

Activity Codes

Activity codes help to “Draft” the various day types. Was the day a normal work day? Code is GEN. Was a day of Annual leave taken? Code is AL. All various leave balances are accurately measured in Agrismart so long as they are entered accurately in the Timesheet area in the first instance.

List of Normal Activity Codes in Agrismart.

ACC	On ACC – paid by ACC	If team member is on ACC use this code in the timesheet
ACCSD = Employer	ACC stand down period- first week's pay paid by Employer	Legally staff accepted to be on ACC are paid the first week by the employee
AL	Annual Leave	Any half or full day taken as Annual Leave should go into the timesheet using this code
BL	Bereavement Leave	If the leave has been agreed by Employer to be classed as Bereavement leave then use this code.
BR	Break	The break code is used <u>ONLY</u> for <u>PAID</u> breaks....morning and afternoon tea.
CREALT	Credit Alternative Holiday	
GEN	Actual Work Time	GEN code is, by default, the code that is already populated in the activity box when people enter the timesheet area
JS	Jury Service	If the leave has been agreed by Employer to be classed as Bereavement leave then use this code.
MNTOP	Minimum wage top up	
RTO	Rostered Time Off	Any half or full day taken as Rostered Time Off should go into

		the timesheet using this code
SH	Statutory Holiday	For a Statutory day taken as a holiday/ day off use this code
SH2	Statutory holiday worked	For a Statutory day worked use this code (Make sure that only the hours worked are entered-Not the half or full day option
SL	Sick Leave	If the leave has been agreed by Employer to be classed as Bereavement leave then use this code.
TIL	Time in Lieu	Having worked a Statutory Holiday staff are legally entitled to take a Day in Lieu. When doing so, use this code.
UL	Unpaid Leave	As it suggests