

Allowances



Allowances – Work Division

Allowance	Description	Rate
Toilet Cleaning	Paid when a major portion of the day or shift is cleaning toilets	\$3.40 per shift (max of \$16.67 per week)
Clothing repair or replacement	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
Meal Allowance	<p>When an employee is required to work more than one hour after their usual finish time. A further meal allowance applies after a further four hours of overtime.</p> <p>This does not apply however, if the employee could reasonably return home for a meal within the meal break.</p>	\$13.70 per meal

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

Zac Efron
Supported Employment Services

November 23, 2024 - December 6, 2024

Scheduled 76.00 | Reported 0.00Hours

Elapsed Punch Save for Later Submit Clear

Day Summary	In	Break	In	Transfer	Out	Time Reporting Code	Quantity
27 Wednesday Nov Reported 0.00 /Scheduled 7.60							
28 Thursday Nov Reported 0.00 /Scheduled 7.60							
29 Friday Nov Reported 0.00 /Scheduled 7.60							
30 Saturday Nov Reported 0.00 /Scheduled OFF							

- CTLDY - Laundry
- FLT - Frontline Team Connect
- KM7 - Kilometers
- KMNOV - Novated Lease Kms Reimburse
- MEAL - OT Meal Allowance 1st
- MEAL2 - OT Meal Allowance 2nd
- MEAWD - Worked during meal break
- MEET - Meeting Hours
- NOMBR - No break after 5 hours
- PUBWK - Public Holiday Worked
- TRAIN - Training Hours

Deadlines

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



Submit an enquiry via

[#TeamPossible Support Hub](#)

Want more information?



Speak to the People Experience team – 07 3900 5460

#Team Possible
support hub

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’](#)

