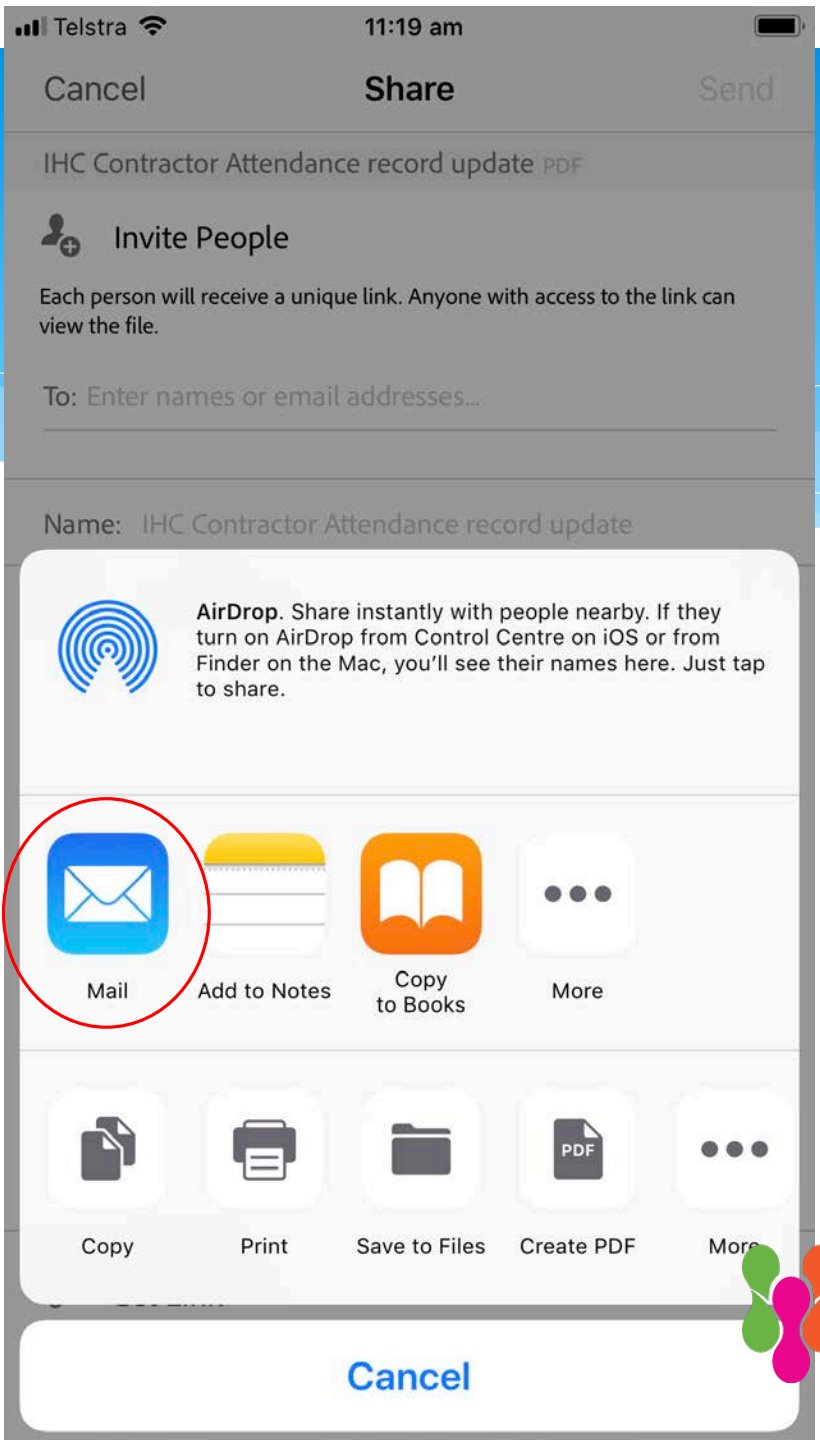
13. Select Do not show again

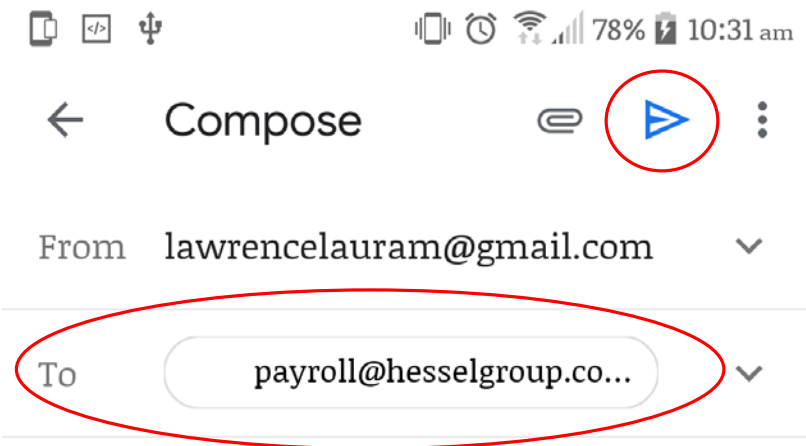
14. Click Continue



15. Select your email app.

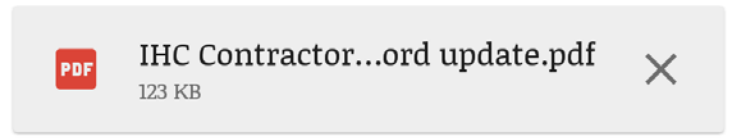
(You may have more than one to choose from.)





Emailing IHC Contractor Attendance record update.pdf

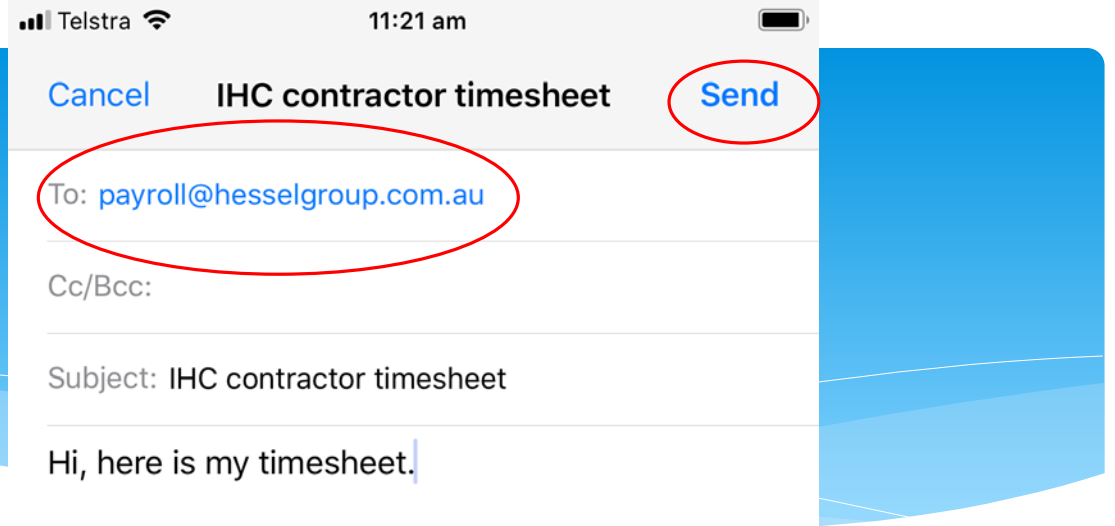
Here is my timesheet for this week.



16. Send your timesheet to payroll@hesselgroup.com.au

17. Hit Send

You're done!



In Home Childcare Attendance Record / TAX INVOICE payroll@hesselgroup.com.au | 08 8462 0222

Week Ending Sunday	31/03/2019	Educator name	Educator Name						
Family Name	Sample Family	Educator Phone	0412 345 678						
Educator Fee PIN	10	Educators ABN	ABN Here						
Do you have a contract?	Y / N	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Weekly hours total
Fred		Start 6:00 13:00							
		Finish 15:00 18:00							
		Total hours 0:00 3:00 0:00 0:00 0:00 0:00 0:00							14.00
George		Start 6:00 9:00		11:00					
		Finish 15:00 18:00		20:00					
		Total hours 0:00 3:00 0:00 0:00 9:00 0:00 0:00 0:00							27.10
Child 3		Start							
		Finish							
		Total hours 0:00 0:00 0:00 0:00 0:00 0:00 0:00							0.00
Child 4		Start							
		Finish							
		Total hours 0:00 0:00 0:00 0:00 0:00 0:00 0:00							0.00
Child 5		Start							
		Finish							
		Total hours 0:00 0:00 0:00 0:00 0:00 0:00 0:00							0.00

