

## Time Reporting Codes – Disability Support Workers

EFEA – Disability and Administration	Purpose	Instructions	Quantity
<b>Client Cancellation – CLNT</b>	Applies where a client cancels a scheduled disability service, within 7 days of the scheduled service, which a full-time or part-time Employee was rostered to provide, <b>and</b> a make up shift has not provided within 12 hours of the original shift commencing.	Add a new row, select TRC CLNT and add quantity	Enter the applicable hours e.g. 7.6 hrs
<b>Disturbance – DISOT</b>	In the event of the Employee on sleepover being required to perform work during the sleepover period, the Employee will be paid for the time worked at the prescribed overtime rate with a minimum payment as for one hour worked. Where such work exceeds one hour, payment will be made at the prescribed overtime rate for the duration of the work.	Add a new row, select TRC DISOT and add quantity	Enter the applicable Quantity e.g. 1.5hrs
<b>Frontline Team Connect – FLT</b>	To be utilised only when attending Frontline Team Connect (typically virtual) sessions delivered by the Executive Leadership team. <i>Note: This TRC is <b>not</b> to be used for general training or meeting purposes.</i>	On the same row, enter the applicable Start/Finish times + TRC FLT	N/A
<b>Kilometres – EFEA/SCHADS – KM7</b>	Where an employee is required and authorised by the employer to use their motor vehicle in the course of their duties, the Employee is entitled to the mileage payment.	Add a new row, select TRC KM7 and add quantity	Enter the applicable KM quantity e.g. 50 kms
<b>Meeting Hours – MEET</b>	To be utilised when attending Staff Meetings.	On the same row, enter the applicable Start/Finish times + TRC MEET	N/A
<b>No Break after 5 Hours – NOMBR</b>	<b>Important:</b> To be utilised in critical coverage circumstances only. Manager approval is required prior to using this TRC in your timesheet.	Add a new row, select TRC NOMBR and add quantity	Enter Quantity = 1
<b>OT Meal Allowance 1st – MEAL</b>	To be selected when an employee is recalled to work for overtime after leaving the employer's or client's premises. If the employee is required to work for more than four hours, they will be allowed 20 minutes for the partaking of a meal. If the employee is unable to take the 20 mins break allowed within the 4hrs, a meal allowance will be paid.	Add a new row, select TRC MEAL and add quantity	Enter Quantity = 1
<b>OT Meal Allowance 2nd – MEAL2</b>	To be selected when an employee is recalled to work for overtime after leaving the Employer's or client's premises. If the employee is required to work a further 4 hours (making the shift 8hrs or more) and is not able to take a break, a meal allowance will be paid.	Add a new row, select TRC MEAL2 and add quantity	Enter Quantity = 1

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<b>On Call Mon – Thur – OCMF</b>	Applies when an employee is requested to be On Call from Monday to Thursday.	Add a new row, select TRC OCMF and add quantity	Enter Quantity = 1
<b>On Call Fri – Sun – OCST</b>	Applies when an employees is requested to be on call from Friday to Saturday.	Add a new row, select TRC OCST and add quantity	Enter Quantity = 1
<b>On Call Holiday – OCHO</b>	Applies when an employees is requested to be on call for a public holiday.	Add a new row, select TRC OCHO and add quantity	Enter Quantity = 1
<b>Public Holiday Worked – PUBWK</b>	To be utilised when an Employee works on a public holiday.	On the same row, select TRC PUBWK	N/A
<b>Recall OT – RCAOT</b>	To be selected when an employee is recalled to a shift for overtime once they have finished for the day.	On the same row, select TRC RCAOT enter applicable Start/Finish times	N/A
<b>Sleepover Allowance 8hr – SLP8</b>	To be selected when an employee is rostered for an overnight shift and sleeps for 8hrs of this shift.	Add a new row, select TRC SLP8 and add quantity	Enter Quantity = 1
<b>Training Hours - TRAIN</b>	To be utilised when an employee attends training.	On the same row, select TRC TRAIN enter applicable Start/Finish times	N/A
<b>Worked during meal break – MEAWD</b>	To be utilised when an employee is unable to take a meal break due to one-on-one care or when an employee takes their break with their client.	Add a new row, select TRC MEAWD	Enter Quantity = 1