

Payment Categories

Overtime at plain

This is for employees with contracted hours

For example, a cleaner who is contracted to 10.00 hours and works 5.00 hours overtime you would pick this payment type

Hours Claimed – Casual Contract

This is for employees with a zero-hour contract (Casuals)

Supply Teachers Days

For Supply Teachers who work days – input as one unit

For example, if worked 2 Supply Days – input 2 units

Supply Teachers Hours

For Supply Teachers who work hours

Input the number of hours worked

Teacher Extra Days

This is for part time Teachers who work extra day, a part time Teacher is any Teacher who is contracted to work less than 32.50 hours

Input number of units for each extra day

This payment CAN NOT be claimed by full time Teachers

Teacher Extra Hours

This is for part time Teachers who work extra hours, a part time Teacher is any Teacher who is contracted to work less than 32.50 hours

Input number of hours worked

This payment CAN NOT be claimed by full time Teachers

Notes

Teachers cannot claim any more than 6.50 hours per day