

Payroll Guidelines

This information is relevant to all employees and leaders and covers:

- Pay Periods
- Employees responsibilities
- Leader responsibilities
- Deadlines
- Queries and Support

Pay Periods

Pay periods are on a fortnightly cycle, commencing on a Saturday and concluding on a Friday. Payments are made to employees retrospectively, on the Thursday following the fortnightly period.

The payroll system, PeopleSoft, is locked from 5pm Monday of pay week, until the payrun is completed on Wednesday afternoon to enable processing. During this time, PeopleSoft will be in 'View only mode'



Tip: Get familiar with the pay periods so you know what deadlines are coming up and when you will be paid. Refer to the **Payroll Calendar** available [here](#) and deadlines listed below.

• Employee Responsibilities Timesheet Submission

Employees are required to submit their timesheet and any leave taken for the pay period through PeopleSoft. This needs to be completed by **the final Friday of the pay period**, showing all shifts that have been worked during the pay period. The timesheet needs to be completed accurately with the following information:

- Start time
- Finish time
- Break start and finish times
- Time Details - DAX changes (where applicable)
- Time Reporter Code - Allowances and Kilometers (where applicable)
- Comments – if claiming Kilometers
- Overtime or changes to a roster needs to be approved by your leader prior to it being worked and needs to be included on the timesheet (by entering the applicable Start/Break/In/Out times) to ensure its paid correctly.
- If a timesheet is submitted after the final Friday of the pay period or is not completed correctly, it will result in a delay to the payment of wages until the following fortnightly pay.



Tip: Submit your timesheet after every shift to ensure accuracy and reduce risk of missing deadline.

Reviewing your Pay and Payslip

- Payslips will be generated and available for all active employees in PeopleSoft through employee self-service. Employees we support will have their pay slips distributed in hardcopy by the site.
- Employees should check their payslip each pay to make sure it accurately reflects what they expect to be paid and raise any queries with their Leader in the first instance.

Note, Payslips for terminated employees will be emailed to their personal email address and/or a copy put in the mail to their home address recorded at time of exit.

Leader Responsibilities

Timesheet Approval

- Leaders are responsible for approving timesheets for their team, via PeopleSoft, each fortnight. Timesheets need to be approved by **5pm on the Monday** so payments can be made on the Thursday.
- When approving timesheets, leaders need to:
 - Ensure all times and allowances entered are correct
 - Ensure all leave requests have been received and approved
 - All DAX financial dimensions are entered correctly
 - Ensure any Kilometre claims include the correct financial dimensions denoted in Time Details as well as Comments
 - Review Exceptions and adjust where necessary (employees cannot claim work/training/meeting hours + leave hours which in total exceed their daily schedule)
- If there is inaccurate information in a timesheet, the leader needs to 'Pushback' the timesheet and advise the employee of what needs to be changed so the timesheet can be re-submitted for approval.
- If an employee is unable to resubmit their timesheet for approval in the required timeframe, the leader can adjust the timesheet and submit it on the employee's behalf. The leader will need to advise the employee if there has been any change made to their timesheet on their behalf.



Important note for Leaders If a timesheet isn't approved by 5pm Monday of the pay week, payment to the employee will be delayed until the next fortnightly pay.

If you're unable to approve your team's time you need to set up a delegation if you know ahead of time or call your Leader. **Note**, *delegations need to be in place 24 hours prior to employees submitting timesheets/leave requests to ensure approvals flow through to the correct person.*

AMS Time minder (employees we support)

- Leaders/Admin are responsible for all data in AMS to be correct for the relevant site. All information is to be up to date by **the final Friday of the pay period**.
- Payroll will commence downloading AMS data for review on Monday at 8.30am and exceptions/errors will be emailed back to the site representative by 12noon. Sites need to have corrections made and returned to payroll by 2pm on Monday.

Employee movements and Terminations

Terminations must be submitted via Peoplesoft as they happen and be done no later than on the employees' last working day to avoid potential overpayment.

- All employee change requests (e.g. hours/schedule change, higher duties, transfer or change positions) must be submitted and approved via the [#TeamPossible Support Hub](#) ahead of their effective date, or at the latest, the Monday prior to Payrun deadline (see overview of deadlines below).
- If received after these deadlines, any payment owing to the employee will be delayed until the next fortnightly pay. The leader will need to advise their employee of this delay.



Important note for Leaders: All changes must align to 1st day of the pay period (higher duties are excepted). Plan enough time for approvals and processing aligned to deadlines. Including changing reporting lines to other leaders or setting up delegations.

Off Cycles payments

- Off cycles are processed each Friday where an error has been made to an employee's pay by Endeavour Foundation (i.e. leader, People Operations or system error). Employees should speak to their Leader to request an off cycle.
- A leader must submit an off cycle request by **4pm Thursday** of relevant pay week through [#TeamPossible Support Hub](#) to allow review prior to payment being made on Friday.



Important note for Leaders: Off-Cycle Payments are reviewed on a case-by-case basis to determine there is legitimate reason for processing. Off-cycle payments attract additional cost should be avoided where possible.

Key Deadlines

In line with fortnightly pay cycle.

Week One

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Day 1 of 14 day pay period		<p>5pm Deadline </p> <p>All approvals relevant to previous pay period.</p> <p>All Manager Approvals for Timesheets and Leave must be submitted by 5pm</p> <p>AMS Timesheet Exceptions (NSW, VIC, ACT, SA) by 2pm.</p> <p>Peoplesoft will be 'Read Only' locked after this time</p>	PeopleSoft Read Only	PeopleSoft Read Only – until 5pm	<p>PAY DAY</p> <p></p> <p>Any urgent off-cycle requests to be received by <u>4pm</u></p> <p>(See guidelines on off cycle below)</p> <p>Payslip advice emailed (Payslips not accessible until midnight)</p>	Off Cycles Processed

Week Two of Pay Period

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
		<p>5pm Deadline for late changes current pay period:</p> <p><u>Important:</u> Employee movements e.g. positions changes or internal transfers (including reporting line or DAX changes) should be requested before their effective date via the #TeamPossible Support Hub</p>		<p>Deadline to submit</p> <ul style="list-style-type: none"> • Cash Out of Leave requests • Adjustments for previous pay periods for upcoming pay <p>via #TeamPossible Support Hub</p>	Leader with employees on Work Cover: submit	<p>Last day of pay period</p> <p>Employees must submit all Leave requests and Timesheets by 5pm / end of last shift</p>

For more information including PeopleSoft User Guides, visit [Pay, Peoplesoft and Timesheets](#) on the NDVR Staff Intranet. For change requests, cash out of leave, adjustments or off cycle requests via the [#TeamPossible Support Hub](#).