

ADMINISTRATION - PAYMENT TO EDUCATORS

POLICY

Educators with Mt Alexander Family Day Care are paid in full by the Co-ordination Unit.

All timesheets (attendance records) are processed at the Mt Alexander Family Day Care office on a fortnightly basis.

PROCEDURE

1. All **Timesheets** must be lodged at Mt Alexander Family Day Care Office by 10.00 am each alternate Monday morning.
2. Payment will not be made until timesheets are signed by parents and Educators.
3. Educators are advised to keep a copy of their timesheets in a separate journal for their own benefit.
4. Educators are responsible for the correct completion of timesheets. This includes parent signatures for the following:
 - When children enter and leave Family Day Care.
 - When an absence fee applies (stating reason).
 - At the bottom of each timesheet.
5. Incomplete timesheets will be returned to Educators to be completed. Educators must then resubmit timesheets for payment.
6. Timesheets are processed into the computer on Monday, on a fortnightly basis.
7. Pay advices for each Educator will be emailed or can be collected from the Co-ordination Unit.
8. Educators' payments are deposited into their nominated bank accounts each Tuesday/Wednesday fortnight. Educators must then allow one working day for funds to be cleared.