

19 Day Month Example Timesheet Standard Hours

DAILY TOTALS
Use your daily totals to check for errors. A standard 80-hour fortnight will have 10 daily totals of 8 hours.

IMPORTANT
Check your timesheet balances to 80 hours before submitting.

Today June 13 - 26 2022												Normal	Overtime	Leave	Other	DRAFT		
Mon 13-Jun 8	Tue 14-Jun 8	Wed 15-Jun 8	Thu 16-Jun 8	Fri 17-Jun 8	Sat 18-Jun 0	Sun 19-Jun 0	Mon 20-Jun 8	Tue 21-Jun 8	Wed 22-Jun 8	Thu 23-Jun 8	Fri 24-Jun 8	Sat 25-Jun 0	Sun 26-Jun 0	80	0	0	0	80
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 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 12:30p - 04:30p Human Resource. Hum...	Normal Hours 12:30p - 04:30p Human Resource. Hum...	Normal Hours 12:30p - 04:30p Human Resource. Hum...	Normal Hours 12:30p - 04:30p Human Resource. Hum...	Normal Hours 12:30p - 04:30p Human Resource. Hum...			Normal Hours 12:30p - 04:30p Human Resource. Hum...	Normal Hours 12:30p - 04:30p Human Resource. Hum...	Normal Hours 12:30p - 04:30p Human Resource. Hum...	Normal Hours 12:30p - 04:30p Human Resource. Hum...	Normal Hours 12:30p - 04:30p Human Resource. Hum...							

LUNCH BREAKS
To record your lunch break, each day must have 2 activity blocks for the AM & PM shift.

NOTE
The system will bank 4 of the 80 hours to your RDO balance.

19 Day Month Example Timesheet - Overtime, TOIL Banked & RDO Taken

RDO
If you have taken an RDO this fortnight, submit a leave request for **RDO Taken 19 Day Month.**

IMPORTANT
Check your timesheet total balances to 80 hours before submitting. Note:
Overtime: Overtime at penalty rate
Other: TOIL Banked

May 30 - June 12 2022													Normal	Overtime	Leave	Other	DRAFT	
Mon 30-May 8	Tue 31-May 8	Wed 1-Jun 8	Thu 2-Jun 8	Fri 3-Jun 8	Sat 4-Jun 0	Sun 5-Jun 0	Mon 6-Jun 8	Tue 7-Jun 8	Wed 8-Jun 8	Thu 9-Jun 8	Fri 10-Jun 8	Sat 11-Jun 0	Sun 12-Jun 0	72	2	8	2	80
Leave 8 hours 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					
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	+ Add activity	+ Add activity	+ Add activity	TOIL Banked 04:30p - 06:30p Human Resource. Hum...			Overtime @ Time & Half 04:30p - 06:30p Human Resource. Hum...	+ Add activity	+ Add activity	+ Add activity	+ Add activity							

TOIL Banked
To bank overtime as TOIL, add an activity and select the Entry Type **TOIL Banked.**

Overtime
To record overtime at a penalty rate, add an activity and select the Entry Type **Overtime @ Time & Half or Double Time.**