1) Contra is a chanç contract h	ge (this i	s wee	kly and v	will be h	alf you	ur forti	here	4) Total hours This shows the worked hours for each session/day in decimals and hours/minutes													
	,		,			,													,		
Team	AssignNo	EmpNam	Job Title																		
		/	Donor Carer II																		
	7																				
	7			Attendanc	e Informa	tion			7	Payments Due	<u> </u>										
Session information				Work Done				Total Hours		Enhanceme						Overtime				Mobile Subsistence	
1															Part-time						
		Week			Actual	Actual	Actual Hrs	Actual Total	Actual Total		Saturda		Unsocia	Public	excess		Saturd	Sunda	Public		
Contracted hours	Day's date	number	Venue	Actual ABS				Hrs - decimal				Sunday		holiday		all	au		holiday	Early	Late
28.13	26/10/2016	1		ND		00:00	00:00	9.367	09:22											,	
28.13	28/10/2016	1	,			21:55	01:30	10.167	10:10				1.920								Late
28.13	30/10/2016	1				15:30	00:20	8.083	08:05			8.080								Early	
28.13	31/10/2016	2				22:20	01:15	11.333	11:20	The hours/MSA			2.330								Late
28.13	01/11/2016	2				21:50	01:30	10.000	10:00	due are totalled each fortnight			1.830								Late
28.13	04/11/2016	2			09:25	22:30	01:30	11.583	11:35				2.500		4.282						Late

Sub Total 1 - First Fortnight

2) Session Information

Sub Total 1 - First Fortnight

Check the session locations and dates.

These will be included in your next payslip – query immediately if a session is missing or is listed when you didn't work.

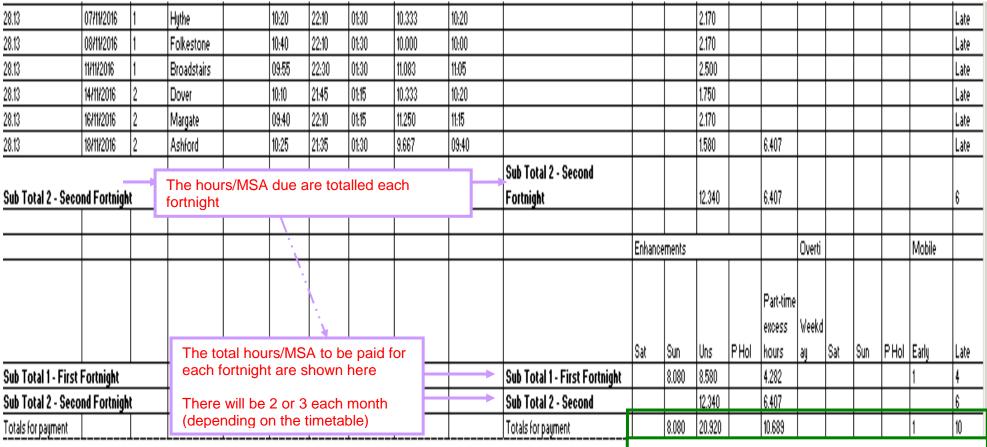
3) Work Done

Check your actual start, finish and break times and any absence is correct (ND = Notional Day)
Query if anything is wrong.
Absence is shown on days you would otherwise have worked so that the hours are allocated towards your contract hours for that fortnight

5) Payments due (summarised for each session and totalled at end of each fortnight)

Enhancements due for hours (up to whole time) worked at weekends, public holidays and after 8pm (unsocial)

Part-time excess hours due when extra hours which are above part-time contracted hours but below whole-time are due to be paid Overtime due when extra hours above whole-time are due to be paid Mobile Subsistance Allowance (MSA) payments due Query any payments which are not right



6) Totals for payment (each fortnight's total is shown in this summary above the totals for payment line)

The total shown in each column will normally match the payment shown on your payslip for each heading.

The totals won't match if there has been an adjustment for a previous month.