



RCH Staff Timesheet - PERMANENT

Name:

Employee No:

Classification:

Cost Centre:

Award:

ADO:

Employee Status:

Hours:

Autopay:

Period Begin: _____ Period End: _____

Pay Point _____ Pay Period _____ Pay Area _____

| | | Ordinary Hours Worked | | | | | | Overtime / Recall | | | | Other Allowances | | | Alt. Cost Centre | |
|------|-----|--|-----------|----------|-------------------|--------------|-------------|------------------------------------|-----------|----------|------|------------------|----------------|-------|------------------|------|
| | | SO - Scheduled UO - Unscheduled R - Recall T - Telephone Recall | | | | | | Shift E / A / Tmp N Prm N | | | | | | | | |
| Date | Day | Start Time | Stop Time | Paid Hrs | Unpaid Meal Break | (*) Abs Type | PH Wrkd Y/N | Start Time | Stop Time | Paid Hrs | Type | OnCall Occ | Class/ In Chrg | Other | Cost Centre | Auth |
| | Mon | | | | | | | | | | | | | | | |
| | Tue | | | | | | | | | | | | | | | |
| | Wed | | | | | | | | | | | | | | | |
| | Thu | | | | | | | | | | | | | | | |
| | Fri | | | | | | | | | | | | | | | |
| | Sat | | | | | | | | | | | | | | | |
| | Sun | | | | | | | | | | | | | | | |

Weekly Total

Weekly O/time Total

| | | | | | | | | | | | | | | | | |
|--|-----|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | Mon | | | | | | | | | | | | | | | |
| | Tue | | | | | | | | | | | | | | | |
| | Wed | | | | | | | | | | | | | | | |
| | Thu | | | | | | | | | | | | | | | |
| | Fri | | | | | | | | | | | | | | | |
| | Sat | | | | | | | | | | | | | | | |
| | Sun | | | | | | | | | | | | | | | |

Total Fortnightly Hours

Fortnightly O/time Total

Ordinary Hours

ADO Hours

Sick Hours

Annual Leave Hours

* Leave Form must be submitted for all absences except ADOs.

Comments

Employee Signature:

Manager Name (Print):

Manager Auth Signature:

Date:

Manager Extension:

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| Pay Desc. | chris21 | Units | C/C | Class | Leave Start | Leave End | Leave Days |
|---------------|---------|-------|-----|-------|-------------|-----------|------------|
| ADO | 0501 | | | | | | |
| Pub Holiday | 0911 | | | | | | |
| Annual Leave | 0100 | | | | | | |
| Sick Cert | 0200 | | | | | | |
| Sick WOC | 0203 | | | | | | |
| Sick Stat Dec | 0205 | | | | | | |
| Study Leave | 0603 | | | | | | |

| Payment | Code | Hrs/ Units | Cost Centre | Class |
|----------------|------|------------|-------------|-------|
| Ordinary | 0511 | | | |
| Ordinary | 0511 | | | |
| Excess Ord | 0517 | | | |
| UnRost O/T 1.5 | 1241 | | | |
| UnRost O/T 2.0 | 1261 | | | |
| Roster O/T 1.5 | 1242 | | | |
| Roster O/T 2.0 | 1262 | | | |
| Call 1.5 | 1441 | | | |
| Call 2.0 | 1461 | | | |
| Penalty 50 | 2611 | | | |
| Penalty 100 | 2619 | | | |
| On Call | 1410 | | | |
| Early Shift | 2614 | | | |
| Aft Shift | 2615 | | | |
| Temp Night | 2616 | | | |
| Perm Night | 2617 | | | |
| Chg Shift | 2663 | | | |
| Chg Roster | 2667 | | | |
| Meal 1 | 2526 | | | |
| Meal 2 | 2527 | | | |
| Nauseous | 2565 | | | |
| Laundry | 2570 | | | |
| Uniform | 2549 | | | |

Payroll Office Use Only

Weekends Worked

Coded

Keyed