Breaks

Rest Pauses & Meal Breaks

You are entitled to a 10 minute paid rest pause (eg: "morning tea") every 4 hours.

You are entitled to an unpaid meal break between 30 to 60 minutes if you work over five hours

Rest Pauses & Meal Breaks

There is no need to record rest pauses in your timesheet as these are paid automatically.

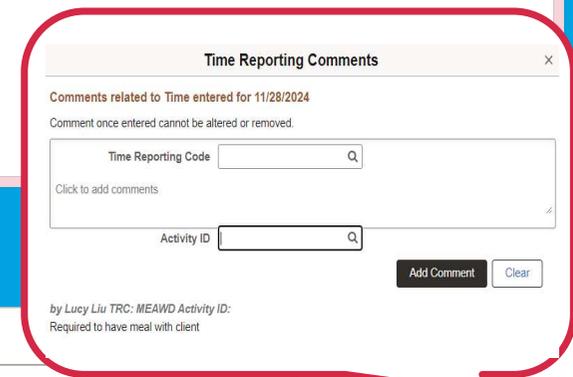*However, you do need to record meal breaks on your time sheet.*

The '**Break**' and '**In**' times should reflect when you took your meal break.

In	Break	In	Transfer	Out
8:30AM	1:30PM	2:00PM		4:36PM

Meal Breaks – Scenario 1

If you have to **work through your meal break** (this might have been rostered in advance) but you do still get time to eat, for example, you eat lunch with the person you are supporting **please:**

- Record **start** and **finish** times of your shift in the timesheet as per normal
- Instead of a meal break, add a new row using ➕
- Select the *Worked during meal break* option from the drop down menu under **Time Reporting Code**
- Type **'1.00'** into the **Quantity** field. This will pay 30 mins at ordinary time.
- Enter in **Comments** why you had to work through your break

Time Reporting Comments

Comments related to Time entered for 11/28/2024
Comment once entered cannot be altered or removed.

Time Reporting Code

Click to add comments

Activity ID

Add Comment   Clear

by Lucy Liu TRC: MEAWD Activity ID:
Required to have meal with client

| | | | | | Worked during meal break - MEAWD | 1.00 | | |

| 8:30:00AM | | | | 4:30:00PM | | | |

Meal Breaks – Scenario 2

In the unlikely scenario that **you are not able to eat lunch at all** and take your break at all *(i.e: an emergency situation)*:

- Leave the **Break** and **In** times via your time sheet blank

- Add a new row using [+]

- Select **No break after 5 hours – NOMBR** from the drop down menu under **Time Reporting Code**

- Type '**1.00**' into the **Quantity** field

- Enter in **Comments** why you could not take your scheduled break

This MUST be approved by your leader at the time to rule out any other opportunities to take your

unpaid break later in your shift.

In	Break	In	Transfer	Out	Punch Total	Time Reporting Code	Quantity
8:30:00AM				4:36:00PM			
						No break after 5 hours - NOMBR	1.00

Save for Later | Submit | Clear | Request Absence

Day Summary		In	Break	In	Transfer	Out	Time Reporting Code	Quantity	Quick Fill	Time Details
01 Dec — Reported 0.00 /Scheduled OFF	⊙						⌄		⌄	📋
02 Monday Dec — Reported 0.00 /Scheduled 7.60	⊙						⌄		⌄	📋
03 Tuesday Dec — Reported 0.00 /Scheduled 7.60	⊙						⌄		⌄	📋
04 Wednesday Dec — Reported 0.00 /Scheduled 7.60	⊙						⌄		⌄	📋
05 Thursday Dec — Reported 0.00 /Scheduled 7.60	⊙						⌄		⌄	📋

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

Endeavour Foundation

Timesheet & Leave submissions
5pm Friday fortnight ending

Leader 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 payroll 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 Support'**