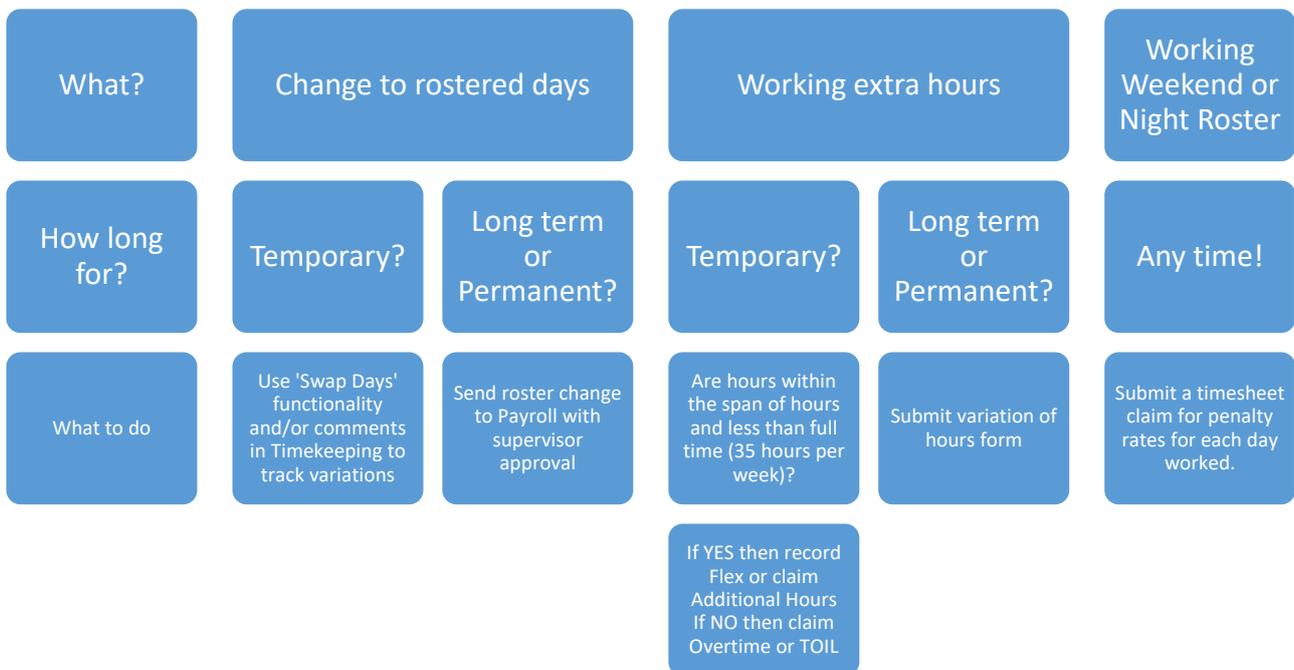


## Claiming Additional Hours and Penalty Rates

### Frequently Asked Questions (FAQ)

What type of claim should I make?



All long term changes in your hours of work should be sent to P&C Help Desk as a roster change or variation of hours. Temporary changes (for example, one day or one week) should be tracked through your Flex Timekeeping records.

If you are working extra hours there are rules around what you can claim.

#### Shift Penalties

- Rostered shifts that include evening and night work accrue shift penalties. You must claim the hours worked through a timesheet entry so that shift penalties can be applied.

Evening shift	Hours in a shift worked between 6pm and 11:59pm, Monday to Friday	15%
Night shift	Hours in a shift worked between 12am and 5:59am, Monday to Friday	17.5%
Saturday shift	Any hours in a shift worked on Saturday	50%
Sunday shift	Any hours in as shifts worked on Sunday	100%

#### Additional Hours

- By prior agreement with your supervisor, part time employees may claim additional hours rather than accrue Flex time
- Additional hours can only be claimed where a part time employee works hours in addition to their regular hours of work per week, and not in excess of the ordinary hours of duty for a full time employee (35 hours per week)

### **Overtime / TOIL**

- Work outside the [Span of Hours](#) for your Department should be claimed as Overtime or TOIL
- If you are working a last minute shift to cover for another rostered employee's illness or absence, with less than 7 days' notice, you should claim Overtime / TOIL
- If you are working over 35 hours per week at the request of your supervisor you may claim Overtime / TOIL

### **Flex Time**

- Any additional time worked within the span of hours can be accrued as Flex time
- You can accrue a maximum of 3.5 hours of Flex time on any rostered day and you can carry forward a maximum of 10 hours (pro rata) of Flex time each Flex period
- Flex leave can be booked through Web Kiosk
- You cannot accrue Flex and also claim Overtime, TOIL or Additional Hours for the same time worked

### **What if I work additional hours on a rostered weekend or to cover a night shift?**

You would need to submit two claims – one for additional hours, and a second claim for the appropriate penalty rate.

### **What if I have leave booked on a day I normally receive shift penalties?**

Shift penalties do not apply when shifts are not worked; if you are on leave then penalties are not payable and you should not submit a claim. All leave should be submitted via Web Kiosk.

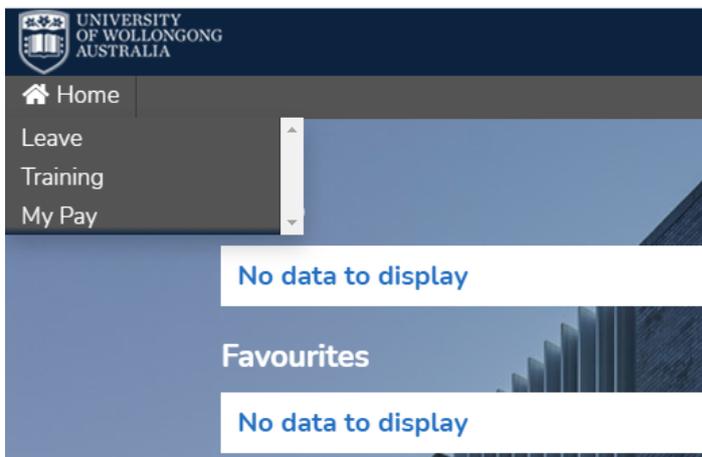
### **Where can I find out more information?**

Shift Penalties are covered under Cl 38 of the [Professional Enterprise Agreement](#) (page 25).

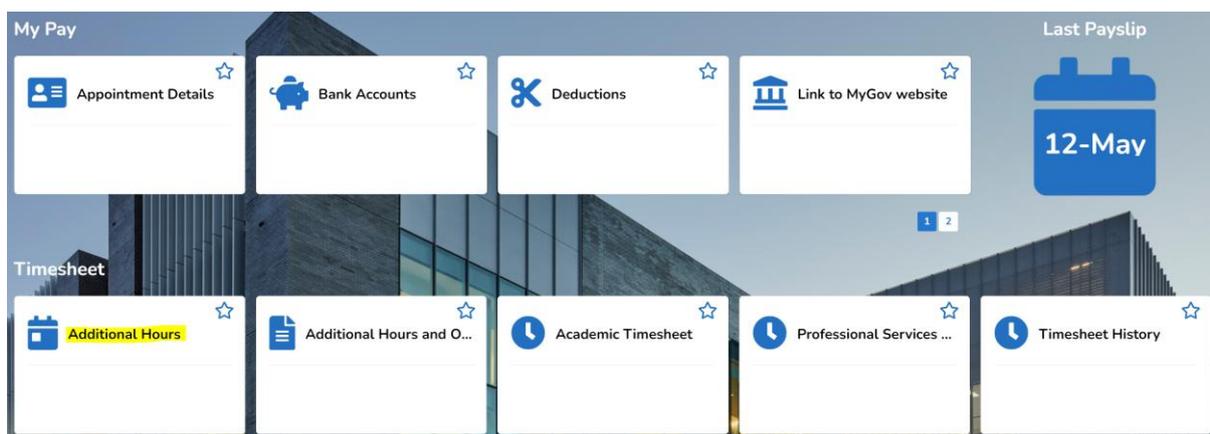
Overtime is covered under Cl 42 (page 26) and Public Holidays and University Concessional Days are covered under Cl 54 (page 38).

# Claiming Additional Hours and Penalty Rates Step by Step Guide

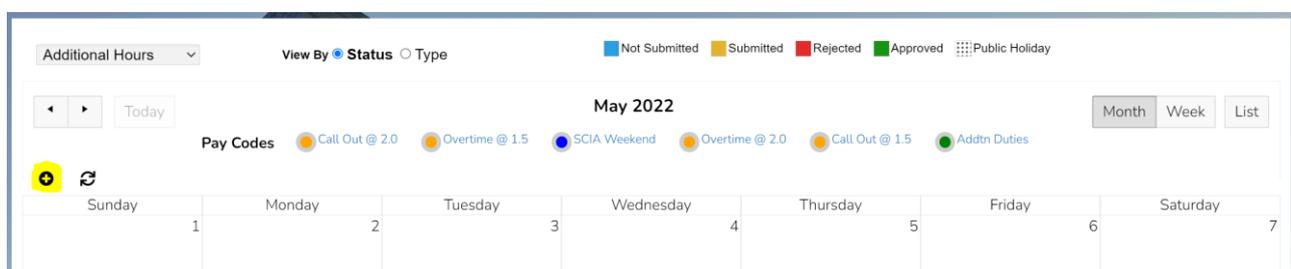
1. Log in to [Web Kiosk](#)
2. Using the Home menu click on the menu for My Pay



3. Under Timesheet click **Additional Hours**



4. To add a new timesheet claim for additional hours, penalty rates or overtime click the + button at the top left



5. Select the date that you worked

Date 16-MAY-2022

6. The below paycodes will be available for selection. Scroll through pages by using the right arrow at the bottom of the screen 1 - 5 of 13 >

Description	Paycode	When to use it
Additional Duties	ADDND	Part time you are part time and perform additional hours up to 35 hours per week
Overtime @ 1.5	OT1.5	The first 2 hours of overtime worked from Mon – Sat (except on public holidays)
Overtime @ 2.0	OT2.0	All hours after first 2 hours of overtime worked from Mon – Sat, and all overtime on Sunday (except on public holidays)
Shift Penalty 50% (Saturday Shift)	SA050	Any hours in a rostered shift worked on Saturday
Shift Penalty 100% (Sunday Shift)	SP100	Any hours in a rostered shift worked on Sunday
Shift Penalty 15% (Evening Shift)	SA015	Hours in a shift worked between 6pm and 11:59pm, Monday to Friday
Shift Penalty 17.5% (Night Shift)	SA175	Hours in a shift worked between 12am and 5:59am, Monday to Friday
Call Out @ 1.5	CO1.5	
Call Out @ 2.0	CO2.0	
Overtime @ 1.0	OT	When you work on a non-rostered public holiday this rate should be used <u>as well as</u> OTPUB
Overtime Public Holidays	OTPUB	When you work on a public holiday this rate should be used
SCIA Weekday	OCSA1	
SCIA Weekend	OCSA2	

7. Click the new entry to adjust and submit it. New entries not yet submitted will be blue.

The screenshot shows a calendar for May 2022. At the top, there are filters for 'Additional Hours' (dropdown), 'View By' (radio buttons for Status and Type), and a legend for status: Not Submitted (blue), Submitted (yellow), Rejected (red), and Approved (green). Below the legend are navigation arrows and a 'Today' button. The calendar grid shows days from Sunday to Saturday. A blue entry is visible on Monday, May 15th, with the text 'Shift Penalty 15% (Evening Shift) (1.5)'. This entry is circled in red. Above the calendar, there are 'Pay Codes' with colored circles: Overtime @ 1.5 (orange), Call Out @ 2.0 (yellow), SCIA Weekend (blue), Addtn Duties (green), Overtime @ 2.0 (orange), and Call Out @ 1.5 (orange). At the bottom right of the calendar, there are buttons for 'Month', 'Week', and 'List'.

8. Review the Work Date to ensure it is correct, include the number of hours worked under Unit and any comments to inform your supervisor in Comments.

Timesheets x

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**Additional Hours**

Week - 16-MAY-2022 to 22-MAY-2022 Status Not Submitted

Search: All Text Columns Go Actions Edit New Save Submit Unsubmit Delete

Report View Row 1 of 1

Job No. [REDACTED]

Work Date: 16-MAY-2022

Paycode: SA015

Unit: .5

GI Override: [REDACTED]

Comments: [REDACTED]

Edit

Save Submit Unsubmit Delete

1. To submit the claim for payment, click Submit or click Save to return to the record later
2. Once submitted, this will trigger an automatic email notification to your supervisor. It will be paid in the next available pay once approved by your supervisor.