

Fact Sheet

Timesheet recording

This Fact Sheet provides general information to assist in completion of Timesheets in Council's KRONOS timekeeping system. It is provided as a guide to be used for all ICC employees. There will be specific circumstances not covered by this fact sheet. If you are unsure please speak with your Supervisor, Payroll or your People and Culture Business Partner.

Employment Type	Kronos recordkeeping requirement	Sign off
Casual employees	<p>Employee or Supervisor records hours of work. These hours of work will be paid in accordance with the Award and receive casual loading.</p> <p>Depending on the hours, days, times worked, penalty rates may also be applied. Working outside the normal business hours may be a feature of casual work.</p>	Supervisor/Manager
Part Time employees	<p>Payroll establish the roster based on employment arrangements that are agreed in the commencement letter or other subsequent agreements.</p> <p>Employee can record additional hours, a change in break times, leave periods or other exceptions for weekly approval. Any additional hours must be approved by the manager/supervisor before commencing the additional hours.</p>	Supervisor/Manager
Full time Award employees	<p>Payroll establishes a roster on appointment. Normally this will be 38 hours per week. Rosters may differ for office based and outdoor workers.</p> <p>In Kronos the employee is responsible to record early starts, late finishes, breaks, flex time for weekly approval.</p>	Supervisor/Manager

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Award (cont)	<p>Any additional hours must be approved by the manager/supervisor before commencing the additional hours.</p> <p>Supervisor may submit a bulk entry for outdoor teams with work allocations.</p>	
Common Law Contract employees	<p>Payroll establish the roster based on agreed hours (38 hours per week 0800 – 1630 unless otherwise agreed)</p> <p>Changes to start and finish time except for sick, annual or long service leave purposes are managed in Kronos with the Supervisor/Manager.</p> <p>The roster is fixed for contract employees and changes should be discussed with payroll or your People and Culture Business Partner.</p> <p>Timesheets are approved in KRONOS by the respective manager.</p>	Manager
Working from home	<p><u>Working</u> hours and schedule shall be managed as per roster and the working hours in the Certified Agreements.</p> <p>Any hours worked outside the span of hours being 0600 – 2000 (8.00 pm) must be approved by your Manager/Supervisor</p>	Supervisor/Manager

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People and Culture welcome any questions that may arise regarding timesheets or rosters.

Management of changes is the joint responsibility of employees and supervisors and accurate recording is very important to ensure payments are correct and hours of work are understood and authorised.

People and Culture

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