

**On-Line**

The preferred method of lodging workplacement hours is via the on-line portal:

1. Log on to <https://employmenthero.yourpayroll.com.au>
2. Enter your password
3. Enter the hours worked
4. Remind your host employer supervisor to verify the hours on line
5. Please direct any operational queries regarding this system to [cap@careertraining.edu.au](mailto:cap@careertraining.edu.au)

**Manual Timesheet**

If you are having difficulty with the on-line system, use this manual timesheet:

1. Complete the record of workplacement hours each day
2. Workplace supervisor to verify the total hours and sign their confirmation
3. Student to scan and email the completed form to: [ross.smith@careertraining.edu.au](mailto:ross.smith@careertraining.edu.au)

**TIMESHEET**

DATE \_\_\_\_\_

STUDENT NAME \_\_\_\_\_

SCHOOL/CAMPUS \_\_\_\_\_

HOST EMPLOYER (BUSINESS NAME) \_\_\_\_\_

CONTACT PERSON (SUPERVISOR) \_\_\_\_\_

EMAIL ADDRESS (SUPERVISOR) \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

DATE	TIME STARTED	TIME FINISHED	HOURS WORKED (EXCLUDING LUNCH BREAK)	STUDENT INITIALS	BUSINESS SUPERVISOR INITIALS

HOST EMPLOYER VERIFICATION

\_\_\_\_\_  
HOST EMPLOYER SUPERVISOR SIGNATURE.

\_\_\_\_\_  
DATE