EASY Quick claim guide – Part time employees

In the timesheet screen

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 hours worked are 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.

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.

Hours worked between your contracted hrs and full time (37.5 per week) are claimed in the Excess Basic Hrs column

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

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.

Clicking on icon will show a warning - this does not affect claim

▾ Timesheet

Week 1 | Week 2 | **Week 3** | Week 4 | Week 5

Date	Time Start	Time End	Cont. Hours Worked	Excess Basic Hours	Enhancements (hours) Sat.	Sun.	Night	Unsoc.	Public Hol.	Overtime (hours) Week Day	Sat.	Sun.	Night	Unsoc.	Public Hol.
Monday, 12th Jun 2017															
Tuesday, 13th Jun 2017	15:30	23:30	7.50					3.50							
Wednesday, 14th Jun 2017	8:00	16:00	7.50												
Thursday, 15th Jun 2017	23:30	7:30	7.50				7.50								
Friday, 16th Jun 2017	9:00	13:00	6.00												
Saturday, 17th Jun 2017	15:30	23:30	7.50												
Sunday, 18th Jun 2017	10:00	14:00	4.00	5.50		1.50						2.50			
Period Totals			40.00	5.50		1.50	7.50	3.50				2.50			

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 **32** hrs/week. Employee worked 40 hours. Therefore **40 - 37.5** (Full time hrs) = **2.5** hours to be claimed as overtime. Then **37.5** (full time) - **32** (Contracted) = **5.50** hrs to be claimed as Excess Basic Hours.
For the **4** hours worked on Sunday **4.0 – 2.5** (claimed at overtime) = **1.5** to be claimed at enhanced rate.