

Library Penalty Example Timesheet Part time & Hired AFTER 30 June 2019

ADDITIONAL HOURS
If you worked over your contracted hours but less than 76 hours in the fortnight, record the extra hours in a separate activity block with the Entry Type **Additional Hours**.

IMPORTANT
Check your timesheet total balances to your contracted hours before submitting.

Today June 13 - 26 2022													Normal	Overtime	Leave	Other	DRAFT		
													50.5	0	0	0	48		
Mon 13-Jun 0	Tue 14-Jun 4	Wed 15-Jun 5.5	Thu 16-Jun 7	Fri 17-Jun 7	Sat 18-Jun 3	Sun 19-Jun 0	Mon 20-Jun 0	Tue 21-Jun 4	Wed 22-Jun 6.5	Thu 23-Jun 4	Fri 24-Jun 7	Sat 25-Jun 0	Sun 26-Jun 0						
+ Add activity	Normal Hours 08:00a - 12:00p Human Resource. Hum...	Normal Hours 08:00a - 01:30p Human Resource. Hum...	Normal Hours 08:00a - 11:30a Human Resource. Hum...	Normal Hours 09:00a - 12:00p Human Resource. Hum...	Normal Hours 08:00a - 11:00a Human Resource. Hum...	+ Add activity	+ Add activity	Normal Hours 08:00a - 12:00p Human Resource. Hum...	Normal Hours 08:00a - 11:30a Human Resource. Hum...	Normal Hours 08:00a - 12:00p Human Resource. Hum...	Normal Hours 08:00a - 11:00a Human Resource. Hum...	+ Add activity	+ Add activity						
	+ Add activity	+ Add activity	Normal Hours 12:00p - 03:30p Human Resource. Hum...	Normal Hours 12:30p - 04:30p Human Resource. Hum...	Library 10% Penalty -W... 3 hours Human Resource. Hum...			+ Add activity	Normal Hours 12:00p - 03:00p Human Resource. Hum...	+ Add activity	Normal Hours 11:30a - 03:30p Human Resource. Hum...								
			+ Add activity	Additional Hours 04:30p - 07:00p Human Resource. Hum...	+ Add activity				+ Add activity		+ Add activity								
				Library 10% Penalty -W... 9.5 hours Human Resource. Hum...															

PENALTY
Add an activity to each weekday you worked until 7pm or Saturday you worked until 12pm, use the Entry Type **Library 10% Penalty -Worked Sat or >=7pm** and enter the total number of hours worked that day.

NOTE
The penalty rate is an allowance and will not display in the timesheet total.

Library Penalty Example Timesheet Part Time & Hired PRIOR 30 June 2019

ADDITIONAL HOURS
If you worked over your contracted hours but less than 76 hours in the fortnight, record the extra hours in a separate activity block with the Entry Type **Additional Hours**.

IMPORTANT
Check your timesheet balances to your contracted hours before submitting.

Today June 13 - 26 2022														Normal	Overtime	Leave	Other	DRAFT
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Mon 13-Jun 0	Tue 14-Jun 4	Wed 15-Jun 5.5	Thu 16-Jun 7	Fri 17-Jun 7	Sat 18-Jun 3	Sun 19-Jun 0	Mon 20-Jun 0	Tue 21-Jun 4	Wed 22-Jun 6.5	Thu 23-Jun 4	Fri 24-Jun 7	Sat 25-Jun 0	Sun 26-Jun 0					
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	Library 10% Penalty -W... 4 hours Human Resource. Hum...	Library 10% Penalty -W... 5.5 hours Human Resource. Hum...	Normal Hours 12:00p - 03:30p Human Resource. Hum...	Normal Hours 12:30p - 04:30p Human Resource. Hum...	Library 10% Penalty -W... 3 hours Human Resource. Hum...			Library 10% Penalty -W... 4 hours Human Resource. Hum...	Normal Hours 12:00p - 03:00p Human Resource. Hum...	Library 10% Penalty -W... 4 hours Human Resource. Hum...	Normal Hours 11:30a - 03:30p Human Resource. Hum...							
	+ Add activity	+ Add activity	Additional Hours 03:30p - 07:00p Human Resource. Hum...	Library 10% Penalty -W... 7 hours Human Resource. Hum...	+ Add activity			+ Add activity	Library 10% Penalty -W... 6.5 hours Human Resource. Hum...	+ Add activity	Library 10% Penalty -W... 7 hours Human Resource. Hum...	+ Add activity	+ Add activity					
			Library 10% Penalty -W... 9.5 hours Human Resource. Hum...	+ Add activity					+ Add activity		+ Add activity							

PENALTY
If you work a weekday to 7pm or a Saturday until 12pm- add an activity to each day you worked, use the Entry Type **Library 10% Penalty -Worked Sat or >=7pm** and enter the total number of hours worked that day.