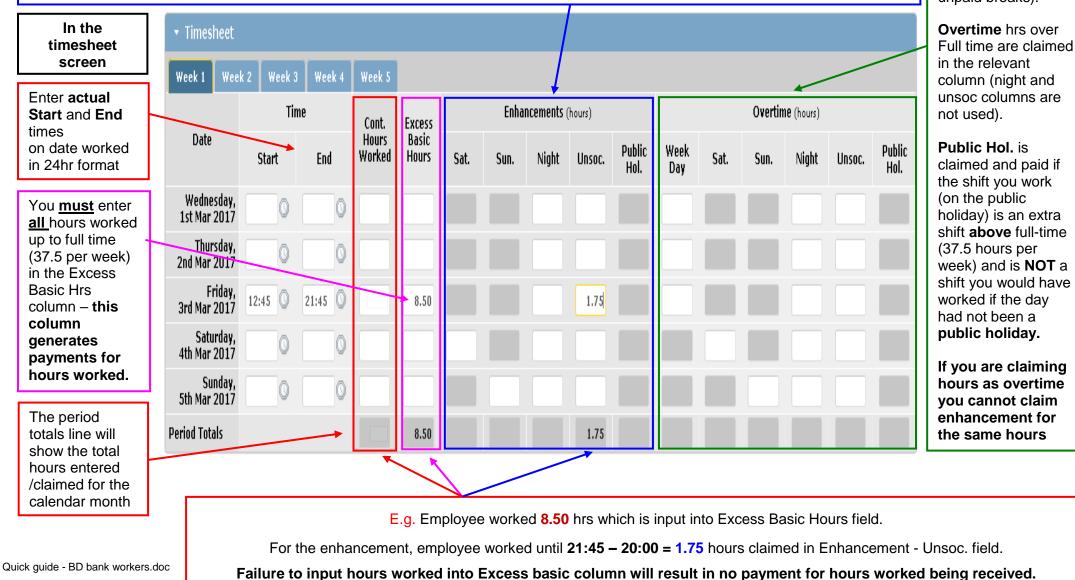
EASY Quick claim guide –bank workers

Enhancements – make entries in decimals (enhanced hourly rates due for hours worked excluding unpaid breaks) at defined times.

Sat/Sun are claimed and paid for hours worked on Saturday (midnight to midnight) or Sunday (midnight to midnight). Night is claimed when majority of hours worked are after 8pm (night shifts).

Unsoc. is claimed and paid for hours worked after 8pm.

Public Hol. is claimed and paid for hours worked on a public holiday, if the shift you work is a shift you would have worked if the day had not been a public holiday.



Overtime – make entries in decimals (overtime hrly rates due for hours worked over 37.5 excluding unpaid breaks).

EASY Quick claim guide – BD bank workers

| To claim Mobile Subsistence Allowance MSA – Blood donation Mobile Teams Only | | | | | | | | | | | | | | | | | |
|---|------------------------------------|-------------|----------------|---------------------|-------------|----------------|-------------------|------|------|----------------|---------------|------|------|-------------------------------|--------------------------|---------------------------|-----------------|
| Under Emergency cover, Special Allowances (sessions) | | | | | | | | | | | | | | | | | |
| For sessions finishing up to 7.00 pm – input 1 into MSA Early column For sessions finishing after 7.00 pm – input 1 into MSA late column | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| ▼ Emergency Cover | | | | | | | | | | | | | | | | | |
| Week 1 | Week 1 Week 2 Week 3 Week 4 Week 5 | | | | | | | | | | | | | | | | |
| | On Call (sessions) | | | Stand By (sessions) | | | Work Done (hours) | | | | Other (hours) | | | Special Allowances (sessions) | | | |
| Date | Week Day | Week End | Public Hol. | Week Day | Week End | Public Hol. | Week Day | Sat. | Sun. | Public Hol. | Week Day | Sat. | Sun. | Public Hol. | AfB Duty/MSA Early | AfB Hourly/MSA Late | Shift Change |
| Thursday, 1st Dec 2016 | | | | | | | | | | | | | | | 1 | | |
| Friday, 2nd Dec 2016 | | | | | | | | | | | | | | | | 1 | |
| Saturday, 3rd Dec 2016 | | | | | | | | | | | | | | | | | |
| Sunday, 4th Dec 2016 | | | | | | | | | | | | | | | | | |
| Period Totals | | | | | | | | | | | | | | | 2 | 2 | |