



## **User Guide**

# **Entering a Timesheet for Adhoc Claims**

## Brief Document Description

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### Overview

Fortnightly staff are required to submit their adhoc claims worked for approval and submission to Staff Services in the Office of HRM for payment. These timesheets are created by the fortnightly staff themselves.

### About this Business Process

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The Adhoc claims Timesheet has been developed to replace the previous paper based forms for the following:

- Overtime/Additional Hours
- Extreme Conditions
- On Call Allowance
- Additional Pay Loadings
- Penalty Shift Loadings

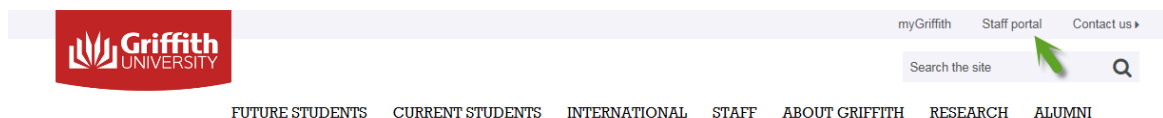
Timesheets are created on a regular basis as work is completed each fortnight. This User Guide details the process for the Adhoc Claims for fortnightly staff to create and submit their timesheets.

## Steps

<a href="#">Step 1</a>	Login in to Griffith Staff Portal
<a href="#">Step 2</a>	Select Job Record and Timesheet
<a href="#">Step 3</a>	Various Types of Claims and how to enter
<a href="#">Step 4</a>	Enter claim for hours and dates
<a href="#">Step 5</a>	Save Timesheet
<a href="#">Step 6</a>	Submit Timesheet
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	SUPERVISOR ACTIONS

## Step 1 - Login in to Griffith Staff Portal

Open the Griffith Home Page. Click on Staff Portal in the top right hand corner of the screen.



Log into the Staff Portal using your Griffith ID and Password.

**Griffith Single Sign-On**

Username

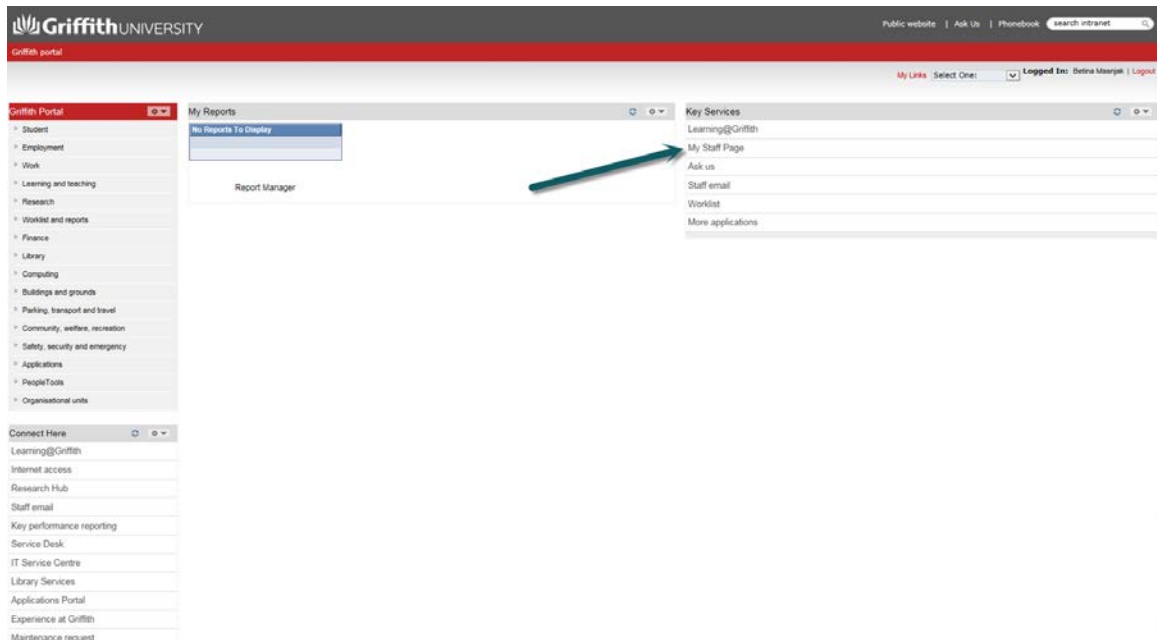
Password

**login** >>

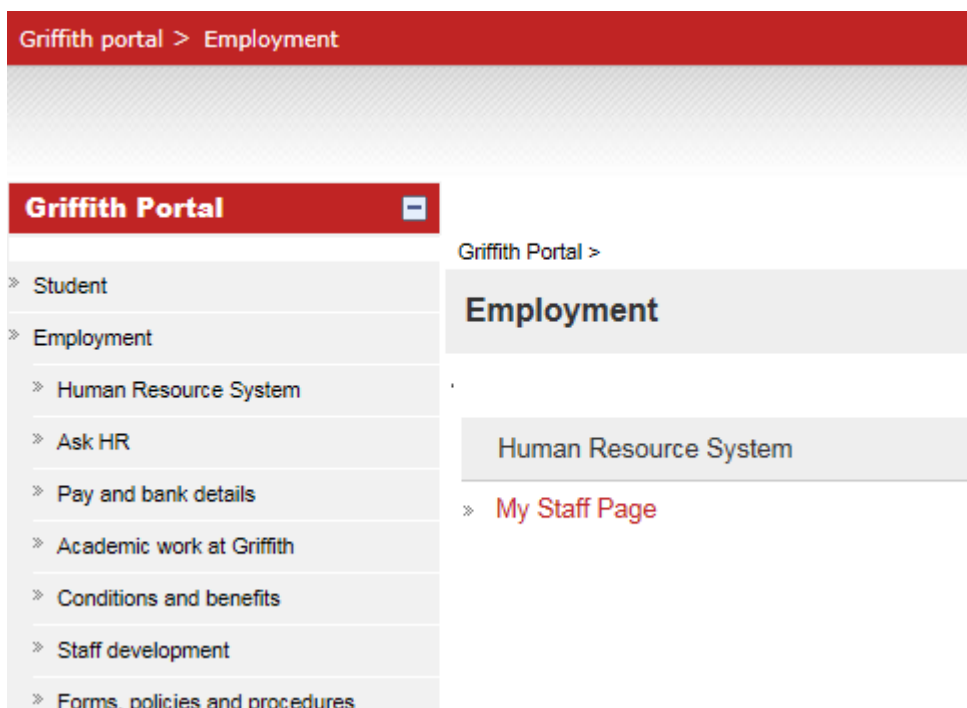
**Code of practice**  
Information technology resources are essential for accomplishing Griffith University's mission. Members of the University community are granted shared access to these resources on condition they are used in accordance with the University's Information Technology Code of Practice. This Code of Practice applies irrespective of where the University information technology resources are accessed and used, and includes use at home. You can expect sanctions if you act irresponsibly and disregard your obligations under the Code of Practice. It is your responsibility to become familiar with the Code of Practice.

The Staff Portal Page displays. My Staff Page can be accessed in two locations within the Staff Portal.

The first location is by clicking on My Staff Page under “Key Services”.

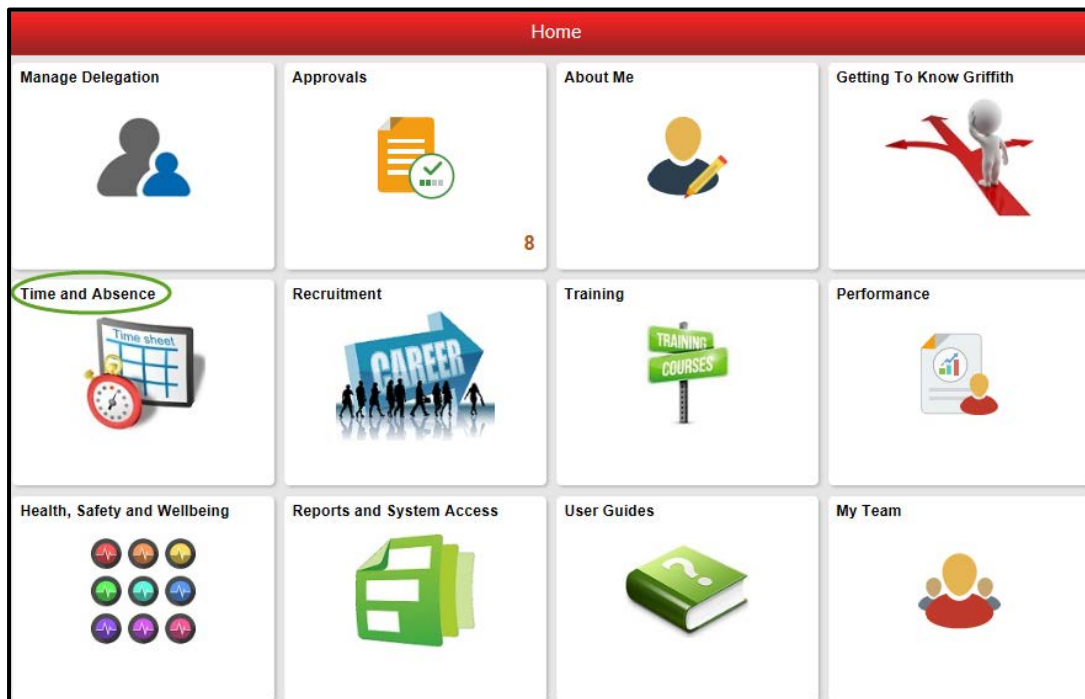


Alternatively you can select Employment from the left hand side navigation menu, and click My Staff Page under “Human Resource Management”.



A series of 'tiles' will appear on your Home Page once you have logged in to My Staff Page.

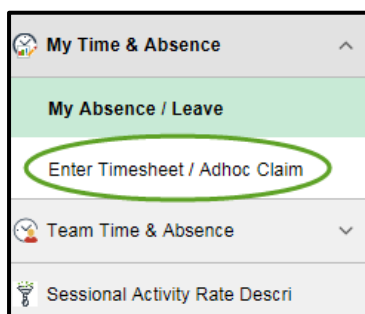
Click on 'Time and Absence' tile.



The layout of the Time and Absence dashboard page has changed. The new page is divided into two sections.

**Left hand menu** - lists all the menu items under each main heading. **The right hand screen** - provides functionalities of the menu item chosen on the left hand screen.

On the Time and Absence home page, click on 'My Time & Absence' menu and select 'Enter Timesheet / Adhoc Claim' sub-menu item.



Note: this does not replace the existing monthly timesheet that you currently complete as an xls form.


## Step 2 - Select Job Record and Timesheet

If you have multiple jobs, the below screen will appear and all active records will be displayed.

Check that your Supervisor displayed is correct. If your Supervisor is incorrect, email [hrservices@griffith.edu.au](mailto:hrservices@griffith.edu.au) before entering in any hours.

Report Time  
Timesheet

**Sarah Andrews**

Select Job 


Job Title	Empl Record	Department ID	Department	Location Code	Supervisor Name	Eligibility Group	Payroll Status	Salary Grade	Step
Venues Officer	0	QCM	Queensland Conservatorium	CAMSBC		GENERAL	Active	H04	3
Casual	1	QCM	Queensland Conservatorium	CAMSBC		HRLY CAS	Active	DF	1

Self Service  
Time Reporting

Select the job by clicking on the Job Title of the applicable Empl Rcd number.

Report Time  
Timesheet


**Sarah Andrews**

Select Job 


Job Title	Empl Record	Department ID	Department	Location Code	Supervisor Name	Eligibility Group	Payroll Status	Salary Grade	Step
Venues Officer	0	QCM	Queensland Conservatorium	CAMSBC		GENERAL	Active	H04	3
Casual	1	QCM	Queensland Conservatorium	CAMSBC		HRLY CAS	Active	DF	1

Self Service  
Time Reporting

Your timesheet will be displayed for the current pay fortnight period. You can select Previous Period or Next Period or change the date in the calendar period.


(click refresh  to move to new calendar period).

**Timesheet**



Costing Details QCM1001000002200 100%

(Maximum 4 Displayed)

Employee ID 

Empl Record **0**


Earliest 22/04/2017

Change Date

Actions ▾

Select Another Timesheet

\*View By **Calendar Period**

\*Date **06/05/2017** 

Reported Hours 0.00

**Previous Period** **Next Period**

Next Job

Once you are in the timesheet you can also click on 'Next Job' to toggle through if you have multiple jobs or use 'Previous Job' if you want to go to previous record.

## Step 3 - Various Types of Claims and how to enter into Timesheet

**Note:** A list of Time Reporter Codes available to each Workgroup is detailed in Appendix A.

### ***ADDITIONAL HOURS***

Enter in the full day hours of work for additional days/hours.

Leave the Time Reporter Code blank as this will be calculated by the rules attached to your work schedule.

**Note:** The Punch Total hours will populate when you click on 'Save for Later' or 'Submit' at the bottom of the screen.

Add Comments	Day	Date	Reported Status	In	Lunch	Return	Out	Punch Total	Time Reporting Code	Quantity	Date		
	Sat	14/11	New								14/11	+	-
	Sun	15/11	New								15/11	+	-
	Mon	16/11	Needs Approval	9:00:00AM	12:00:00PM	12:45:00PM	5:00:00PM	7.25			16/11	+	-
	Tue	17/11	New								17/11	+	-
	Wed	18/11	New								18/11	+	-
	Thu	19/11	New								19/11	+	-
	Fri	20/11	New								20/11	+	-
	Sat	21/11	New								21/11	+	-
	Sun	22/11	New								22/11	+	-
	Mon	23/11	New								23/11	+	-
	Tue	24/11	New								24/11	+	-
	Wed	25/11	New								25/11	+	-
	Thu	26/11	New								26/11	+	-
	Fri	27/11	New								27/11	+	-

## OVERTIME

Enter in the full day hours of work for overtime hours.

Leave the Time Reporter Code blank as this will be calculated by the rules attached to your work schedule.

**Note:** Meal Allowance will automatically calculate so you don't need to enter this.

**Timesheet**

Administrative Officer Lev 5      Costing Details 2126170000002200      100%      Employee ID  
(Maximum 4 Displayed)      Empl Record 0  
Earliest Change Date 14/11/2015

Actions ▾

**Select Another Timesheet**

\*View By Calendar Period ▾      Previous Period      Next Period  
\*Date 14/11/2015      Next Job  
Reported Hours 8.25

**From 14/11/2015 to 27/11/2015**

Add Comments	Day	Date	Reported Status	In	Lunch	Return	Out	Punch Time Reporting Code	Quantity	Date		
<input type="radio"/>	Sat	14/11	New							14/11	+	-
<input type="radio"/>	Sun	15/11	New							15/11	+	-
<input checked="" type="radio"/>	Mon	16/11	Needs Approval	9:00:00AM	12:00:00PM	12:45:00PM	6:00:00PM	8.25		16/11	+	-
<input type="radio"/>	Tue	17/11	New							17/11	+	-
<input type="radio"/>	Wed	18/11	New							18/11	+	-
<input type="radio"/>	Thu	19/11	New							19/11	+	-
<input type="radio"/>	Fri	20/11	New							20/11	+	-
<input type="radio"/>	Sat	21/11	New							21/11	+	-
<input type="radio"/>	Sun	22/11	New							22/11	+	-
<input type="radio"/>	Mon	23/11	New							23/11	+	-
<input type="radio"/>	Tue	24/11	New							24/11	+	-
<input type="radio"/>	Wed	25/11	New							25/11	+	-
<input type="radio"/>	Thu	26/11	New							26/11	+	-
<input type="radio"/>	Fri	27/11	New							27/11	+	-

Save for Later      **Submit**      Clear

## ONCALL ALLOWANCE

- HOME-BASED: Phone Min 1 hour
- COMPUTER: Min 2 hours
- ONSITE: Min 3 hours

On Call allowance is an allowance paid to a staff member rostered for call-out standby. The call-out roster is for emergency return to work outside of ordinary hours and/or attend to telephone calls outside of ordinary hours at a place remote from the University campus.



Enter in the full day hours of work as well as choosing the type of Time Reporter Code, ONCI, ONC2, or ONC3 (see Appendix A).

For On Call Allowance, enter in the Time Reporter Code and number of Units i.e. 1 for 1 week.

**Timesheet**

Administrative Officer Lev 5      Costing Details 212617000000200      100%      Employee ID  
(Maximum 4 Displayed)      Empl Record 0  
Actions      Earliest Change Date 14/11/2015

Select Another Timesheet

\*View By: Calendar Period      Previous Period      Next Period  
\*Date: 14/11/2015      Next Job  
Reported Hours: 6.00

From 14/11/2015 to 27/11/2015

Add Comments	Day	Date	Reported Status	In	Lunch	Return	Out	Punch Total	Time Reporting Code	Quantity	Date
	Sat	14/11	New								14/11
	Sun	15/11	New								15/11
	Mon	16/11	Needs Approval	8:00:00PM			10:00:00PM	2.00	ONC1 - On Call Overtime - Telephone		16/11
	Tue	17/11	Needs Approval	8:00:00PM			10:00:00PM	2.00	ONC2 - On Call Overtime - Computer		17/11
	Wed	18/11	Needs Approval	8:00:00PM			10:00:00PM	2.00	ONC3 - On Call Overtime - Onsite		18/11
	Thu	19/11	Needs Approval						ONCAL - On Call Allowance	2.00	19/11
	Fri	20/11	New								20/11
	Sat	21/11	New								21/11
	Sun	22/11	New								22/11
	Mon	23/11	New								23/11
	Tue	24/11	New								24/11
	Wed	25/11	New								25/11
	Thu	26/11	New								26/11
	Fri	27/11	New								27/11

Save for Later      Submit      Clear

## ***SHIFT ALLOWANCE (ADDITIONAL PAYLOADINGS)***

Enter the Time Reporter Code for the Shift Allowance (see Appendix A) and number of Units.

**Timesheet**

Administrative Officer Lev 5      Costing Details 212617000000200      100%      Employee ID  
(Maximum 4 Displayed)      Empl Record 0  
Actions      Earliest Change Date 14/11/2015

Select Another Timesheet

\*View By: Calendar Period      Previous Period      Next Period  
\*Date: 14/11/2015      Next Job  
Reported Hours: 46.75

From 14/11/2015 to 27/11/2015

Add Comments	Day	Date	Reported Status	In	Lunch	Return	Out	Punch Total	Time Reporting Code	Quantity	Date
	Sat	14/11	New								14/11
	Sun	15/11	New								15/11
	Mon	16/11	Needs Approval	12:00:00PM			8:00:00PM	8.00			16/11
	Tue	17/11	Needs Approval	6:00:00AM	12:00:00PM	12:45:00PM	3:00:00PM	8.25			17/11
	Wed	18/11	Needs Approval	8:00:00AM	12:00:00PM	12:45:00PM	4:00:00PM	7.25			18/11
	Thu	19/11	New								19/11
	Fri	20/11	New								20/11
	Sat	21/11	Needs Approval	8:00:00AM	12:00:00PM	12:45:00PM	4:00:00PM	7.25			21/11
	Sun	22/11	New								22/11
	Mon	23/11	Needs Approval						SFT15 - Shift Allowance 15%	4.00	23/11
	Tue	24/11	Needs Approval						SFT20 - Shift Allowance 20%	4.00	24/11
	Wed	25/11	Needs Approval						SFT50 - Shift Allowance 50%	4.00	25/11
	Thu	26/11	Needs Approval						SFT150 - Shift Allowance 150%	4.00	26/11
	Fri	27/11	New								27/11

Save for Later      Submit      Clear

## Clause 29.4 for reference from the Griffith University General Staff Enterprise Agreement

### Clause 29.4

<p><b>AL15</b> – (Ordinary rates of pay plus additional 15%) Staff member rostered on work day that will commence at or after midday and finish outside the normal span of hours (7am to 6pm) and at or before midnight and where the majority of the work day is worked between 2.00pm and 11.00pm. (EBA Ref: 29.4.4 c). See reverse for examples.</p> <p><b>OR</b></p> <p>Staff member rostered on a work day extending beyond midnight, where the majority of the work day is worked between 8.00pm and 8.00am (EBA Ref: 29.4.4 c).</p>
<p><b>AL20</b> – (Ordinary rates of pay plus an additional 20%) Staff members required to commence work before 7am or after 6pm and finish after 6pm, Monday to Friday (EBA Ref: 29.4.4 a). See reverse for examples.</p>
<p><b>AL50</b> – (Ordinary rates of pay plus an additional 50%) Weekend Work - Staff members who work between midnight Friday and midnight Sunday and within the span of hours shown in subclauses 29.4.1 and 29.4.2 (EBA Ref: 29.4.2 a).</p>
<p><b>ALPH</b> – (Ordinary rates of pay plus an additional 150%) Public Holidays – Staff member is required to work during ordinary hours on a proclaimed public holiday (EBA Ref: 29.4.3).</p>

### ***Examples are:-***

#### ***AL15 (SFT15)***

*Allowance is paid when* Shift commences and finishes:

- 12.00 noon to 8.00pm
- 2.00pm to 10.00pm
- 3.00pm to 8.00pm
- Split shifts: Staff member who regularly works a split shift for personal reasons receives A15 for any hours worked in the afternoon or evening.

*AL15 allowance is not paid when* Shift commencing and finishing:

- 12.00 noon to 3.00pm
- 11.00am to 7.00pm
- 12.00 noon to 4.00pm

#### ***AL20 (SFT20)***

- Shift commences at 11.00am and finishes 7.00pm. One hour from 6.00pm to 7.00pm at A20 can be claimed.
- If a part time person commences the shift at 4.00pm and finishes at 10.00pm it will be paid at the A20 rate from 6.00pm to 10.00pm. See \*\*\* in *Special situations* below.

**Special situations:** If a staff member takes the first half of their shift off as leave or flex and arrives at work for the evening shift they get paid based on the original shift/allowance applicable.

Those staff member who work mornings for another INS department and afternoons in LITH (Library and IT Help): No pay loading applies.

## EXTREME CONDITIONS

Enter the Time Reporter Code and the number of units for claim.

**Timesheet**

Costing Details HRM1001HRPSR2200 100% Employee ID  
(Maximum 4 Displayed) Empl Record  
Actions ▼ Earliest Change Date 06/02/2016

Select Another Timesheet

\*View By Calendar Period Previous Period Next Period  
\*Date 19/09/2015 Next Job  
Reported Hours 0.00

From 19/09/2015 to 02/10/2015

Add Comments	Day	Date	Reported Status	In	Lunch	Return	Out	Punch Total	Time Reporting Code	Quantity	Date
<input type="radio"/>	Sat	19/9	New								19/9
<input type="radio"/>	Sun	20/9	New								20/9
<input type="radio"/>	Mon	21/9	New						EXTRE - Extreme Condition	1	21/9
<input type="radio"/>	Tue	22/9	New								22/9
<input type="radio"/>	Wed	23/9	New								23/9
<input type="radio"/>	Thu	24/9	New								24/9
<input type="radio"/>	Fri	25/9	New								25/9
<input type="radio"/>	Sat	26/9	New								26/9
<input type="radio"/>	Sun	27/9	New								27/9
<input type="radio"/>	Mon	28/9	New								28/9
<input type="radio"/>	Tue	29/9	New								29/9
<input type="radio"/>	Wed	30/9	New								30/9
<input type="radio"/>	Thu	1/10	New								1/10
<input type="radio"/>	Fri	2/10	New								2/10

Save for Later Submit Clear

## Step 4 - Enter claim for hours and dates

Time can be entered in various formats depending on the type of claim.

**Timesheet**

Administrative Officer Lev 5 Costing Details 212617000002200 100% Employee ID  
(Maximum 4 Displayed) Empl Record 0  
Actions ▼ Earliest Change Date 30/01/2016

Select Another Timesheet

\*View By Calendar Period Previous Period Next Period  
\*Date 14/11/2015 Next Job  
Reported Hours 0.00

From 14/11/2015 to 27/11/2015


Add Comments	Day	Date	Reported Status	In	Lunch	Return	Out	Punch Total	Time Reporting Code	Quantity	Date
<input type="radio"/>	Sat	14/11	New								14/11
<input type="radio"/>	Sun	15/11	New								15/11
<input type="radio"/>	Mon	16/11	New		08.00AM	12.00PM	12.45PM	5.00PM			16/11
<input type="radio"/>	Tue	17/11	New								17/11
<input type="radio"/>	Wed	18/11	New								18/11
<input type="radio"/>	Thu	19/11	New								19/11
<input type="radio"/>	Fri	20/11	New		08.00	12.00	12.45	17.00			20/11
<input type="radio"/>	Sat	21/11	New								21/11
<input type="radio"/>	Sun	22/11	New								22/11
<input type="radio"/>	Mon	23/11	New								23/11
<input type="radio"/>	Tue	24/11	New								24/11
<input type="radio"/>	Wed	25/11	New								25/11
<input type="radio"/>	Thu	26/11	New								26/11
<input type="radio"/>	Fri	27/11	New								27/11

Save for Later Submit Clear

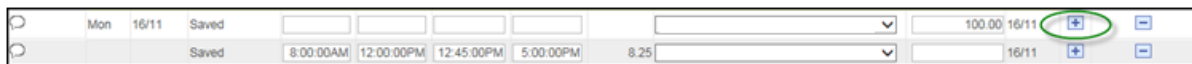
## TIME FORMAT




Times can be entered in either AM/PM or 24Hour format, for example...

- 8am can be entered as "8" or "8am"
- 8:30am can be entered as "8:30" or "8:30am"
- 12 noon can be entered as "12" or "12pm" or "12:00pm"
- 4pm can be entered as "16" or "4pm"
- 4:30pm can be entered as "16:30" or " 4:30pm"
- 12 midnight can be entered as "0" or "12am"

To enter additional hours/selection for another Time Reporting Code for the same day, click  on right hand side which will create a new row for that date.

To enter an allowance there is no need to enter any times. Select the Time Reporter Code only for the allowance for the relevant day/s.



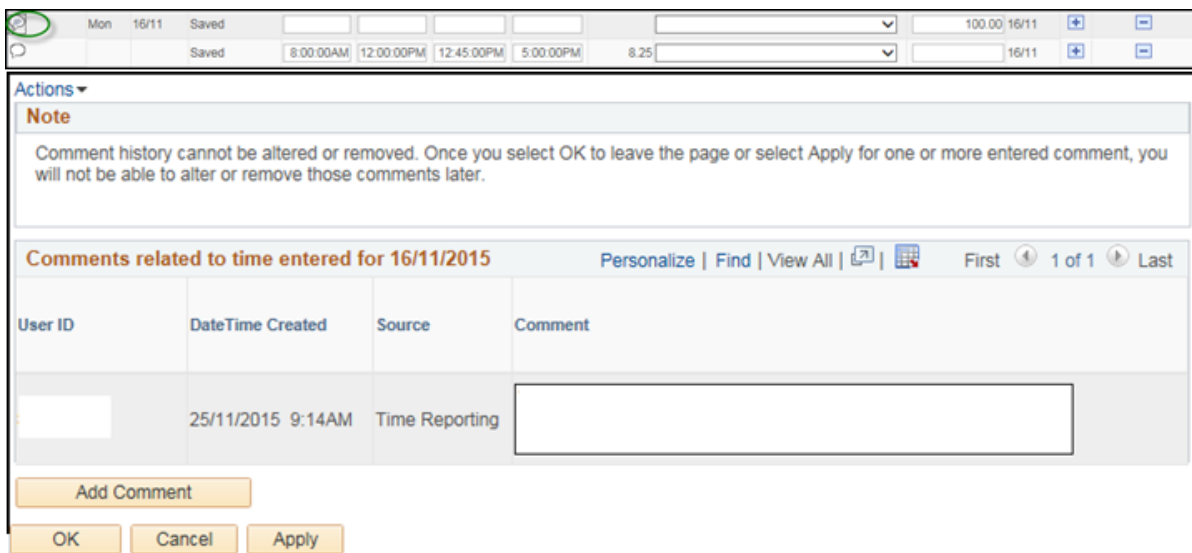
Mon	16/11	Saved							100.00	16/11		
		Saved	8:00:00AM	12:00:00PM	12:45:00PM	5:00:00PM	8.25			16/11		

## Adding Comments:

To add comments in relation to the times worked, click on the comments bubble on the left hand side next to the day listed.

**Note:** all parties can view the comments.



Comments screen will display.



**Actions**

**Note**

Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove those comments later.

**Comments related to time entered for 16/11/2015** [Personalize](#) | [Find](#) | [View All](#) |  |  First 1 of 1 Last

User ID	DateTime Created	Source	Comment
	25/11/2015 9:14AM	Time Reporting	


[Add Comment](#)

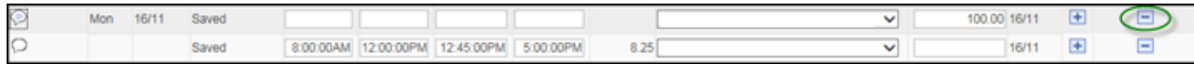
[OK](#) [Cancel](#) [Apply](#)

Enter your comments in the Comments box.

Click "OK", to save or "Cancel" to go back to the timesheet.

## Deleting Entries

If you make a mistake or need to delete the row of hours you have entered, click on the  button on the right hand side, then press either Save for Later or Submit.



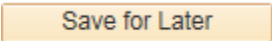
Save for Later

Submit

Repeat Step 4 for each of the days for your claim before entering the next stage of your claim.

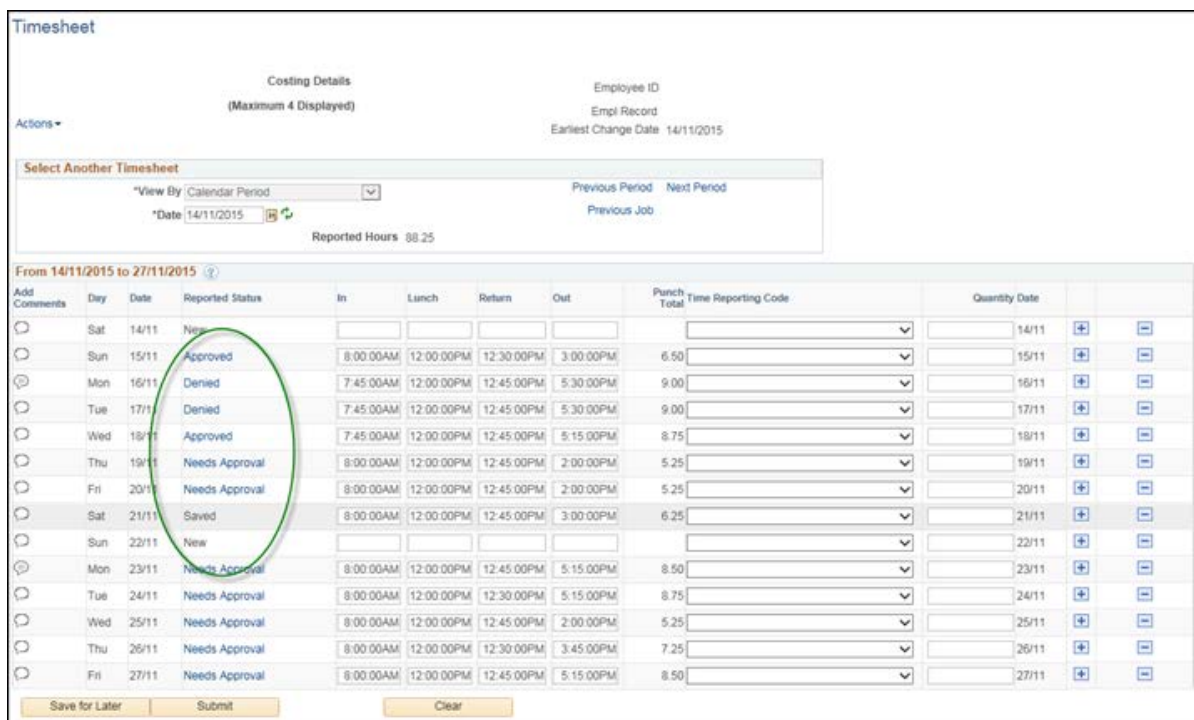
## Step 5 - Save Timesheet

If the details of the timesheet are incomplete, or they are complete but you do not wish to submit the timesheet for approval at this stage.

Click on the  button which will allow your timesheet to be saved in its current state.

The timesheet can then be completed at a later date.

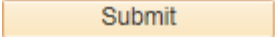
Below is a timesheet showing time at various stages - Approved, Saved, and Needs Approval (Submitted).

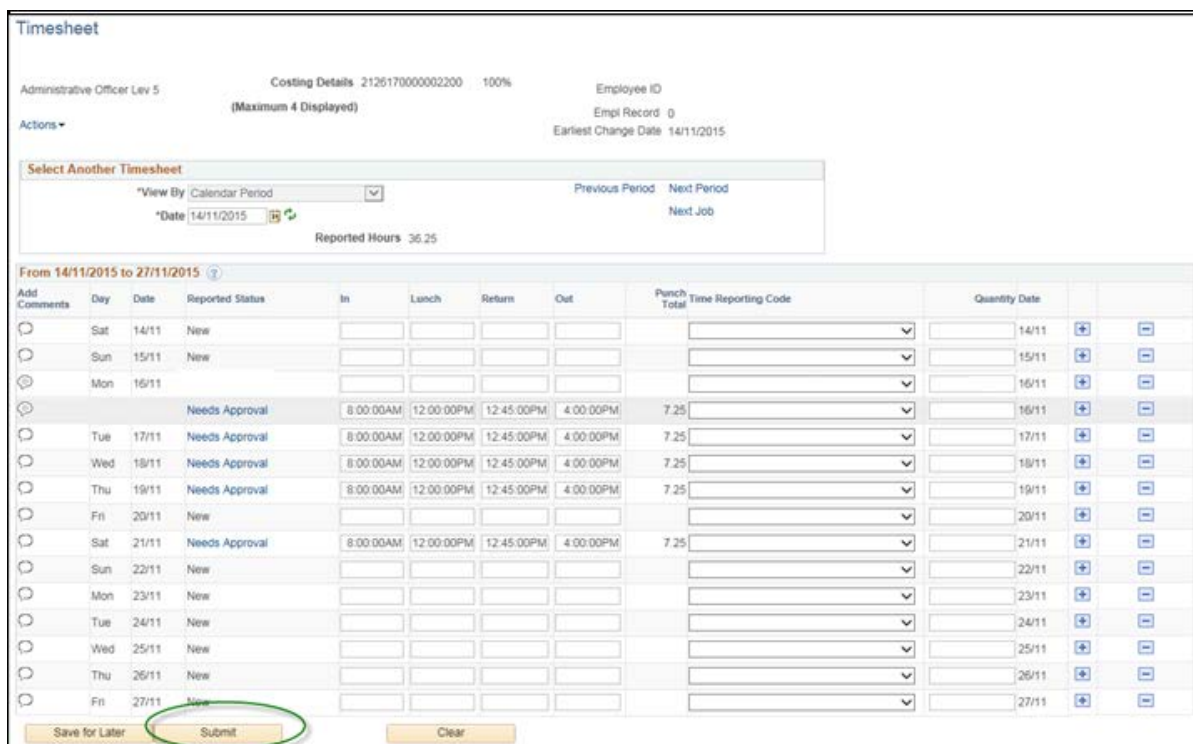


Timesheet Status types are:

Reported Status	Description
Saved	Timesheet has been placed in 'Save for Later' mode by employee.
Needs Approval	Timesheet is 'Submitted' and with Supervisor for approval.
Approved	Timesheet is with Staff Services for payment in the next available pay period.
Denied	Timesheet will not be approved and will not be processed.

## Step 6 - Submit Timesheet

Once rows are ready for submission for approval select the  button near the bottom of the timesheet which will workflow your timesheet to the appropriate Supervisor for Approval.



**Timesheet**

Administrative Officer Lev 5      Costing Details: 2126170000002200      100%      Employee ID  
(Maximum 4 Displayed)      Empl Record: 0  
Earliest Change Date: 14/11/2015

Actions ▾

Select Another Timesheet

\*View By: Calendar Period      Previous Period      Next Period  
\*Date: 14/11/2015      Next Job

Reported Hours: 36.25

From 14/11/2015 to 27/11/2015

Add Comments	Day	Date	Reported Status	In	Lunch	Return	Out	Punch Total	Time Reporting Code	Quantity Date
	Sat	14/11	New							14/11
	Sun	15/11	New							15/11
	Mon	16/11	New							16/11
			Needs Approval	8:00:00AM	12:00:00PM	12:45:00PM	4:00:00PM	7.25		16/11
	Tue	17/11	Needs Approval	8:00:00AM	12:00:00PM	12:45:00PM	4:00:00PM	7.25		17/11
	Wed	18/11	Needs Approval	8:00:00AM	12:00:00PM	12:45:00PM	4:00:00PM	7.25		18/11
	Thu	19/11	Needs Approval	8:00:00AM	12:00:00PM	12:45:00PM	4:00:00PM	7.25		19/11
	Fri	20/11	New							20/11
	Sat	21/11	Needs Approval	8:00:00AM	12:00:00PM	12:45:00PM	4:00:00PM	7.25		21/11
	Sun	22/11	New							22/11
	Mon	23/11	New							23/11
	Tue	24/11	New							24/11
	Wed	25/11	New							25/11
	Thu	26/11	New							26/11
	Fri	27/11	New							27/11

Save for Later      **Submit**      Clear






## Step 8 - Deleting a Timesheet

Both Staff member and the Supervisor are able to delete a timesheet in any status. If you delete a timesheet that has been fully approved, this may create an overpayment if the timesheet has already been received into Staff Services for processing and if you delete it, this will automatically reverse the original payment.

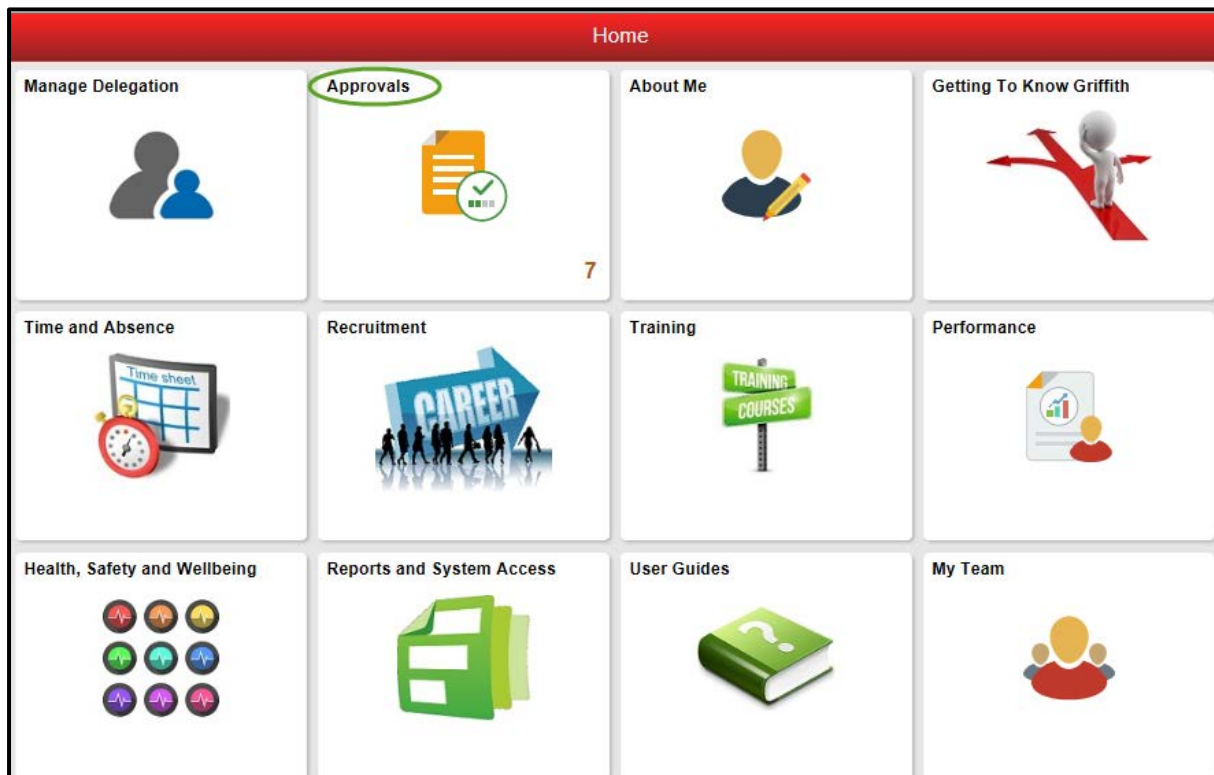
Wed	18/11	Approved	8:00:00AM	12:00:00PM	12:45:00PM	4:00:00PM	7.25		18/11	+	-
Thu	19/11	Approved	8:00:00AM	12:00:00PM	12:45:00PM	4:00:00PM	7.25		19/11	+	-

Click on the  button and then click submit to delete the times.

## ***SUPERVISOR ACTIONS***

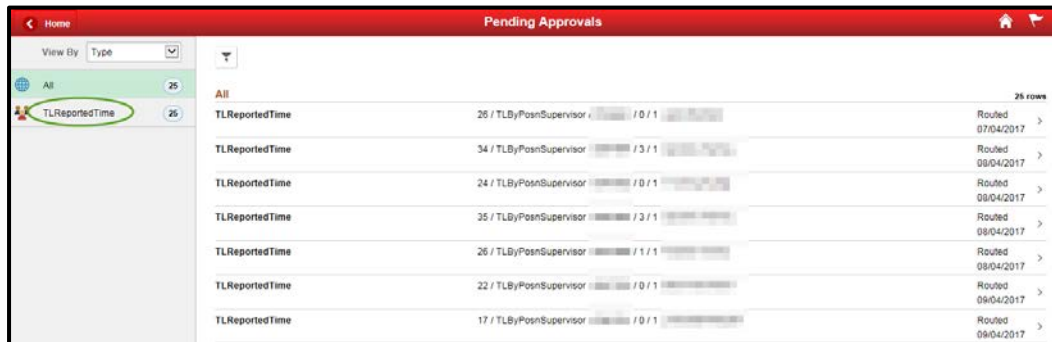
A series of 'tiles' will appear on your Home Page once you have logged in to My Staff Page.

Click on 'Approvals' tile.

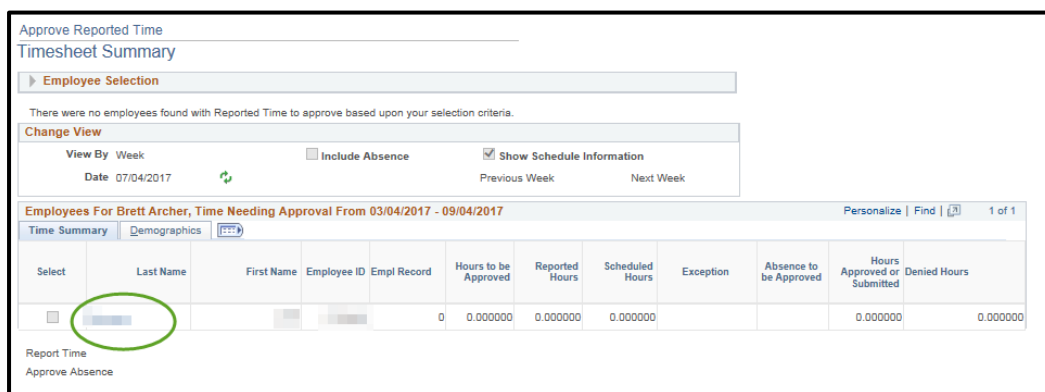




Click on 'TLReportedTime' menu on left hand side of the screen, to view Timesheets.

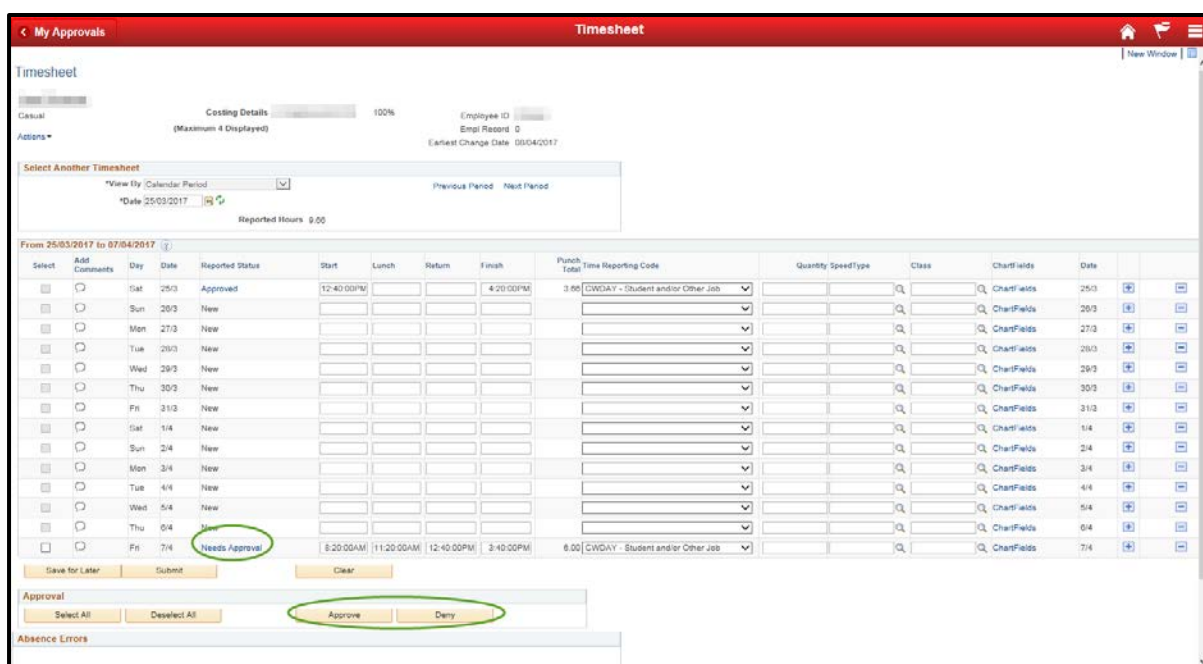


To action a Timesheet to Approve or Deny, select the staff member's timesheet and their timesheet will display.



Supervisors can:

- Override the GL costing on the timesheet
- Amend the timesheet and submit on behalf of the employee
- Approve or Deny a timesheet



Supervisor has access to amend/delete timesheets even if fully approved.

Amending or deleting approved timesheets will automatically recover any payments which have already been paid.

Click on the  on the line on the timesheet, the Time Reporter Code and hours disappear.

Mon 19/10	Approved									PSNONTASK	AEST	19/10		
Tue 20/10	Approved	9:00:00AM	11:30:00AM	12:30:00PM	5:00:00PM	7.00	CWDAY - Student and/or Other Job			PSNONTASK	AEST	20/10		

Once you have altered the timesheet, click on Submit and the whole entry will change from Approved to New.

Mon 19/10	New									PSNONTASK	AEST	19/10		
Tue 20/10	Approved	9:00:00AM	11:30:00AM	12:30:00PM	5:00:00PM	7.00	CWDAY - Student and/or Other Job			PSNONTASK	AEST	20/10		
Wed 21/10	New									PSNONTASK	AEST	21/10		
Thu 22/10	Approved									50.00 PSNONTASK	AEST	22/10		
Fri 23/10	Approved									50.00 PSNONTASK	AEST	23/10		
Sat 24/10	New									PSNONTASK	AEST	24/10		
Sun 25/10	New									PSNONTASK	AEST	25/10		
Mon 26/10	New									PSNONTASK	AEST	26/10		
Tue 27/10	New									PSNONTASK	AEST	27/10		
Wed 28/10	New									PSNONTASK	AEST	28/10		
Thu 29/10	New									PSNONTASK	AEST	29/10		
Fri 30/10	New									PSNONTASK	AEST	30/10		

If claims are pushed back or denied from the supervisor, the employee will be required to delete the row, save and re-enter time and submit.

Tue 20/10	Denied	9:00:00AM	11:30:00AM	12:30:00PM	5:00:00PM	7.00	CWDAY - Student and/or Other Job			PSNONTASK	AEST	20/10		
Wed 21/10	Denied	7:00:00AM			5:00:00PM	10.00	CW3HR - Not Student and No Other Job			PSNONTASK	AEST	21/10		

## Further information

Email: [hrservices@griffith.edu.au](mailto:hrservices@griffith.edu.au)

Phone: 373 54011

## Appendix A: Time Reporter Codes

Work Group	Time Reporter Code/s
General Staff	EXTRE – Extreme Condition MEAL – Meal Allowance ONC1 – On Call Overtime – Telephone ONC2 – On Call Overtime – Computer ONC3 – On Call Overtime – Onsite ONCAL – On Call Allowance SF150 – Shift Allowance 150%