TIME IN LIEU ACCUMULATING FOR ROSTERED DAYS OFF

SUMMARY

This feature allows payroll staff to keep a tally of Time in Lieu hours worked by employees who are then able to take a Rostered Day Off and consume those accumulated hours. Time in lieu costs can be posted to projects or added as an overhead expense.

REQUIRED ITEMS

For this feature you will need to create two payroll components.

- Time in Lieu
- Rostered Day Off

Time in Lieu will be used for the additional hours each week worked and Rostered Day Off will be used when the employee "takes" those additional hours worked.

"Rostered Days Off will also need to be created as a payroll entitlement.

EXAMPLE

Create the two components mentioned above. They will need to be set up as follows;

Time in Lieu

On the 'Rates' tab, a rate for each employee will need to be set with a rate of $0 (Zero dollars). The employee in effect is working these hours for free and will be paid for them when they take their RDO.

On the 'Payroll' tab, the component should be marked as a 'Gross Wage', 'Overhead Cost or Direct Cost' and the option to CONSUME entitlements will need to be checked. If you have selected direct cost, remember to link the cost centre. If you wish to post transactions to more than cost centre, you will need additional time in lieu components for each cost centre you wish to post to.

After you have checked the option to 'Consume' entitlements, add in the entitlement 'Rostered Day Off' and set the consumption rate to −100% (Negative 100 percent).

Employee Set-up

If you wish to post 'Time In Lieu' to project cost centres, your employees will be required to have their allocation method set to 'Pre-defined Rate'. If they were originally set to 'Direct Cost' you can still set the 'Pre-defined Rate' as the same value as their standard hourly rate.

Rostered Day Off

On the 'Rates' tab of this component, a rate for each employee at their standard hourly rate will need to be added. On the 'Payroll' tab, this component should be marked as a 'Gross Wage', 'Overhead Cost' and all of the entitlement options should be checked.

After you have checked the option to 'Consume' entitlements, add in the entitlement 'Rostered Day Off' and set the consumption rate to 100%.

Check both components have the required G/L expense accounts set and the default tax code is correct.

Setting up before your first Payroll Invoice

Open your employee and navigate to their 'Payroll' tab. In the entitlements section next to Rostered Day Off, add in to 'Opening Hours' a balance of '1'. This is required before calculations will be displayed on the employee's payslip and will need to be removed after the first payroll invoice for this employee has been created. This only needs to happen on the first payroll invoice and will not be required to be tampered with again.

Double check the employee's 'hours per week' and 'hours per day' remain at the standard hours worked and *do not include* the additional hours worked in lieu.

Create a Payroll Invoice including Time in Lieu

Create a payroll invoice that includes the additional time worked by the employee that will begin to keep a tally of additional hours worked to be put towards a rostered day off. As the additional time component is at a rate of zero dollars, this should have no effect on the value of the invoice. Once the first payroll invoice for this employee has been created, go back to the employee's 'Payroll' tab and remove the opening hour that was added previously. The Rostered Day Off balance should now be correct and when viewing the payslip, the balance should also be displayed in the entitlements section.

Taking a Rostered Day Off

When the employee decides to take a day off, use the 'Rostered Day Off' component in the payroll invoice. This will in turn reduce the accrued hours from the Time in Lieu components and offset the balance within the Rostered Day Off entitlements. Obviously the employee is only paid for the standard amount of hours worked which does not include any additional Time in Lieu hours for that particular day.