

Time Reporter Codes – Supported Services Employment

EFEA – Employment Services	Purpose	Instructions	Quantity
Laundry – CTLDY	Applies where an employee is requested by a leading hand to perform duties of a dirty nature, and they have not been supplied with a uniform. This can be claimed daily if regular clean up is required.	Add a new row, select TRC CTLDY and add quantity	Enter Quantity = 1
Frontline Team Connect – FLT	To be utilised only when attending Frontline Team Connect (typically virtual) sessions delivered by the Executive Leadership team. Note: This TRC is <u>not</u> to be used for general training or meeting purposes.	On the same row, enter the applicable Start/Finish times + TRC FLT	N/A
Kilometres – EFEA/SCHADS – KM7	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 kms - Quantity e.g. 10 km
Meeting Hours – MEET	To be utilised when attending Staff Meetings.	On the same row, select TRC MEET enter applicable Start/Finish times	N/A
No Break after 5 Hours – NOMBR	Important: 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
OT Meal Allowance 1 st – MEAL	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
OT Meal Allowance 2 nd – MEAL2	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
Public Holiday Worked – PUBWK	To be utilised when an employee works on a public holiday.	On the same row, select TRC PUBWK and add quantity	N/A
Training Hours - TRAIN	To be utilised when an employee attends training.	On the same row, select TRC TRAIN enter applicable Start/Finish times	N/A
Worked during meal break – MEAWD	To be utilised when an employee is unable to be relieved for their meal break or has their meal during work time.	Add a new row, select TRC MEAWD	Enter Quantity = 1
Novated Lease Kms Reimburse – KMNOV	Where an Employee is required and authorised by the Employer to use their Novated lease vehicle the course of their duties, the Employee is entitled to claim mileage.	Add a new row, select TRC KMNOV and add quantity	Enter the applicable kms in Quantity e.g. 50kms