

Recording Overtime and On-call

Introduction

When you work overtime or are on-call, your overtime and on-call periods need to be entered in Staff Services Online to ensure appropriate payment.

Definitions:

On-call

Continuing or fixed-term HEO Levels 1-9 Technology Services staff may be rostered to be on-call to perform work outside of 7:00am to 7:00pm, Monday to Friday.

Unplanned Overtime

Overtime worked as a result of being on-call. There are two types of unplanned overtime:

- **Unplanned Overtime Onsite**
A staff member is required to return to work to respond to a call.
- **Unplanned Overtime Offsite**
A staff member performs the overtime from home or remotely.

Planned Overtime

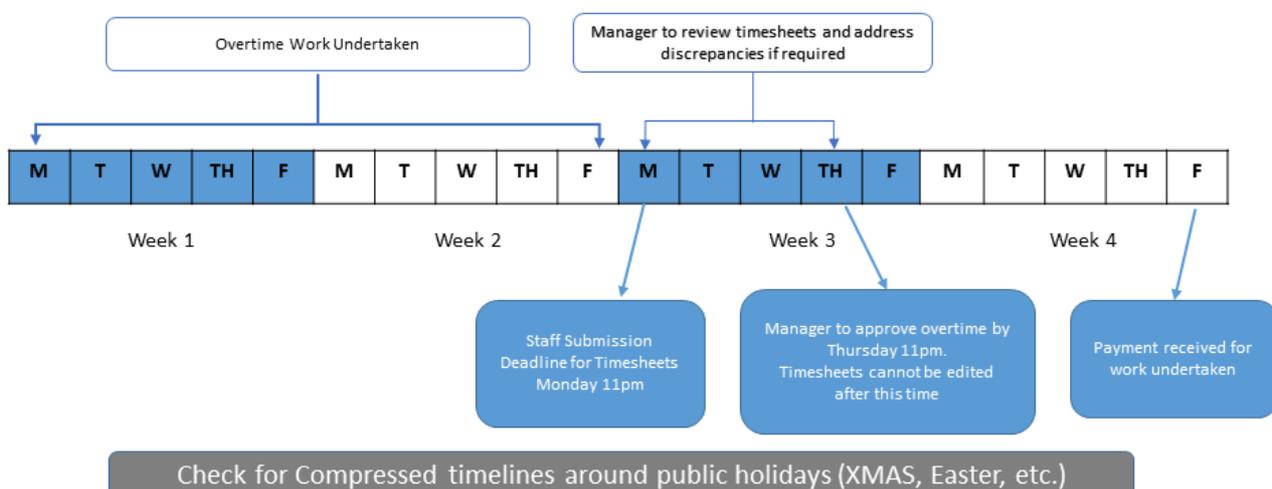
If you work overtime that is not as a result of being on-call, this will be paid in accordance with the *University of Adelaide Enterprise Agreement 2017-2021*.

Payable status definitions

- Payable Status – Needs Approval: Timesheet pending approval from the manager
- Payable Status – Approved: Timesheet approved by the manager
- Payable Status – Distributed: Timesheet has been paid

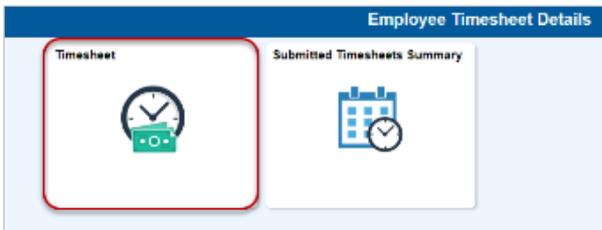
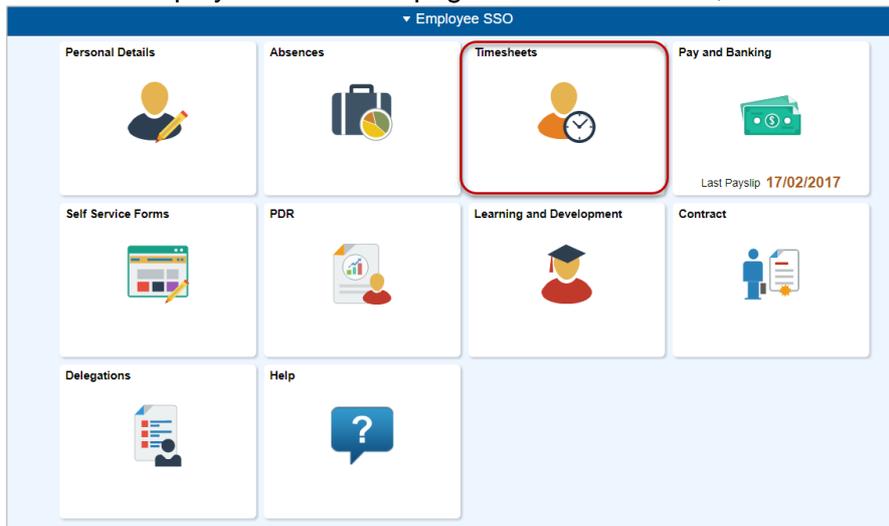
Note: The deadline for timesheet submission is 11pm Monday, after payday. See Timesheet Payroll Cycle.

Timesheet Payroll Cycle



Procedure

- From the Employee SSO homepage click **Timesheets**, then **Timesheet**.



- Select the date that the overtime or on-call was worked.

Timesheet

Nicholas Frangoulis Employee ID 1220699
Higher Education Officer Lvl 6 Employee Record 0

Select Another Timesheet

*View By Week
*Date 18/06/2017

Previous Week Next Week

Reported Hours 0.00

From 18/06/2017 to 24/06/2017 ?														
Add Comments	Day	Date	Reported Status	Time Reporting Code	Start	Break	End Break	End	Total Hours	On Call Hours	Follow On/Precede?	Onsite?	Project ID	
<input type="text"/>	Sun	18/6	New	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="🔍"/> <input type="button" value="➕"/> <input type="button" value="➖"/>						
<input type="text"/>	Mon	19/6	New	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="🔍"/> <input type="button" value="➕"/> <input type="button" value="➖"/>						

3. Complete the details of the overtime or on-call worked. Depending on whether you are entering on-call or one of the overtime types, the fields you will need to complete will vary.

Multiple entries can be made per day by adding lines as required.

The screenshot shows a table for recording overtime from 30/06/2017 to 06/07/2017. The table has columns for Add Comments, Day, Date, Reported Status, Time Reporting Code, Start, Break, End Break, End, Total Hours, On Call Hours, Follow On/Precede?, Onsite?, and Project ID. A dropdown menu for Time Reporting Code is open, showing options: On Call, Planned Overtime, and Unplanned Overtime. Callout boxes provide instructions for each field.

Add Comments	Day	Date	Reported Status	Time Reporting Code	Start	Break	End Break	End	Total Hours	On Call Hours	Follow On/Precede?	Onsite?	Project ID
	Fri	30/6	New	▼							<input type="checkbox"/>	<input type="checkbox"/>	
	Sat	1/7	New	On Call							<input type="checkbox"/>	<input type="checkbox"/>	
	Sun	2/7	New	Planned Overtime							<input type="checkbox"/>	<input type="checkbox"/>	
	Mon	3/7	New	Unplanned Overtime							<input type="checkbox"/>	<input type="checkbox"/>	
	Tue	4/7	New	▼							<input type="checkbox"/>	<input type="checkbox"/>	
	Wed	5/7	New	▼							<input type="checkbox"/>	<input type="checkbox"/>	
	Thu	6/7	New	▼							<input type="checkbox"/>	<input type="checkbox"/>	

Select type of overtime from Time Reporting Code drop down list

For planned and unplanned overtime, enter the start and end time

For on-call overtime enter total number of hours on that day

Tick **Onsite if the overtime was worked in the office**

Enter the project number if required or search to find number

Add Comments. Comments can include additional information relating to the overtime e.g. service request number, etc.

Enter break times for planned overtime only
Note: See step 4 for entering breaks for unplanned overtime

Tick **Follow On/Precede if the overtime was worked immediately before business hours (i.e. up to 8:00am) or immediately following business hours (from 6:00pm)**

Click on the + or - to add or delete rows to particular day

4. To record on-call, enter the number of hours worked against each day.

From 19/06/2017 to 25/06/2017 ?													
Add Comments	Day	Date	Reported Status	Time Reporting Code	Start	Break	End Break	End	Total Hours	On Call Hours	Follow On/Precede?	Onsite?	Project ID
	Mon	19/6	New	On Call						6.00	<input type="checkbox"/>	<input type="checkbox"/>	10038020
	Tue	20/6	New	On Call						8.00	<input type="checkbox"/>	<input type="checkbox"/>	10038020

5. To record a break taken during unplanned overtime, you need to enter your overtime on two lines. On line one, enter the time worked before your break, and on the second line the time worked after the break.

From 16/06/2017 to 22/06/2017 ?													
Add Comments	Day	Date	Reported Status	Time Reporting Code	Start	Break	End Break	End	Total Hours	On Call Hours	Follow On/Precede?	Onsite?	Project ID
	Fri	16/6	New	On Call						8.00	<input type="checkbox"/>	<input type="checkbox"/>	10038020
			New	Unplanned Overtime	6:00:00PM			8:00:00PM			<input type="checkbox"/>	<input checked="" type="checkbox"/>	10038020
			New	Unplanned Overtime	8:30:00PM			11:30:00PM			<input type="checkbox"/>	<input checked="" type="checkbox"/>	10038020

6. To record overtime worked over midnight, record the start and end times against the days worked.

From 05/06/2017 to 11/06/2017 ?													
Add Comments	Day	Date	Reported Status	Time Reporting Code	Start	Break	End Break	End	Total Hours	On Call Hours	Follow On/Precede?	Onsite?	Project ID
	Mon	5/6	New	Planned Overtime	7:00:00PM	9pm	9:30pm				<input type="checkbox"/>	<input type="checkbox"/>	
	Tue	6/6	New	Planned Overtime				2:00:00AM			<input checked="" type="checkbox"/>	<input type="checkbox"/>	

7. Once you have completed your entries, click **Submit**.

If you want to continue working on your timesheet at a later time, click **Save for Later**.

Clear will remove any entries that have not been submitted or saved for later.

From 08/05/2017 to 14/05/2017 ?													
Add Comments	Day	Date	Reported Status	Time Reporting Code	Start	Break	End Break	End	Total Hours	On Call Hours	Follow On/Precede?	Onsite?	Project ID
	Mon	8/5	New	Planned Overtime	5:30:00PM	8:30:00PM	9:00:00PM	11:45:00PM			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Tue	9/5	New	Planned Overtime	9:00:00PM			11:30:00PM			<input type="checkbox"/>	<input type="checkbox"/>	
	Wed	10/5	New								<input type="checkbox"/>	<input type="checkbox"/>	
	Thu	11/5	New								<input type="checkbox"/>	<input type="checkbox"/>	
	Fri	12/5	New								<input type="checkbox"/>	<input type="checkbox"/>	
	Sat	13/5	New	Planned Overtime	8:00:00AM			12:00:00PM			<input type="checkbox"/>	<input type="checkbox"/>	
	Sun	14/5	New								<input type="checkbox"/>	<input type="checkbox"/>	

Save for Later Submit Clear

What's next?

Once you have submitted your timesheet, your manager will receive an email notification that the timesheet is ready for approval. If there are any discrepancies, your manager will raise these with you and you'll need to contact HR Service Centre to obtain an Overtime Amendment Form.

Contact Us

For further support or questions, please contact the Service Centre on +61 8 8313 1111 or hrservicecentre@adelaide.edu.au