Timesheets on public holidays

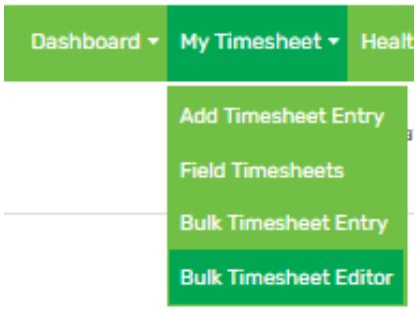
When billable activity codes are used

1. Identify which scenario(s) below applies:
    - **Scenario 1**
      The employees are eligible to be paid time and a half as well as an alternate day because the public holiday falls on an otherwise working day
    - **Scenario 2**
      The employees are eligible to be paid time and a half but are not entitled to an alternate day because the public holiday falls on not an otherwise working day
    - **Scenario 3**
      The employees are eligible to be paid time and a half as well as an alternate day because the public holiday falls on an otherwise working day, however, they are casual (holiday pay as you go)
2. Follow the applicable scenario guide below

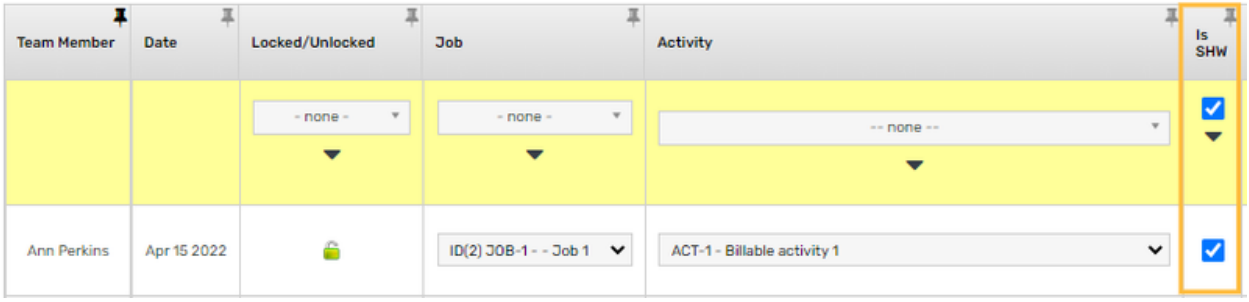
Scenario 1

The employees are eligible to be paid time and a half as well as an alternate day because 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** (and any other conditions) > **GO**
4. Locate the **Is SHW** column and tick it for all applicable employees. To do this in bulk, tick the **Is SHW** box in the yellow field, then click the arrow icon to select all employees:



This has successfully:

1. Paid the employees 1.5 times their normal rate
2. Assigned the employees an alternate day

Note: If you have followed this scenario for employees who receive holiday pay as they go, they will be paid time and a half but will not be assigned an alternate day

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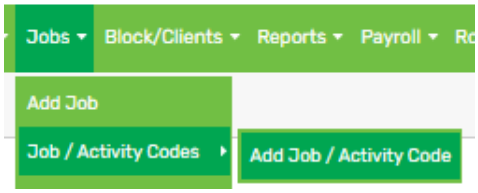
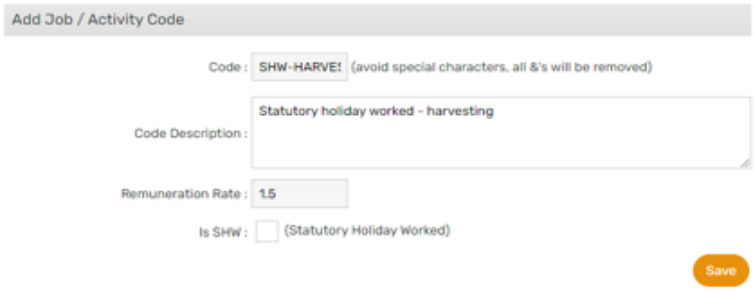
Scenario 2

The employees are eligible to be paid time and a half but are not entitled to an alternate day because the public holiday falls on not an otherwise working day

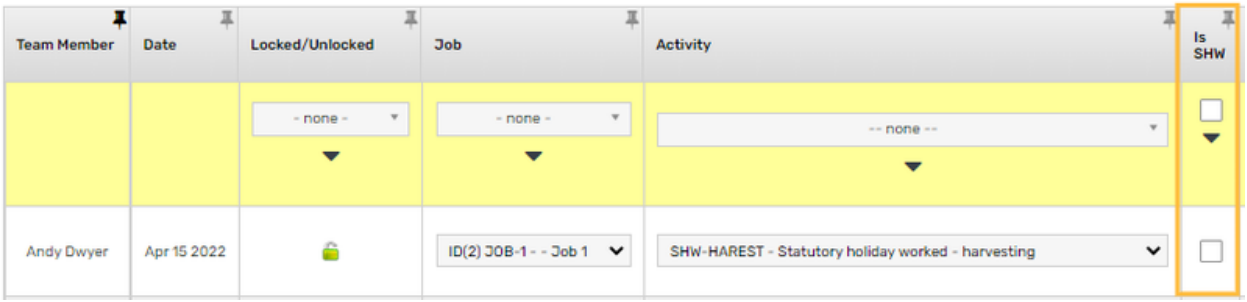
1. Hover on **Jobs** > **Job/Activity Codes** > **Add Job/Activity Code**:



2. Enter a **Code** e.g. if the team are doing harvesting, the code could be SHW-HARVEST
3. Enter a **Code Description** e.g. Statutory holiday worked - harvesting
4. Enter 1.5 in the **Remuneration Rate** field
5. Do not tick **Is SHW**
6. **Save**:



7. Repeat for all activity codes that will be used on the public holiday
8. Enter timesheets as normal, but ensure the new code(s) per above is used
9. In the **Bulk Timesheet Editor**, ensure the **Is SHW** column does not get ticked:



This has successfully:

1. Paid the employees 1.5 times their normal rate

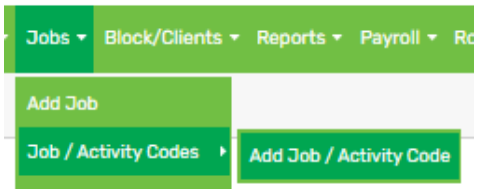
Once you have finished using the code, we recommend deactivating it. This is so the code won't be used accidentally when there's no public holiday, resulting in an overpayment.

When you need to use the code again, you can reactivate it.

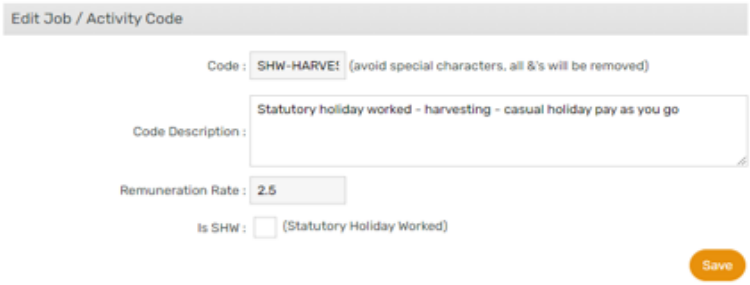
Scenario 3

The employees are eligible to be paid time and a half as well as an alternate day because the public holiday falls on an otherwise working day, however, they are casual (holiday pay as you go)

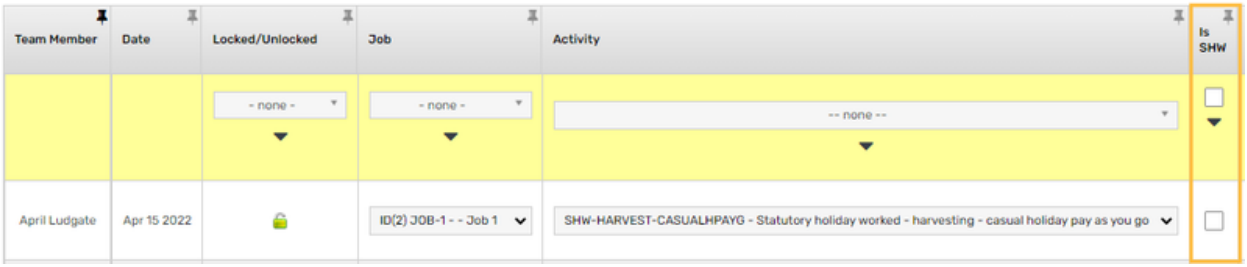
1. Hover on **Jobs** > **Job/Activity Codes** > **Add Job/Activity Code**:



2. Enter a **Code** e.g. if the team are doing harvesting, the code could be SHW-HARVEST-CASUALHPAYG
3. Enter a **Code Description** e.g. Statutory holiday worked - harvesting - casual holiday pay as you go
4. Enter 2.5 in the **Remuneration Rate** field
5. Do not tick **Is SHW**
6. **Save**:



7. Repeat for all activity codes that will be used on the public holiday
8. Enter timesheets as normal, but ensure the new code(s) per above is used
9. In the **Bulk Timesheet Editor**, ensure the **Is SHW** column does not get ticked:



This has successfully:

1. Paid the employees 2.5 times their normal rate

Once you have finished using the code, we recommend deactivating it. This is so the code won't be used accidentally when there's no public holiday, resulting in an overpayment.

When you need to use the code again, you can reactivate it.