

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).

Overtime hrs over Full time are claimed in the relevant column (night and unsoc columns are not used).

Public Hol. is claimed and paid if the shift you work (on the public holiday) is an extra shift **above** full-time (37.5 hours per week) and is **NOT** a shift you would have worked if the day had not been a **public holiday**.

If you are claiming hours as overtime you cannot claim enhancement for the same hours

In the timesheet screen

Enter **actual Start and End times** on date worked in 24hr format

You **must** enter **all** hours worked up to full time (37.5 per week) in the Excess Basic Hrs column – **this column generates payments for hours worked.**

The period totals line will show the total hours entered /claimed for the calendar month

| Timesheet | | | | | | | | | | | | | | | | |
|-------------------------|-------|--------|--------------------|--------------------|----------------------|--------|-------|--------|-------------|------------------|------|------|-------|--------|-------------|--|
| | | Week 1 | | Week 2 | | Week 3 | | Week 4 | | Week 5 | | | | | | |
| Date | Time | | Cont. Hours Worked | Excess Basic Hours | Enhancements (hours) | | | | | Overtime (hours) | | | | | | |
| | Start | End | | | Sat. | Sun. | Night | Unsoc. | Public Hol. | Week Day | Sat. | Sun. | Night | Unsoc. | Public Hol. | |
| Wednesday, 1st Mar 2017 | | | | | | | | | | | | | | | | |
| Thursday, 2nd Mar 2017 | | | | | | | | | | | | | | | | |
| Friday, 3rd Mar 2017 | 12:45 | 21:45 | | 8.50 | | | | 1.75 | | | | | | | | |
| Saturday, 4th Mar 2017 | | | | | | | | | | | | | | | | |
| Sunday, 5th Mar 2017 | | | | | | | | | | | | | | | | |
| Period Totals | | | | 8.50 | | | | 1.75 | | | | | | | | |

E.g. Employee worked **8.50** hrs which is input into Excess Basic Hours field.

For the enhancement, employee worked until **21:45 – 20:00 = 1.75** hours claimed in Enhancement - Unsoc. field.

Failure to input hours worked into Excess basic column will result in no payment for hours worked being received.

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 2 | | | Week 3 | | | Week 4 | | | Week 5 | | | | | |
| Date | On Call (sessions) | | | Stand By (sessions) | | | Work Done (hours) | | | Other (hours) | | | Special Allowances (sessions) | | | | | |
| | 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 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 1 | <input type="text"/> | <input type="text"/> | |
| Friday, 2nd Dec 2016 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 1 | <input type="text"/> | |
| Saturday, 3rd Dec 2016 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Sunday, 4th Dec 2016 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Period Totals | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 2 | 2 | <input type="text"/> | |