

Alternate Days

- Bill works on a Statutory Holiday. He is entitled to time and ½ and an Alternate day off- a Day in Lieu.
- When Bill enters his timesheet details he will put his actual hours worked into the timesheet and code his hours to SH2 - Statutory Holiday Worked.
- As a result of choosing SH2 as his timesheet code Bills' hours will multiply by 1.5 (Time and a ½) In the Timesheet Overview Report
- The Day in Lieu is recorded in the Alternate Days report.
- When Bill takes his Alternate Day he will enter a Full day in his timesheet and code that entry to TIL-Time in Lieu

Understanding the Alternate Days report

The image shows a form for generating an Alternate Days report. The form contains several input fields and a button. Callouts provide instructions for each field:

- Employee name:** Bill Fletcher (Callout: Select a team member)
- Start of financial Year:** Jun 01 2017 (Callout: The report automatically selects the beginning of the season to the current date. These dates can be altered by clicking on the day to bring up the calendar)
- Date checking to:** Sep 06 2017
- Opening balance days:** 5.00 (Callout: Opening balance of Alternate days can be entered in here – Just enter days.)
- Opening balance date:** Jun 01 2017
- Alternate Holiday paid out:** (Callout: If Alternate days are paid out the value will be entered in here.)
- Date paid out:** Sep 06 2017
- show results >>** (Callout: Click on show results will take you to the next screen.)

Bill has coded 0 days to SH2-Statutory Holidays worked this season

Click on this underlined SH2 to see the dates of the Statutory days worked...if any

Employee name :	<u>Bill Fletcher</u>
Stat. of financial Year :	Jun 01 2017
No of hours coded to Statutory Holiday Worked (<u>code SH2</u>) :	0
Contracted hours of work :	10
Alternate days off entitlement for the period in (days) :	0
No of hours coded to Time in Lieu (<u>code TIL</u>) :	20
No of days coded to Time in Lieu :	2
Alternate days in days owing to employee/(owed by employee) :	-2
Opening balance of Alternate Days owing to employee/(owing by employee) :	5
Total Alternate Days owing to employee/(owing by employee) :	3
Hourly rate :	20.51
Total Alternate Days owing to employee/(owing by employee) in dollars :	615.30
Alternate Holiday paid out :	0.00
Date paid out :	Sep 06 2017
Closing balance of Alternate Days in dollars :	615.30
Closing balance of Alternate Days in days :	3

Bill has coded 1 day to TIL . Again you can click on the underlined TIL to see the actual day he coded to TIL in his timesheet

Bill has 10 hours as a Day of work. Other staff may have 8 or 9. This is a datum number only and is entered in Team Manager

This is the balance of Alternate days owing to Bill

This is the dollar value of Alternate days owing in case the decision is made to pay these out.

Summary of Alternate days in Days and Dollars