

Timesheets on public holidays

When billable activity codes are used

1. Identify which scenario(s) below applies:

- **Scenario 1**

The employee is eligible to receive 1.5 times their hourly rate as well as an alternative day as the public holiday falls on an otherwise working day. If the employee is a casual HPAYG employee, they are eligible to receive 2.5 times their hourly rate in lieu of an alternative day as the public holiday falls on an otherwise working day.

- **Scenario 2**

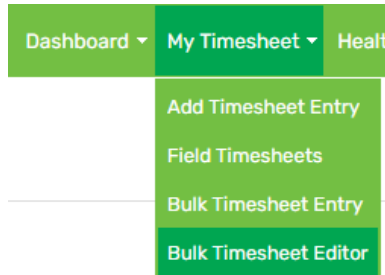
The employee is eligible to be paid time and a half but is not entitled to an alternative day, or 2.5 times their hourly rate if a casual HPAYG employee, as the public holiday falls on not an otherwise working day.

2. Follow the applicable guide below

Scenario 1

The employee is eligible to receive 1.5 times their hourly rate as well as an alternative day as the public holiday falls on an otherwise working day. If the employee is a casual HPAYG employee, they are eligible to receive 2.5 times their hourly rate in lieu of an alternative day as the public holiday falls on an otherwise working day.

1. Enter timesheets on the public holiday as normal
2. Hover on **Timesheets > Bulk Timesheet Editor:**



3. Select the date range (and any other criteria) > **GO:**
4. Locate the **SHW** (statutory holiday worked) column and tick it for all applicable employees. To do this in bulk, tick the **SHW** box in the yellow field, then click the arrow icon to select all employees:

Team Member	Date	Job	Activity	Is SHW
		- none -	- none -	<input checked="" type="checkbox"/>
Ann Perkins	Apr 07 2023	ID(2) JOB-1 - - Block 1	ACT-1 - Activity 1	<input checked="" type="checkbox"/>

5. Click **Save**

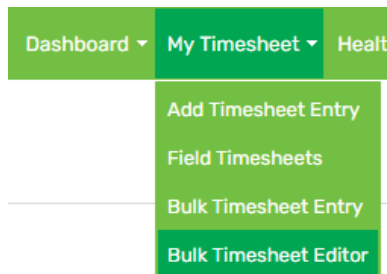
The **OWD** (otherwise working day) checkbox has been automatically selected, indicating that the employee will receive 1.5 times their regular hourly rate and an alternative day. However, if the employee is casual HPAYG, they will receive 2.5 times their regular hourly rate and no alternative day, as per legislation:

Team Member	Date	Job	Activity	Is SHW	Is OWD
		- none -	- none -	<input type="checkbox"/>	<input type="checkbox"/>
Ann Perkins	Apr 07 2023	ID(2) JOB-1 - - Block 1	ACT-1 - Activity 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Scenario 2

The employee is eligible to be paid time and a half but is not entitled to an alternative day, or 2.5 times their hourly rate if a casual HPAYG employee, as the public holiday falls on not an otherwise working day.

1. Enter timesheets on the public holiday as normal
2. Hover on **Timesheets > Bulk Timesheet Editor**:



3. Select the date range (and any other criteria) > **GO**:
4. Locate the **SHW** (statutory holiday worked) column and tick it for all applicable employees. To do this in bulk, tick the **SHW** box in the yellow field, then click the arrow icon to select all employees:

Team Member	Date	Job	Activity	Is SHW
		- none -	- none -	<input checked="" type="checkbox"/>
Ann Perkins	Apr 07 2023	ID(2) JOB-1 - - Block 1	ACT-1 - Activity 1	<input checked="" type="checkbox"/>

5. Click **Save**
6. The **OWD** (otherwise working day) checkbox has been automatically selected. Untick this for the applicable employee(s). To do this in bulk, untick the **OWD** box in the yellow field, then click the arrow icon to select all employees:

Team Member	Date	Job	Activity	Is SHW	Is OWD
		- none -	- none -	<input type="checkbox"/>	<input type="checkbox"/>
Ann Perkins	Apr 07 2023	ID(2) JOB-1 - - Block 1	ACT-1 - Activity 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>

7. Click **Save**

The employee will be paid 1.5 times their regular hourly rate for the public holiday, but they won't be entitled to an alternative day since it wasn't an otherwise working day for them. If the employee is casual HPAYG, they will receive 1.5 times their regular hourly rate instead of 2.5 times since the public holiday wasn't an otherwise working day for them.