

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 7h30 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.

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.
Boxing Day, 26th Dec 2016	13:30	00:00	7.50						X	7.50					X
Christmas Day (Substitute), 27th Dec 2016	08:00	16:30	7.50							7.50					X
Wednesday, 28th Dec 2016	23:30	08:00	7.50				7.50								
Thursday, 29th Dec 2016	09:00	15:00	7.50												
Friday, 30th Dec 2016	15:30	00:00	7.50						4.00						
Saturday, 31st Dec 2016	10:00	14:00	4.00		X										
Period Totals			41.50				7.50	4.00	15.00		4.00				

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.