

Name of Policy	Recording of Hours Worked Policy
Description of Policy	This policy sets out the obligations of individual staff, supervisors and the University to record the hours worked by certain categories of staff.
Policy applies to	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific ( <i>outline location, campus, organisational unit etc.</i> ) <hr/>
	<input checked="" type="checkbox"/> Staff Only <input type="checkbox"/> Students Only <input type="checkbox"/> Staff and Students
Policy Status	<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Revision of Existing Policy

Approval Authority	Vice-Chancellor and President
Governing Authority	Chief Operating Officer
Responsible Officer	Director, Human Resources

Approval Date	5 June 2008
Effective Date	5 June 2008
Approval date of last revision	17 July 2018
Effective date of last revision	17 July 2018
Date of policy review*	31 March 2016

\* Unless otherwise indicated, this policy will still apply beyond the review date.

Related legislation, policies, procedures, guidelines and local protocols	University's Policy on Overtime for Professional Staff Shift Work for Professional Staff Employment of Casual Staff Employment of Sessional Academic Staff
---	---

## Table of Contents

1.	Background Information .....	3
2.	Policy Statement .....	3
3.	Policy Purpose .....	3
4.	Application of Policy .....	3
4.1	The University's Statutory Obligations .....	3
4.1.1	Requirement to record Overtime and Shift Allowance Hours .....	3
4.1.2	Requirement to record the hours worked by Casual and Sessional Staff .....	3
4.2	The University's Enterprise Agreement and AWA Obligations .....	4
4.2.1	Requirement to record hours worked under Flexible Working Arrangements.....	4
5.	Approvals .....	4
6.	Procedures .....	4
6.1	All continuing and fixed-term Professional Staff classified at HEW Level 1 to HEW Level 7 (inclusive) eligible to be paid Overtime .....	4
6.2	All continuing and fixed-term Professional Staff classified at HEW Level 1 to HEW Level 7 (inclusive) eligible to be paid a Shift Allowance.....	4
6.3	All Casual Professional Staff .....	4
6.4	All Sessional Academic Staff .....	5
6.5	All Casual Academic Staff and Casual Teachers in Centres (i.e. ELICOS staff) .....	5
6.6	All Casual Piece Rate Staff.....	5
6.7	Related University Policies .....	5
6.8	Requirements of Nominated Supervisors .....	5
6.9	Storage of Records of Hours of Work .....	6
7.	Revisions made to this policy .....	6
8.	Further Assistance .....	6

# 1. Background Information

This policy has been developed to describe the arrangements made by the University to record the hours worked by certain categories of staff.

## 2. Policy Statement

The University recognises that there are a variety of work arrangements, which may include a flexible component, undertaken by staff during their employment at the University. This policy sets out the obligations of individual staff, nominated supervisors and the University to record the hours worked by certain categories of staff.

## 3. Policy Purpose

The purpose of this policy is to ensure that the University meets its statutory obligations by complying with the Record Keeping requirements detailed in Part 19, Division 3 of the Regulations of *The Workplace Relations Act, 1996* (the Act).

## 4. Application of Policy

### 4.1 The University's Statutory Obligations

The University is obliged to record the hours worked by several categories of its staff. The Act describes two sets of requirements for the recording of a staff member's hours of work, depending on the category of staff concerned.

#### 4.1.1 Requirement to record Overtime and Shift Allowance Hours

All Professional Staff (including casuals) classified at HEW Level 1 to HEW Level 7 (inclusive) are eligible to be paid overtime if a supervisor requires overtime to be worked. When overtime is worked, the staff member must record the number of overtime hours she/he has worked, including when she/he started and ceased working the overtime hours.

Professional Staff who are required to work shift work and who receive a shift allowance, are required to record the number of hours worked each day, including the start and finish times of each shift worked.

#### 4.1.2 Requirement to record the hours worked by Casual and Sessional Staff

If a staff member is a casual, sessional or irregular part-time staff member whose salary is derived from an hourly pay rate, the staff member must record the actual number of hours worked each day.

The requirement to record the hours worked applies to all casual Academic Staff (including field practicum supervisors), sessional Academic Staff, all casual Professional Staff and all casual Teachers in Centres (i.e. ELICOS staff).

## 4.2 The University's Enterprise Agreement and AWA Obligations

### 4.2.1 Requirement to record hours worked under Flexible Working Arrangements

Professional Staff classified at HEW Level 1 to HEW Level 7 (inclusive) are required to record their daily start and finish times, via a Time Record, in accordance with the University's Flexible Working Arrangements for Professional Staff Policy.

## 5. Approvals

All nominated supervisors are required to confirm and authorise the records of hours worked by staff as outlined in this policy.

All decisions relating to the application of this policy must be in accordance with the relevant University delegation, as per the Delegations of Authority Policy & Register.

## 6. Procedures

### 6.1 All continuing and fixed-term Professional Staff classified at HEW Level 1 to HEW Level 7 (inclusive) eligible to be paid Overtime

This group of staff are required to complete and submit a fortnightly Timesheet via Staff Connect to record the number of overtime hours worked, including when she/he started and finished working the overtime hours.

### 6.2 All continuing and fixed-term Professional Staff classified at HEW Level 1 to HEW Level 7 (inclusive) eligible to be paid a Shift Allowance

This group of staff are required to complete and submit a fortnightly Timesheet via Staff Connect to record the number of hours worked where a shift allowance is payable, including the starting and finishing times of each shift.

### 6.3 All Casual Professional Staff

This group of staff are required to complete and submit a fortnightly Timesheet via Staff Connect to record the number of hours they worked, including their daily starting and finishing times. Nominated supervisors are required to ensure that a Payment Record:

- is completed each fortnight;
- accurately details the hours worked; and
- is completed and submitted via Staff Connect on a fortnightly basis.

#### 6.4 All Sessional Academic Staff

National Heads of School are required to complete and submit an Employment Request for Sessional Academic Staff to record the total required hours to be worked each day.

National Heads of School are required to ensure the Human Resources is advised of:

- any variations to the scheduled hours and academic activities that the University requires sessional Academic Staff to work; and,
- all occasions when the sessional Academic Staff member did not work the hours required by the University (e.g. where the staff member takes Unpaid Carer's Leave).

#### 6.5 All Casual Academic Staff and Casual Teachers in Centres (i.e. ELICOS staff)

These groups of staff are required to complete and submit a fortnightly Timesheet via Staff Connect to record the *total* required hours worked each day (including the daily starting and finishing times).

#### 6.6 All Casual Piece Rate Staff

This group of staff are required to complete and submit a fortnightly Timesheet via Staff Connect to record the number of hours worked and the number of students the work has been assigned as relating to, which together informs the hourly piece rate to be paid.

Examples of casual piece rate staff members include; professional experience and practicum supervisors (including supervision in the 'field'), thesis examiners, peer note takers and scribes.

#### 6.7 Related University Policies

The above procedures are required to facilitate the payment of hours worked to the relevant staff, in accordance with the University's Policy on Overtime for Professional Staff; Shift Work for Professional Staff; Employment of Casual Staff and/or Employment of Sessional Academic Staff.

#### 6.8 Requirements of Nominated Supervisors

Nominated Supervisors are required to ensure that a Payment Record:

- is completed each fortnight;
- accurately details the hours worked; and
- is completed and submitted via Staff Connect on a fortnightly basis.

## 6.9 Storage of Records of Hours of Work

All approved Timesheets and Employment Request for Sessional Academic Staff must be submitted as outlined above and will be stored by Human Resources in a safe and secure location for a period of 7 years as required by the Act.

## 7. Revisions made to this policy

Date	Major, Minor or Editorial	Description
17 July 2018	Editorial	Update ACU brand template and change to procedural wording for submitting Timesheets in place of payment records via Staff Connect.

The University may make changes to this policy and procedures from time to time. In this regard, any staff member who wishes to make any comments about this policy may forward their suggestions to Human Resources.

## 8. Further Assistance

Any staff member who requires assistance in understanding this policy should firstly consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further advice be required staff should contact Human Resources, [HR@acu.edu.au](mailto:HR@acu.edu.au) or extension 4222.