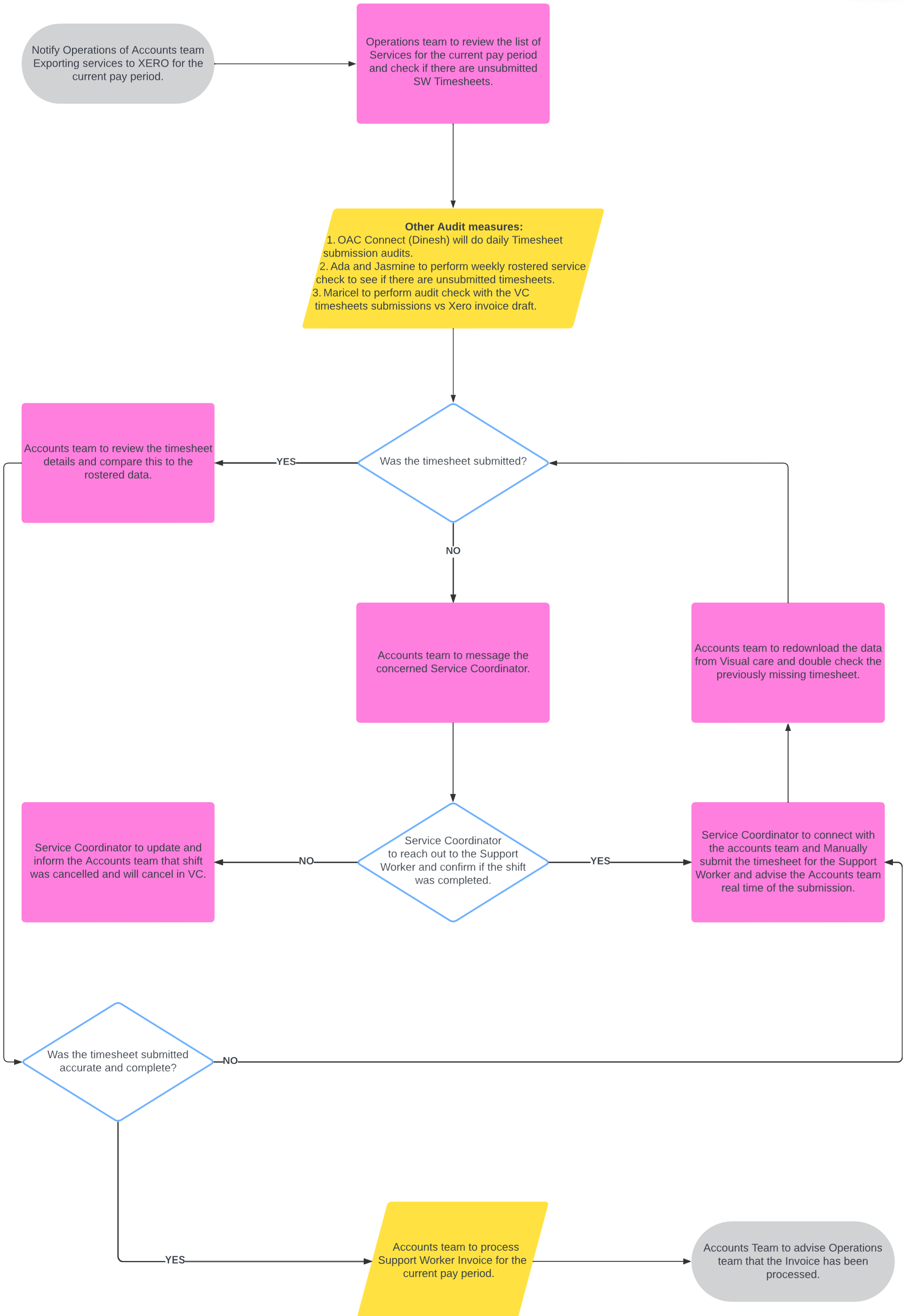
Notify Operations of Accounts team Exporting services to XERO for the current pay period.
Operations team to review the list of Services for the current pay period and check if there are unsubmitted SW Timesheets.
Other Audit measures:
1. OAC Connect (Dinesh) will do daily Timesheet submission audits.
2. Ada and Jasmine to perform weekly rostered service check to see if there are unsubmitted timesheets.
3. Maricel to perform audit check with the VC timesheets submissions vs Xero invoice draft.
Was the timesheet submitted?
YES
Accounts team to review the timesheet details and compare this to the rostered data.
NO
Accounts team to message the concerned Service Coordinator.
Accounts team to redownload the data from Visual care and double check the previously missing timesheet.
Service Coordinator to reach out to the Support Worker and confirm if the shift was completed.
NO
Service Coordinator to update and inform the Accounts team that shift was cancelled and will cancel in VC.
YES
Service Coordinator to connect with the accounts team and Manually submit the timesheet for the Support Worker and advise the Accounts team real time of the submission.
Was the timesheet submitted accurate and complete?
NO
YES
Accounts team to process Support Worker Invoice for the current pay period.
Accounts Team to advise Operations team that the Invoice has been processed.