Time sheet Frequently Asked Questions

Forecasting of issues / FAQ

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| Question | Answer |
| Who needs to complete a timesheet? | All employees who accrue time in lieu (TIL), work RDOs, undertake fire related activities or work on tied funded projects should complete a timesheet. |
| Is my timesheet confidential? | * Yes. You and your manager/supervisor share the timesheet as it must be endorsed, but your individual timesheet is protected by a password you set (not linked to FaP and doesn’t need to be changed). The IT Service Centre also has access to your records and password. |
| Does this mean we don’t have to use RosterWeb? | * No, the RosterWeb still needs to be completed as this is the forward plan, whilst the timesheet reflects what is actually worked * RosterWeb and timesheet are not linked. * Parks Victoria is looking into an alternative solution but at the current time lacks the resources. |
| Why does PV need to know an activity each day? | * Necessary to track where staff resources are used – this responds to Auditor General’s (VAGO marine program and pest plant program reports) requirements; * Obligation to provided evidence of work on fire-funded positions; * Useful in local, district, regional, organisational planning as it will show where overall staff effort is going; and * Valuable to show training needs and trends. |
| What is an activity?  NB: see below for further information on how to create an activity and what to watch out for | * The time sheet works on recording each day. * An activity is a group of PV programs – there are some generic ones (eg; meetings), but the local work unit may set up “custom” activities that make sense to local staff. * Activities may not always perfectly reflect a day’s work, but should be 80% reflective. * If a staff member wants to better reflect their time, they can use the “create activities” on any day to tailor the record of their day’s work. * Check the glossary on Warnawi for explanations. |
| What are programs? | * Programs are a PV standard that reflect types of work * Check the glossary on the Timesheet Warnawi site for explanations. |
| Is a meeting or travel an activity? | * Generally, no. If you are meeting or travelling related to, for example, pest animals, all that time would be put down as pest animals. * If the meeting or travel is for a general meeting, then put down as a general meeting. |
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| Who sets up activities? | * Best practice is for each work unit to set up a generic timesheet with custom activities that are relevant to the local work unit. * The line manager/supervisor should nominate one staff member to set up the generic timesheet (usually a BSO) and the work unit team or manager/supervisor decides on the custom activities to be loaded. * The set up staff would then distribute the generic timesheet to all their staff and the individual. |
| How much extra time does it take to do? | * To complete a timesheet for a week’s work between 2-3 minutes after you’ve become familiar with the system. * Suggest staff get into a weekly routine of filling out timesheets so it is easier to manage. |
| How often do I need to provide timesheet to my manager/supervisor | * Completed timesheets need to be provided to supervisor (printed or preferably electronic PDF version) each month as a minimum. * Suggest you pick a routine of providing (last day of the month) |
| Can I fill in timesheet for a few months in advance | * No, you can only fill in timesheets 2 weeks in advance * This is to minimise anyone simply pre-filling in times and activities that do not reflect actual work. * You can fill in unlimited past days, but effectively as the timesheet needs to be endorsed each month, it’s inappropriate to prefill timesheets further ahead than this. |
| What will PV use the activity information for? | * See question 1. Overall timesheets help us actively manage fatigue and workloads. In relation to activity recording, PV is interested in understanding the level of effort that is going into various activities to ensure it is meeting intent of government directions. It will also help focus any training and development. |
| What are variance hours? | * Check the glossary on the Timesheet Warnawi site for explanations. |
| Clarification regarding the difference between creating and selecting activities involving F&E programs vs. selecting the Emergency Readiness and Response Button that contains similar activity tasks to select from. | * Ultimately doesn’t matter whether you select from either (the time flows to the same programs), just about whether you think you’ve been deployed or not……..my suggestion is if you’re deployed to an emergency use the ER&R, but for routine (fire meetings, etc) use the other. |
| Implication of selecting ‘Have your work hours been recorded by a timekeeper: Yes or No’ have.  Does this automatically bill time to DSE for fire? | * Nothing automates from timesheet, if you select timekeeper then the actual times in timesheet don’t need to be recorded as they’re captured in IRIS whilst if not timekeeper costs go to PV so times need to be captured. |
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“Activities”

An “activity” is a descriptive title for a day’s work that is made up of one or more “programs” – programs are standard PV FaP descriptions

The “activity” you create is unique to your timesheet

Considering the different types of work undertaken in your work unit, create a set of activities that make sense for your team

Watch outs

Build into every activity some time (5-15% or 20-60 minutes) each day for staff to complete necessary administrative-type tasks (program 675 Business operation and Sustain). This will allow staff in any day to have some time allocated to returning phone calls, dealing with general emails, completing reports, etc

If you are travelling or meeting for a particular purpose (e.g. weed management), that time is best booked against that purpose (i.e. Pest Plant program) not administration

Be very careful booking whole days against administration (program 675 Business operation & Sustain) – these should be reserved for days/times where time is spent primarily on administration or across all programs – e.g. team meetings, SCAD, budget-building days etc.