EASY Quick claim guide – Full time employees

In the timesheet screen

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

Enter the actual hours worked (including any overtime hours) minus any unpaid breaks.

Make entries in decimals **e.g.** for 7½ hours enter 7.50 or enter hrs & mins 7**h**30 then press tab key which will convert to decimal 7.50.

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

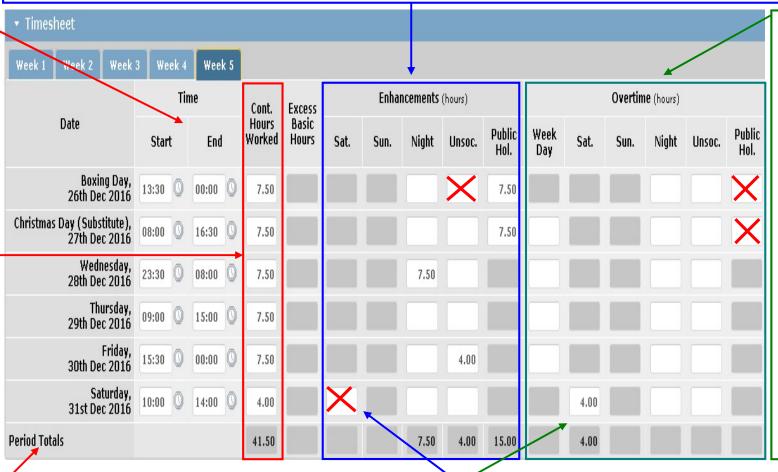
Enhancements – make entries in decimals (enhanced hourly rates due for hours worked excluding unpaid breaks) at defined times.

Sat/Sun are claimed and paid for hours worked on Saturday (midnight to midnight) or Sunday (midnight to midnight).

Night is claimed for hours worked after 8pm

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 is 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.

Enhancements and Overtime **cannot** be claimed for the same hours and only one enhancement is due for any hours worked at any one time.

E.g. Employee Contracted to **37.5** hrs/week. Employee worked **41.5** hours. Therefore **41.5 - 37.5** (Full time hrs) = **4.0** hours to be claimed as Saturday overtime.