

Reports-Rostered Time Off Report

Rostered Time Off is agreed upon by both Employer and Employee and there is likely to be some reference to the seasonal amount of RTO entitlement for the employee in the employment contract. The reference in the Employment contract may come in the form of a specified number of days for the season **OR** just the parameters of the Roster for the season. (June 1-July 31st, 11/3, then 6/1 through to October 1 and then 11/3 for the rest of the season as an example). Note: It is important to measure RTO for Salaried staff but not for those on wages.

Initially when a team member is set up in Agrismart, in the User Manager area they will have Rostered Days On and Off. These numbers are generally the same for all staff, as the Roster on farm is normally the same for the entire team.



In the User Manager area the Rostered time On and Off can be set. Go first to the staff member and into Employment details.

Pay Frequency:	fortnightly	▼
Cash Remuneration:	0.00	
Gross Annual Salary:	52000.00	(total package)
Amount Payable / Pay Period:	2000.00	
No. of Weeks Holiday Entitlement:	4	
Rostered Days On:	11	📅
Rostered Days Off:	3	📅
Daily Contracted Hours:	10.00	
Weekly Contracted Hours:	55	📅

Here is where the Roster Days on and off are entered. These numbers do not go to the Roster calendar, they only feed through to the Rostered Time Report and the Rostered Time Off area of the Dashboard

Lets' go with the example above.... June 1-July 31st, 11/3, then to 6/1 through to October 1 and then 11/3 for the rest of the season.

Pay Frequency: fortnightly

Cash Remuneration: 0.00

Gross Annual Salary: 52000.00 (total package value)

Amount Payable / Pay Period: 2000.00

No. of Weeks Holiday Entitlement: 4

Rostered Days On: 11

Rostered Days Off: 3

Daily Contracted Hours: 10.00

Weekly Contracted Hours: 55

1/Click on the calendar icon

User: Harry Fleming

Year: Jun 01 2016 to May 31 2017

Different Start Date: 

	Average	Total	Period 1	
Start date			Jun 01 2016	
End date			Jun 14 2016	
Total number of days		14	14	
Cumulative days			14	
Roster day on	11.00	11	11	<input checked="" type="checkbox"/>
Roster day off	3.00	3	3	
No. of days in roster period	14.00	14	14	
No. of roster weeks in the period		1.00	1	
No. of RTO during the period		3.00	3	
				<input checked="" type="checkbox"/>



2/Enter the first part of the roster which in this case is 11/3

3/ Next tick the box (If you hover on the box the words "Repeat Roster" will show.) We want to repeat the roster

4/To display and continue with the building of your Roster-Click the arrow

The 4 numbered steps above is all that is required to get to the next diagram.

5/Untick this box

6/Put in 6/1, the calving roster in the most appropriate box that represents the start of calving

7/Tick the little box

	Average	Total	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
Start date			Jun 01 2016	Jun 15 2016	Jun 29 2016	Jul 03 2016	Jul 27 2016	Aug 03 2016	Aug 10 2016
End date			Jun 14 2016	Jun 28 2016	Jul 12 2016	Jul 26 2016	Aug 02 2016	Aug 09 2016	Aug 16 2016
Total number of days		365	14	14	14	14	7	7	7
Cumulative days			14	28	42	56	63	70	77
Roster day on	6.31	309	11 <input type="checkbox"/>	11 <input type="checkbox"/>	11 <input type="checkbox"/>	11 <input type="checkbox"/>	6 <input checked="" type="checkbox"/>	6 <input type="checkbox"/>	6 <input type="checkbox"/>
Roster day off	1.14	56	3 <input type="checkbox"/>	3 <input type="checkbox"/>	3 <input type="checkbox"/>	3 <input type="checkbox"/>	1 <input type="checkbox"/>	1 <input type="checkbox"/>	1 <input type="checkbox"/>
No. of days in roster period	7.45	365	14	14	14	14	7	7	7
No. of roster weeks in the period		49.00	1	1	1	1	1	1	1
No. of RTO during the period		56.00	3	3	3	3	1	1	1
			→	→	→	→	→	→	→

8/ Tick the arrow

9/ Untick the box after clicking the arrow at the bottom.

Period 14	Period 15	Period 16	Period 17	Period 18	Period 19
Sep 28 2016	Oct 12 2016	Oct 26 2016	Nov 09 2016	Nov 23 2016	Dec 07 2016
Oct 11 2016	Oct 25 2016	Nov 08 2016	Nov 22 2016	Dec 06 2016	Dec 20 2016
14	14	14	14	14	14
133	147	161	175	189	203
11 <input checked="" type="checkbox"/>	11 <input type="checkbox"/>				
3 <input type="checkbox"/>	3 <input type="checkbox"/>	3 <input type="checkbox"/>	3 <input type="checkbox"/>	3 <input type="checkbox"/>	3 <input type="checkbox"/>
14	14	14	14	14	14
1	1	1	1	1	1
3	3	3	3	3	3
→	→	→	→	→	→

10/ Repeat the process again for the period from the end of calving to the end of the season to reflect the Roster scenario alluded to above.

	Average	Total
Start date		
End date		
Total number of days		365
Cumulative days		
Roster day on	9.45	293
Roster day off	2.32	72
No. of days in roster period	11.77	365
No. of roster weeks in the period		31.00
No. of RTO during the period		72.00

11/The numbers have all been worked out and are found at the front of the table we have just worked on. These are the average for the season.



12/Click Save to User

Rostered Days On :	<input type="text" value="4.07"/>	
Rostered Days Off :	<input type="text" value="1"/>	

13/In the user manager area the numbers have been worked back to Days on against a single day off. Keep a note of these numbers when setting up your other staff.

To set RTO balance at the start of staff employment:

Reports ▾ Documents ▾

- Activity Breakdown
- Alternate Days
- Confirmed Hours Report
- Gross Holiday Pay Report
- Leave Calendar
- Leave Report
- Rostered Time Off Report
- Salary / Wages Paid Report
- Sick Leave Report
- Timesheet Overview

1/Click on Rostered Time Off Report

2/Select an employee and then click on

show results >>

Employee name : Harry Fleming ▾

Start of financial Year : Jun 01 2016

Date checking Holiday Pay to : Aug 29 2016

Opening balance of RTO in **hours** owing to employee/(owing by employee) : 0.00

Amount of RTO paid out :

Date RTO paid out : Aug 29 2016

show results >>

Employee name : Harry Fleming +

Start of financial Year : Jun 01 2016

Date checking holiday pay to : Aug 29 2016

Rostered days off entitlement for the period in **hours** : 190.00

No of hours coded to rostered time off (**code RTO**) : 0.00

Closing balance of RTO in dollars : 3,454.55

Closing balance of RTO in hours : 190.00

<< back

3/RTO has accumulated to this value of 190 hours up until today (August 29) which is Harry's start date.

4/Remember the 190 hours and click on << back

Employee name : Harry Fleming ▾

Start of financial Year : Jun 01 2016

Date checking Holiday Pay to : Aug 29 2016

Opening balance of RTO in **hours** owing to employee/(owing by employee) : -190

Amount of RTO paid out :

Date RTO paid out : Aug 29 2016

show results >>

5/ Put in the -190 hours which will zero out the RTO balance.

