Sleepovers

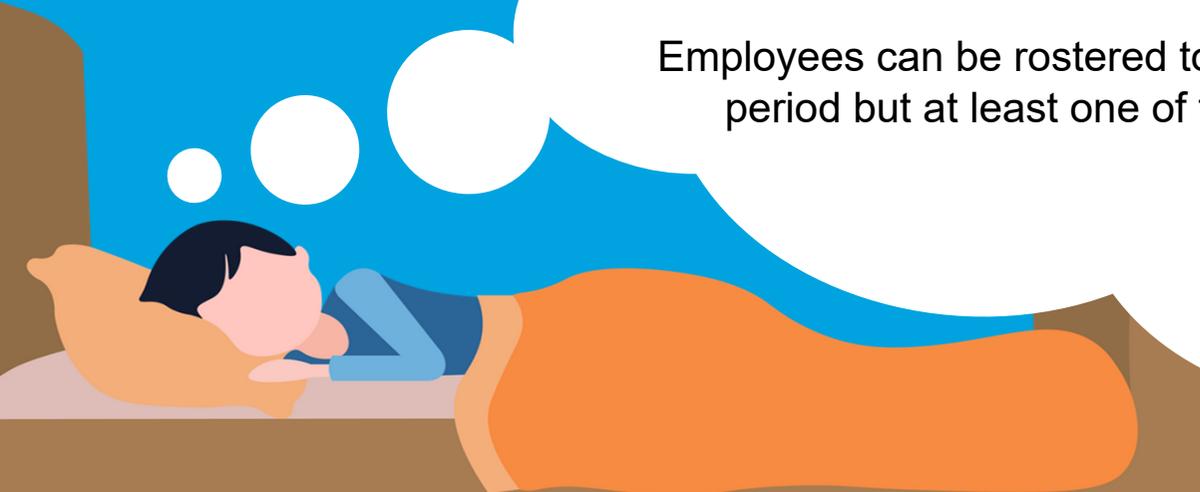# Sleepovers

A sleepover requires the employee to sleep on-site for a continuous 8 hour period.

You will receive a sleepover allowance of **$57.99** per sleepover

If you perform 70 sleepovers or more you are entitled to an additional week of leave.

Employees can be rostered to work immediately before or after a sleepover period but at least one of these shifts needs to be 4 hours minimum.

Sleepovers

If you are required to perform work during the sleepover you are paid at the overtime rate, with a minimum payment of **one hour**. If work exceeds one hour, overtime applies for the full duration of this work time.

These disturbances **must** to be recorded in Riskman.

Leaders will reconcile Riskman when approving timesheets to verify these disturbances.

This evidence is important and will be used to track support needs and provide essential evidence to request additional funding if it's needed.

Sleepovers

When entering a sleepover in your timesheet, **do not** enter the time of the sleepover – only the hours worked before and after.

To receive your Sleepover Allowance, add a separate row to relevant shift, and select **Sleepover Allowance** under **Time Reporting Code** and enter **1.0** in the **quantity** column**.**

Time Reporting Code	Quantity
SLP8 - Sleepover Allowance 8hr	1.00

Sleepovers

If you are required to work during the sleepover, you can claim the time worked.

Enter any time worked for disturbances using the **Time Reporting Code DISOT** as per example below:

Day Summary	In	Break	In	Transfer	Out	Time Reporting Code	Quantity
25 **Monday** Reported 2.50 /Scheduled 7.60 Nov						Disturbance OT - DISOT	2.50

If you have a disturbance, this must also be entered into Riskman

Sleepovers

Q. How do I process an awake shift?

The hours worked before and after midnight on an awake shift need to be entered on separate lines

(one for each day) as per below:

Day	Date	Reported Status	In	Break	In	Transfer	Out	Punch Total
Sat	2/12	Saved	8:00:00PM				11:59:59PM	4.00
Sun	3/12	Saved	12:00:00AM				6:00:00AM	6.00

The system will work out the appropriate penalties for you.

Please Note: the sleepover allowance is not applicable to an awake shift.

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

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