

EASY Quick claim guide – BD bank workers

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 majority of hours worked are after **8pm** (night shifts).

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 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**.

If you are claiming hours as overtime you cannot claim enhancement for the same hours

In the timesheet screen

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

You **must** enter **all** hours worked up to full time (37.5 per week) in the Excess Basic Hrs column – **this column generates payments for hours worked.**

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

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.	
Wednesday, 1st Mar 2017																
Thursday, 2nd Mar 2017																
Friday, 3rd Mar 2017	12:45	21:45		8.50				1.75								
Saturday, 4th Mar 2017																
Sunday, 5th Mar 2017																
Period Totals				8.50				1.75								

E.g. Employee worked **8.50** hrs which is input into Excess Basic Hours field.

For the enhancement, employee worked until **21:45 – 20:00 = 1.75** hours claimed in Enhancement - Unsoc. field.

Failure to input hours worked into Excess basic column will result in no payment for hours worked being received.

EASY Quick claim guide – bank employees

To claim Mobile Subsistence Allowance MSA – Blood donation Mobile Teams Only

Under Emergency cover, Special Allowances (sessions)

For sessions finishing **up to** 7.00 pm – input **1** into MSA Early column

For sessions finishing **after** 7.00 pm – input **1** into MSA late column

Emergency Cover																	
Week 1 Week 2 Week 3 Week 4 Week 5																	
Date	On Call (hours)			Stand By (hours)			Work Done (hours)				Other (hours)				Special Allowances (sessions)		
	Week Day	Week End	Public Hol.	Week Day	Week End	Public Hol.	Week Day	Sat.	Sun.	Public Hol.	Week Day	Sat.	Sun.	Public Hol.	MSA Early	MSA Late	Shift Change
Wednesday, 1st Mar 2017															1		
Thursday, 2nd Mar 2017																1	
Friday, 3rd Mar 2017																	
Saturday, 4th Mar 2017																	
Sunday, 5th Mar 2017																	
Period Totals															1		