

9 Day Fortnight >8/2 Band Example Timesheet - Standard Hours

DAILY TOTALS
 Use your daily totals to check for errors. Balancing 76 hours across 9 days looks like:
 8 daily totals of 8.45 hours
 1 daily total of 8.4 hours

IMPORTANT
 Check your timesheet balances to 76 hours before submitting.

May 30 - June 12 2022													Normal	Overtime	Leave	Other	DRAFT	
Mon 30-May 0	Tue 31-May 8.45	Wed 1-Jun 8.45	Thu 2-Jun 8.45	Fri 3-Jun 8.45	Sat 4-Jun 0	Sun 5-Jun 0	Mon 6-Jun 8.45	Tue 7-Jun 8.45	Wed 8-Jun 8.45	Thu 9-Jun 8.45	Fri 10-Jun 8.4	Sat 11-Jun 0	Sun 12-Jun 0	76	0	0	0	76
+ Add activity	Normal Hours 08:00a - 12:00p Human Resource. Hum...	Normal Hours 08:00a - 12:00p Human Resource. Hum...	Normal Hours 08:00a - 12:00p Human Resource. Hum...	Normal Hours 08:00a - 12:00p Human Resource. Hum...	+ Add activity	+ Add activity	Normal Hours 08:00a - 12:00p Human Resource. Hum...	Normal Hours 08:00a - 12:00p Human Resource. Hum...	Normal Hours 08:00a - 12:00p Human Resource. Hum...	Normal Hours 08:00a - 12:00p Human Resource. Hum...	Normal Hours 08:00a - 12:00p Human Resource. Hum...	+ Add activity	+ Add activity					
	Normal Hours 12:33p - 05:00p Human Resource. Hum...	Normal Hours 12:33p - 05:00p Human Resource. Hum...	Normal Hours 12:33p - 05:00p Human Resource. Hum...	Normal Hours 12:33p - 05:00p Human Resource. Hum...			Normal Hours 12:33p - 05:00p Human Resource. Hum...	Normal Hours 12:33p - 05:00p Human Resource. Hum...	Normal Hours 12:33p - 05:00p Human Resource. Hum...	Normal Hours 12:33p - 05:00p Human Resource. Hum...	Normal Hours 12:36p - 05:00p Human Resource. Hum...							

RDO
 Leave your RDO blank – no activity or leave request required.

LUNCH BREAKS
 To record your lunch break, each day must have 2 activity blocks for the AM & PM shift.
 To balance your timesheet, the break times are:
 8x 33-minute lunch breaks
 1x 36-minute lunch break

9 Day Fortnight >8/2 Band Example Timesheet Hours Adjustment, RDO Worked

RDO Worked
 If you worked your RDO on top of your regular hours*, add your activities and record your hours under Entry Type **RDO Worked 9 Day Fortnight**.

IMPORTANT
 Check your timesheet total balances to 76 hours before submitting. Note:
Other: RDO Worked

Today June 13 - 26 2022													Normal	Overtime	Leave	Other	DRAFT	
Mon 13-Jun 0	Tue 14-Jun 8.45	Wed 15-Jun 8.45	Thu 16-Jun 8.45	Fri 17-Jun 8.45	Sat 18-Jun 0	Sun 19-Jun 0	Mon 20-Jun 10.45	Tue 21-Jun 8.45	Wed 22-Jun 8.45	Thu 23-Jun 8.45	Fri 24-Jun 6.4	Sat 25-Jun 0	Sun 26-Jun 0	76	0	0	8.45	76
RDO Worked - 9 Day Fo... 08:00a - 12:00p Human Resource. Hum...	Normal Hours 08:00a - 12:00p Human Resource. Hum...	Normal Hours 08:00a - 12:00p Human Resource. Hum...	Normal Hours 08:00a - 12:00p Human Resource. Hum...	Normal Hours 08:00a - 12:00p Human Resource. Hum...	+ Add activity	+ Add activity	Normal Hours 08:00a - 12:00p Human Resource. Hum...	Normal Hours 08:00a - 12:00p Human Resource. Hum...	Normal Hours 08:00a - 12:00p Human Resource. Hum...	Normal Hours 08:00a - 12:00p Human Resource. Hum...	Normal Hours 08:00a - 12:00p Human Resource. Hum...	+ Add activity	+ Add activity					
RDO Worked - 9 Day Fo... 12:33p - 05:00p Human Resource. Hum...	Normal Hours 12:33p - 05:00p Human Resource. Hum...	Normal Hours 12:33p - 05:00p Human Resource. Hum...	Normal Hours 12:33p - 05:00p Human Resource. Hum...	Normal Hours 12:33p - 05:00p Human Resource. Hum...			Normal Hours 12:33p - 07:00p Human Resource. Hum...	Normal Hours 12:33p - 05:00p Human Resource. Hum...	Normal Hours 12:33p - 05:00p Human Resource. Hum...	Normal Hours 12:33p - 05:00p Human Resource. Hum...	Normal Hours 12:36p - 05:00p Human Resource. Hum...							
+ Add activity	+ Add activity	+ Add activity	+ Add activity	+ Add activity			+ Add activity	+ Add activity	+ Add activity	+ Add activity	Hours Adjustment -2 hours Human Resource. Hum...							

Normal Hours
 Record all hours worked under Entry Type **Normal Hours**.

Hours Adjustment
 If you have exceeded 80 hours in your total, add an activity for **Hours Adjustment** on the last day. Enter your extra hours in negative value.