

## Electronic Rosters

**Policy Number** 2.170

**Policy Function** Leadership and Management

**Issue Date** 22 July 2014

**Summary** Employees of Justice Health & Forensic Mental Health Network (JH&FMHN) including agency doctors and nurses (does not include Visiting Medical Officer (VMO), Visiting Dental Officer (VDO) and contractors) are paid fortnightly in accordance with public sector policy and health sector industrial awards. Salary payments to staff will only be approved following the production of an authorised time sheet. This policy details the administration of the pay process.

**Responsible Officer** Executive Director Governance and Commercial Services

**Applicable Sites**

- Administration Centres
- Community Sites (e.g. Court Liaison Service, Community Integration Team, etc.)
- Health Centres (Adult Correctional Centres or Police Cells)
- Health Centres (Juvenile Justice Centres)
- Long Bay Hospital
- The Forensic Hospital

**Previous Issue(s)** Policy 2.170 (July 2008)

**Change Summary**

- Change of name (*formerly known as Time Sheets policy*).
- Reconfiguration to align with the current policy template.

**TRIM Reference** POLJH/2170

**Authorised by** Chief Executive, Justice Health & Forensic Mental Health Network

## 1. Preface

Employees of Justice Health & Forensic Mental Health Network (JH&FMHN) including agency doctors and nurses (does not include Visiting Medical Officer (VMO), Visiting Dental Officer (VDO) and contractors) are paid fortnightly in accordance with public sector policy and health sector industrial awards. Salary payments to staff will only be approved following signing off on the authorised electronic rosters. This policy details the administration of the pay process.

## 2. Policy Content

### 2.1 Mandatory Requirements

- All staff must advise their manager of any changes to the rostered hours worked to ensure an accurate and true record of their hours worked. All staff are rostered their work hours in the electronic roster system.
- Managers must verify the accuracy of staff hours worked and position code before signing off the electronic rosters.
- Employee Services will not process an electronic roster that has not been approved by the relevant manager.

Following the end of the pay period the pay processing cycle runs over three working days. In this short period of time, electronic rosters are processed, the payroll is checked, approved and actioned, funds are transferred to accounts and pay slips are issued. To ensure staff are paid on time, it is important that managers and staff comply with the following responsibilities.

### 2.2 Implementation - Roles & Responsibilities

#### Staff

- All staff must advise their manager of any changes to the rostered hours worked to ensure an accurate and true record of their hours worked.
- Forward supporting documentation e.g. leave applications, medical certificates, pay adjustment forms etc. to their manager for placement into the employee's Trim personnel file.
- Advise Employee Services of any change in banking details.
- Any employee who accepts payment for an incorrect roster and makes no attempt to bring the error to their manager's attention, may be guilty of corrupt conduct. If this is proven, disciplinary action may apply.

#### Managers are responsible for:

- Briefing new staff on the local arrangements for rosters and staff related responsibilities as above, the completion and approval of the electronic rosters and the issue of pay slips.
- Ensuring electronic rosters are electronically approved or signed off on time - currently before 10.30 am on Monday prior to the pay day.
- Checking electronic rosters to ensure they are completed accurately before approving them. This includes updating the Rostering Unit / cost centre code if the employee's salary is to be costed against a different Rostering Unit / cost centre code.
- Only approving a time sheet in accordance with the Network's Delegations Authority.
- Keep Employee Services informed if there is going to be a delay in the sign off of electronic rosters.
- Submit Payroll Adjustment forms (when necessary) in a timely manner.
- Advise Employee Services in writing of any changes to the pay and employment conditions of staff – use the *Staff Variation Advice* form ([EMP133](#)).

#### Employee Services

- Brief new staff as part of the Network's Orientation Program on the pay process.
- Provide information to staff on the pay process and changes such as public holidays.
- Maintain the various pay processing forms – available on JH&FMHN's Intranet.
- Process the pay to ensure that staff are paid on time and in accordance with public sector policy and health sector industrial awards.

### 3. Procedure Content

Managers and staff should raise issues with the pay process as they arise. If the manager is unable to resolve pay issues, the pay staff should be contacted. Only urgent issues should be referred to the pay staff during the pay processing cycle.

If required there are provisions for producing a manual pay on the Friday following the Thursday pay day. In order to produce a manual pay for staff, the manager must contact Employee Services as soon as possible once a problem has been identified.

The following covers a range of procedures relevant to the pay process.

#### **New Employees**

New staff are provided with a number of employment related forms to complete. Employee Services is unable to process any salary payment for new staff until these forms are completed and returned to Employee Services with enough time to establish the employee onto the pay system.

#### **Completing an Electronic Roster**

- **Normal Hours Worked.** This should reflect the rostered hours worked and ADO's (Additional / Allocated day off) and should not exceed a persons contracted hours.
- **Call Backs.** The actual starting and finishing time of a Call Back is to be entered. The minimum 4 hours for each Call Back should be claimed in the Total.
- **Cost Centre (if different to the usual cost centre).** ProAct user has access to change the cost centre if required
- **Higher Grade Duties (HGD).** All the information requested is to be completed before HGD can be paid. For all Manager and Senior Executive Service (SES) / Health Executive Service (HES) positions the person must be acting for a minimum of one week (5 working days) before HGD can be paid. For HM positions, the actual salary to be paid needs to be stated.

#### **Leave Forms**

Leave taken during the pay period must be supported by a completed and approved Leave Form. Managers should note the different approval authorities for some leave – refer to JH&FMHN's Delegations Authority. Medical certificates do not need to be attached to the Leave Form unless the sick leave period exceeds 2 days, or the employee is on a sick leave management plan. All these should be scanned into the individual staff member's TRIM personnel file.

#### **Overtime**

Staff have no authority to work overtime that has not been approved in advance by the relevant manager. Staff who agree to take overtime as Time in Lieu (TIL) are expected to take the TIL within three months of it accruing. TIL can only be taken at a time convenient to JH&FMHN and the employee. The discretion to approve the taking of TIL rests with the health service.

Not all Staff have an award entitlement to overtime (and therefore TIL); typically this includes senior managers.

#### **On Call**

Staff have no authority to claim an 'on call' payment unless they have been placed on an authorised 'on call' roster by the relevant manager.

#### **Pay Adjustments**

Adjustments to an employee's pay must be requested in writing using the Payroll Adjustment Form. The adjustment will be processed in the next pay cycle.

#### **Seconded Staff**

Staff seconded within JH&FMHN should be transferred to the appropriate cost centre by the manager completing Staff Variation Advice (SVA) Form and forwarding it to Employee Services. This will ensure the staff member's details are transferred for the electronic rosters to be accurate.

Staff seconded to external agencies are normally paid by the external agency. Where the Chief Executive has approved the staff member to continue to be paid by JH&FMHN and the external agency invoiced for the salary, the staff member is required to complete a Time Sheet. The staff member should submit the Time Sheet to the Director Workforce via email to ensure the hours worked are entered into the electronic roster for processing for

payment. The staff member must ensure the Time Sheet is approved by the manager of the staff member at the external agency.

**Termination of Employment**

When staff are ceasing employment they must complete a Termination Advice Form and forward this documentation to their Manager. Termination pays will be processed for payment on or just after the final day of employment. Final pays are made into the employee’s nominated bank account and not by cheque.

**Forms**

The full range of Employee Services forms (including the timesheet) are available on JH&FMHN’s intranet.

## 4. Definitions

**Must**

Indicates a mandatory action or requirement.

**Should**

Indicates a recommended action that should be followed unless there are sound reasons for taking a different course of action.

## 5. Legislation and Related Documents

Legislation	<a href="#"><i>Health Services Act 1997</i></a> <a href="#"><i>Privacy and Personal Information Protection Act (1998)</i></a> <a href="#"><i>Work Health and Safety Act 2011</i></a> <a href="#"><i>Health Records and Information Privacy Act 2002</i></a>
JH&FMHN Policies and Forms	2.010 <a href="#"><i>Code of Conduct</i></a> 5.035 <a href="#"><i>Delegations Authority</i></a> <hr/> EMP133 <a href="#"><i>Staff Variation Advice</i></a>
NSW MoH Policy Directives	PD2005_554 <a href="#"><i>Privacy Management Plan</i></a> PD2005_593 <a href="#"><i>Privacy Manual (Version 2)</i></a>
External Agencies	<a href="#"><i>NSW Health Sector Industrial Awards</i></a>