



timesheets@ioe.org.au

You can now email your **scanned** timesheet to us at :
timesheets@ioe.org.au

1. Timesheets must be scanned and attached to the email so that they contain parent/responsible guardian signatures.
2. Timesheets must still reach our office by 5.00 pm on the Monday after the end of the pay fortnight. The Inbox will be cleared at this time and late timesheets will be held over until the following fortnight.
3. If available, a “**Read Receipt**” should be attached to the email. This will be your confirmation that we have received your timesheet. If you are unable to attach a Read Receipt, you should follow your email up with a phone call to 9758 5522 to check that we have received your timesheet. We take no responsibility for timesheets which are not checked with a phone call or Read Receipt. Emails from some hotmail accounts will often end up in our Spam filter so it is **vital** that you check we have received your email.
4. Incorrectly filled out timesheets which are missing information or signatures will be returned to you to be filled out correctly. This may mean you will not be paid until the following fortnight so please make sure they are filled out correctly.
5. Emailing is simply another option to get your timesheet in – remember you can still use the fax (9758 5899), mail or drop your timesheet into the office or the mail slot at the front door.