ADP Solution Design

Time Management

Business Blueprint Australia

RMIT Australia

Commercial in Confidence

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| --- | --- |
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This document applies to the ECC6 SAP R/3 version of the GlobalView® product solution. It is valid for ECC6-upgraded projects as well as new implementations done on the ECC6 template. It includes documentation of template enhancements from January 2011 and forward. Check the Document Attributes panel for reference to the ECC5 version.

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# Purpose of Time Management Blueprint

The ADP Time Management Blueprint provides the basis for setup and testing of the GlobalView® Time Management solution during realisation and subsequent phases of project implementation. It will also document the terminology, definitions, groupings and other categorisations required for the successful implementation of the GlobalView® service for the benefit of both parties.

The Time Management Blueprint will not include all of the details described in subsequent ADP documentation including the Implementation Plan, Data Conversion Plan, etc, which are generally developed later in the implementation process, on the basis of details provided in the Blueprint.

The complete list of entries referred to in this document is documented in the Time Management Blueprint Configuration Worksheet (CWS), a copy of which is included in the [Appendix](#_Appendices). Generally speaking, the section headings in this document will correspond with Worksheet Tabs in the Configuration Worksheet.

# Scope of Country Implementation

The purpose of this document is to detail the business requirements provided by and determined with RMIT Australia for the implementation of the ADP GlobalView® Time Management solution.

The modules of ADP GlobalView® solution that are in scope for this country Managed Service (MS) implementation are as follows:

* Personnel Administration
* Payroll (country)
* Time Management (Level 3 – Award Interpretation and Leave Management)

The modules that are out of scope for this country are:

* Human Resources
* External Clock-In / Out Time Recording System
* Employee Self Service (including myPay Service)

Both HR and ESS functionality will be delivered via Workday and time/payroll relevant information integrated into GlobalView®.

The Payroll component of this implementation will be documented in a separate Payroll Blueprint which should be read in conjunction with this Time Management Blueprint to form a complete business requirement. A copy is included in the [Appendix](#_Appendices).

## Time Management Solution

GlobalView® will be responsible for Award Interpretation as well as the source of truth for the accrual of Leave Entitlements.

The Time solution will be based on the below 6 Enterprise Agreements and 1 underpinning Award for selected groups –

* RMIT University Children’s Services Enterprise Agreement 2017
* RMIT University Enterprise Agreement 2018
* RMIT Vocational Education Workplace Agreement 2019
* Senior Executive Staff Enterprise Agreement 2006
* RMIT VE Workplace Agreement 2016 1
* RMIT Training Enterprise Agreement 2016 2
* Higher Education Industry General Staff Award 2010 3

1 RMIT Vocational Education Training employees currently have a new EA being negotiated (RMIT Training Workplace Agreement 2019). Until this is approved and registered with Fair Work, these employees will continue to be paid based on the expired RMIT VE Workplace Agreement 2016. These conditions have been used to document this Blueprint.

2 RMIT Training Professional employees currently have a new EA being negotiated (RMIT Training Enterprise Agreement 2019). Until this is approved and registered with Fair Work, these employees will continue to be paid based on the expired RMIT Training Enterprise Agreement 2016. These conditions have been used to document this Blueprint.

3 RMIT Online employees are covered by the Higher Education Industry General Staff Award 2010.

For Award Interpretation, this will be calculated in GlobalView® based on Work Schedule (Infotype 0007 and Infotype 2003), Attendance (Infotype 2002) and Employee Remuneration (Infotype 2010) data integrated from Workday.

Work schedules will be configured in GlobalView® with the employee assignment received via Workday integration. It is expected that any short term change in rostered working pattern will have the new scheduled start and end times sent through as a Substitution record for the day. This will ensure correct calculation of shift penalties, used for leave deductions as well as payroll factoring calculations. Long term changes in an employee’s rostered working pattern should be performed via a change to the employee’s assigned work schedule. Any new work schedules will require a ticket to ADP to configure.

Attendance data will be stored in Infotype 2002, with either total hours or start/end times to be received based on the requirement of the particular attendance. The rates will be held within GlobalView®, however any activity based costing assignment which varies from the employee’s home account is expected to be provided with the attendance. Any other time based allowances will be stored in Infotype 2010.

For Leave Management, the accrual data will be calculated in GlobalView® based on work schedule hours (for continuous and fixed term) and attendance hours (for casuals). The leave entitlement balances will be integrated back to Workday at the end of each pay period for employee display and absence entry purposes. Absence entries will be integrated through from Workday in the current payroll period and stored in Infotype 2001.

Unless specifically documented in this Blueprint, there will be no input checks or validations built into GlobalView® as its assumed any eligibility restrictions required will be handled by Workday as the system of entry and only valid and approved entries will be integrated through to GlobalView®.

# Configuration Definitions

## Enterprise Structure

The Enterprise Structure (‘Personnel Area’, ‘Personnel Subarea’) corresponds to the company’s physical branch structure. It controls elements such as Public Holiday groupings, applicable work schedules, wage-type groupings, absence/leave groupings and business place, state and territory specific on-costs.

The structure for RMIT Australia will be setup to represent the Entity (‘Personnel Area’) and State (‘Personnel Subarea’) the employee resides in.

Please refer to the GlobalView® [Payroll Blueprint](#_Appendices) for further details.

## Personnel Structure

The Personnel Structure (‘Employee Group’, ‘Employee Subgroup’) represents categories of employment within the company – e.g. Continuing Employment, Fixed Term, Part Time, etc. It controls payroll calculations.

The structure for RMIT Australia will be setup with the ADP Global Template employment groupings (‘Employee Group’) and subgroups relevant to the different Award / Agreement conditions (‘Employee Subgroup’).

Please refer to the GlobalView® [Payroll Blueprint](#_Appendices) for further details.

## Groupings

Groupings are used in GlobalView® to classify groups of employees with similar characteristics and may be used to configure both data input and payroll calculations based on that input. Every employee will be in both a PS Group and ES Group. Accurate classification of all employees in terms of both Groupings will ensure that wage types are correctly aligned with company requirements and employee entitlements.

**Personnel Sub-area Grouping [PSG]**

This describes division of personnel sub-areas into groups to which the same Attendance and Absence types apply –

* Daily work schedules, period work schedules, and break schedules
* Work Schedule rules
* Time quota types
* Time types, time transfer specifications, access control groups and error descriptions

**Employee Subgroup Grouping [ESG]**

Employees are grouped in payroll subgroups for the following purposes –

* Work schedule
* Personnel calculation rules
* Primary wage types
* Collective agreement rules
* Time quota types
* Account determination

These groupings have both Time and Payroll impacts so for reference will be detailed in both the Time Management and Payroll Blueprints.

Please refer to the Time Management [Configuration Worksheet](#_Configuration_Worksheet) ‘Config\_Groupings’ tab for details.

## Work Contract

Additional work contract values will be available to drive exception based conditions for particular employee groups. The sub-contracts available and their purpose are –

* **Shift Worker** – this will generate any shift worker specific award payments, such as overtime, as well as granting the employee an additional week’s Annual Leave entitlement
* **FlexShift Argmt** – this will be used for employee’s who have a flexible shift arrangement in place which means any shift loading conditions from the EA will not be generated in lieu of their flexible working arrangement

## International Assignees

RMIT Australia have 2 types of International Assignees, they are –

* Short Term Assignment (generally <6mths)
* Long Term Assignment (generally >6mths)

For payroll and super requirements, please refer to the GlobalView® [Payroll Blueprint](#_Appendices). The below discusses the different requirements for leave accruals.

### Expat (AU Home Country)

**Short Term**

These employees are generally on assignment less than 6mths before returning to Australia. All of their award interpretation and leave accruals (Annual Leave, Sick Leave and LSL) should continue based on their grouping and work schedule prior to departure. Absences should be entered on their home record.

They will be identified in the Personnel Structure with Employee Group ‘X – Expat’ and Employee Subgroup as per their relevant home EA grouping.

High level requirements are –

* Generally less than 6mth assignment
* Paid by AU home country record
* All award payments continue based on EA/work schedule prior to leaving
* All leave accruals continue based on EA/work schedule prior to leaving
* Absences can be entered on AU home record

**Long Term**

These employees are generally on assignment greater than 12mth and will be paid and accrue leave based on the country they reside in. Their leave accruals in Australia will be frozen until their return (except LSL to continue), however the approach should be that the employee should be no worse off which means where local country accrual entitlement is less than Australia there should be an ability to top up this entitlement. This will be performed manually via a Quota Correction (IT2003).

They will be identified in the Personnel Structure with Employee Group ‘X – Expat’ and Employee Subgroup ‘QN – Long Term (unpaid)’.

High level requirements are –

* Generally greater than 6mth assignment
* Paid by host record, no payments required from AU home record
* All leave accruals (except LSL) to be frozen; with the exception of quota top ups where host country conditions less favourable
* LSL continues to accrue based on work schedule prior to leave
* Absences should not be entered on AU home record

### Inpat (AU Host Country)

**Short Term**

These employees are generally on assignment less than 6mths before returning to their home country. All their leave accruals should be handled by the home country – there will be no accrual or absences.

As there is no payroll requirement, these employees should not be migrated to GlobalView®.

High level requirements are –

* Generally less than 6mth assignment
* Paid by home country, no payments required from AU host record
* No entitlement to leave or leave accruals whilst in AU, this should be entered on home record only

**Long Term**

These employees are generally on assignment greater than 12mth and should have time and leave conditions as per the contract type they reside in whilst in Australia.

These employees will be setup in the correct local AU Employee Group / Subgroup combination, they will not be identified separately as an Inpat.

High level requirements are –

* Generally greater than 6mth assignment
* Paid by AU host record
* Treated like an AU local employee for Award Interpretation payments based on local EA / work schedule assigned to
* Treated like an AU local employee for leave accruals based on local EA / work schedule assigned to
* Absences should be entered on host AU record

## Date Specifications

Date Specifications (Infotype 0041) are used to record information regarding dates specific to an employee’s employment such as hire date or seniority date. Each date has a unique 2 digit code.

The following Date Types will be used by RMIT Australia –

| **Date Type** | **Description** | **Purpose** |
| --- | --- | --- |
| 01 | Country Hire date | RMIT AU Hire Date |
| 02 | Company Hire date | RMIT Original Hire Date (will be same as 01 where AU service only; or where no re-hire) |
| QL | AU-LSL Annivers.Date | Long Service Leave anniversary date 4 |
| QZ | Fixed Term End Date | Fixed Term Contract End Date 5 |

4 There are currently no unpaid absences identified as impacting the employee’s Long Service Leave anniversary date.

5 This will hold the contract end date for a fixed term employee (Employee Group 3 and 4) for the purpose of only generating upfront leave entitlements on a pro-rata basis up to this date where the date ends in the anniversary year. It is expected that if the contract is then extended, this date will be updated which will trigger the remaining pro-rata entitlement grant for the balance of the anniversary year or revised contract end, whichever is sooner.

**Data Migration Note**: Date Type QL should be loaded as at Go-Live as an adjusted date with all relevant LWOP which impacts service history in legacy already taken into consideration up till Project Pi Go-Live.

## Planned Working Time

### Public Holiday Calendar

A public holiday calendar distinguishes between working days and public holidays. GlobalView® will be setup with a single holiday calendar per state, with the exception of Victoria which will have two, one for RMIT/RMIT Online and one for RMIT Training.

The reason for the variation is due to the treatment of Easter Tuesday, which is not applicable to RMIT Training, and the Christmas Shutdown days, which are not always treated as paid days for RMIT Training.

For RMIT and RMIT Online, both the Christmas Shutdown days and Easter Tuesday will be treated as a public holiday for the purpose of ensuring they are treated as paid days and in the event another absence is entered on the day, no leave will be deducted. The exception to this will be VE Teaching Staff leave which when entered over the Christmas Shutdown days, should still be deducted from the VE Teaching Leave quota balance. This will be controlled via Public Holiday classes and Day Types.

As the days are treated as a paid OFF day, any award conditions which would have been generated from the scheduled working time, had they been at work, should not be paid. If the employee works the day, loadings will be generated based on the day of the week, not based on Public Holiday conditions. This will be controlled via Daily Work Schedule Classes.

Although currently all employees only reside in either Victoria or ACT, holiday calendars will be built for all states to align to the personnel subarea structure in the event different locations are considered in the future.

Each public holiday within a calendar is assigned a 1 digit holiday class, which specifies the holiday type. The holiday class can be used to determine different payments or different absence counting for different types of holidays.

The following Public Holiday classes will be available –

* PH class 0 – Not a Public Holiday
* PH class 1 – Public Holiday
* PH class 8 – Christmas Shutdown
* PH class 9 – Easter Tuesday

Please refer to the Time Management Configuration Worksheet ‘Config\_Holiday Calendar’ tab for details.

### Work Schedules

A fundamental component of an employee’s master data is their work schedule rule (Infotype 0007). Work schedules act as a top level node for hierarchical structure of components that together describe employee’s working pattern for any given day, taking contractual, employer and legislative requirements into consideration.

In GlobalView® a work pattern consists of a number of ‘building blocks’, these are detailed in below sections.

**Day Types**

Day types define the payment relevancy of a certain calendar day as well as the planned attendance regardless of the daily work schedule. For example, where an absence is entered on a day setup with Day Type 0 – Work / Paid, the associated entitlement for that absence will be reduced by the number of hours the employee is scheduled on that day.

The follow Day Types will be available –

* Day Type 0 – Work / Paid
* Day Type 1 – Off / Paid
* Day Type 2 – Off / Unpaid
* Day Type 7 – Public Holiday
* Day Type 8 – Christmas Shutdown
* Day Type 9 – Easter Tuesday

**Time Status**

The Time Status represents how employees are processed through time evaluation.

For RMIT Australia everyone will be defaulted to Time Status 9. This means time is entered only for exceptions to the planned work pattern (excluding certain casuals). Time evaluation will be performed to process absences, attendances and create absence quotas. The daily work schedule will be deemed as being worked.

**Work Break Schedule**

A Work Break Schedule stipulates when an employee can take breaks, how long the breaks may last and whether they are paid or unpaid. It can specify any number of breaks within the employee’s planned working time.

**Daily Work Schedule (DWS)**

A Daily Work Schedule defines the scheduled start, end time, work break schedule and total working hours on a particular unspecified day.

**Daily Work Schedule (DWS) Classes**

Daily Work Schedule classes will be used during time evaluation to determine what type of day and shift to process for.

The following DWS classes will be available –

* 1 – Day Shift
* 2 – Morning Shift
* 3 – Afternoon Shift
* 4 – Night Shift
* 8 – Christmas Shutdown
* 9 – Easter Tuesday

**Period Work Schedule (PWS)**

Period Work Schedules link Daily Work Schedules into repeating patterns using multiples of 7 day weeks. The PWS also defines whether the roster cycle is based on a single week, or a multiple week rotating cycle. This forms the link between the Work Schedule Rule, which describes the general working pattern, and the Daily Work Schedule, which defines each specific day.

**Work Schedule Rule (WSR)**

The Work Schedule Rule represents the final overview of the working pattern. As well as bringing together all of the early mentioned ‘building blocks’, it also holds additional information such as average hours worked on a daily, weekly, monthly and annual basis.

For RMIT Australia, it has been decided that Work Schedule Rules will be configured with generic working times rather than holding every start and finish time variation (accurate working days and working hours still required). The exception to this will be where actual start and end times may have an impact on shift penalties, these will need to be defined correctly to enable correct payroll calculations.

The reason for this decision is that there is no requirement to record or report actual working times, and this approach will limit both the volume of work schedules created and ad hoc schedule changes required where shift swaps occur.

Casual employees will be setup with a generic Casual work schedule, this will contain all OFF days (0hrs). Where an employee takes Long Service Leave, the work schedule rule should be updated for the duration of their leave to ensure the correction deduction of leave.

Please refer to the Time Blueprint Configuration Worksheet ‘Config\_Work Schedules’ tab for details.

### Shift Loadings

Continuous and Fixed Term employees at RMIT Australia are paid by negative time recording. This means that their work schedule determines their working hours and it is assumed this is worked unless either a change to the work schedule (in the form of a Substitution) or exception times such as overtime (in the form of an Attendance) are submitted.

This means that all Shift Loading entitlements will be generated off an employee’s work schedule rule. The exception to this will be Part Time Additional Hours attendances, which will generate shift loading up to the employee’s Full Time Equivalent hours.

Casual employees will be paid by positive time recording, therefore all hours worked will be entered into a timesheet and loaded as an Attendance via Workday. Where a casual employee is eligible for Shift Loadings, any casual hours entered which are not considered to be overtime will generate the relevant loading payment.

The number of hours of the shift which attracts loading differs based on the employing entity –

* RMIT – shift loading is payable on all hours of the shift where any portion falls outside the span of hours
* RMIT Training – shift loading is only payable on the hours of the shift which falls outside the span of hours
* RMIT Online – there are no shift loadings payable

Please refer to the Time Blueprint Configuration Worksheet ‘Time Rule Overview’ and ‘Overview\_Shift Loadings’ tabs for details on loading eligibility and conditions.

## Substitutions

Substitutions (Infotype 2003) provides a means of adjusting an employee’s working pattern on a temporary basis, although the duration of this may be measured in days, weeks or even months. Where a permanent change to an employee’s working pattern is required, a change to Planned Working Time (Infotype 0007) is advised.

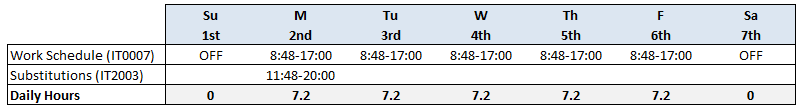
Substitution Type 01 ‘ADP Manual Substitution’ will be available and should be used for occasional changes in planned working time.

For Continuous and Fixed Term employees, both shift loadings and absence deductions are based on the employee’s work schedule rule. Therefore to ensure correct calculations of these elements, it is expected that any shift swaps which may have an impact on these are uploaded into GlobalView® via the G2 Substitution integration from Workday.

**Scenario 1: Substitution Impact on Shift Loadings**

In the below scenario, if an RMIT Professional employee working Monday to Friday 8:48-17:00 (with a 1hr break) was to swap a shift on the Monday to 11:48-20:00 they would then become entitled to 7.2hrs of Shift Loading @ 15% for the Monday.

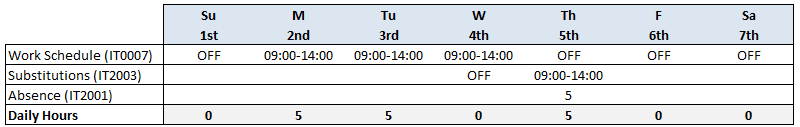
Without the Substitution record loaded, this Shift Loading would not be able to be generated.



**Scenario 2: Substitution Impact on Leave Deductions**

In the below scenario, an RMIT Training works part-time Monday to Wednesday 9:00-14:00 but swaps their Wednesday work day to Thursday instead. They then subsequently submit Personal Leave for the Thursday shift planned to have been worked.

In this scenario, it would be expected that an OFF day would be loaded on the Wednesday and hours loaded for their shift on the Thursday. Without this Substitution data, the Personal Leave absence loaded on Thursday would have zero hours and would not deduct any entitlement from their Personal Leave quota.



## Attendances

Attendances (Infotype 2002) are a recording to capture time an employee spent for a specific purpose whether inside or outside of their planned working time.

As Continuous and Fixed Term employees are paid by negative time, all attendance entries will be for exception time such as overtime, part time additional hours, call outs, etc. These exception attendance claims will be processed in time evaluation to determine payment based on the award conditions for the employee.

As Casual employees are paid by positive time all hours worked will be loaded as an attendance. These hours will be processed in time evaluation to determine payment of ordinary hours, overtime, shift loading and associated entitlements based on their award condition.

The following Attendance types will be available –

| **Attendance Type** | **Attendance text** | **Entity** | **Meaning / Use** |
| --- | --- | --- | --- |
| 9000 | Overtime | All | Entered where a FT/PT employee has worked additional hours outside of their planned working time |
| 9002 | Excess Teaching | RMIT | Entered where a FT/PT employee has performed excess teaching outside of their planned working time |
| 9004 | PT Additional Hours | RMIT, RMIT Training | Entered where a PT employee has worked additional hours outside of their PT planned hours |
| 9006 | Call Back | RMIT | Entered where Professional employee is called back to work, paid at Overtime rates (Min.3hrs)  (Is only expected to be received where employee has ‘AUS On Call Allowance’ claim as well, this will be loaded into [Infotype 2010](#_Employee_Remuneration_Info)) |
| 9008 | On Call Remote | RMIT | Entered where Professional employee is On Call and provides remote, paid at Overtime rates (Min. 3hrs)  (Is only expected to be received where employee has ‘AUS On Call Allowance’ claim as well, this will be loaded into [Infotype 2010](#_Employee_Remuneration_Info)) |
| 9010 | Call Out | RMIT Training | Entered where RMIT Corporate and Teaching employees who are called back to work, paid at Overtime rates (Min. 3hrs)  (Is only expected to be received where employee has ‘AUS On Call Allowance RT’ claim as well, this will be loaded into [Infotype 2010](#_Employee_Remuneration_Info)) |
| 9012 | Time in Lieu | All | Entered where an employee has worked additional hours outside of their planned working time and elects to accrue this to Time in Lieu quota in lieu of overtime payment |
| 9014 | Public Holiday Worked | RMIT, RMIT Training | Entered where an employee works any hours on a Public Holiday, rostered hours as well as hours outside of planned working time |
| 9016 | No Min Break | RMIT | Entered for all hours worked of a shift where an employee has not had the minimum 10hr break prior |
| 9018 | Extended Travel | RMIT | Entered where an employee is required to spend a night away from their place of residence. This is expected to be claimed outside of planned hours and will be paid at Ordinary rates based on total hours entered. |
| 9020 | Extended Travel OT | RMIT | Entered where the employee is required to travel and as a result works greater than their FTE planned hours. Paid at Overtime rates. |
| 9022 | Keep in Touch | All | Entered where an employee is on Parental Leave. Paid at 100% Ordinary Time |
| 9100 | Casual Hours (Childcare) | RMIT | Entered for all hours worked by a Childcare casual |
| 9105 | Casual Hours (Professional) | RMIT | Entered for all hours worked by a Professional casual |
| 9110 | Casual Hours (RT Corporate) | RMIT Training | Entered for all hours worked by a RT Corporate casual |
| 9125-9128 | Lecture | RMIT | Entered for specific casual activities performed |
| 9129-9132 | Tutorial | RMIT | Entered for specific casual activities performed |
| 9133-9134 | Musical Accompanying | RMIT | Entered for specific casual activities performed |
| 9135-9138 | Clinical Nurse | RMIT | Entered for specific casual activities performed |
| 9139-9142 | Marking | RMIT | Entered for specific casual activities performed |
| 9143-9144 | Course Coordination | RMIT | Entered for specific casual activities performed |
| 9145-9146 | Other Activity | RMIT | Entered for specific casual activities performed |
| 9150-9151 | Teaching | RMIT, RMIT Training | Entered for specific casual activities performed |
| 9152-9153 | Lecture | RMIT | Entered for specific casual activities performed |
| 9154-9155 | Tutorial | RMIT | Entered for specific casual activities performed |
| 9156 | Duty Hour | RMIT, RMIT Training | Entered for specific casual activities performed |
| 9160 | Teaching Duties | RMIT Training | Entered for specific casual activities performed |
| 9161 | Non Teaching Duties | RMIT Training | Entered for specific casual activities performed |
| 9162-9173 | Test Operations | RMIT Training | Entered for specific casual activities performed |

All attendances will be entered into Workday as a time entry code and will be integrated through to GlobalView®. It is expected that the attendance will be loaded with total hours or units, except where start and end times are required for the purpose of generating shift loadings or other award based payments (eg. casual hours). These input requirements are noted in the Time Blueprint Configuration Worksheet.

### On Call

There are a number of On Call allowance and attendance payments. All payment codes have been detailed below –

| **WD Time Entry** | **Applicable To** | **Input** | **GV Attendance (IT2002)** | **GV Allowance (IT2010)** | **Payment** |
| --- | --- | --- | --- | --- | --- |
| AU On Call Allowance | Professional | Unit (Days) | - | WT9410 - On Call Allowance | Mon-Fri:$111.12/day  Wkend: $175.98/day  PH: $175.98/day |
| AUS Call  Back 6  AUS On Call 6,7 | Professional | Total Hours | 9006 - Call Back | - | Paid @ OT rates  (Min. 3hrs) |
| AUS On Call Remote 7 | Professional | Total Hours | 9008 - On Call Remote | - | Paid @ OT rates  (Min. 3hrs) |
| AUS On Call Allowance RT | RT Corporate, Teaching | Unit (Week) | - | WT9411 - On Call Allow RT | No PH: $350.54/wk  1 PH: $402.09/wk 8  2 PH: $453.64/wk 8 |
| AUS Call Back 7 | RT Corporate, Teaching | Total Hours | 9010 – Call Out | - | Paid @ OT rates  (Min. 3hrs) |

6 Workday will have multiple time entry codes for non-continuous overtime as defined in section 45.12 of the EA (claimed as ‘AUS Call Back’) and an On call employee who has been re-called to the workplace as defined in section 49.23 of the EA (claimed as ‘AUS On Call’). As the payment for both scenarios is OT conditions as per section 45.10 of the EA plus a 3hr minimum these will be mapped to a single attendance and paid the same in GlobalView®.

7 It is expected that Workday will include restrictions where On Call attendance claims cannot be made unless the employee has an On Call allowance for the day/week.

8 Where an employee’s planned working time has scheduled hours on Monday prior to 9am, any Public Holidays for the upcoming week are not relevant. Where an employee’s planned working time has scheduled hours on Monday post 9am any Public Holiday for the upcoming week should be considered when calculating the On Call Allowance payment. Note a week is considered as Sun-Sat.

### Casual Hours

Task based casual attendances will be setup in GlobalView® with the relevant award rate, so it is expected that only the attendance along with hours, units or start/end times will be received from Workday.

Hourly based casual attendances for secondary positions will be required to send the hourly rate along with the attendance and start/end times.

Where the EA rate increases are backdated, Workday will not be able to support sending updated casual attendances (with increased rate) therefore this update will need to be applied directly within GlobalView®. The process for this would be to download all applicable attendances since the EA rate effective date, update the rate value manually and re-load directly into GlobalView® which will automatically force the retro calculations in payroll. Workday will need to ensure that any genuine retro corrections to these attendances received subsequent to this manual update should contain the new EA rate, otherwise it will override the manual correction and recover the back payment made.

The below are considered hourly based casuals –

* Employee Subgroup ‘QG’ – Childcare
* Employee Subgroup ‘QB’ – Professional
* Employee Subgroup ‘QE’ – CorporateServices RT

### RMIT Training Casual Language Educators

Casual Training Language Educators will be considered task based casuals. Their attendance claims are subject to additional evening shift loading and / or STA2 allowance which should inflate the hourly rate of payment for the specific task.

The requirements have been detailed below –

| **Legacy Code** | **GV Attendance (IT2002)** | **Condition** | **Payment** |
| --- | --- | --- | --- |
| TR-TC CT | 9160 - Teaching Duties | Hours outside of 6pm-9pm | WT2342 - Teaching Duties ($81.99 / hour) |
| TR-TC ET | Hours between of 6pm-9pm | WT2343 - Teaching Duties Evening  ($98.39 / hour ($81.99 + 20%)) 10 |
| TR-CELTA | Hours outside of 6pm-9pm + employee holds STA2 | WT2342 - Teaching Duties ($88.53 / hour ($81.99 + $6.54)) 9 |
| TR-CELTAE | Hours between of 6pm-9pm + employee holds STA2 | WT2343 - Teaching Duties Evening ($106.24 / hour ($81.99 + $6.54 + 20%)) 9,10 |
| TR-TC NT | 9161 - Non Teaching Duties | All hours | WT2344 - Non Teaching Duties ($47.15 / hour) |
| TR-CELTAA | Employee holds STA2 | WT2344 - Non Teaching Duties ($53.69 / hour ($47.15 + $6.54)) 9 |

9 It is expected that the STA2 allowance will be stored in Workday and sent to GlobalView® as a recurring allowance. For casuals this allowance will be used to inflate the rate rather than being paid as a per period value. A single wage type will be used for STA2 vs non STA2 inflated payments, with the base hourly rate stored against the wage type and inflated in payroll by the STA2 recurring allowance.

10 The Teaching Duties Evening wage type will be recorded with the base hourly rate stored against the wage type and inflated in payroll by the 20% evening loading. This will be done to cater for the scenario of where shift loading applies to the STA2 inflated rate.

### RMIT Training Casual IELTS

Phillip Orgill who performs the IELTS task based casual activities is entitled to an additional 10% rate increase on the standard IELTS Test Operation casuals tasks. It is expected that the 10% flag will be stored in Workday and sent to GlobalView® as a recurring allowance. This will be used to inflate the rate of payment for this employee within payroll. There will be no other separate attendance or wage types created for this employee.

### Weekly Rules

For certain groups, award interpretation rules are based on conditions over a specific cycle rather than based on the individual daily claim. These are documented below.

**Childcare Casual**

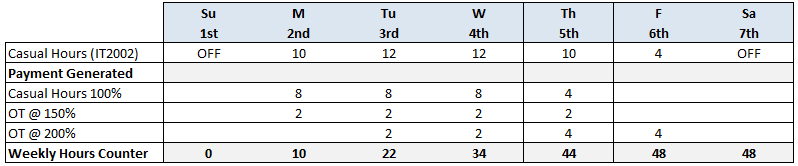
For Casual employees covered under the Childcare Enterprise Agreement, overtime conditions are based on rules of either >8hrs in a single shift/day or based on >38hrs worked over a weekly period.

For this scenario a week will be considered as Sunday to Saturday, and all hours casual hours entered (including those considered overtime) will be added to a counter in the period to calculate the below –

* >38hrs – all casual hours paid as OT @ 150%
* >40hrs – all casual hours paid as OT @ 200%

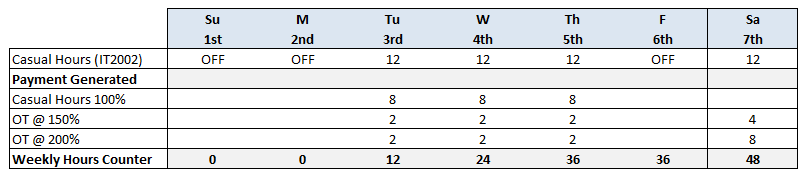
**Scenario 1:**

In the below scenario, the 38hrs is reached after 4hrs worked on Thursday therefore 2 additional hours are paid @ 150% and all subsequent hours on that day and for the rest of the week are paid @ 200%.



**Scenario 2:**

In the below scenario, the 38hrs is reached after 2hrs worked on Saturday however the OT rules for this day pays all hours @ 150%. Therefore the first 2hrs as well as the 38-40hrs are paid @ 150% and all remaining hours worked @ 200%.



**RMIT Training Corporate and Teaching**

For Corporate and Teaching employees covered under the RMIT Training NTEU Enterprise Agreement, overtime conditions are payable where an employee has worked in excess of 72hrs in a pay period.

For this scenario a pay period is considered the fortnight pay cycle Sunday to Saturday and all hours worked (planned plus part time additional hours) will be added to a counter in the period to calculate the below –

* >72hrs reached on M-F – all hours paid at OT @ 150%
* >72hrs reached on Sat/Sun – 72-76hrs paid OT @ 150%; >76hrs paid OT @ 200%

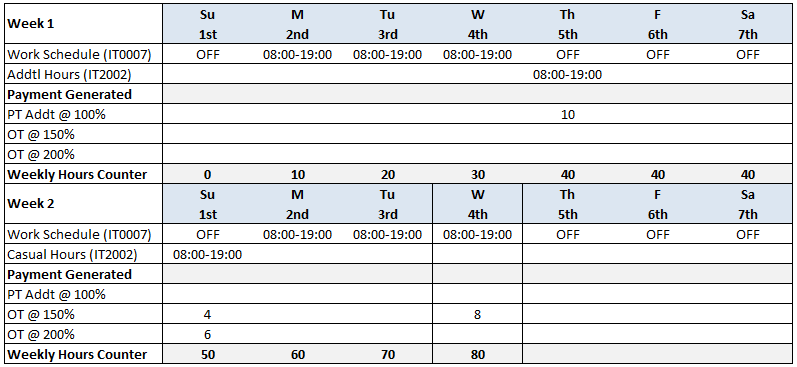
Full time employees will be scheduled to work 72hrs in the pay period and any hours in addition to this will be entered in the timesheet as overtime, so this rule is not applicable.

This will apply to Part Time and Casual Corporate and Teaching employees only.

**Scenario 1:**

In the below scenario, a part time employees works 30hrs per week M-W (08:00-19:00 with 1hr break). These 30hrs will be paid as salary based on calculations described in the Payroll Blueprint.

In this pay cycle, the employee works an additional 20 hours, which reaches in excess of 72hrs on the second Wed of the fortnight. As the rostered 10hrs on this day are already paid as salary, only the hours greater than 72hrs will be generated as OT by time evaluation which as it’s a weekday will all be paid @ 150%.

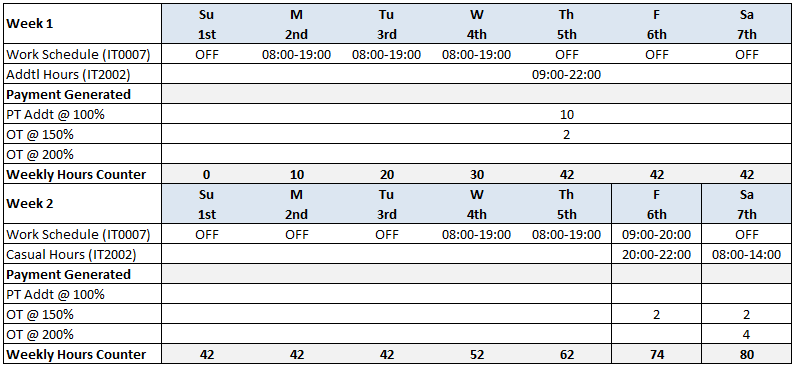


**Scenario 2:**

In the below scenario, the employee works the same part time hours as above (30hrs per week) but over different days and times. These will be paid by payroll as salary.

In this pay cycle, the employee works an additional 20 hours. The 2 additional hours which are worked on the second Fri of the fortnight are in excess of the 72hrs and therefore are all paid OT @ 150%. The hours then worked on the second Sat of the fortnight are over the weekly cap so the first 2 hours are paid OT @ 150% (which reaches 76hrs) then remainder all paid OT @ 200%.

The OT @ 150% generated in the first fortnight is due to hours worked after 9pm.



### Allowances

GlobalView® will generate allowances, such as overtime meal allowances, based on attendance data received.

There will also be allowance claims which will come through the timesheet, these will be loaded into Infotype 2010 – Employee Remuneration Info. Some of these allowances will be paid directly through payroll, others will require processing through time evaluation to determine the relevant rate of payment such as the On Call Allowance.

These rules are documented in the Configuration Worksheet ‘Time Rule Overview’ and ‘Overview\_Allowance’ tabs.

### Leave Accruals

Leave accruals generally will be based on the employee’s work schedule rule loaded into Infotype 0007.

The exception to this will be certain Part Time employees who are paid additional hours up to the FTE weekly hours, and Casual employees who enter all hours worked in the timesheet.

**Part Time Employees**

All hours claimed via the Part Time Additional Hours attendance code (9004 - PT Additional Hours) which are paid at 100% will accrue towards the employee’s Annual Leave and Sick Leave entitlements based on hours x hourly accrual rate.

Where Part Time Additional Hours tips into Overtime these hours will not be included in leave accrual calculations.

Only the below part time employees will be eligible for Part Time Additional Hours payments –

* Childcare
* RMIT Training Corporate
* RMIT Training Teaching

All other Part Time employees will submit additional hours worked as Overtime, these will not impact leave accruals.

**Casual Employees**

All casual employees are expected to enter all hours worked into the timesheet.

The majority of casual times submitted will be based on either start/end times or total hours against various Casual Hour attendances. In this scenario, the total hours entered which is paid at 100% will be used to calculate the employee’s Long Service Leave average for payment. Where these casual hours tips into Overtime, these hours will not be included in average calculations.

There are certain casual attendances, applicable to RMIT Academic, RMIT Vocational Education and RMIT Training Teaching casuals, which are paid based on assumed working times as per the Enterprise Agreements. These attendances will be claimed as a unit in Workday with the assumed hours being held in GlobalView® and used to calculate the payment as well as used in the Long Service Leave average calculations. These attendance claims will still be loaded into the Attendances infotype (2002), and the unit claim will be stored as an ‘hour’ (this infotype doesn’t support units) however this calculation to produce assumed hours will be performed within time evaluation.

Casual employees are not entitled to claim greater than the assumed hours. It is expected that this restriction will be included in Workday against the attendance claim.

Attendances claimed as a unit and their associated ‘assumed’ hours are –

| **Attendance Type** | **Attendance text** | **Assumed Hours** |
| --- | --- | --- |
| 9125 | Lecture - Basic | 3 hours |
| 9126 | Lecture - Developed | 4 hours |
| 9127 | Lecture - Repeat | 2 hours |
| 9128 | Lecture - Specialised | 5 hours |
| 9128 | Tutorial | 3 hours |
| 9130 | Tutorial - Repeat | 2 hours |
| 9131 | Tutorial - PhD | 3 hours |
| 9132 | Tutorial - Repeat PhD | 2 hours |
| 9133 | Musical Accompanying | 2 hours |
| 9134 | Musical Accompanying PhD | 2 hours |
| 9135 | Clin. Nurse - Little Prep | 1.5 hours |
| 9136 | Clin. Nurse | 2 hours |
| 9137 | Clin. Nurse PhD - LilPrep | 1.5 hours |
| 9138 | Clin. Nurse PhD | 2 hours |
| 9152 | Lecture - Assoc. Degree | 3 hours |
| 9153 | Lecture - Assoc. Deg. Rpt | 2 hours |
| 9154 | Tutorial - Assoc. Degree | 3 hours |
| 9155 | Tutorial - Assoc. Deg.Rpt | 2 hours |
| 9171 | Test Ops – Speaking | 0.3333 hours |
| 9173 | Test Ops – Jagged Profile | 0.25 hours |
| 9150 | Teaching - Certificate IV | 1.5 hours |
| 9151 | Teaching - Diploma | 1.5 hours |

The below attendance types will not accrue any leave for Continuing (Full Time or Part Time) or Casual employees –

* Excess Teaching
* Call Back / Call Out / Call Out Remote
* Time in Lieu
* Public Holiday Worked
* No Minimum Break
* Extended Travel / Extended Travel OT

Please refer to the Time Blueprint Configuration Worksheet ‘Time Rule Overview’ and ‘Overview\_Quotas’ tabs for details part time additional and casual hour accrual rates.

### Minimum Hours

Where a time entry claim has minimum hour conditions as per the relevant Enterprise Agreement, these minimum hours will be generated for payment by GlobalView® regardless of the number of hours received.

For example, RMIT Professional employees are entitled to a minimum 3hrs payable for a ‘Remote On Call’ attendance. If only 2hrs was claimed, 3hrs would be paid by GlobalView®.

The exception to this is RMIT Professional Casual employees whose minimum hours depends on whether the casual hours is for a secondary position (1hr minimum), the casual is a student (1hr minimum) or the casual hours is for the employee’s primary position (3hr minimum). Workday will not distinguish these scenarios in the time entry data provided therefore GlobalView® will not be able to accurately calculate the associated minimum hours. It is expected these will be managed manually so only hours received will be paid.

### Eligibility Restrictions

All eligibility restrictions on what attendances an employee is able to claim will be controlled by Workday, there will be no restrictions built into GlobalView® on entering the attendance.

However although GlobalView® may allow the attendance entry to be loaded, all rules around what payments will be generated for the attendance is based on what has been defined in the ‘Time Rule Overview’ and ‘Overview\_Attendances’ tabs. This will mean that if a Part Time Additional Hours attendance was received for an RMIT Professional employee, there are no rules defined for this grouping so no payment would be generated from the attendance entry.

Please refer to the Time Blueprint Configuration Worksheet ‘Time Rule Overview’ and ‘Overview\_Attendances’ tabs for details on attendance eligibility and conditions payable.

## Absences

Absences (Infotype 2001) are the method used to record an employee’s authorised and unauthorised time away from work. They may be paid or unpaid and may or may not require an absence quota to store entitlement.

The following paid Absences with quota deduction will be available –

| **Absence Type** | **Absence text** | **Entity** | **Meaning / Use** |
| --- | --- | --- | --- |
| 1000 | Annual Leave FP | All | Paid absence  Absence will be valuated based on Hourly Rate /001, salary factored accordingly  Payslip displays date, hours and amount  Reduce from Quota 50 Annual Leave  Reduce entitlements at a rate of 100%  No impact to accruals  Not counted/paid on PH |
| 1001 | Annual Leave HP | All | Paid absence  Absence will be valuated as 50% unpaid  Remainder will be valuated based on Hourly Rate /001, salary factored accordingly  Payslip displays date, HP hours and amount  Reduce from Quota 50 Annual Leave  Reduce entitlements at a rate of 50%  No impact to accruals  Not counted/paid on PH |
| 1005 | Purchased Leave | All | Paid absence  Absence will not be valuated, paid as salary  Payslip displays dates/hours only  Reduce from Quota 55 Purchase Leave  Reduce entitlements at a rate of 100%  No impact to accruals  Not counted/paid on PH |
| 2000 | Personal Leave FP | All | Paid absence  Absence will not be valuated, paid as salary  Payslip displays dates/hours only  Reduce from Quota 60 Sick Leave  Reduce entitlements at a rate of 100%  No impact to accruals  Not counted/paid on PH |
| 2001 | Sick Leave HP | All | Paid absence  Salary will be factored as 50% of the absence  Payslip displays dates/hours only (HP hours)  Reduce from Quota 60 Sick Leave  Reduce entitlements at a rate of 50%  No impact to accruals  Not counted/paid on PH |
| 5000 | Long Service Leave FP | All | Paid absence  Absence will be valuated based on Hourly Rate /001, salary factored accordingly  Payslip displays date, hours and amount  Reduce from Quotas 70 LSL; 71 LSL Pre 93; LSL Pre 78 (in that order until each bucket exhausted)  Reduce entitlements at a rate of 100%  No impact to accruals  Not counted/paid on PH |
| 5001 | Long Service Leave HP | All | Paid absence  Absence will be valuated as 50% unpaid  Remainder will be valuated based on Hourly Rate /001, salary factored accordingly  Payslip displays date, HP hours and amount  Reduce from Quotas 70 LSL; 71 LSL Pre 93; LSL Pre 78 (in that order until each bucket exhausted)  Reduce entitlements at a rate of 50%  No impact to accruals  Not counted/paid on PH |
| 4016 | Time in Lieu | All (except VE) | Paid absence  Absence will not be valuated, paid as salary  Payslip displays dates/hours only  Reduce from Quota 80 Time in Lieu  Reduce entitlements at a rate of 100%  No impact to accruals  Not counted/paid on PH |
| 4015 | Teaching Staff Leave | VE only | Paid absence  Absence will not be valuated, paid as salary  Payslip displays dates/hours only  Reduce from Quota 80 Time in Lieu  Reduce entitlements at a rate of 100%  No impact to accruals  Not counted/paid on PH |

The following paid Absences without quota deduction will be available –

|  |  |  |  |
| --- | --- | --- | --- |
| **Absence Type** | **Absence text** | **Entity** | **Meaning / Use** |
| 2200 | Parental Partner FP | All | Paid absence  Absence will not be valuated, paid as salary  Payslip displays dates/hours only  No quota entitlement  No impact to accruals  Not counted/paid on PH |
| 2201 | Parental Partner HP | All | Paid absence  Absence will not be valuated, paid as salary  Payslip displays dates/hours only  No quota entitlement  No impact to accruals  Not counted/paid on PH |
| 4000 | Assessment Leave | All | Paid absence  Absence will not be valuated, paid as salary  Payslip displays dates/hours only  No quota entitlement  No impact to accruals  Not counted/paid on PH |
| 4001 | Bereavement Leave | All | Paid absence  Absence will not be valuated, paid as salary  Payslip displays dates/hours only  No quota entitlement  No impact to accruals  Not counted/paid on PH |
| 4002 | Blood Donor Leave | All | Paid absence  Absence will not be valuated, paid as salary  Payslip displays dates/hours only  No quota entitlement  No impact to accruals  Not counted/paid on PH |
| 4003 | Changing Residence Leave | All | Paid absence  Absence will not be valuated, paid as salary  Payslip displays dates/hours only  No quota entitlement  No impact to accruals  Not counted/paid on PH |
| 4004 | Compassionate Leave | All | Paid absence  Absence will not be valuated, paid as salary  Payslip displays dates/hours only  No quota entitlement  No impact to accruals  Not counted/paid on PH |
| 4005 | Jury/Court Attendance | All | Paid absence  Absence will not be valuated, paid as salary  Payslip displays dates/hours only  No quota entitlement  No impact to accruals  Not counted/paid on PH |
| 4006 | Cultural Leave | All | Paid absence  Absence will not be valuated, paid as salary  Payslip displays dates/hours only  No quota entitlement  No impact to accruals  Not counted/paid on PH |
| 4007 | Firefighting & Emergency | All | Paid absence  Absence will not be valuated, paid as salary  Payslip displays dates/hours only  No quota entitlement  No impact to accruals  Not counted/paid on PH |
| 4008 | Isolation Leave | All | Paid absence  Absence will not be valuated, paid as salary  Payslip displays dates/hours only  No quota entitlement  No impact to accruals  Not counted/paid on PH |
| 4009 | Military Training | All | Paid absence  Absence will not be valuated, paid as salary  Payslip displays dates/hours only  No quota entitlement  No impact to accruals  Not counted/paid on PH |
| 4010 | PhD Completion | All | Paid absence  Absence will not be valuated, paid as salary  Payslip displays dates/hours only  No quota entitlement  No impact to accruals  Not counted/paid on PH |
| 4011 | Repatriation Leave | All | Paid absence  Absence will not be valuated, paid as salary  Payslip displays dates/hours only  No quota entitlement  No impact to accruals  Not counted/paid on PH |
| 4012 | Special Leave | All | Paid absence  Absence will not be valuated, paid as salary  Payslip displays dates/hours only  No quota entitlement  No impact to accruals  Not counted/paid on PH |
| 4013 | Sporting Event Leave | All | Paid absence  Absence will not be valuated, paid as salary  Payslip displays dates/hours only  No quota entitlement  No impact to accruals  Not counted/paid on PH |
| 4014 | Study Leave | All | Paid absence  Absence will not be valuated, paid as salary  Payslip displays dates/hours only  No quota entitlement  No impact to accruals  Not counted/paid on PH |
| 4017 | Safety Training | All | Paid absence  Absence will not be valuated, paid as salary  Payslip displays dates/hours only  No quota entitlement  No impact to accruals  Not counted/paid on PH |
| 4018 | Volunteer Leave | All | Paid absence  Absence will not be valuated, paid as salary  Payslip displays dates/hours only  No quota entitlement  No impact to accruals  Not counted/paid on PH |

The following paid Leave of Absences without quota deduction will be available –

|  |  |  |  |
| --- | --- | --- | --- |
| **Absence Type** | **Absence text** | **Entity** | **Meaning / Use** |
| 2300 | Parental Primary Carer FP | All | Paid absence  Absence will be valuated based on average requirements (>3 YOS RMIT; Any YOS RT); Refer to Payroll BP for rules  Payslip displays dollars, dates and hours  No quota entitlement  No impact to accruals  Not counted/paid on PH |
| 2301 | Parental Primary Carer HP | All | Paid absence  Absence will be valuated based on average requirements (>3 YOS RMIT; Any YOS RT); Refer to Payroll BP for rules  Payslip displays dollars, dates and HP hours  No quota entitlement  No impact to accruals  Not counted/paid on PH |
| 2303 | Foster Primary Carer | All | Paid absence  Absence will not be valuated, paid as salary  Payslip displays dates/hours only  No quota entitlement  No impact to accruals  Not counted/paid on PH |

The following unpaid Absences will be available –

|  |  |  |  |
| --- | --- | --- | --- |
| **Absence Type** | **Absence text** | **Entity** | **Meaning / Use** |
| 3000 | Leave Without Pay | All | Unpaid absence  Absence valuated 100% of Base Rate, paid as negative to offset salary  Payslip displays dollar, dates and hours  No quota entitlement  Impacts AL, SL accrual =>21 calendar days in an anniversary year  Impacts LSL accrual >52wks  Not counted/paid on PH (except where full pay period of LWOP taken) |
| 3001 | Leave Without Pay No Accr | All | Unpaid absence  Absence factors down salary accordingly  Payslip displays dates and hours  No quota entitlement  Impacts AL, SL, LSL accrual immediately  Not counted/paid on PH (except where full pay period of LWOP taken) |
| 3002 | LWOP- Accompanying Spouse | All | Unpaid absence  Absence factors down salary accordingly  Payslip displays dates and hours  No quota entitlement  Impacts AL, SL accrual =>21 calendar days in an anniversary year  Impacts LSL accrual >52wks  Not counted/paid on PH (except where full pay period of LWOP taken) |
| 3003 | LWOP- Sick | All | Unpaid absence  Absence factors down salary accordingly  Payslip displays dates and hours  No quota entitlement  Not counted/paid on PH (except where full pay period of LWOP taken) |
| 3005 | Industrial Action (LWOP) | All | Unpaid absence  Absence factors down salary accordingly  Payslip displays dates and hours  Impacts AL, SL accrual =>21 calendar days in an anniversary year  No quota entitlement  Not counted/paid on PH (except where full pay period of LWOP taken) |
| 3006 | LWOP- Study | All | Unpaid absence  Absence factors down salary accordingly  Payslip displays dates and hours  No quota entitlement  Impacts AL, SL accrual =>21 calendar days in an anniversary year  Impacts LSL accrual >52wks  Not counted/paid on PH (except where full pay period of LWOP taken) |
| 3007 | LWOP- Unauthorised | All | Unpaid absence  Absence factors down salary accordingly  Payslip displays dates and hours  No quota entitlement  Impacts AL, SL accrual immediately  Impacts LSL accrual >52wks  Not counted/paid on PH (except where full pay period of LWOP taken) |
| 3008 | IR Training | All | Unpaid absence  Absence factors down salary accordingly  Payslip displays dates and hours  No quota entitlement  Impacts AL, SL accrual =>21 calendar days in an anniversary year  Not counted/paid on PH (except where full pay period of LWOP taken) |
| 3009 | LWOP-Cultural Leave | All | Unpaid absence  Absence factors down salary accordingly  Payslip displays dates and hours  No quota entitlement  Impacts AL, SL accrual =>21 calendar days in an anniversary year  Not counted/paid on PH (except where full pay period of LWOP taken) |
| 3010 | LWOP-Firefighting &Emerg. | All | Unpaid absence  Absence factors down salary accordingly  Payslip displays dates and hours  No quota entitlement  Impacts AL, SL accrual =>21 calendar days in an anniversary year  Not counted/paid on PH (except where full pay period of LWOP taken) |
| 3011 | LWOP-Parliamentary Candt. | All | Unpaid absence  Absence factors down salary accordingly  Payslip displays dates and hours  No quota entitlement  Impacts AL, SL accrual =>21 calendar days in an anniversary year  Not counted/paid on PH (except where full pay period of LWOP taken) |
| 3012 | LWOP-Sporting Event | All | Unpaid absence  Absence factors down salary accordingly  Payslip displays dates and hours  No quota entitlement  Impacts AL, SL accrual =>21 calendar days in an anniversary year  Not counted/paid on PH (except where full pay period of LWOP taken) |
| 3020 | Casual Absence | All | Unpaid absence  Absence will not be valuated  Payslip displays dates/hours only  No quota entitlement  No impact to accruals  Counted on a PH |

The following unpaid Leave of Absences will be available –

|  |  |  |  |
| --- | --- | --- | --- |
| **Absence Type** | **Absence text** | **Entity** | **Meaning / Use** |
| 3302 | Parental Primary Carer Pro-Rata | All | Unpaid absence (LOA)  Absence will be treated as an unpaid absence (<3 YOS RMIT), payment to be calculated manually and uploaded; Refer to Payroll BP for details  Payslip displays dates/hours only  No quota entitlement  No impact to accruals  Not counted/paid on PH |
| 3305 | Temp Incapacity | All | Unpaid absence (LOA)  Absence factors down salary accordingly  Payslip displays dates and hours  No quota entitlement  Impacts AL, SL accrual =>21 calendar days in an anniversary year  Impacts LSL accrual >52wks  Not counted/paid on PH (except where full pay period of LWOP taken) |
| 3306 | Temp Incapacity No Accr | All | Unpaid absence (LOA)  Absence factors down salary accordingly  Payslip displays dates and hours  No quota entitlement  Impacts AL, SL, LSL accrual immediately  Not counted/paid on PH (except where full pay period of LWOP taken) |
| 3307 | Casual Absence | All | Leave of Absence  Absence will not be valuated  Payslip displays dates/hours only  No quota entitlement  No impact to accruals  Counted on a PH |
| 3308 | Career Break | All | Leave of Absence  Absence factors down salary accordingly  Payslip displays dates and hours  No quota entitlement  Impacts AL, SL accrual =>21 calendar days in an anniversary year  Not counted/paid on PH (except where full pay period of LWOP taken) |
| 3309 | LWOP- Parental | All | Leave of Absence  Absence factors down salary accordingly  Payslip displays dates and hours  No quota entitlement  Impacts AL, SL accrual =>21 calendar days in an anniversary year  Not counted/paid on PH (except where full pay period of LWOP taken) |
| 3310 | LWOP- Parental No Accr | All | Leave of Absence  Absence factors down salary accordingly  Payslip displays dates and hours  No quota entitlement  Impacts AL, SL, LSL accrual immediately  Not counted/paid on PH (except where full pay period of LWOP taken) |
| 3311 | Research Leave | All | Leave of Absence  Absence factors down salary accordingly  Payslip displays dates and hours  No quota entitlement  Impacts AL, SL accrual =>21 calendar days in an anniversary year  Not counted/paid on PH (except where full pay period of LWOP taken) |
| 3312 | Sabbatical Leave | All | Leave of Absence  Absence factors down salary accordingly  Payslip displays dates and hours  No quota entitlement  No accrual impact  Not counted/paid on PH (except where full pay period of LWOP taken) |
| 3313 | Special Leave | All | Leave of Absence  Absence factors down salary accordingly  Payslip displays dates and hours  No quota entitlement  Impacts AL, SL accrual =>21 calendar days in an anniversary year  Not counted/paid on PH (except where full pay period of LWOP taken) |
| 3314 | Transport Accident | All | Leave of Absence  Absence factors down salary accordingly  Payslip displays dates and hours  No quota entitlement  Impacts AL, SL accrual =>21 calendar days in an anniversary year  Not counted/paid on PH (except where full pay period of LWOP taken) |
| 3315 | Workers Compensation | All | Leave of Absence  Absence factors down salary accordingly  Payslip displays dates and hours  No quota entitlement  Impacts AL, SL accrual >52wks  Not counted/paid on PH (except where full pay period of LWOP taken) |

### Absence Impacts

Absence entries can have an impact on subsequent calculations, generally related to certain leave accruals being halted when an employee is away on a specific absence type.

For RMIT Australia there are 3 types of scenarios in which absences will have an impact on subsequent calculations. These are documented below.

**Leave Without Pay Impact on Accruals**

There are certain unpaid leave types which will stop all leave accruals (including reversing leave entitlement which has been granted upfront) as soon as the absence is entered.

This applies to Annual Leave and Sick Leave accruals only.

For Annual Leave this will stop the daily accrual until the employee’s next working day. For Sick Leave, this will reverse 1 day of sick leave entitlement which has been granted upfront for each calendar day of leave without pay taken.

**Leave Without Pay =>21 Working Days in Anniversary Year Impact on Accruals**

There are certain unpaid leave types which will stop all leave accruals (including reversing leave entitlement which has been granted upfront) only when an employee has taken 21 or more working days of leave without pay in an anniversary year.

This applies to Annual Leave and Sick Leave accruals only.

For Annual Leave this will stop the daily accrual from day 21 onwards until the employee’s next working day. For Sick Leave, this will reverse 1 day of sick leave entitlement which has been granted upfront for each calendar day of leave without pay taken from day 21 onwards. In both scenarios, the initial 20 working days of leave without pay will not be reversed from the employee’s accrual.

**Leave Without Pay >52wks Impact on Accruals**

There are certain unpaid leave types which will stop leave accruals (including reversing leave entitlement which has been granted upfront) only when an employee has been on long term unpaid leave greater than 52 weeks.

This applies to Annual Leave and Sick Leave accruals only.

For Annual Leave this will stop the daily accrual once the 52wks has been reached until the employee’s next working day. For Sick Leave, this will reverse 1 day of sick leave entitlement which has been granted upfront for each calendar day of leave without pay taken once the 52wks has been reached. In both scenarios, the initial 52wks of leave without pay will not be reversed from the employee’s accrual.

**Leave Without Pay Impact on Long Service Leave**

For RMIT Australia there are no absences which impact the employee’s Long Service Leave service date. There are a handful of absences however which will either stop the accrual immediately or after 52wks. Please refer to the Time Blueprint Configuration Worksheet ‘Config\_Absences’ tab for details.

### Public Holidays

Where an employee takes a full pay period fortnight of any leave without pay, any Public Holidays in the period should not be paid to the employee. If the employee takes leave without pay but has any hours worked during the period, they are then entitled to the Public Holiday payment.

### Absence Valuation

There is no requirement to valuate paid absences taken or post this amount to finance. Where an employee takes paid leave, the calculation of the employee’s standard period salary should be unaffected. RMIT Australia would like to display the date and hours of the paid leave on the payslip, therefore paid absences will still be generated but to a notional wage type for display purposes only (no amount calculated).

The exception to this will be the Annual Leave, Long Service Leave and Paid Parental Leave absences. Annual Leave will be paid at the employee’s base hourly rate. Long Service Leave and Paid Parental Leave will be paid at various average rate calculations. Both of these calculations will occur within payroll – please refer to the [Payroll Blueprint](#_Appendices) for details.

Please refer to the Time Blueprint Configuration Worksheet ‘Config\_Absences’ tab for details.

## Absence Quotas

Absence Quotas (Infotype 2006) specifies an employee’s entitlement to time off for a particular type of leave and is used to ensure an employee can only claim the absence time according to the terms of employment. Absence hours will be received from Workday and will be validated against an employee’s quota balance to determine whether there is sufficient entitlement to record the absence.

Absence quotas will accrue and be stored for –

| **Absence Quota** | **Absence Quota text** | **Entity** | **Meaning / Use** |
| --- | --- | --- | --- |
| 50 | Annual Leave | All | 4wks entitlement / 5wks for shift workers  Entitlement granted daily or on 1 Dec each year depending on employee subgroup |
| 51 | Annual Leave Loading | RMIT, RMIT Training | 4wks entitlement granted / 5wks for shift workers  Entitlement in line with Annual Leave  Paid out either when annual leave is taken of on 1 Dec each year |
| 55 | Purchase Leave | All | Weeks purchased are granted as entitlement upfront  Refer to Payroll BP for associated purchase leave deduction calculations |
| 60 | Sick Leave | All | 3wks entitlement  Entitlement granted upfront |
| 70 | Long Service Leave | All | 13wks entitlement for 10 years of service  9.1wks entitlement granted for 1st 7 years of service  1.3wks for each subsequent year |
| 71 | Long Service Leave Pre 93 | All | Balance migrated at Go-Live for the purpose of automating tax payout on termination  No accrual |
| 72 | Long Service Leave Pre 78 | All | Balance migrated at Go-Live for the purpose of automating tax payout on termination  No accrual |
| 80 | Time in Lieu | All | Accrual received as Time in Lieu attendance entries |
| 81 | VE Teaching Leave | RMIT, RMIT Training | 10 days entitlement  Granted on 1 Jan each year  Expires at end of calendar year each year |

### Annual Leave

Annual Leave accruals –

* 4wks / 5wks Transferred on 01.12 11 – entitlement is accrued daily, stored as a pro-rata value and transferred to entitlement on 1 Dec each year. Part Time employees can accrue additional hours for PT Additional Hours worked, this is accrued and transferred to entitlement on 1 Dec each year. Employee can take from both accrual and entitlement, therefore both will be included in the leave balance integration back to Workday
* 4wks Transferred Daily – entitlement is accrued and transferred daily

11 The Vice Chancellor is entitled to 5wks annual leave but not entitled to leave loading. This variation will be controlled based on Martin’s Infotype 0016 Contract Type record.

The entitlement balance (plus pro-rata accrual for those that transfer on 1 Dec) will be included in the Leave Balance outbound integration to Workday.

Please refer to the Time Blueprint Configuration Worksheet ‘Time Rule Overview’ and ‘Overview\_Quotas’ tabs for details on eligibility and detailed accrual calculations.

### Annual Leave Loading

Annual Leave Loading conditions –

* Paid Out on Annual Leave – employees are entitled to 4wks / 5wks of annual leave loading which is granted upfront on anniversary. Leave loading is paid out @ 17.5% when the employee takes annual leave. Part Time employees can accrue additional hours for PT Additional Hours worked, this is accrued based on hours worked and immediately transferred to entitlement.
* Paid Out on 1st Pay Day in December 11 – employees are entitled to 4wks / 5wks of annual leave loading which is accrued daily, stored as a pro-rata value and transferred to entitlement on 1 Dec each year. Part Time employees can accrue additional hours for PT Additional Hours worked, this is accrued based on hours worked and transferred to entitlement on 1 Dec. An employee’s leave loading balance is paid out in full @ 17.5% in the first pay day in December.

11 The Vice Chancellor is entitled to 5wks annual leave but not entitled to leave loading. This variation will be controlled based on Martin’s Infotype 0016 Contract Type record.

Leave Loading balances will not be included in the Leave Balance outbound integration to Workday.

Please refer to the Time Blueprint Configuration Worksheet ‘Time Rule Overview’ and ‘Overview\_Quotas’ tabs for details on eligibility and detailed accrual calculations.

### Purchase Leave

An employee can request to purchase additional leave. This purchase is paid off during the year, but the leave balance is granted upfront.

This purchase leave request should be requested in Workday as weeks and will be stored in Employee Remuneration Info (Infotype 2010).

A custom ADP function will be used to read this into time evaluation to add to the employee’s leave balance. The calculation will be based on Weeks x Average Weekly Hours (based on employee’s work schedule rule).

The purchase leave deduction is detailed in the [Payroll Blueprint](#_Appendices).

The entitlement balance will be included in the Leave Balance outbound integration to Workday.

Please refer to the Time Blueprint Configuration Worksheet ‘Time Rule Overview’ and ‘Overview\_Quotas’ tabs for details on eligibility and detailed accrual calculations.

**Data Migration Note**: Purchase Leave balances are not currently stored in RMIT’s legacy system, however this will be required to be sourced and migrated via a Quota Correction (IT2003) as at Go-Live.

### Sick Leave

Sick Leave conditions –

* 3wks Granted Upfront – entitlement is granted upfront on anniversary, there is no daily accrual. Part Time employees can accrue additional hours for PT Additional Hours worked, this is accrued based on hours worked and immediately transferred to entitlement

The below two scenarios require an adjustment calculation to occur to the Sick Leave grant. To support this calculation, a shadow grant quota (62) is required.

* Change in FTE – where an employee’s FTE changes throughout the year, the Sick Leave entitlement which was granted on their anniversary should be adjusted to either recover or grant additional entitlement at the time of the FTE change
* Fixed Term End Date – where a Fixed Term employee’s contract end date falls in the current anniversary year, the Sick Leave grant which occurs on anniversary should be calculated only up to and included the contract end

The entitlement balance will be included in the Leave Balance outbound integration to Workday.

Please refer to the Time Blueprint Configuration Worksheet ‘Time Rule Overview’ and ‘Overview\_Quotas’ tabs for details on eligibility and detailed accrual calculations.

**Data Migration Note**: Shadow Sick Leave quota will need to be migrated at Go-Live which should be the total accrual from the employee’s last anniversary date to Go-Live date.

### Long Service Leave

Long Service Leave will accrue for all employee’s, including casuals, at Full Time Equivalent rates and the payment of the leave during periods of leave or on termination will be based on an average calculation. This will be calculated and stored as days.

Long Service Leave conditions –

* 13wks over 10yrs – 9.1wks accrued daily and transferred once employee reaches 7 years of service. Daily accrual of 1.3wks per year is transferred to entitlement each subsequent completed year of service

The Long Service Leave average calculations are detailed in the [Payroll Blueprint](#_Appendices).

To support the correct tax calculations of Long Service Leave on termination, balances will be separated into 3 buckets – Post 93, Pre 93 and Pre 78. Only the Post 93 bucket will accrue Long Service Leave. Long Service Leave absences entries will reduce from most recent bucket first, eg. Pre 93 bucket will only be reduced once Post 93 balance has been exhausted.

Once an employee reaches 7 years of service, their Long Service Leave entitlement and pro-rata balance will be consolidated into a single leave balance value and included in the Leave Balance outbound integration to Workday. Prior to 7 years nothing will be sent.

Please refer to the Time Blueprint Configuration Worksheet ‘Time Rule Overview’ and ‘Overview\_Quotas’ tabs for details on eligibility and detailed accrual calculations.

**Data Migration Note**: Long Service Leave balances are not currently stored separately according to Post 93, Pre 93 and Pre 78 entitlement in RMIT’s legacy system, however this will be required to be sourced and migrated via a Quota Correction (IT2003) as at Go-Live.

### Time in Lieu

Time in Lieu can be requested as an Attendance, which depending on the employee will accrue to the TOIL bucket at either 100% or Overtime rates. The accrual rules are detailed against the Attendance, please refer to ‘Overview\_Attendances’ tab for details.

These leave balances will not be setup to expire automatically. If a payout is required after a certain time period (eg. 8wks) it will be a manual activity in GlobalView® to either cash out this balance to the employee (via Infotype 0416 – Quota Compensation) or reduce their balance without paying out (via Infotype 2013 – Quota Correction).

### VE Teaching Leave

VE Teaching Leave conditions –

* 10 days Granted Upfront – entitlement is granted on 1 January each year and will expire at the end of the calendar year. Pro-rata entitlement will be granted on hire

VE Teaching Leave absences are expected to be used for the Christmas closedown period. For RMIT employees who are setup with a holiday calendar which considers the 3 Christmas Shutdown days as a Public Holiday, these days should still reduce from the VE Teaching Leave quota.

The VE Teaching Leave quota is applicable to only RMIT and RMIT Online VE employees, therefore all of the below identified exceptions will be excluded as they are not included in Employee Subgroup ‘QC – Vocational Education’ –

* Senior Executive staff
* Professional staff
* Security staff
* Child care staff
* Vocational Education Head of School
* Senior educator Level 1-3

Additionally RMIT VE Casual staff will be excluded from this leave entitlement.

RMIT Training VE employees are only entitled to this leave type if they were engaged as a Fixed Term or Continuing employee on 15 January 2017. Because there are too many variables to determine if an employee meets this criteria, the RMIT Training VE subgroup (‘QD – RT Vocational Ed’) will be setup as not entitled by default and eligible employee’s will need to hold an override flag to be considered eligible. This override flag will be stored directly within GV in Infotype 2012 – Time Transfer Specifications.

**Data Migration Note**: RMIT Training VE employee’s who are eligible for VE Teaching Leave should have Time Type ‘ZTT1 – VE Teaching Lve Ent. Ovrd’ with value of 1 loaded at Go-Live.

The entitlement balance will be included in the Leave Balance outbound integration to Workday.

Please refer to the Time Blueprint Configuration Worksheet ‘Time Rule Overview’ and ‘Overview\_Quotas’ tabs for details on quota eligibility and accrual rules.

## Leave Encashment

Leave Encashment (Infotype 0416) will be used to support the manual cash out of leave in service as well as automatically upon termination.

These cash out requests should be requested directly through GlobalView®, this will not be interfaced through from Workday.

| **Compensation Method** | **Absence Quota** | **Comp %’age** | **Leave Payout WT** |
| --- | --- | --- | --- |
| Q001 – Leave Encashment (Manual) | 50 – Annual Leave | 100% | 4250 |
| 55 – Purchase Leave | 100% | 4255 |
| 40 – Time in Lieu | 100% | 4240 |
| 1301 – Terminations Quota Comp | 50 – Annual Leave | 100% | 5002, 5004, 5041 |
| 55 – Purchase Leave | 100% | 5002, 5004, 5041 |
| 70 – Long Service Leave | 100% | 5001, 5003, 5042 |
| 71 – Long Service Leave Pre 93 | 100% | 5001, 5003 |
| 72 – Long Service Leave Pre 78 | 100% | 5004, 5011 |
| 40 – Time in Lieu | 100% | 4240 |

Sick Leave Quota (60) will be available for cash out on termination only for the purpose of recovering sick leave which has been taken in advance of entitlement. There will be no payout of unused sick leave. Recovery should be entered as hours into Infotype 0015.

## Time Transfer Specifications

Time Transfer Specifications (Infotype 2012) can be used as flags to alter processing, achieve special outcomes or fulfil complex business requirements.

For RMIT Australia the below is the only requirement for Time Transfer Specs. This should be migrated at Go-Live only, there’s no requirement for ongoing maintenance –

* ZTT1 VE Teaching Lve Ent. Ovrd – Used to drive eligibility for VE Teaching Leave

## Collision Between Time Infotypes

For a number of time management infotypes, it is important to determine how the system should react when one record is created that overlaps either partially or completely with an existing record of the same Infotype and Subtype, a different Subtype or an entirely different infotype.

Handling collisions between time management infotypes is based upon time constraint classes. Infotypes considered include –

* Infotype 2001 – Absences
* Infotype 2002 – Attendances
* Infotype 2003 – Substitutions

All collision rules within GlobalView® will be set to Warning only to allow entries to be loaded from Workday. It is assumed that any restrictions required will be built into Workday as the input system

# Other Time Payments

## Employee Remuneration Info

Employee Remuneration Info (Infotype 2010) will be used to store any time based allowances which are submitted in the employee timesheet.

This will include Broken Shift and On Call Allowances. For On Call Allowances, these will be read into time evaluation to calculate the appropriate rate based on the day the claim is made. Broken Shift claims will be imported directly into payroll for payment.

All wage types generated by attendance entries (Infotype 2002) will be made available in Infotype 2010 as well to enable manual payments, if required.

Please refer to the Time Blueprint Configuration Worksheet ‘Time Rule Overview’ and ‘Overview\_Allowances’ tabs for details on quota eligibility and accrual rules.

## Payment in Arrears

The payroll cycle for RMIT Australia is fortnightly Sunday to Saturday, with the pay day the second Thursday of the fortnight.

Only approved timesheets entries will be interfaced from Workday to GlobalView® prior to the close of pay, which will not include entries submitted in the last week of the fortnight.

This will mean each period any time based payments will be paid 1 week in the current period and 1 period in arrears for the last week of the prior pay period. This will include all payments for casuals who are paid only based on timesheet hours entered, as well as any full time or part time employee who is entitled to claim any exception time such as overtime, on call, etc.

For full time or part time employees who are eligible for shift loading payments, as these are paid based on the employee’s work schedule rule some payments may be paid prior to being worked.

## Multiple Positions

Summary time requirements to support multiple position solution includes the below –

* Separate Casual Hours attendances for different EAs
* Payment of Casual attendances to be based on attendance type rather than employee groupings
* Rate included in Casual Hour attendance integration from Workday

The full requirement overview is included in the attached.



## Leave In Advance

RMIT Training EA (RT NTEU 2016) allows for employees to request to be paid leave in advance. Due to limited take up of this, this will be expected to be handled manually within GlobalView®. This will include –

* Input requested hours into Infotype 2010 (WT2455 – Leave in Advance) – This will pay at 100% Ordinary Hours and will accrue all relevant leave types
* Enter Leave Without Pay (No Accrual) for the duration of the advance leave to ensure no salary paid
* Reduce employee’s leave balance via Infotype 2013 Quota Correction

## Annualised / Part Year Employees

Annualised / Part Year employees should be paid a reduced salary and accrue based on reduced hours. It is expected that their salary and work schedule will be setup with the full time equivalent values and a No Accrual LWOP (absence type 3001) will be input at required times of the year to control the reduced salary and accrual.

There is no additional requirement to identify these employee’s separately or perform any varied leave or award interpretation calculations. They will be entitled to the conditions of whichever grouping they reside in.

# Time Management Reports

## GlobalView® Standard Reports

Below is list of standard Time Management reports available in GlobalView® –

| **Report** | **Transaction Code** | **Description** |
| --- | --- | --- |
| Absence / Attendance Data Overview | ZRADP\_M99\_ABSATTOVR | This report provides an overview of absence and attendance entries |
| Attendances List | ZADP\_M99\_PT\_QATT | This report provides an overview of attendance entries |
| Outstanding Leave Balances Report | ZRADP\_M99\_OLBR | This report provides a detailed listing of absence quota accrual and entitlement balances |
| Absences List | ZADP\_M99\_PT\_QABS | This report provides an overview of absence entries |
| Quota Overview | PT50 | The quota overview transaction provides a useful view of absence and attendance quotas for an employee providing information on both actual entitlements but also on accrued values not yet transferred to entitlement |
| Display Absence Quota Information | PT\_QTA10 | This report creates overviews of employee’s absence quotas according to various aspects. For example, you can display employee’s remaining quota entitlement within a specific interval |
| Attendance / Absence Data Overview | PT64 | This report is used to summarise and classify employee’s absence data from various different points of view. The data is displayed as list/lists showing employee’s attendances and absences |
| Attendance / Absence Data Calendar View | PT90 | This report gives a calendar view of recorded absences and/or attendances. This report supports branching to PA20 display of time data, as well as displaying multiple and extended periods of data and can be used to generate useful statistics on recorded time |
| Attendance / Absence Data Multiple Employee View | PT91 | This report displays absence and/or attendance data for multiple employees in a monthly display from the key date entered in the selection screen |
| Overview of Graphic of Attendances / Absences | PT65 | This report creates a graphical overview of attendances and absences for selected employee’s within the reporting period. The graphic displays the attendances and absences in coloured bars (attendances = yellow; absences = red) |
| Personal Work Schedule | PT63 | This report creates an overview for multiple employees for each day in any given period, which includes all essential planned specifications concerning the working time of an employee |

# Configuration Worksheet

The Configuration Worksheet contains the client specific details of the technical settings for the configuration of the system.

Refer to RMIT ADP GV - Time Configuration Blueprint Worksheet included in the [Appendix](#_ADP_Reference_Documents).

# Integration

## Payroll

Time Evaluation will generate wage types based on award interpretation conditions and send this information through to payroll for payment.

For the full list of wage types produced within time please refer to the Time Blueprint Configuration Worksheet ‘Time Wage Types’ tab. This this is also incorporated into the Payroll Blueprint ‘Payments’ tab including all relevant payroll information.

## WorkDay

The below integrations are expected from Workday –

**Inbound**

* Time Tracking – supplemental integration for time entry data and costing information (IT2002, IT2010)
* Time Off – supplemental integration for absence data and costing information (IT2001)
* Leave of Absence – supplemental integration for absence data and costing information (IT2001)
* Substitutions – supplemental integration for ad hoc schedule data (IT2003)

**Outbound**

* Leave Balances – custom integration to send leave balance data at the end of each pay period

## Other

There are currently no other known integration requirements (inbound or outbound) of time related data.

# Assumptions / Risks

## Assumptions

This Blueprint has been created based on information current at the end of September 2019 (updated end of March 2020). Where possible, ADP has taken into account possible policy changes, however it is assumed that what is documented above will be what the User Acceptance Testing and Parallel Runs will be based on.

## Risks

None identified during this Blueprint.

# Gap Analysis and Resolution

## Solution Gaps

No known solution gaps.

## Missing Functionality

None identified during this Blueprint.

# Appendices

## ADP Reference Documents

| **ADP GV Document ID** | **Description** | **Document** |
| --- | --- | --- |
| [GV00006546](https://portal221.globalview.adp.com/irj/servlet/prt/portal/prtroot/com.sap.km.cm.navigation/room_extensions/cm_stores/ADP_Project_Documents/workspaces/b086e86f-6880-3710-cb99-c151ffaa9238/B.%20Blueprint?StartUri=/room_extensions/cm_stores/ADP_Project_Documents/workspaces/b086e86f-6880-3710-cb99-c151ffaa9238) | RMIT AU – ADP GV Time Blueprint Configuration Worksheet |  |
| [GV00006552](https://portal221.globalview.adp.com/irj/servlet/prt/portal/prtroot/com.sap.km.cm.navigation/room_extensions/cm_stores/ADP_Project_Documents/workspaces/b086e86f-6880-3710-cb99-c151ffaa9238/B.%20Blueprint?StartUri=/room_extensions/cm_stores/ADP_Project_Documents/workspaces/b086e86f-6880-3710-cb99-c151ffaa9238) | RMIT AU – ADP GV Payroll Blueprint | [cRoom](https://portal221.globalview.adp.com/irj/servlet/prt/portal/prtroot/com.sap.km.cm.navigation/room_extensions/cm_stores/ADP_Project_Documents/workspaces/b086e86f-6880-3710-cb99-c151ffaa9238/B.%20Blueprint?StartUri=/room_extensions/cm_stores/ADP_Project_Documents/workspaces/b086e86f-6880-3710-cb99-c151ffaa9238) |
| [GV00006546](https://portal221.globalview.adp.com/irj/servlet/prt/portal/prtroot/com.sap.km.cm.navigation/room_extensions/cm_stores/ADP_Project_Documents/workspaces/b086e86f-6880-3710-cb99-c151ffaa9238/B.%20Blueprint?StartUri=/room_extensions/cm_stores/ADP_Project_Documents/workspaces/b086e86f-6880-3710-cb99-c151ffaa9238) | RMIT AU – ADP GV Payroll Blueprint Configuration Worksheet | [cRoom](https://portal221.globalview.adp.com/irj/servlet/prt/portal/prtroot/com.sap.km.cm.navigation/room_extensions/cm_stores/ADP_Project_Documents/workspaces/b086e86f-6880-3710-cb99-c151ffaa9238/B.%20Blueprint?StartUri=/room_extensions/cm_stores/ADP_Project_Documents/workspaces/b086e86f-6880-3710-cb99-c151ffaa9238) |
|  |  |  |