

**1) Contracted hours**, Check these are right especially if there is a change (this is weekly and will be half your fortnightly contract hours), query if this figure is not what you work.

**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																	
<b>Session information</b>				<b>Attendance Information</b>							<b>Payments Due</b>									
				Work Done				Total Hours			Enhancements					Overtime			Mobile Subsistence	
Contracted hours	Day's date	Week number	Venue	Actual ABS	Actual Hrs from	Actual Hrs to	Actual Hrs Break	Actual Total Hrs - decimal	Actual Total Hrs & minutes	Saturday	Sunday	Unsocial	Public holiday	Part-time excess hours	Weekday	Saturday	Sunday	Public holiday	Early	Late
28.13	26/10/2016	1		ND	00:00	00:00	00:00	9.367	09:22											
28.13	28/10/2016	1			10:15	21:55	01:30	10.167	10:10			1.920								Late
28.13	30/10/2016	1			07:05	15:30	00:20	8.083	08:05	8.080									Early	
28.13	31/10/2016	2			09:45	22:20	01:15	11.333	11:20			2.330								Late
28.13	01/11/2016	2			10:20	21:50	01:30	10.000	10:00			1.830								Late
28.13	04/11/2016	2			09:25	22:30	01:30	11.583	11:35			2.500		4.282						Late
<b>Sub Total 1 - First Fortnight</b>										<b>8.080</b>	<b>8.580</b>			<b>4.282</b>					<b>1</b>	<b>4</b>

**2) Session Information**  
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

The hours/MSA due are totalled each 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 Subsistence Allowance (MSA)** payments due  
 Query any payments which are not right

