Library Penalty Example Timesheet
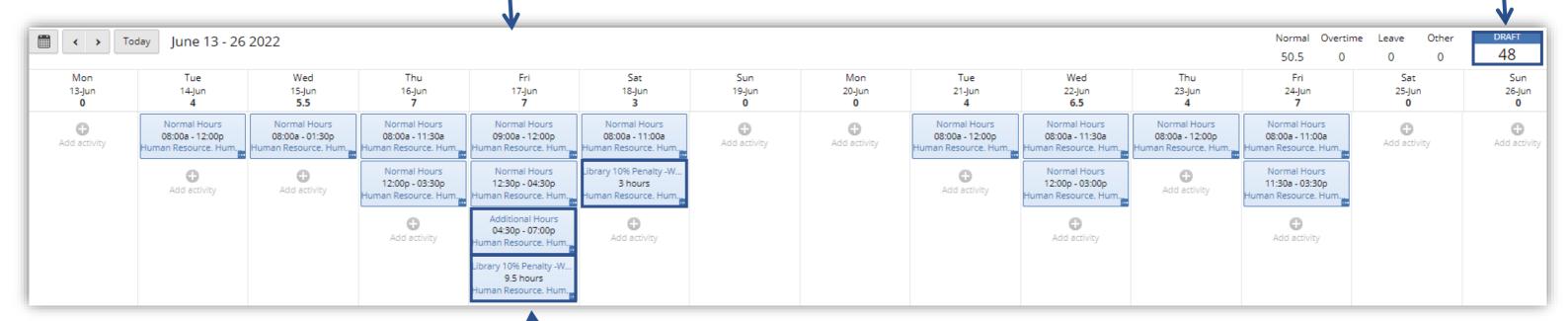**Part time & Hired AFTER 26 July 2019**

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.

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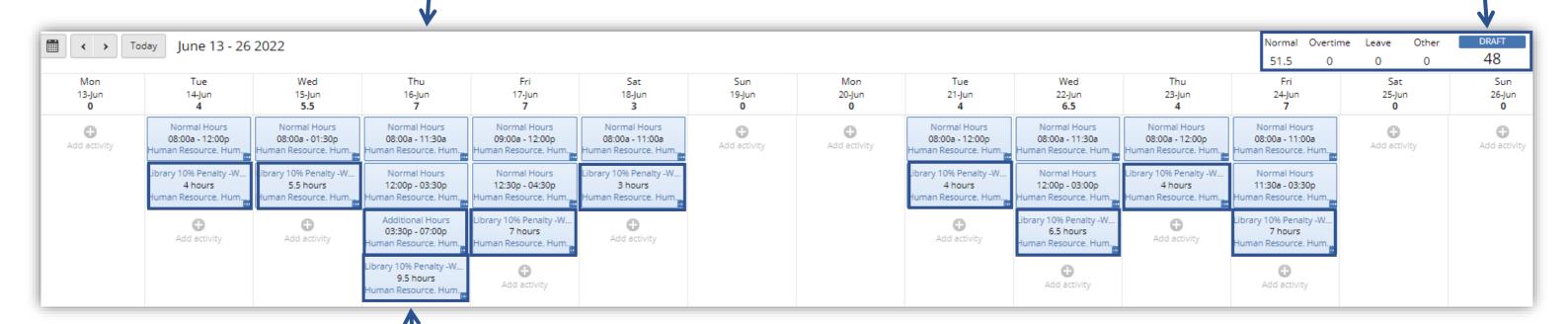The penalty rate is an allowance and will not display in the timesheet total.

Library Penalty Example Timesheet
Part Time & Hired PRIOR 26 July 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.

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.