

TIMESHEET ACTIVITY CODES

Most farms are set up with a single Work Code (GEN), however, some farms are set up with multiple work codes, for example, Milking, Pasture Walks, R&M, Irrigation, Effluent, etc. Your Manager or Employer will let you know whether you have a single work code or multiple work codes.

Apart from working codes, there are other very important codes. These are as follows:

CODE	DESCRIPTION	EXPLANATION
ACC	On ACC-Paid by ACC	The employee is on ACC and being paid by ACC
ACCSD	ACC stand-down period - first week's pay paid by Employer	The employee is injured at work and on ACC, the first week off must be paid by the employer
AL	Annual Leave	
BL	Bereavement Leave	As agreed by the employer
GEN	General Farm Work	This is the default code which is used for most worked time
RTO	Rostered Time Off	Normally coded as 1 full day
JS	Jury Service	As agreed by the employer
SH	Statutory (Public) Holiday observed	Statutory holiday taken as a day off work
SHW	Statutory (Public) Holiday Worked	When hours are entered using this code it will automatically come through as time and a half, as well as allocate an Alternate Day
SL	Sick Leave	
TIL	Time in Lieu (Alternate Day)	Day taken as a day off after working a Public Holiday (SHW)
UL	Unpaid Leave	