

9 Day Fortnight 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	
													76	0	0	0	76	
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					
+ 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 Example Timesheet Overtime, TOIL Banked, 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:
Overtime: Overtime at penalty rate
Other: RDO Worked & TOIL Banked

Today June 27 - July 10 2022													Normal	Overtime	Leave	Other	DRAFT	
Mon 27-Jun 0	Tue 28-Jun 8.45	Wed 29-Jun 8.45	Thu 30-Jun 8.45	Fri 1-Jul 8.45	Sat 2-Jul 0	Sun 3-Jul 0	Mon 4-Jul 8.45	Tue 5-Jul 8.45	Wed 6-Jul 8.45	Thu 7-Jul 8.45	Fri 8-Jul 8.4	Sat 9-Jul 0	Sun 10-Jul 0	76	2	0	10.45	76
RDO Worked 9 Day Fort... 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 Fort... 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 12:33p - 05:00p Human Resource. Hum...	Normal Hours 12:33p - 05:00p Human Resource. Hum...							
+ Add activity	+ Add activity	+ Add activity	+ Add activity	Overtime @ Time & Half 05:00p - 07:00p Human Resource. Hum...			+ Add activity	TOIL Banked 05:00p - 07:00p Human Resource. Hum...	+ Add activity	+ Add activity	+ Add activity	+ Add activity	+ Add activity					

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

TOIL Banked
To bank overtime as TOIL, add an activity and record your hours under Entry Type **TOIL Banked**.