Allowances

Allowances

Allowance	Description	Rate
Clothing	Endeavour will reimburse the employee for any reasonable costs associated with soiled or damaged clothing (excludes uniforms, general wear or tear and any PPE non-compliance)	Reimbursement for reasonable cost incurred in repairing or replacing clothing.
Meal Allowance	Meal Allowances apply when employees: • Work one hour of overtime during a shift • If overtime exceeds four hours, a second meal allowance applies Please Note – meal allowance does not apply if an employee can reasonably return home for a meal during their break.	$16.20
Higher Duties	Administrative employees receive higher pay when performing duties in a higher classification for 5+ consecutive days. Other employees qualify for higher pay after 2+ hours in a higher classification, except during training.	Higher base rate of pay

Allowances

Select relevant allowance from **Time Reporter Code** drop down and be sure to add an additional row for each allowance:

Requests for Higher Duties
Allowances must be submitted via #teampossible Support Hub by your leader

APPROVED

Help - I've made a mistake!

I've made a mistake on my timesheet – what do I do?

If the mistake is within the past 56 days you can correct it.

Make sure you **ONLY** edit or delete the incorrect information.
Save and submit your change, and once your Leader approves the system will pay you the difference in the next pay run.

If the mistake is outside of 56 days, you will need to submit a **Payroll Adjustment Form** and lodge through the #TeamPossible Support Hub with your leaders approval.

Deadlines

NDVR Endeavour Foundation

Timesheet & Leave submissions
5pm Friday fortnight ending

Manager Approvals
5pm Monday (of pay week)

Off-cycle requests:
By 4pm Thursday

IMPORTANT!

Check status of your timesheet to ensure its approved

Saved.
Not yet submitted

Submitted.
Pending manager approval.

Completed and approved.
No further action.

Need Support?

**Call us
07 3900 5460**

#Team Possible support hub

**Submit an enquiry via
#TeamPossible Support Hub**

Want more information?

Speak to the People Experience team – 07 3900 5460

Log a ticket in the #TeamPossible Support Hub

Check out the intranet page for more information

Have questions about the new enterprise agreement?

Check out the EA intranet page or log a ticket under 'EA'