

Witness Statement

Karen Ford

I **Karen Isobel Ford** of **85 Robert Street Dapto 2530**, declare as follows:

Background/Experience

1. I am the Executive Assistant to the Director, Distinguished Professor Anatoly Rozenfeld, and Administration Officer for the Centre of Medical Radiation Physics (CMRP) in the School of Physics, Faculty of Engineering and Information Sciences at the University of Wollongong. I have been in this role for 7 years and it is an on-going role.
2. Prior to this role I was on a 2 year fixed term contract at the University in the Centre for Health Services Development as an Administration Assistant.
3. My current role involves providing administration support to the Research Group, including:
 - a) Diary and email management for the Director. The Director is a Professor Level E, who was just awarded the "Distinguished" title which means he also has a 25% bonus. He is a teaching and research academic but I undertake his teaching-related administrative responsibilities so that he can have more time to pursue and concentrate on his collaboration and research.
 - b) Timetabling and preparation of the 3 subjects that the Director and one other teaching/research academic in the CMRP teach in to. This requires organising lab schedules with Hospitals, managing the eLearning site with content, Student Online Learning System (SOLS) messaging students with any changes, preparing subject outlines, collation of marks, and the administrative preparation of exams.
 - c) I am first point of contact for all CMRP HDR (Higher Degree by Research) students. Currently there 12 academics in the Research Group supervising 67 HDR students with one third of these being international students. In addition, there are 37

students enrolled in the Master by Coursework (Medical Radiation Physics) with approximately 95% of these being international students. The undergraduate intake to the Bachelor of Medical Radiation Physics is roughly 20 students per year.

- d) Organising and administering conferences for the group. This includes all bookings, scheduling, accommodation, and financial matters. The CMRP runs a conference every two years at a different location in Australia. Typical attendance to the conference is approximately 120 delegates. I am the Australian Treasurer for the upcoming IEEE NSS MIC 2018, which CMRP successfully bid for in 2014. This is a significant international Nuclear Science Symposium and Medical Imaging Conference held annually by the Institute of Electrical and Electronic Engineers, which is held outside the USA every second year. Professor Rozenfeld has been bidding to bring this conference to Australia for the last 10 years. It is my responsibility to oversee/approve all expenditure (in Australia). There is a head treasurer based in the US and he oversees all budgets, expenditure and US government requirements. Typical attendance at this conference is 2,500 delegates and the conference has a budget of approximately \$2 million.
 - e) Organising student and visitor seminars. Seminars are every two weeks and include HDR student first year reviews, project updates, practice for upcoming conferences and thesis submissions.
 - f) Anything related to communication and administration within the Research Group.
4. I am the sole administration person in the group so I am responsible for all administration activities – there is no team to fall back on. When I go on leave, as I did recently, I come back to a huge back-log of work as the work simply doesn't get done when I'm away. For example, I just had 2 weeks annual leave but I feel like it will take me 4 weeks to 'catch up'.

5. I am classified at the top of HEW Level 4 and earn \$63,359 per annum.

NTEU experience

6. I've been an NTEU member for almost 10 years and active for nearly 8 years. I've been involved in negotiations for 2 rounds of NTEU Agreements with the University, the two most recent University of Wollongong Enterprise Agreements.
7. I am knowledgeable about the conditions of employment for general staff at the University, including those related to hours of work.

My experience of overtime as a general staff member at the University of Wollongong

8. I have been on a Flexible Working Hours Arrangement since I commenced at the University almost 10 years ago. Under this arrangement no overtime is paid but hours worked in excess of 7 hours per day or 35 per week accrue towards time off.
9. To my knowledge, most general staff are now on these arrangements. I estimate 95% of general staff at the University are on Flexible Working Arrangements
10. Standard hours at the University for general staff are 7 hours per day 35 hours per week.
11. I average 2 extra hours per day of work (10 extra hours per week).
12. As I am on a Flexible Working Hours Arrangement, the extra hours accrue towards flexi-time – 7 hours of accrued time gives me entitlement to a day off. However given my workload and the fact that I am not part of a team, I find it very hard to actually take time-off.

13. The Flexible Working Hours Arrangement policy only allows a staff member to accrue 10 hours at any time- anything over 10 hours is forfeited. **Attachment 1 is the Operation of Flexible Hours of Work Procedures - General Staff and Attendance Policy; Attachment 2 is the Professional Services Staff Time and Attendance Policy; Attachment 3 is an Extract from the University of Wollongong Policy “My Timekeeping”; and Attachment 4 is a copy of the current Timekeeping screen that is used to enter my time.**
14. I currently have 42 accumulated days of annual leave and in 2015 I lost 20 days of flexitime as I was unable to carry more than 10 hours of the accumulated time forward into the next timekeeping period. **Attachment 5 is my time sheet for the period 30 November – 27 December 2015; and Attachment 6 is a record showing my accrued days for 2015.** The printed data in Attachment 6 shows the formal record of my time that was entered into the system. The hand-written annotations indicate the additional hours worked which were not accepted by the time-keeping system due to its structural constraints. The detail of how these hours were lost, despite my entering them into the system, is shown in Attachment 5. I have not received overtime payment or time off in lieu for these hours worked.
15. Given how hard it is to take time-off in my role, I would much prefer paid overtime for extra hours worked – the University is clearly getting work from me ‘for free’ under the Flexible Working Arrangement system.
16. I feel like I am constantly ‘catching-up’ with my workload and I therefore can’t afford to take time off.
17. In my work, deadlines are constant. For example, we recently held our biennial conference (the Micro-Mini & Nano-Dosimetry and Innovative Technologies in Radiation Conference 2016 <http://mmnditro2016.com/>) in Tasmania where I was conference secretariat, looking after registrations, liaising with the conference venue (Wrest Point Hotel), managing student involvement, accommodation, social activities and the list goes on.

18. We had 12 International speakers at the Conference all of whom require finance reimbursement once the Conference is over. I have to thoroughly check and reconcile finances from the Conference venue and meet deadlines for our corporate credit card. In all there are 504 nights of accommodation to be sorted through.
19. I have to manage my hours myself. Some supervisors are good and encourage staff to take their accrued hours, but mine doesn't do this. In response to queries from myself about how we could possibly access our accrued time, the University's former Manager of Staff Relations, Irene Burgess would say "you need to manage this yourself" or "talk to your supervisor". My Director will sometimes 'approve' a day off but then when I say "I'm having next Monday off" (as booked) he always seems surprised.
20. As my manager is an academic and he deals with international colleagues, he often works late at night and on weekends. He will email me at night and on weekends, so often by Sunday night I will have 20 new action items in my email box; first thing Monday morning he will ask "did you see my emails?" and they are expected to be actioned straight away, or already to have been actioned.
21. On a typical day I will receive 50 emails and approximately one-third of these will require action.
22. In 2014 I was competitively recruited in a seconded role working as the School Manager for Maths and Physics. I was there for 7 months and then returned to my substantive role. Even though I enjoy my job, I took on this secondment because I was sick of the unrelenting workload in my substantive role.

Karen Ford

9 March 2016

Attachment 1

Human Resources Division

OPERATION OF FLEXIBLE HOURS OF WORK PROCEDURES

General Staff Time and Attendance Policy

Date approved:	1 July 2005	Date Procedures will take effect:	On approval	Date of Next Review:	December 2013
Approved by:	Manager, Staff Relations				
Custodian title & e-mail address:	Manager, Staff Relations staff_relations@uow.edu.au				
Author:					
Responsible Faculty/ Division & Unit:	Staff Relations Unit, Human Resources Division				
Supporting documents, procedures & forms of these procedures:	Kronos Time Keeping Procedures				
References & Legislation:	Wollongong (General Staff) Enterprise Agreement General Staff Time and Attendance Policy				
Audience:	Internal – UOW Staff Only				
Expiry Date of Procedures:	Not applicable				

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1 Introduction / Background

1. Nothing shall prevent the introduction of flexible or variable working hours where it is feasible to do so and by agreement between the relevant head of unit and the staff concerned to allow staff to work ordinary hours of duty outside the daily or weekly spread of hours prescribed in the University of Wollongong (General Staff) Enterprise Agreement provided that ordinary duty worked under flexible or variable working hours arrangements will not attract shift penalties, weekend penalties, Public Holiday penalties or overtime payments. Nothing shall prevent the parties from developing alternative proposals.
2. Flexible hours of work have been approved into the following areas:
 - a. Central Administration (standard model)
 - b. University Library
 - c. Landscape
3. Other areas are defined under the General Staff Time and Attendance Policy
4. This document defines the purposes of the system, and the rules covering the operation of flexible working hours in these areas, and clarifying some points on which there may be misunderstandings.

2 Scope/Purpose

Overview of Time Recording

1. The University flexi-time system maintains a four weekly cumulative total of hours worked by an staff member. This total is calculated based on each arrival and departure booking made during that period. Adjustments are possible but within the constraints of the rules detailed in this procedure and the General Staff Time and Attendance Policy The system of automated time recording is provided to manage the time credit and debit arrangements on which "flexi time" is based. In the absence of this, or some equivalent recording system, "flexitime" is not permitted. Reference should be made to the General Staff Time & Attendance Policy.

General Purpose of Flexible Hours of Work

2. The main purpose of the flexible hours arrangement is to permit staff to achieve a better balance between their personal and working times. The scheme avoids, as far as possible, regulation of working hours. While flexible hours provide opportunities for staff to exercise personal choice in respect of their working hours the system requires a greater responsibility both on individual staff and on those in charge of sections to ensure that sections are adequately staffed to perform their proper functions at all times. It is therefore clear that the overall operation of the flexi-time arrangement is at all times subject to departmental convenience. Further, a department may, for a specific reason, request a staff member be placed on standard hours.

Staff to Whom Flexible Hours Arrangements Apply

3. With the introduction of the Flexible Hours system to the Central Administration, Library and Landscape areas, all staff up to 6/7 are to use the system. More senior officers may also use the system as determined by the Head of Unit. In some cases, e.g. where staff work frequently off campus, alternative time recording arrangements may be required. Such arrangements may be made with the approval of the Director, Human Resources. Part-time staff are eligible to work under the flexible hours provisions on a proportionate basis to the equivalent full-time staff member.

3 Definitions

Not Available

4 Instructions

Outline of the System

1. The main features of the system are:
 - a. it is a system of recording times of arrival and departure;
 - b. it requires all staff to be present during specified hours of the day (core time) unless they are on authorised leave;
 - c. it records total hours of attendance during the normal working week only (Band Width);
 - d. it records total hours over a 4 week period (Accounting Period);
 - e. the system allows limited carrying forward of credits or debits into the next accounting period (See Accumulation)

Core Time

2. Core time is the period during the day when all staff are required to be on duty, unless on authorised leave.
3. Central Administration: 10.00 am - 12.00 noon; 2.00 pm - 4.00 pm
4. University Library: 10.00 am - 12.00 noon; 2.00 pm - 4.00 pm
5. Landscape: 9.00 am - 11:30 am; 1:30 pm - 3.00 pm
6. All staff are required to work during core hours. Variations to this core time for individual staff are not generally permitted.

Band Width

7. Band width is the period during the day when all staff may record times worked. Hours worked outside this period cannot be recorded in the system. Bandwidth's for each of the areas covered by flexi-time are as follows:
 - a. Central Administration: 8:00 am - 6:00 pm - Monday - Friday
 - b. University Library: 7:30 am - 6:00 pm - Monday - Friday
 - c. Landscape:
 - i. 6:00 am - 6:00 pm - Monday - Friday - August through to April
 - ii. 7:00 am - 5:30 pm - Monday - Friday - May through to July
8. Staff rostered to work between 6.00 pm and 10.00 pm in the University Library will do so as part of their normal flexi hours but will be eligible for a penalty of 15% as a flexi time credit.
9. Staff rostered to work on a Saturday in the University Library will usually do so as part of their normal flexi hours but will be eligible for a penalty of 50%. Staff are required to take the equivalent time off in lieu in the same flexi period.

Accounting Period

10. The accounting period for the flexible hours system is 4 working weeks. 35 hour week staff would therefore normally accrue 140 hours over the accounting period.

Accumulation

11. The maximum credit or debit that may be carried over at the end of each 4 weekly accounting period is 10 hours.
12. Where a member of staff has a credit in excess of 10 hours at the conclusion of the account period the excess above 10 hours will be forfeited unless such hours have been approved in advance as overtime or, for part-time staff, additional time. (see Overtime)
13. At the end of each accounting period the staff member's timesheet details:
 - a. Total number of hours worked for the period
 - b. Record of adjustments processed for the period
 - c. Balance at the end of the period
 - d. Value of Cutback at the end of the period
14. Two weeks after the close of each accounting period a check will be conducted by the staff member's supervisor to ensure that appropriate steps have been taken to reduce any excessive debits.
15. If the appropriate steps have not been taken, the Human Resources Division will automatically deduct any excessive debits from any recreation leave credit, or, where the member has no recreation leave credits, leave without pay.

Utilisation of Credits in Core Time

16. A maximum of 2 days may be taken as flexi days in any one accounting period subject to the following:-
 - a. the staff member has accumulated enough hours to cover any flexi-time absence; and
 - b. the staff member has been granted prior approval by their supervisor;
 - c. Flexi day absences are recorded via Web Kiosk.
17. Flexi days may be taken in conjunction with full or half day leave credits. However, units less than half a day are not permitted.
18. It is only necessary for the staff member to accumulate enough hours to cover core absences. (See Core Time), on the condition that any shortfall is made up by the end of that accounting period. (See Accumulation)

Lunch Period

19. The minimum period for lunch is 30 minutes.
20. Lunch breaks may be taken between:
 - a. 12.00 noon - 2.00 pm: Administration/University Library
 - b. 11:30 am - 1:30 pm: Landscape

Staff Responsibility

21. Each member of staff is responsible for maintaining their own time record. Under no circumstances must an individual's card or password be used by another employee. Any employee found using another employee's card or password will be subject to disciplinary action.

Adjustments

22. Adjustments in the first instance are the responsibility of the relevant staff member who is responsible for detail and correctness. No unauthorised person can make any entries to the staff member's timecard.
23. For staff using swipe terminals, supervisors have a responsibility to ensure that adjustments are maintained to record errors that may have been made by staff in their recording (e.g. where a staff member has neglected to book in or out), and adjustments (e.g. sick or special leave).
24. Supervisors are expected to demonstrate an active interest in the flexible hours arrangement and are responsible for ensuring that the rules are observed at all times. Because these records have a direct connection with the formal records of overtime, sick, recreation and other leave, proper checks and controls must be maintained.

Overtime

25. Additional hours worked within the bandwidth time are automatically part of a staff member's flexi-time credit. If however a staff member has hours in excess of his/her regular hours of work (as defined under - Accounting Period) to credit at the end of an accounting period and such hours have been approved in advance as overtime, they should be deducted from the flexi-time total and paid as overtime by the submission of an overtime claim form.
26. In the case of part time staff additional hours worked that are not in excess of the ordinary hours of duty for a full time staff member should be regarded as additional hours and paid at ordinary time via Web Kiosk. A pro-rata adjustment to the annual leave balance will be made to correspond with the additional hours worked..
27. All approved overtime credits are calculated at time and one half of the excess hours accrued. e.g. 3 hours excess = 4.5 hours overtime payment.
28. Note: All hours worked outside the bandwidth are automatically overtime, if prior approval has been given for the working of such hours.)

Leave

29. A full day's leave is to be 7 hours for staff working a 35 hour week;
30. Where leave for part of a day is involved, the amount of leave to be applied for is to be determined by subtracting the hours worked on that day i.e. 7 hours. If a staff member is absent for any part of a day on sick leave, recreation leave, special leave or any other form of leave, a normal leave application should be completed via Web Kiosk. Supervisors must ensure that leave application details are consistent with the University's time recording system.

Corrections

31. Corrections are to be made in the accounting period in which they occurred and any resultant corrections to either carry forward debits or credits made. Retrospective corrections to a previous period will not be made where the closing balance is equal to, or in excess of the maximum carryover allowable for that period.

Evening Meal (Tea Money)

32. In the case of a staff member whose required commencing time is 8:30 am or earlier, tea money will continue to be payable if they are required to work beyond 6:00 pm. In the case of staff members whose commencing time is after 8:30 am tea money will be payable when they are required to work beyond 6:30pm.

Resignation or Retirement

33. Where a staff member has a debit of hours as at the effective date of ceasing duty, recreation leave or money owing is to be adjusted accordingly. Staff members will normally have taken advantage of flexi-time conditions to account for any credit of hours at the point of separation. Any flexi-time hours standing to credit on separation will be forfeited. Identification cards are to be returned to Human Resources Division on termination of employment with the University.

Travelling Time

34. Travel on duty away from the University during band width hours will be counted as time worked for the purpose of flexible working hours. However, time spent travelling outside these hours will not be counted towards flexi-time hours. In other words no time credit is permitted when an officer is travelling either before or after band width hours.
35. Travel on duty away from the University outside of the band width is overtime if prior approval has been given.

Study Time

36. Study time may be combined with a half-day's flexi-leave to cover a full day's absence from duty. Staff members may take approved study time at any time during the band width, subject to departmental convenience.

Supervision of Time Keeping

37. Any breach of the flexi-time rules as detailed throughout this document will be reported to the supervisor.
38. Any repeated infringements will result in the staff member being removed from flexi-time and placed on standard hours.

5 Roles & Responsibilities

1. As this document has an industrial basis, no changes should be made without reference to the Manager Staff Relations, Human Resources Division.

6 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	1 July 2005	Manager, Staff Relations	Intranet Version
2	1 September 2008	Manager, Staff Relations	Formalised Intranet Version
3	6 May 2009	Vice-Principal (Administration)	Migrated to UOW Procedure Template as per Policy Directory Refresh
4	9 March 2010	Director, Personnel Services Division	Future review date identified in accordance with Standard on UOW Policy
5	26 August 2010	Vice-Principal (Administration)	Updated to reflect divisional name change from Personnel Services to Human Resources Division

6	7 October 2011	Manager Staff Relations	Deleted references to 2005 enterprise agreement and 38 hour week. Updated to reflect Web Kiosk use.
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Attachment 2

PROFESSIONAL SERVICES STAFF TIME AND ATTENDANCE POLICY

Date first approved: 10 May 2005	Date of effect: 10 May 2005	Date last amended: (refer Version Control Table) 5 February 2016	Date of Next Review: January 2019
First approved by:	Administrative Committee		
Custodian title & e-mail address:	Manager, Staff Relations staff_relations@uow.edu.au		
Author:	N/A		
Responsible Division & Unit:	Staff Relations Unit, Human Resources Division		
Supporting documents, procedures & forms of this policy:	Operation of Flexible Hours of Work Procedure Format of Time and Attendance Record – Standard Hours		
Relevant Legislation & External Documents:	UOW General Staff Enterprise Agreement		
Audience:	Internal – UOW Staff Only		

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1 Purpose of Policy

1. In October 2004, an audit was undertaken of professional services staff time and attendance across the University. One of the central recommendations in the audit report was the implementation of a University-wide time and attendance policy for professional services staff.
2. This policy essentially integrates the existing framework and legislative requirements for time and attendance recording for Levels 1-7 as well outlining a consistent system and format for capturing and maintaining time and attendance records for professional services staff.

2 Introduction

1. Effective time and attendance recording is required to ensure that the University meets its legislative obligations, ensuring compliance with the hours of work and related provisions of the UOW General Staff Enterprise Agreement and 'best practice' which includes the minimisation of risk to the University by the high integrity of its data and records.
2. This policy sets out the relevant requirements that must be followed in maintaining such records and in managing time and attendance generally.

3 Application & Scope

1. This policy applies to professional services staff of the University employed in classification levels 1-7. The policy also applies to cadets, trainees and apprentices.
2. Under the UOW General Staff Enterprise Agreement there are two kinds of time and attendance patterns:
 - a. provisions for staff on fixed hours (including those with Rostered Day Off provisions); and
 - b. provisions for staff on flexible hours.

4 General Provisions

1. The University will prescribe the form in which attendance records are to be maintained. Normally this will be through the creation and maintenance of records in a computerised system.
2. Where it is not practical for a group of staff to use computerised time and attendance recording and the University exempts that group from using a computerised system, time and attendance records must be maintained in the format provided for in Appendix 1. This exemption can only be for those staff on standard hours.
3. Staff and supervisors must follow any specific guidelines for the operation of the computerised time and attendance system.
4. Casual employees meet the requirements of this policy through the submission of timesheets for all hours worked.
5. Every staff member must record, in the format and manner directed by the University, their starting and finishing times. Meal break times and other authorised absences during the work day must also be recorded. Morning tea breaks are not recorded.
6. The information required should be recorded by the staff member at the time of commencing, ceasing or recommencing work on the specific working day unless special circumstances exist e.g. working at an off-campus location. Hours worked as overtime are not to be recorded within the systems prescribed for in this policy but are to be



claimed separately.

7. If corrections are made to a time record by a supervisor, the staff member must be consulted in the first instance. The supervisor will also record the reason for the change. Details of any change including the reason will be available to the staff member.
8. Every staff member must submit a leave application form for all forms of leave of absence (including flexi leave) from the University. All leave is to be recorded and approved via the online Web Kiosk system. Where this is not possible, alternative arrangements will be specified by the University.
9. Work absences due to travel on University business must also be recorded through the travel authorisation process.
10. Overtime must be approved in advance by the supervisor. Such approval may be a verbal approval. After overtime is worked a formal claim for overtime must be lodged and approved.
11. Emergency call-outs are to be dealt with in the same way as overtime.
12. Human Resources Division will reconcile computerised attendance records with computerised leave records on a monthly basis and refer any discrepancies to the relevant supervisor for resolution.
13. Human Resources Division will periodically review time and attendance records to ensure compliance with this policy and report to the University on non-compliance issues.

5 Specific Provisions for Staff on Standard Hours

1. All general staff are required to work standard hours unless staff work under an approved flexible hours arrangement pursuant to the UOW General Staff Enterprise Agreement.
2. Standard Hours refers to a set of fixed hours within the span of hours set out in the UOW General Staff Enterprise Agreement. Full time staff are required to work 35 hours every week. Under standard hours there is no provision for flexi leave or for the accumulation of hours from week to week.
3. The required starting and finishing times for staff are to be set within the applicable span of hours as prescribed in the UOW General Staff Enterprise Agreement and such starting and finishing times are determined by the University. Any variation to the starting and finishing times for staff will be determined by the University after consultation with the staff member.
4. Any hours not worked between the staff member's required starting and finishing times, exclusive of any meal break, must be supported by an appropriate leave application for the hours not worked.
5. Any hours worked outside the staff member's starting and finishing times require prior supervisory approval. Such hours will only be paid as overtime, or for part time employees as additional hours, with such approval.
6. Starting and finishing times as worked are to be recorded. Where the hours worked outside starting and finishing times are paid as overtime or additional hours, the supervisor will record the hours as such on the staff member's time keeping record.
7. Part time staff work a pattern of hours which has been approved by the supervisor. Any variations to this pattern must be approved in advance and notified to Human Resources Division.



6 Specific Provisions for Staff on Flexible Hours

1. Flexible hours may only be worked where such a work arrangement has been approved in accordance with the requirements of the UOW General Staff Enterprise Agreement and the operations of flexible hours must be in accordance with the provisions of the UOW General Staff Enterprise Agreement.
2. The following areas work under the University's standard flexible hours of work model:
 - a. Academic Quality and Standards,
 - b. Accommodation Services Division Administration staff,
 - c. AIIM Administration staff,
 - d. Facilities Management Division Administration staff,
 - e. Business Analysis & Learning Analytics (BALS),
 - f. Commercial Development Unit,
 - g. Faculty of Business Administration Staff,
 - h. Faculty of Engineering & Information Sciences Administration Staff,
 - i. Faculty of Law, Humanities & the Arts Administration Staff,
 - j. Faculty of Science, Medicine & Health Administration Staff,
 - k. Faculty of Social Sciences Administration Staff,
 - l. Financial Services Division,
 - m. Graduate Career Development & Employability,
 - n. Human Resources Division,
 - o. Information Management & Technology Services,
 - p. Learning, Teaching & Curriculum (LTC),
 - q. Governance & Legal Division,
 - r. Advancement Division,
 - s. Strategic Planning Unit,
 - t. Institutional Research & Government Reporting Unit,
 - u. Business Improvement & Assurance Division,
 - v. Regional Campuses & Student Diversity Administration staff,
 - w. Research and Innovation Division,
 - x. Strategic Marketing & Communications Unit,
 - y. Student Experience,
 - z. Student Services Division,
 - aa. Vice-Chancellor's Unit,
 - ab. Woolyungah Indigenous Centre,
3. The UOW General Staff Enterprise Agreement sets out a process for the approval of flexible working hours arrangements for additional work areas within the University. Executive Deans or Directors seeking to implement a flexible working hours arrangement should firstly discuss the matter with the Director of Human Resources.



4. Where specific arrangements are approved they will be attached to this policy and are included in Appendix 2.
5. Specific provisions have been agreed to in respect of:
 - a. Landscape, Maintenance and Construction Staff
 - b. Library Staff
 - c. Print & Distribution Services Staff
 - d. Research Services Office Staff
 - e. Student Recruitment & Administration Staff
 - f. Student Recruitment – Domestic Staff
 - g. Sydney Business School Staff
 - h. Science Centre Staff
 - i. Technical Staff in Engineering & Information Sciences
 - j. Technical Staff in Science, Medicine & Health

7 Breaches of Policy

1. Falsification of time, attendance or leave records or any other failure to comply with the requirements of this policy is a serious matter that may result in disciplinary action, including dismissal, in respect of the staff member or the supervisor. Any disciplinary action will be in accordance with the University's disciplinary processes.

8 Roles & Responsibilities

1. A supervisor must review and approve attendance records at least every fortnight.
2. Except where automatically provided for by the computerised system, each month every designated supervisor must sign off a declaration to Human Resources Division that staff attendance records have been checked against leave forms submitted and that leave forms have been submitted and approved for every absence.
3. Manual attendance records must be forwarded by the supervisor to Human Resources Division each year for storage of the records.

9 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	10 May 2005	Administrative Committee	New Policy
2	6 May 2009	Vice-Principal (Administration)	Migrated to UOW Policy Template as per policy refresh project
3	9 March 2010	Vice-Principal (Administration)	Future review date identified in accordance with Standard on Policy
4	26 August 2010	Vice-Principal (Administration)	Updated to reflect divisional name change from Personnel Services to Human Resources Division

5	7 October 2011	Manager Staff Relations	Updated to reflect Faculty of Science administrative and technical staff carry over balance to 28 hours; and deletion of 38 hour per week reference.
6	5 February 2016	Vice-Chancellor	<p>Policy renamed to 'Professional Services Staff Time and Attendance Policy', from 'General Staff Time and Attendance Policy'.</p> <p>References to 'general staff' replaced with 'professional services staff'.</p> <p>Updated to reflect restructure and specific provisions for staff on flexible hours.</p>

Appendix 2 – Flexible Working Hours Arrangements for Additional Work Areas

Administrative Staff in Faculties

1. Staff generally work under the standard flexible hours of work model.

Landscape, Maintenance and Construction staff

1. Staff generally work under the standard flexible hours of work model except for:
 - i. Bandwidth: 6.00am to 6.00 pm (Monday to Friday)
 - ii. Carry over balance: 35 hours

Library Staff

1. Staff generally work under the standard flexible hours of work model except for:
 - i. Bandwidth: 7.30am to 6.00 pm (Monday to Friday)

Print and Distribution Services Staff

1. Staff generally work under the standard flexible hours of work model except for:
 - Bandwidth: 6.00am to 6.00pm (Monday to Friday)

Research Services Office Staff

1. Staff generally work under the standard flexible hours of work model except for:
 - i. Bandwidth: 8.00am to 6.00 pm (Monday to Friday)

Student Recruitment & Administration Staff

1. Staff generally work under the standard flexible hours of work model except for:
 - i. Bandwidth: 7.00am to 10.00 pm (Monday to Friday); 7.00am to 10.00pm (Saturday)

Student Recruitment – Domestic Staff

1. Staff generally work under the standard flexible hours of work model except for:
 - i. Bandwidth: 6.00am to 10.00 pm (Monday to Friday); 7.00am to 6.00pm (Saturday)
 - ii. Carry over balance: 28 hours

Sydney Business School Staff

1. Staff generally work under the standard flexible hours of work model except for:
 - Bandwidth: 8.00 am to 9.30 pm (Monday to Friday); 8.00 am to 6.00 pm (Saturday)

Science Centre Staff

1. Staff generally work under the standard flexible hours of work model except for:
 - Bandwidth: 8.00 am to 9.30 pm (Monday to Friday); 8.00 am to 6.00 pm (Saturday)

Technical Staff in Engineering & Information Sciences



1. Staff generally work under the standard flexible hours of work model except for:
 - i. Bandwidth: 6.00am to 10.00 pm (Monday to Friday)
 - ii. Carry over balance: 28 hours

Technical Staff in Science, Medicine & Health

1. Staff generally work under the standard flexible hours of work model except for:
 - i. Bandwidth: 6.00am to 10.00 pm (Monday to Friday)
 - ii. Carry over balance: 28 hours

Attachment 3

MY TIME KEEPING

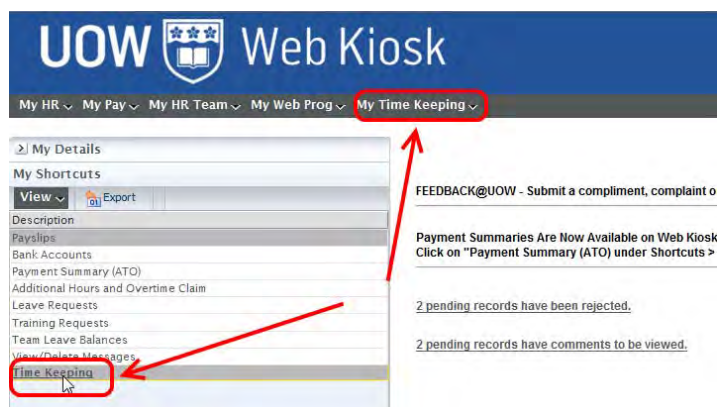
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Getting Started

1. Click on 'My Time Keeping'
2. Click on 'My Time Keeping' (twice)

Alternatively, you can access via Shortcuts

Note: if you cannot view 'My Time Keeping' in the Shortcuts or Menu options you may not be entitled to Flex Leave.



Information regarding eligibility entitlements can be found via the Staff Services intranet page, or [OPERATION OF FLEXIBLE HOURS OF WORK PROCEDURES](#).

Time Keeping

To edit a timesheet, click on 'Edit' for the appropriate period.

Accounting Period Ending	Status	Action	Estimated Flex Carryover at END of period
03/11/2013	Open	Edit	+5.50
06/10/2013	Open	Edit	+5.50
08/09/2013	Open	Edit	+5.50
11/08/2013	Open	Edit	+5.50
14/07/2013	Open	Edit	+5.50
16/06/2013	Open	Edit	+5.50
19/05/2013	Open	Edit	+5.50
21/04/2013	Open	Edit	+5.50
24/03/2013	Open	Edit	+5.50
24/02/2013	Open	Edit	+5.50
27/01/2013	Open	Edit	+5.50
30/12/2012	Approved	View	-2.50
02/12/2012	Approved	View	+5.50

Time Keeping Summary


This will display timesheets:

- Current open period
- Approved period (approved by Supervisor)
- Rejected period (rejected by Supervisor)
- Cancelled period (cancelled by employee)

Open Timecard for Period

1. Click on 'Edit' – this will open the time keeping period selected

Note: Timecards will display the 4 week time keeping period

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Time Keeping

Accounting Period 31/12/2012 to 27/01/2013
Estimated Flex Carryover at START of period +0.00 Hours
 Note - Error messages will appear at the bottom of the form

Date	Day	Start Time	End Time	Break (min)	Comments	Leave Value	Daily Total	Flex value	Estimated Flex Balance
31/12/2012	Mon				Concessional Public Holiday	0.00	0.00	0.00	0.00
01/01/2013	Tue				Public Holiday	0.00	0.00	0.00	0.00
02/01/2013	Wed					0.00	0.00	-7.00	-7.00
03/01/2013	Thu					0.00	0.00	-7.00	-14.00
04/01/2013	Fri					0.00	0.00	-7.00	-21.00
05/01/2013	Sat					0.00	0.00	0.00	-21.00
06/01/2013	Sun					0.00	0.00	0.00	-21.00
07/01/2013	Mon					0.00	0.00	-7.00	-28.00
08/01/2013	Tue					0.00	0.00	-7.00	-35.00
09/01/2013	Wed					0.00	0.00	-7.00	-42.00
10/01/2013	Thu					0.00	0.00	-7.00	-49.00
11/01/2013	Fri					0.00	0.00	-7.00	-56.00
12/01/2013	Sat					0.00	0.00	0.00	-56.00
13/01/2013	Sun					0.00	0.00	0.00	-56.00
14/01/2013	Mon					0.00	0.00	-7.00	-63.00
15/01/2013	Tue					0.00	0.00	-7.00	-70.00
16/01/2013	Wed					0.00	0.00	-7.00	-77.00
17/01/2013	Thu					0.00	0.00	-7.00	-84.00
18/01/2013	Fri					0.00	0.00	-7.00	-91.00
19/01/2013	Sat					0.00	0.00	0.00	-91.00
20/01/2013	Sun					0.00	0.00	0.00	-91.00
21/01/2013	Mon					0.00	0.00	-7.00	-98.00
22/01/2013	Tue					0.00	0.00	-7.00	-105.00
23/01/2013	Wed					0.00	0.00	-7.00	-112.00
24/01/2013	Thu					0.00	0.00	-7.00	-119.00
25/01/2013	Fri					0.00	0.00	-7.00	-126.00
26/01/2013	Sat					0.00	0.00	0.00	-126.00
27/01/2013	Sun					0.00	0.00	0.00	-126.00

Estimated Flex Carryover at END of Period: -126.00Hours

Note: The Save and Submit button will be available once all times have been recorded and no errors were found.

The timecard will display:

- Leave Booked
- Flex Accrued
- Daily Totals (work and leave)
- Estimated Flex Balance or Flex Carryover

Entering Times

Start and Finish Times	Enter using 24 hour clock format, e.g. 9am = 0900, 4pm = 1600
Break Time Format	Enter in minutes e.g. 30, 60 etc. If no break, must enter a '0'. (Note: Although breaks are entered in minutes all values such as 'Daily Total' and 'Flex Balance' are provided as a decimal figure, not hours and minutes)
Future Entries	you can enter times up to and including the current day, however, dates in the future will be greyed out
Days of Work/Rosters	You will only be able to enter hours for the days identified as work days in your roster. If, on occasion, you swap work days, please enter details on the timesheet in the Comments box next to the day swapped. For example, if your work days are Monday, Tuesday and Wednesday and you work Thursday instead of Wednesday, enter your Thursday work times on Wednesday, with a note of the date substituted. If you require a permanent change to your work days, please contact your Payroll Officer
Leave Bookings	All leave bookings made in web kiosk will automatically be fed through into the timecard (they will show as 'unapproved' until your supervisor approves them, then they will show as 'approved')
Part Day Leave Bookings	If leave is booked for a part day, the total hours for the day should not exceed your rostered hours for that day. For example, if you work until lunch, then take leave, you should enter your start time and finish time (the time you left work in the middle of the day) and process your leave booking as usual. The total time should not exceed your daily rostered hours
Grey Cells	you can't access these cells because they are not days that you normally work, or leave is booked or they are dates in the future
Errors	appear in red - an error message explanation will appear at the bottom of the timesheet
Public Holidays and Concession Days	will automatically appear in the timecard

Save Time Keeping

1. Click on 'Save' – the timecard will not 'Save' if errors are present

Note: click on 'Cancel' to exist the timecard without making any changes

Changes and Comments

To amend times

1. Click on the cell
2. Press delete or type over the existing entry
3. Click on 'Save'

To add comments

1. Click on 'Comments'
2. Insert any comments you would like to submit to your Supervisor

Note: Staff using the 'Maternity Return to Work Grant' should enter 'MATER' in the comments sections for days

they receive the grant. Times should be entered to reflect the number of hours that are paid, with '0' for the break


Standard Hours

Staff on standard hours should enter their hours of work and break times.

Note: Staff on standard hours will not accrue flex

Booking Flex

- Flex leave should be booked using the leave code: "Flex Leave Timekeeping – General staff" via web kiosk
- Flex can be booked up to 3 months in advance
- Any flex booked in excess of 3 months in advance will be auto-rejected by the system. You will receive an email notifying you that this has occurred
- The rejected entry will appear in the 'My Requests' screen, (see below), and will need to be deleted from this screen prior to re-submitting at the appropriate date
- The number of flex days that may be taken within an accounting period and the number of hours of flex that you can carry forward to the next accounting period will
- Depend on the area you work in. There are set limits depending on the rule group that you belong to and your working arrangements, for example pro-rata for part-time
- Any flex booking will be deducted from your flex balance



Pending Transactions

UOW Timekeeping

Delete	Transaction ID	Name	Accounting Period Start	Accounting Period End	Approval Level	Created Date	To Be Actioned By
<input type="checkbox"/>	762722		30-JAN-2012	26-FEB-2012	1	23-FEB-2012	24-FEB-2012

Whole Day Leave Request

Delete	Record ID	Warning Exists	Name	Leave Code	Leave Start Date	End Date	App. Level	Created Date	Auto Approve/Reject
<input type="checkbox"/>	762718			Rec Leave for permanent staff-20dpy	24-FEB-2012	24-FEB-2012	3	23-FEB-2012	
<input type="checkbox"/>	762716			Rec Leave for permanent staff-20dpy	24-FEB-2012	24-FEB-2012	1	23-FEB-2012	
<input type="checkbox"/>	762715	Y		Flex Leave for Timekeeping	18-APR-2012	18-APR-2012	1	23-FEB-2012	REJECT

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Save and Submit

1. Click on 'Save and Submit' - this will submit your timecard to your supervisor at the end of the time keeping period.

Note:

- Once your timecard has been submitted and approved you can no longer edit it, only view
- Approved timecards cannot be reversed

- If you are on leave at the end of an accounting period, the booked leave should have been fed through into the timecard, completing it. Therefore please submit the Timecard on your last day of work, prior to your leave
- If the submitted period is rejected by your supervisor, click on edit to amend any errors and then resubmit to your supervisor for approval
- Leave that has been approved by your Supervisor will need to be reversed by your Payroll Officer

Unsubmit timecard

To recall an unapproved booking or timecard

1. Click on 'View/Delete Messages' in shortcuts, or the 'My Requests' tab
2. Click on 'Delete' next to the record you wish to cancel the submission for
3. Click on 'Delete' and 'Confirm'
4. The timecard will be cancelled/reversed

Timekeeping FAQ's

Topic	Question	Explanation/ Solution
Access	When I click on the "My Timekeeping" tab, I get "No Access"	The problem is one of: 1)This user hasn't been added to the "TK" web group; 2)This user doesn't have a current flex entitlement (check the start/end dates)
	Supervisor can't see their subordinate's timecard	If the employee hasn't ever entered anything into their timecard, it doesn't actually exist yet. There will be no data written to the underlying database tables and the supervisor will see zero (0) open periods for that person. Solution: the employee should enter some worked hours into their timecard.
	"I can't enter times for today; it's greyed out"	The user's roster may be wrong or they've come in on a day other than their normal work day. Occasional variations to the roster should be handled by recording the hours on a regular day but add a comment that indicates the real worked days. If the employee's work pattern changes for good, then their roster needs amending by HR.
Functional	Cannot save the timecard.	The timecard can only be saved when validations are satisfied. If any figures on the timecard are in red, a validation has failed and the SAVE button will be greyed out. These validations include: •If an end time is entered, a start time must be supplied; •Start and end times must be between the bandwidth times; •On a day where partial leave is booked, worked hours plus partial leave hours must total a normal day. •All failed validations are accompanied with an error message at the bottom of the screen.
	Cannot submit the timecard	The SAVE & SUBMIT button is greyed out until the timecard is fully populated. Every rostered day must be filled in (leave, if not worked hours). Times cannot be entered into the future so the user cannot submit timecards in advance. Leave can be booked into the future, however. This is the only way that a timecard can be submitted before the last day of the timecard period.

	"I attempted to submit flex leave but it didn't accept it."	Flex leave can only be submitted as far as 12 weeks in advance. This is configured by HR.
	"Do I need to submit a timecard if the whole four week period has nothing but leave?"	Yes.
	What happens if someone changes job mid-accounting period?	HR will change job as per normal. Time keeping will recognise this and you can continue recording times.
	A block of REC leave taken over the weekend shows REC for Saturday and Sunday.	Yes, it does. This should be corrected but is a low priority fix. It may remain this way for the medium term. While it looks "wrong," it does not affect flex balances or accrued work hours in any way.
	"Where did my time card go?"	If time card is left empty (it is never saved) and the accounting period changes, a new time card appears for data entry but the previous one no longer appears in the summary screen. Users must save worked hours frequently enough that the time card is not left empty for the entire four weeks. Even if leave is taken, one must edit the time card and save it; a four week block of nothing but leave still requires you to edit and save that time card.
	"My timecard has been submitted and approved but now I realise it's incorrect. Please unapprove."	Approved timecards can't be unapproved. Please liaise with your Payroll Officer for further advice or leave adjustment.
Hours	Employee receives a warning that their hours are less than the flex leave requested.	The leave is booked anyway. The system can only compare the booked hours against the flex balance at start of accounting period. An employee may have worked up more hours than that being booked but the leave-booking page only looks at the approved balance. This is just a warning. It's up to the manager to review the flex leave request before approving it, anyway.
	Hours at start of timecard period aren't what were expected.	<ul style="list-style-type: none"> • Have the employee look at their previous timecard. The carryover at end of period should match the carryover at start of the next period. • The previous timecard needs to be submitted, approved (by the manager) and an overnight leave accrual script needs to run before the hours are carried over into the new period.
	The Daily Total is not always populated.	<p>This occurs on the View screen only (employee or supervisor). If a break is left empty, the daily total is not calculated. Accumulated Flex is calculated correctly; it's just the Daily Total that is zero.</p> <p>If the break is filled in (even if it's filled in with 0), Daily Total will be correct.</p>
	"I had 1.50 flex, accrued another 0.50 and expected a total of 2.40 but it's only 2.00"	Flex balances are measured in decimal. "1.50" represents one and a half hours, or one hour and 30 minutes. So 1.50 plus 0.50 is two hours.

	My submitted time card is missing some flex leave. I submitted it and had it approved but now my carryover is incorrect.	<p>The hours to be carried over are determined at the time the time card is submitted. If you submit flex and have it approved afterwards, that adjustment won't be applied to the time card.</p> <p>The best solution is to delete the submitted time card before making any flex changes to that time card.</p> <p>If your time card is approved and you need to modify the time card, some manual updates may be required (to the database tables). An issue is logged, which will require vendor assistance, to have the ability to un-approve time cards.</p>
Presentation	What format are times in?	<ul style="list-style-type: none"> • Start and end times are to be input in 24 hour time with digits only (no colons or dots). • Breaks are to be entered as minutes. • Totals, values and balances on the right hand side of a timecard are all indicated as decimals. For example, two and a half hours would be represented as 2.50. This can be confusing at times. E.g., 3.15 is not 3 hours and 15 minutes; rather, it's 3 hours and 9 minutes.

Further information

Link to web page that converts between decimal hours, and hours and minutes:

<https://intranet.uow.edu.au/personnel/staffservices/webkiosk/individual/UOW090095.html>

For further information please refer to the Time and Attendance Policy using the link below:

<https://intranet.uow.edu.au/ard/policies/UOW058698.html>

Payroll Support

If you require further assistance please contact your Payroll Officer:

<https://intranet.uow.edu.au/personnel/staffservices/contacts/index.html>

Attachment 4

Shortcuts

View  Export

Description

Current Payslip
 Bank Accounts
 Payment Summary (ATO)
 Additional Hours and Overtime Claim
 Leave Requests
 Training Requests
 View/Delete Messages
 Time Keeping

Estimated Flex Carryover at START of period

+3.00 Hours

Warning: You have previous periods of Timekeeping that have not been approved.
 The above balance will not reflect Flex accrued during these periods until your Supervisor has approved your previous Timekeeping.

Note - Error messages will appear at the bottom of the form

Date	Day	Start Time	End Time	Break (min)	Comments	Leave Value	Daily Total	Flex value	Estimated Flex Balance
22/02/2016	Mon					0.00	0.00	-7.00	-4.00
23/02/2016	Tue					0.00	0.00	-7.00	-11.00
24/02/2016	Wed					0.00	0.00	-7.00	-18.00
25/02/2016	Thu					0.00	0.00	-7.00	-25.00
26/02/2016	Fri					SICK 7.00	7.00	0.00	-25.00
27/02/2016	Sat					0.00	0.00	0.00	-25.00
28/02/2016	Sun					0.00	0.00	0.00	-25.00
29/02/2016	Mon					0.00	0.00	-7.00	-32.00
01/03/2016	Tue					0.00	0.00	-7.00	-39.00
02/03/2016	Wed					0.00	0.00	-7.00	-46.00
03/03/2016	Thu					0.00	0.00	-7.00	-53.00
04/03/2016	Fri					0.00	0.00	-7.00	-60.00
05/03/2016	Sat					0.00	0.00	0.00	-60.00
06/03/2016	Sun					0.00	0.00	0.00	-60.00
07/03/2016	Mon					0.00	0.00	-7.00	-67.00
08/03/2016	Tue					0.00	0.00	0.00	-67.00
09/03/2016	Wed					0.00	0.00	0.00	-67.00
10/03/2016	Thu					0.00	0.00	0.00	-67.00
11/03/2016	Fri					0.00	0.00	0.00	-67.00
12/03/2016	Sat					0.00	0.00	0.00	-67.00
13/03/2016	Sun					0.00	0.00	0.00	-67.00
14/03/2016	Mon					0.00	0.00	0.00	-67.00
15/03/2016	Tue					0.00	0.00	0.00	-67.00
16/03/2016	Wed					0.00	0.00	0.00	-67.00
17/03/2016	Thu					0.00	0.00	0.00	-67.00
18/03/2016	Fri					0.00	0.00	0.00	-67.00
19/03/2016	Sat					0.00	0.00	0.00	-67.00
20/03/2016	Sun					0.00	0.00	0.00	-67.00

Attachment 5



Person: 3392973, Mrs Karen Ford
Job: 06, Administrative Assistant

Time Keeping

Accounting Period 30/11/2015 to 27/12/2015

Estimated Flex Carryover at START of period (on submit): +24.00 Hours

This includes **14.00** hours of approved future Flex leave

Date	Day	Start Time	End Time	Break (min)	Comments	Leave Value	Daily Total	Flex value	Estimated Flex Balance
30/11/2015	Mon	700	1630	30		0.00	9.00	+2.00	+26.00
01/12/2015	Tue	700	1630	30		0.00	9.00	+2.00	+28.00
02/12/2015	Wed	730	1630	30		0.00	8.50	+1.50	+29.50
03/12/2015	Thu	730	1630	30		0.00	8.50	+1.50	+31.00
04/12/2015	Fri	800	1630	30		0.00	8.00	+1.00	+32.00
05/12/2015	Sat					0.00	0.00	+0.00	+32.00
06/12/2015	Sun					0.00	0.00	+0.00	+32.00
07/12/2015	Mon				FLEX	0.00	0.00	-7.00	+25.00
08/12/2015	Tue	700	1630	30		0.00	9.00	+2.00	+27.00
09/12/2015	Wed	730	1630	30		0.00	8.50	+1.50	+28.50
10/12/2015	Thu	730	1630	30		0.00	8.50	+1.50	+30.00
11/12/2015	Fri	730	1630	30		0.00	8.50	+1.50	+31.50
12/12/2015	Sat					0.00	0.00	+0.00	+31.50
13/12/2015	Sun					0.00	0.00	+0.00	+31.50
14/12/2015	Mon	730	1630	30		0.00	8.50	+1.50	+33.00
15/12/2015	Tue	730	1730	30		0.00	9.50	+2.50	+35.50
16/12/2015	Wed	730	1530	30		0.00	7.50	+0.50	+36.00
17/12/2015	Thu				SICK	7.00	0.00	+0.00	+36.00
18/12/2015	Fri	715	1130			0.00	0.00	-2.75	+33.25
19/12/2015	Sat					0.00	0.00	+0.00	+33.25
20/12/2015	Sun					0.00	0.00	+0.00	+33.25
21/12/2015	Mon	930	1530	30		0.00	5.50	-1.50	+31.75
22/12/2015	Tue	930	1530	30		0.00	5.50	-1.50	+30.25
23/12/2015	Wed	930	1530	30		0.00	5.50	-1.50	+28.75
24/12/2015	Thu	900	1200			0.00	0.00	-4.00	+24.75
25/12/2015	Fri				Public Holiday	0.00	0.00	+0.00	+24.75
26/12/2015	Sat				Public Holiday	0.00	0.00	+0.00	+24.75
27/12/2015	Sun					0.00	0.00	+0.00	+24.75

Estimated Flex Carryover at END of Period (on submit): +24.00 Hours

This includes **14.00** hours of approved future Flex leave

Return

lost 314hr



Time Keeping

Accounting Period 02/11/2015 to 29/11/2015

Estimated Flex Carryover at START of period (on submit): +10.00 Hours

Date	Day	Start Time	End Time	Break (min)	Comments	Leave Value	Daily Total	Flex value	Estimated Flex Balance
02/11/2015	Mon				TRAV	7.00	0.00	+0.00	+10.00
03/11/2015	Tue				TRAV	7.00	0.00	+0.00	+10.00
04/11/2015	Wed				TRAV	7.00	0.00	+0.00	+10.00
05/11/2015	Thu				TRAV	7.00	0.00	+0.00	+10.00
06/11/2015	Fri				TRAV	7.00	0.00	+0.00	+10.00
07/11/2015	Sat				TRAV	0.00	0.00	+0.00	+10.00
08/11/2015	Sun				TRAV	0.00	0.00	+0.00	+10.00
09/11/2015	Mon				REC20	7.00	0.00	+0.00	+10.00
10/11/2015	Tue				REC20	7.00	0.00	+0.00	+10.00
11/11/2015	Wed				REC20	7.00	0.00	+0.00	+10.00
12/11/2015	Thu				TRAV	7.00	0.00	+0.00	+10.00
13/11/2015	Fri				TRAV	7.00	0.00	+0.00	+10.00
14/11/2015	Sat				TRAV	0.00	0.00	+0.00	+10.00
15/11/2015	Sun					0.00	0.00	+0.00	+10.00
16/11/2015	Mon	715	1700	30		0.00	9.25	+2.25	+12.25
17/11/2015	Tue	745	1700	30		0.00	8.75	+1.75	+14.00
18/11/2015	Wed	700	1700	30		0.00	9.50	+2.50	+16.50
19/11/2015	Thu	700	1600	30		0.00	8.50	+1.50	+18.00
20/11/2015	Fri	700	1700	30		0.00	9.50	+2.50	+20.50
21/11/2015	Sat					0.00	0.00	+0.00	+20.50
22/11/2015	Sun					0.00	0.00	+0.00	+20.50
23/11/2015	Mon	700	1800	30		0.00	10.50	+3.50	+24.00
24/11/2015	Tue	700	1600	30		0.00	8.50	+1.50	+25.50
25/11/2015	Wed	800	1630	30		0.00	8.00	+1.00	+26.50
26/11/2015	Thu	800	1530	30		0.00	7.00	+0.00	+26.50
27/11/2015	Fri	800	1630	30		0.00	8.00	+1.00	+27.50
28/11/2015	Sat					0.00	0.00	+0.00	+27.50
29/11/2015	Sun					0.00	0.00	+0.00	+27.50

Estimated Flex Carryover at END of Period (on submit): +24.00 Hours

This includes 14.00 hours of approved future Flex leave

Return

lost 3 1/2 hrs

UNIVERSITY OF
WOLLONGONG



Person: 3392973, Mrs Karen Ford
Job: 06, Administrative Assistant

Time Keeping

Accounting Period 05/10/2015 to 01/11/2015

Estimated Flex Carryover at START of period (on submit): +24.00 Hours

Date	Day	Start Time	End Time	Break (min)	Comments	Leave Value	Daily Total	Flex value	Estimated Flex Balance
05/10/2015	Mon				Public Holiday	0.00	0.00	+0.00	+24.00
06/10/2015	Tue	730	1700	30		0.00	9.00	+2.00	+26.00
07/10/2015	Wed	730	1700	30		0.00	9.00	+2.00	+28.00
08/10/2015	Thu	700	1700	30		0.00	9.50	+2.50	+30.50
09/10/2015	Fri	730	1500	30		0.00	7.00	+0.00	+30.50
10/10/2015	Sat					0.00	0.00	+0.00	+30.50
11/10/2015	Sun					0.00	0.00	+0.00	+30.50
12/10/2015	Mon	700	1630	30		0.00	9.00	+2.00	+32.50
13/10/2015	Tue	700	1700	30		0.00	9.50	+2.50	+35.00
14/10/2015	Wed	730	1630	30		0.00	8.50	+1.50	+36.50
15/10/2015	Thu				FLEX	0.00	0.00	-7.00	+29.50
16/10/2015	Fri	800	1700	30		0.00	8.50	+1.50	+31.00
17/10/2015	Sat					0.00	0.00	+0.00	+31.00
18/10/2015	Sun					0.00	0.00	+0.00	+31.00
19/10/2015	Mon	700	1700	30		0.00	9.50	+2.50	+33.50
20/10/2015	Tue	700	1700	30		0.00	9.50	+2.50	+36.00
21/10/2015	Wed	700	1600	30		0.00	8.50	+1.50	+37.50
22/10/2015	Thu	730	1600	30		0.00	8.00	+1.00	+38.50
23/10/2015	Fri	700	1700	30		0.00	9.50	+2.50	+41.00
24/10/2015	Sat					0.00	0.00	+0.00	+41.00
25/10/2015	Sun					0.00	0.00	+0.00	+41.00
26/10/2015	Mon	700	1700	30		0.00	9.50	+2.50	+43.50
27/10/2015	Tue	1200	1630			0.00	0.00	-2.50	+41.00
28/10/2015	Wed	900	1700	30		0.00	7.50	+0.50	+41.50
29/10/2015	Thu	700	1700	30		0.00	9.50	+2.50	+44.00
30/10/2015	Fri	700	1700	30		0.00	9.50	+2.50	+46.50
31/10/2015	Sat					0.00	0.00	+0.00	+46.50
01/11/2015	Sun				TRAV	0.00	0.00	+0.00	+46.50

Estimated Flex Carryover at END of Period (on submit): +10.00 Hours

[Return](#)

lost 36 1/2 hours

UNIVERSITY OF
WOLLONGONG



Person: 3392973, Mrs Karen Ford
Job: 06, Administrative Assistant

Time Keeping

Accounting Period 07/09/2015 to 04/10/2015

Estimated Flex Carryover at START of period (on submit): +10.00 Hours

This includes **14.00** hours of approved future Flex leave

Date	Day	Start Time	End Time	Break (min)	Comments	Leave Value	Daily Total	Flex value	Estimated Flex Balance
07/09/2015	Mon	700	1700	30		0.00	9.50	+2.50	+12.50
08/09/2015	Tue	700	1400	30		0.00	6.50	-0.50	+12.00
09/09/2015	Wed	700	1700	30		0.00	9.50	+2.50	+14.50
10/09/2015	Thu	700	1600	30		0.00	8.50	+1.50	+16.00
11/09/2015	Fri	700	1600	30		0.00	8.50	+1.50	+17.50
12/09/2015	Sat				TRAV	0.00	0.00	+0.00	+17.50
13/09/2015	Sun				TRAV	0.00	0.00	+0.00	+17.50
14/09/2015	Mon				TRAV	7.00	0.00	+0.00	+17.50
15/09/2015	Tue				TRAV	7.00	0.00	+0.00	+17.50
16/09/2015	Wed				TRAV	7.00	0.00	+0.00	+17.50
17/09/2015	Thu				TRAV	7.00	0.00	+0.00	+17.50
18/09/2015	Fri				TRAV	7.00	0.00	+0.00	+17.50
19/09/2015	Sat				TRAV	0.00	0.00	+0.00	+17.50
20/09/2015	Sun				TRAV	0.00	0.00	+0.00	+17.50
21/09/2015	Mon				FLEX	0.00	0.00	-7.00	+10.50
22/09/2015	Tue				TRAV	7.00	0.00	+0.00	+10.50
23/09/2015	Wed				TRAV	7.00	0.00	+0.00	+10.50
24/09/2015	Thu	700	1700	30		0.00	9.50	+2.50	+13.00
25/09/2015	Fri	700	1700	30		0.00	9.50	+2.50	+15.50
26/09/2015	Sat					0.00	0.00	+0.00	+15.50
27/09/2015	Sun					0.00	0.00	+0.00	+15.50
28/09/2015	Mon	700	1700	30		0.00	9.50	+2.50	+18.00
29/09/2015	Tue				FLEX	0.00	0.00	-7.00	+11.00
30/09/2015	Wed	700	1700	30		0.00	9.50	+2.50	+13.50
01/10/2015	Thu	700	1700	30		0.00	9.50	+2.50	+16.00
02/10/2015	Fri	700	1700	30		0.00	9.50	+2.50	+18.50
03/10/2015	Sat					0.00	0.00	+0.00	+18.50
04/10/2015	Sun					0.00	0.00	+0.00	+18.50

Estimated Flex Carryover at END of Period (on submit): +10.00 Hours

lost 8 1/2 hours



Person: 3392973, Mrs Karen Ford
Job: 06, Administrative Assistant

Time Keeping

Accounting Period 10/08/2015 to 06/09/2015

Estimated Flex Carryover at START of period (on submit): +24.00 Hours

This includes **14.00** hours of approved future Flex leave

Date	Day	Start Time	End Time	Break (min)	Comments	Leave Value	Daily Total	Flex value	Estimated Flex Balance
10/08/2015	Mon	700	1730	30		0.00	10.00	+3.00	+27.00
11/08/2015	Tue	700	1700	30		0.00	9.50	+2.50	+29.50
12/08/2015	Wed	700	1700	30		0.00	9.50	+2.50	+32.00
13/08/2015	Thu	700	1700	30		0.00	9.50	+2.50	+34.50
14/08/2015	Fri	700	1700	30		0.00	9.50	+2.50	+37.00
15/08/2015	Sat					0.00	0.00	+0.00	+37.00
16/08/2015	Sun					0.00	0.00	+0.00	+37.00
17/08/2015	Mon	730	1700	30		0.00	9.00	+2.00	+39.00
18/08/2015	Tue				FLEX	0.00	0.00	-7.00	+32.00
19/08/2015	Wed	700	1700	30		0.00	9.50	+2.50	+34.50
20/08/2015	Thu	700	1700	30		0.00	9.50	+2.50	+37.00
21/08/2015	Fri				FLEX	0.00	0.00	-7.00	+30.00
22/08/2015	Sat					0.00	0.00	+0.00	+30.00
23/08/2015	Sun					0.00	0.00	+0.00	+30.00
24/08/2015	Mon	700	1730	30		0.00	10.00	+3.00	+33.00
25/08/2015	Tue	700	1615	30		0.00	8.75	+1.75	+34.75
26/08/2015	Wed	700	1700	30		0.00	9.50	+2.50	+37.25
27/08/2015	Thu	700	1630	30		0.00	9.00	+2.00	+39.25
28/08/2015	Fri	700	1700	30		0.00	9.50	+2.50	+41.75
29/08/2015	Sat					0.00	0.00	+0.00	+41.75
30/08/2015	Sun					0.00	0.00	+0.00	+41.75
31/08/2015	Mon	730	1630	30		0.00	8.50	+1.50	+43.25
01/09/2015	Tue	700	1730	30		0.00	10.00	+3.00	+46.25
02/09/2015	Wed	900	1630	30		0.00	7.00	+0.00	+46.25
03/09/2015	Thu	700	1630	30		0.00	9.00	+2.00	+48.25
04/09/2015	Fri	700	1700	30		0.00	9.50	+2.50	+50.75
05/09/2015	Sat					0.00	0.00	+0.00	+50.75
06/09/2015	Sun					0.00	0.00	+0.00	+50.75

Estimated Flex Carryover at END of Period (on submit): +24.00 Hours

This includes **14.00** hours of approved future Flex leave

[Return](#)

lost 26 3/4 hrs



Person: 3392973, Mrs Karen Ford
Job: 06, Administrative Assistant

Time Keeping

Accounting Period 13/07/2015 to 09/08/2015

Estimated Flex Carryover at START of period (on submit): +17.00 Hours

This includes **7.00** hours of approved future Flex leave

Date	Day	Start Time	End Time	Break (min)	Comments	Leave Value	Daily Total	Flex value	Estimated Flex Balance
13/07/2015	Mon	830	1600	30		0.00	7.00	+0.00	+17.00
14/07/2015	Tue	730	1700	30		0.00	9.00	+2.00	+19.00
15/07/2015	Wed	730	1630	30		0.00	8.50	+1.50	+20.50
16/07/2015	Thu	730	1630	30		0.00	8.50	+1.50	+22.00
17/07/2015	Fri	700	1700	30		0.00	9.50	+2.50	+24.50
18/07/2015	Sat					0.00	0.00	+0.00	+24.50
19/07/2015	Sun					0.00	0.00	+0.00	+24.50
20/07/2015	Mon	700	1700	30		0.00	9.50	+2.50	+27.00
21/07/2015	Tue	730	1700	30		0.00	9.00	+2.00	+29.00
22/07/2015	Wed	700	1330	30		0.00	6.00	-1.00	+28.00
23/07/2015	Thu	830	1630	60		0.00	7.00	+0.00	+28.00
24/07/2015	Fri	700	1700	120		0.00	8.00	+1.00	+29.00
25/07/2015	Sat					0.00	0.00	+0.00	+29.00
26/07/2015	Sun					0.00	0.00	+0.00	+29.00
27/07/2015	Mon	730	1700	30		0.00	9.00	+2.00	+31.00
28/07/2015	Tue	730	1700	30		0.00	9.00	+2.00	+33.00
29/07/2015	Wed	700	1700	30		0.00	9.50	+2.50	+35.50
30/07/2015	Thu	700	1730	30		0.00	10.00	+3.00	+38.50
31/07/2015	Fri	700	1700	30		0.00	9.50	+2.50	+41.00
01/08/2015	Sat					0.00	0.00	+0.00	+41.00
02/08/2015	Sun					0.00	0.00	+0.00	+41.00
03/08/2015	Mon	700	1430	30		0.00	7.00	+0.00	+41.00
04/08/2015	Tue	700	1700	30		0.00	9.50	+2.50	+43.50
05/08/2015	Wed	700	1700	30		0.00	9.50	+2.50	+46.00
06/08/2015	Thu	700	1600	30		0.00	8.50	+1.50	+47.50
07/08/2015	Fri	730	1630	30		0.00	8.50	+1.50	+49.00
08/08/2015	Sat					0.00	0.00	+0.00	+49.00
09/08/2015	Sun					0.00	0.00	+0.00	+49.00

Estimated Flex Carryover at END of Period (on submit): +24.00 Hours

This includes **14.00** hours of approved future Flex leave

[Return](#)

lost 25 hours



Person: 3392973, Mrs Karen Ford
Job: 06, Administrative Assistant

Time Keeping

Accounting Period 15/06/2015 to 12/07/2015

Estimated Flex Carryover at START of period (on submit): +24.00 Hours

This includes **14.00** hours of approved future Flex leave

Date	Day	Start Time	End Time	Break (min)	Comments	Leave Value	Daily Total	Flex value	Estimated Flex Balance
15/06/2015	Mon				REC20	7.00	0.00	+0.00	+24.00
16/06/2015	Tue				REC20	7.00	0.00	+0.00	+24.00
17/06/2015	Wed				REC20	7.00	0.00	+0.00	+24.00
18/06/2015	Thu	800	1630	30		0.00	8.00	+1.00	+25.00
19/06/2015	Fri	715	1700	30		0.00	9.25	+2.25	+27.25
20/06/2015	Sat					0.00	0.00	+0.00	+27.25
21/06/2015	Sun					0.00	0.00	+0.00	+27.25
22/06/2015	Mon	715	1700	30		0.00	9.25	+2.25	+29.50
23/06/2015	Tue	715	1700	30		0.00	9.25	+2.25	+31.75
24/06/2015	Wed	715	1700	30		0.00	9.25	+2.25	+34.00
25/06/2015	Thu	700	1130			0.00	0.00	-2.50	+31.50
26/06/2015	Fri				FLEX	0.00	0.00	-7.00	+24.50
27/06/2015	Sat					0.00	0.00	+0.00	+24.50
28/06/2015	Sun					0.00	0.00	+0.00	+24.50
29/06/2015	Mon	715	1700	30		0.00	9.25	+2.25	+26.75
30/06/2015	Tue	730	1700	30		0.00	9.00	+2.00	+28.75
01/07/2015	Wed	730	1700	30		0.00	9.00	+2.00	+30.75
02/07/2015	Thu	730	1700	30		0.00	9.00	+2.00	+32.75
03/07/2015	Fri	730	1600	30		0.00	8.00	+1.00	+33.75
04/07/2015	Sat					0.00	0.00	+0.00	+33.75
05/07/2015	Sun					0.00	0.00	+0.00	+33.75
06/07/2015	Mon				FLEX	0.00	0.00	-7.00	+26.75
07/07/2015	Tue	730	1730	30		0.00	9.50	+2.50	+29.25
08/07/2015	Wed	700	1730	30		0.00	10.00	+3.00	+32.25
09/07/2015	Thu	730	1630	30		0.00	8.50	+1.50	+33.75
10/07/2015	Fri	730	1600	30		0.00	8.00	+1.00	+34.75
11/07/2015	Sat					0.00	0.00	+0.00	+34.75
12/07/2015	Sun					0.00	0.00	+0.00	+34.75

Estimated Flex Carryover at END of Period (on submit): +17.00 Hours

This includes **7.00** hours of approved future Flex leave

[Return](#)

lost 17³/₄hrs



Person: 3392973, Mrs Karen Ford
Job: 06, Administrative Assistant

Time Keeping

Accounting Period 18/05/2015 to 14/06/2015

Estimated Flex Carryover at START of period (on submit): +24.00 Hours

This includes **28.00** hours of approved future Flex leave

Date	Day	Start Time	End Time	Break (min)	Comments	Leave Value	Daily Total	Flex value	Estimated Flex Balance
18/05/2015	Mon	800	1630	30		0.00	8.00	+1.00	+25.00
19/05/2015	Tue	800	1700	30		0.00	8.50	+1.50	+26.50
20/05/2015	Wed	800	1630	30		0.00	8.00	+1.00	+27.50
21/05/2015	Thu	800	1630	30		0.00	8.00	+1.00	+28.50
22/05/2015	Fri				FLEX	0.00	0.00	-7.00	+21.50
23/05/2015	Sat					0.00	0.00	+0.00	+21.50
24/05/2015	Sun					0.00	0.00	+0.00	+21.50
25/05/2015	Mon	700	1715	30		0.00	9.75	+2.75	+24.25
26/05/2015	Tue	700	1700	30		0.00	9.50	+2.50	+26.75
27/05/2015	Wed	715	1630	30		0.00	8.75	+1.75	+28.50
28/05/2015	Thu	730	1630	30		0.00	8.50	+1.50	+30.00
29/05/2015	Fri				FLEX	0.00	0.00	-7.00	+23.00
30/05/2015	Sat					0.00	0.00	+0.00	+23.00
31/05/2015	Sun					0.00	0.00	+0.00	+23.00
01/06/2015	Mon	730	1630	30		0.00	8.50	+1.50	+24.50
02/06/2015	Tue	700	1700	30		0.00	9.50	+2.50	+27.00
03/06/2015	Wed	700	1800	30		0.00	10.50	+3.50	+30.50
04/06/2015	Thu	800	1700	30		0.00	8.50	+1.50	+32.00
05/06/2015	Fri	700	1700	60		0.00	9.00	+2.00	+34.00
06/06/2015	Sat					0.00	0.00	+0.00	+34.00
07/06/2015	Sun					0.00	0.00	+0.00	+34.00
08/06/2015	Mon				Public Holiday	0.00	0.00	+0.00	+34.00
09/06/2015	Tue				FLEX	0.00	0.00	-7.00	+27.00
10/06/2015	Wed				REC20	7.00	0.00	+0.00	+27.00
11/06/2015	Thu				REC20	7.00	0.00	+0.00	+27.00
12/06/2015	Fri				REC20	7.00	0.00	+0.00	+27.00
13/06/2015	Sat				REC20	0.00	0.00	+0.00	+27.00
14/06/2015	Sun				REC20	0.00	0.00	+0.00	+27.00

Estimated Flex Carryover at END of Period (on submit): +24.00 Hours

This includes **14.00** hours of approved future Flex leave

[Return](#)

lost 3 hours



Person: 3392973, Mrs Karen Ford
Job: 06, Administrative Assistant

Time Keeping

Accounting Period 20/04/2015 to 17/05/2015

Estimated Flex Carryover at START of period (on submit): +17.00 Hours

This includes **7.00** hours of approved future Flex leave

Date	Day	Start Time	End Time	Break (min)	Comments	Leave Value	Daily Total	Flex value	Estimated Flex Balance
20/04/2015	Mon	830	1630	30		0.00	7.50	+0.50	+17.50
21/04/2015	Tue	830	1630	30		0.00	7.50	+0.50	+18.00
22/04/2015	Wed	800	1700	30		0.00	8.50	+1.50	+19.50
23/04/2015	Thu	800	1630	30		0.00	8.00	+1.00	+20.50
24/04/2015	Fri	800	1600	30		0.00	7.50	+0.50	+21.00
25/04/2015	Sat				Public Holiday	0.00	0.00	+0.00	+21.00
26/04/2015	Sun					0.00	0.00	+0.00	+21.00
27/04/2015	Mon	800	1600	30		0.00	7.50	+0.50	+21.50
28/04/2015	Tue	830	1600	30		0.00	7.00	+0.00	+21.50
29/04/2015	Wed	800	1600	30		0.00	7.50	+0.50	+22.00
30/04/2015	Thu	800	1630	30		0.00	8.00	+1.00	+23.00
01/05/2015	Fri	800	1630	30		0.00	8.00	+1.00	+24.00
02/05/2015	Sat					0.00	0.00	+0.00	+24.00
03/05/2015	Sun					0.00	0.00	+0.00	+24.00
04/05/2015	Mon	800	1630	30		0.00	8.00	+1.00	+25.00
05/05/2015	Tue	800	1630	30		0.00	8.00	+1.00	+26.00
06/05/2015	Wed	800	1630	30		0.00	8.00	+1.00	+27.00
07/05/2015	Thu	800	1630	30		0.00	8.00	+1.00	+28.00
08/05/2015	Fri	800	1630	30		0.00	8.00	+1.00	+29.00
09/05/2015	Sat					0.00	0.00	+0.00	+29.00
10/05/2015	Sun					0.00	0.00	+0.00	+29.00
11/05/2015	Mon	800	1630	30		0.00	8.00	+1.00	+30.00
12/05/2015	Tue	1000	1630	30		0.00	6.00	-1.00	+29.00
13/05/2015	Wed	800	1630	30		0.00	8.00	+1.00	+30.00
14/05/2015	Thu	800	1630	30		0.00	8.00	+1.00	+31.00
15/05/2015	Fri				FLEX	0.00	0.00	-7.00	+24.00
16/05/2015	Sat					0.00	0.00	+0.00	+24.00
17/05/2015	Sun					0.00	0.00	+0.00	+24.00

Estimated Flex Carryover at END of Period (on submit): +24.00 Hours

This includes **28.00** hours of approved future Flex leave

[Return](#)



Person: 3392973, Mrs Karen Ford
Job: 06, Administrative Assistant

Time Keeping

Accounting Period 23/03/2015 to 19/04/2015

Estimated Flex Carryover at START of period (on submit): +17.00 Hours

This includes **7.00** hours of approved future Flex leave

Date	Day	Start Time	End Time	Break (min)	Comments	Leave Value	Daily Total	Flex value	Estimated Flex Balance
23/03/2015	Mon	800	1700	30		0.00	8.50	+1.50	+18.50
24/03/2015	Tue	800	1700	30		0.00	8.50	+1.50	+20.00
25/03/2015	Wed	800	1700	30		0.00	8.50	+1.50	+21.50
26/03/2015	Thu	800	1700	30		0.00	8.50	+1.50	+23.00
27/03/2015	Fri	800	1630	60		0.00	7.50	+0.50	+23.50
28/03/2015	Sat					0.00	0.00	+0.00	+23.50
29/03/2015	Sun					0.00	0.00	+0.00	+23.50
30/03/2015	Mon	800	1700	30		0.00	8.50	+1.50	+25.00
31/03/2015	Tue	930	1600	30		0.00	6.00	-1.00	+24.00
01/04/2015	Wed	800	1600	30		0.00	7.50	+0.50	+24.50
02/04/2015	Thu	800	1700	30		0.00	8.50	+1.50	+26.00
03/04/2015	Fri				Public Holiday	0.00	0.00	+0.00	+26.00
04/04/2015	Sat				Public Holiday	0.00	0.00	+0.00	+26.00
05/04/2015	Sun				Public Holiday	0.00	0.00	+0.00	+26.00
06/04/2015	Mon				Public Holiday	0.00	0.00	+0.00	+26.00
07/04/2015	Tue				FLEX	0.00	0.00	-7.00	+19.00
08/04/2015	Wed				REC20	7.00	0.00	+0.00	+19.00
09/04/2015	Thu				REC20	7.00	0.00	+0.00	+19.00
10/04/2015	Fri				REC20	7.00	0.00	+0.00	+19.00
11/04/2015	Sat					0.00	0.00	+0.00	+19.00
12/04/2015	Sun				TRAV	0.00	0.00	+0.00	+19.00
13/04/2015	Mon				TRAV	7.00	0.00	+0.00	+19.00
14/04/2015	Tue				TRAV	7.00	0.00	+0.00	+19.00
15/04/2015	Wed	800	1600	30		0.00	7.50	+0.50	+19.50
16/04/2015	Thu	900	1630	30		0.00	7.00	+0.00	+19.50
17/04/2015	Fri	800	1600	30		0.00	7.50	+0.50	+20.00
18/04/2015	Sat					0.00	0.00	+0.00	+20.00
19/04/2015	Sun					0.00	0.00	+0.00	+20.00

Estimated Flex Carryover at END of Period (on submit): +17.00 Hours

This includes **7.00** hours of approved future Flex leave

[Return](#)

lost 3 hours



Person: 3392973, Mrs Karen Ford
Job: 06, Administrative Assistant

Time Keeping

Accounting Period 23/02/2015 to 22/03/2015

Estimated Flex Carryover at START of period (on submit): +26.25 Hours

This includes **21.00** hours of approved future Flex leave

Date	Day	Start Time	End Time	Break (min)	Comments	Leave Value	Daily Total	Flex value	Estimated Flex Balance
23/02/2015	Mon				FLEX	0.00	0.00	-7.00	+19.25
24/02/2015	Tue				FAM	7.00	0.00	+0.00	+19.25
25/02/2015	Wed	800	1630	30		0.00	8.00	+1.00	+20.25
26/02/2015	Thu	800	1700	30		0.00	8.50	+1.50	+21.75
27/02/2015	Fri	800	1630	60		0.00	7.50	+0.50	+22.25
28/02/2015	Sat					0.00	0.00	+0.00	+22.25
01/03/2015	Sun					0.00	0.00	+0.00	+22.25
02/03/2015	Mon	800	1630	30		0.00	8.00	+1.00	+23.25
03/03/2015	Tue	800	1630	30		0.00	8.00	+1.00	+24.25
04/03/2015	Wed	800	930			0.00	0.00	-5.50	+18.75
05/03/2015	Thu	800	1630	30		0.00	8.00	+1.00	+19.75
06/03/2015	Fri				FLEX	0.00	0.00	-7.00	+12.75
07/03/2015	Sat					0.00	0.00	+0.00	+12.75
08/03/2015	Sun					0.00	0.00	+0.00	+12.75
09/03/2015	Mon	800	1630	30		0.00	8.00	+1.00	+13.75
10/03/2015	Tue	1130	1700	30		0.00	5.00	-2.00	+11.75
11/03/2015	Wed	800	1730	30		0.00	9.00	+2.00	+13.75
12/03/2015	Thu	800	1700	30		0.00	8.50	+1.50	+15.25
13/03/2015	Fri	800	1630	30		0.00	8.00	+1.00	+16.25
14/03/2015	Sat					0.00	0.00	+0.00	+16.25
15/03/2015	Sun					0.00	0.00	+0.00	+16.25
16/03/2015	Mon	800	1630	30		0.00	8.00	+1.00	+17.25
17/03/2015	Tue	730	1700	30		0.00	9.00	+2.00	+19.25
18/03/2015	Wed	700	1630	30		0.00	9.00	+2.00	+21.25
19/03/2015	Thu	700	1630	30		0.00	9.00	+2.00	+23.25
20/03/2015	Fri	730	1700	120		0.00	7.50	+0.50	+23.75
21/03/2015	Sat					0.00	0.00	+0.00	+23.75
22/03/2015	Sun					0.00	0.00	+0.00	+23.75

Estimated Flex Carryover at END of Period (on submit): +17.00 Hours

This includes **7.00** hours of approved future Flex leave

[Return](#)

lost 6 3/4 hrs



Person: 3392973, Mrs Karen Ford
Job: 06, Administrative Assistant

Time Keeping

Accounting Period 26/01/2015 to 22/02/2015

Estimated Flex Carryover at START of period (on submit): +10.00 Hours

Date	Day	Start Time	End Time	Break (min)	Comments	Leave Value	Daily Total	Flex value	Estimated Flex Balance
26/01/2015	Mon				Public Holiday	0.00	0.00	+0.00	+10.00
27/01/2015	Tue	745	1715	30		0.00	9.00	+2.00	+12.00
28/01/2015	Wed	730	1715	30		0.00	9.25	+2.25	+14.25
29/01/2015	Thu				FLEXI	7.00	0.00	+0.00	+14.25
30/01/2015	Fri	715	1700	30		0.00	9.25	+2.25	+16.50
31/01/2015	Sat					0.00	0.00	+0.00	+16.50
01/02/2015	Sun					0.00	0.00	+0.00	+16.50
02/02/2015	Mon	715	1700	30		0.00	9.25	+2.25	+18.75
03/02/2015	Tue	715	1700	60		0.00	8.75	+1.75	+20.50
04/02/2015	Wed	830	1700	30		0.00	8.00	+1.00	+21.50
05/02/2015	Thu	745	1700	30		0.00	8.75	+1.75	+23.25
06/02/2015	Fri	745	1700	30		0.00	8.75	+1.75	+25.00
07/02/2015	Sat					0.00	0.00	+0.00	+25.00
08/02/2015	Sun					0.00	0.00	+0.00	+25.00
09/02/2015	Mon				FLEX	0.00	0.00	-7.00	+18.00
10/02/2015	Tue	715	1700	30		0.00	9.25	+2.25	+20.25
11/02/2015	Wed	715	1700	120		0.00	7.75	+0.75	+21.00
12/02/2015	Thu	730	1745	30		0.00	9.75	+2.75	+23.75
13/02/2015	Fri	730	1630	30		0.00	8.50	+1.50	+25.25
14/02/2015	Sat					0.00	0.00	+0.00	+25.25
15/02/2015	Sun					0.00	0.00	+0.00	+25.25
16/02/2015	Mon	800	1630	30		0.00	8.00	+1.00	+26.25
17/02/2015	Tue	930	1700	30		0.00	7.00	+0.00	+26.25
18/02/2015	Wed	745	1700	30		0.00	8.75	+1.75	+28.00
19/02/2015	Thu	800	1200			0.00	0.00	-3.00	+25.00
20/02/2015	Fri	745	1630	30		0.00	8.25	+1.25	+26.25
21/02/2015	Sat					0.00	0.00	+0.00	+26.25
22/02/2015	Sun					0.00	0.00	+0.00	+26.25

Estimated Flex Carryover at END of Period (on submit): +26.25 Hours

This includes **21.00** hours of approved future Flex leave

[Return](#)



Person: 3392973, Mrs Karen Ford
Job: 06, Administrative Assistant

Time Keeping

Accounting Period 29/12/2014 to 25/01/2015

Estimated Flex Carryover at START of period (on submit): +6.00 Hours

Date	Day	Start Time	End Time	Break (min)	Comments	Leave Value	Daily Total	Flex value	Estimated Flex Balance
29/12/2014	Mon				REC20 Concessional Public Holiday	0.00	0.00	+0.00	+6.00
30/12/2014	Tue				REC20 Concessional Public Holiday	0.00	0.00	+0.00	+6.00
31/12/2014	Wed				REC20 Concessional Public Holiday	0.00	0.00	+0.00	+6.00
01/01/2015	Thu				REC20 Public Holiday	0.00	0.00	+0.00	+6.00
02/01/2015	Fri				REC20	7.00	0.00	+0.00	+6.00
03/01/2015	Sat					0.00	0.00	+0.00	+6.00
04/01/2015	Sun					0.00	0.00	+0.00	+6.00
05/01/2015	Mon				REC20	7.00	0.00	+0.00	+6.00
06/01/2015	Tue				REC20	7.00	0.00	+0.00	+6.00
07/01/2015	Wed				REC20	7.00	0.00	+0.00	+6.00
08/01/2015	Thu				REC20	7.00	0.00	+0.00	+6.00
09/01/2015	Fri				REC20	7.00	0.00	+0.00	+6.00
10/01/2015	Sat					0.00	0.00	+0.00	+6.00
11/01/2015	Sun					0.00	0.00	+0.00	+6.00
12/01/2015	Mon				REC20	7.00	0.00	+0.00	+6.00
13/01/2015	Tue				REC20	7.00	0.00	+0.00	+6.00
14/01/2015	Wed				REC20	7.00	0.00	+0.00	+6.00
15/01/2015	Thu				REC20	7.00	0.00	+0.00	+6.00
16/01/2015	Fri				REC20	7.00	0.00	+0.00	+6.00
17/01/2015	Sat					0.00	0.00	+0.00	+6.00
18/01/2015	Sun					0.00	0.00	+0.00	+6.00
19/01/2015	Mon	900	1700	30		0.00	7.50	+0.50	+6.50
20/01/2015	Tue	745	1630	30		0.00	8.25	+1.25	+7.75
21/01/2015	Wed	730	1645	30		0.00	8.75	+1.75	+9.50
22/01/2015	Thu	800	1715	30		0.00	8.75	+1.75	+11.25
23/01/2015	Fri	730	1600	30		0.00	8.00	+1.00	+12.25
24/01/2015	Sat					0.00	0.00	+0.00	+12.25
25/01/2015	Sun					0.00	0.00	+0.00	+12.25

Estimated Flex Carryover at END of Period (on submit): +10.00 Hours

[Return](#)

lost 2 1/4 hrs

Attachment 6



Person: 3392973, Mrs Karen Ford
Job: 06, Administrative Assistant

Time Keeping

To edit a timesheet, click on 'Edit' for the appropriate period.

Accounting Period Ending	Status	Action	Estimated Flex Carryover at END of period
20/03/2016	Open	Edit	+17.00
21/02/2016 ✓	Approved	View	+10.00 <i>mmbb ITRO conference Tasmania</i>
24/01/2016 ✓	Approved	View	+10.00
27/12/2015 ✓	Approved	View	+24.00 <i>- 3/4</i>
29/11/2015 ✓	Approved	View	+24.00 <i>- 3/2</i>
01/11/2015 ✓	Approved	View	+10.00 <i>- 3 1/2</i>
04/10/2015 ✓	Approved	View	+10.00 <i>- 8 1/2</i>
06/09/2015 ✓	Approved	View	+24.00 <i>- 2 3/4</i>
09/08/2015 ✓	Approved	View	+24.00 <i>- 25</i>
12/07/2015 ✓	Approved	View	+17.00 <i>- 17 3/4</i>
14/06/2015 ✓	Approved	View	+24.00 <i>- 3</i>
17/05/2015 ✓	Approved	View	+24.00
19/04/2015 ✓	Approved	View	+17.00 <i>- 3</i>
22/03/2015 ✓	Approved	View	+17.00 <i>- 6 3/4</i>
22/02/2015 ✓	Approved	View	+26.25
25/01/2015 ✓	Approved	View	+10.00 <i>- 2 1/4</i>
28/12/2014 ✓	Approved	View	+6.00 <i>- 1 1/2</i>
30/11/2014 ✓	Approved	View	+29.00
02/11/2014	Approved	View	+31.00
05/10/2014	Approved	View	+31.00
07/09/2014	Approved	View	+38.00
10/08/2014	Approved	View	+24.00
13/07/2014	Approved	View	+23.25
15/06/2014	Approved	View	+24.75
15/06/2014	Rejected	View	+17.00
18/05/2014	Approved	View	+13.25
20/04/2014	Approved	View	+23.00
23/03/2014	Approved	View	+28.50
23/02/2014	Approved	View	+10.00
26/01/2014	Approved	View	+4.50
29/12/2013	Approved	View	+10.00
01/12/2013	Approved	View	+13.50
03/11/2013	Approved	View	+10.00
06/10/2013	Approved	View	+20.00
06/10/2013	Rejected	View	+10.00
08/09/2013	Approved	View	+10.00
08/09/2013	Cancelled	View	+10.00
11/08/2013	Approved	View	+10.00
14/07/2013	Approved	View	+17.00
16/06/2013	Approved	View	+13.50
19/05/2013	Approved	View	+17.00
21/04/2013	Approved	View	+10.00
24/03/2013	Approved	View	+6.00
24/02/2013	Approved	View	+10.00
27/01/2013	Approved	View	+9.00
30/12/2012	Approved	View	+10.00
02/12/2012	Approved	View	+10.00
04/11/2012	Approved	View	+4.33
07/10/2012	Approved	View	+2.83
09/09/2012	Approved	View	+6.58
12/08/2012	Approved	View	+8.33

2015 135 1/4