# Hours of Work

# Ordinary Hours

- Enter start and finish times

- Enter breaks

- Leave time reporter code blank for ordinary hours

- The system will work out any shift penalties (such as afternoon or night shift, Saturday or Sundays) and applicable overtime for you



| | Day Summary | | In | Break | In | Transfer | Out | Time Reporting Code | Qua |
|---|---|---|---|---|---|---|---|---|---|
| 24 Nov | Reported 0.00 /Scheduled OFF | | | | | | | ⌄ | |
| 25 Nov | Monday Reported 0.00 /Scheduled 7.60 | | 6:00:00AM | 12:00:00PM | 1:00:00PM | | 3:06:00PM | ⌄ | |

Elapsed | Punch

Save for Later | Submit

**1** Navigate to the Day and Date of your shift.

**2** Enter the time you **started** your shift using 24hr time.

**3** Input your break using the 'Break' and 'In' columns. Use the 'Transfer' column to record a split shift for the same service but on a new row (see FAQ on page 2.)

**4** Input the time you **ended** your shift using 24hr time.

**5** Time Reporting Code (TRC) Leave TRC column blank except when selecting Meeting, Training and Public Holiday worked. A new row is needed for each Allowance claim e.g. KMs, Meal Allowance, higher duties

**6** For most Allowances, enter 1.00 in the 'Quantity' column. For 'Meal Break Not Taken' enter 0.25

**7** Quick-Fill will display your saved frequently used financial dimensions. *Set these up in "Set Up Quick-Fill"*

**10** You can 'Save for Later' if you haven't finished your timesheet. But make sure you 'Submit' to send it through to your leader for Approval.

| | Save for Later | Submit | Clear | Request Absence |

| Day Summary | In | Break | In | Transfer | Out | Time Reporting Code | Quantity | Quick Fill | Time Details | Comments |
|---|---|---|---|---|---|---|---|---|---|---|

**Saturday**
I 10.00 /Scheduled 11.5

Click to View Payable Time and Time Summary

The coloured bar (red and green) represents the reported time against scheduled time. If your reported time is correct but you have a red showing error, speak to your manager about updating your schedule in PeopleSoft for you.

Meal Break Not Taken - MELBK | 0.25

**8** Time Details If working away from your regular workplace or transporting customers, ensure you have adjusted correct financial coding here. See *Time Details* below for further info.

6:0... | 4:00:00PM

**Sunday**
I 8.50 /Scheduled 12.00

Legend Status Icons will display on each saved row. **Exceptions** should be resolved before submitting your timesheet.

- Time Details
- Saved
- Approved
- Pending Approvals
- Exception
- Reported
- Reported Under Schedule
- Reported Over Schedule
- OFF Day

For each day your shift times are entered on one row, then any specific allowances are entered on separate rows, as shown in this example (one allowance per row)

Sleepover Allowance 8hr - SLP8 | 1.00

**9** Claiming mileage? You must enter Comments, including a TRC, and Activity ID here. Remember, no personal information, just their name, start and ending location, kms travelled and purpose.

Kilometres over 2600cc - KM3 | 30.00

Add or delete rows using the '+' and '-' buttons

7:00:00AM | 3:30:00PM

**Monday**
I 0.00 /Scheduled 9.50

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## Time Details

Time Details hold financial dimensions that ensure payable time is costed to the correct budget. These codes will be pre-populated automatically to your main work location, and are not required to be adjusted, unless you work at multiple locations, transport customers, or if the codes are incorrect.

**Business Unit** – not required to be adjusted
**Location** - refers to the physical address the service is based.
**HR Department** - (Business Unit) code is the type of service.
**Product** – the type of work being carried out
**Activity** – enter the Customer ID here when transporting customers (you must also accompany this with Product = SDSMIL)

To check your codes, go to: http://dimensiontool.endeavour.com.au/ OR speak to your leader.

| Cancel | | Time Details | | Done |

Business Unit EF001 Endeavour Foundation
Location [ ] Southside - 4 Greens crt
HR Department RESID Residential
Product ZADMIN ZADMIN
Activity ID [ ]

### Time Detail Tips
- Use the Tab key to move between fields to ensure they remain editable
- Save frequently used Time Details codes via *Employee Self Service > Time > Setup Quick-Fill* which can then be selected via a drop down
- Cannot find a customer's Activity ID? Email creditman@endeavour.com.au or ask your leader

# 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?

NDVR
Endeavour Foundation

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'**