



Award Interpreter

1.0 Overview

The Award Interpreter (AI) helps you to turn timesheets into "payroll lines" incorporating the correct overtime and allowances. AI also helps you to spot data entry errors before the pays are finalised. The overall sequence of data entry is as follows:

- Enter timesheets in AI
- Generate "expanded" timesheets incorporating overtime and allowances
- Look for data entry errors using exception reports, rectify as necessary
- Export the result to generate "pays" in your Accounting software

Exception reports are also designed to deal with safety issues such as mandatory gaps between shifts.

2.0 Setup

There are several components to initial setup. All data is stored in AI's own tables, but there is some information you can import in from your accounting software.

- (a) Setup Employees and attach a default award
- (b) Setup Award Interpreter formulae. The award interpreter contains internal formulae and also allows the operator to create new formulae that can be used by the interpreter. For example you may want to return a value for the number of hours worked on a Saturday in excess of the first four on a Day Shift.
- (c) Setup payment codes ... with links to your Accounting software's payment codes
- (d) Setup Award Entitlements for each award ... This is where the Formulae are linked to entitlements for overtime and allowances.

3.0 Entry

- 3.1 *Timesheet Entry* ... The operator keys in timesheet information for each employee one day at a time or one week at a time. A button is provided to allow timesheet data to be "cloned" from one employee to another or from one day to the next.
- 3.2 *Allowance review screen* ... Timesheet entries (keyed in above) are converted by the Award Interpreter into detail lines including allowances and overtime. These can be reviewed and edited by the operator.
- 3.3 *Run exception reports* ... used to trap data entry errors as well as highlight conditions that may be in breach of safety regulations

3.4 *Export ...* The resulting data is exported to the payroll system ready for processing

4.0 Exception Report Examples

- “Who has timesheets last week but not this week”
- “Which employees have overtime over a given limit”
- “Who has not had a 10 hour break between shifts

5.0 Sample Screens

Enter Time Break-Points for an Award

Shift Type >>	Day Typ...	Break 1	Type1 ...	Break 2	Type2...	Break 3	Type3...	Break 4	Type4 >>	Break 5	Type5 >>
A	OTH	7.60	THALF	24.00	DT3	0.00	NU	0.00	NU	0.00	NU
A	SAT	2.00	THALF	24.00	DBLTM	0.00	NU	0.00	NU	0.00	NU
A	SUN	24.00	DBLTM	0.00	NU	0.00	NU	0.00	NU	0.00	NU
A	WKD	7.60	BASEH	0.40	DT4	2.00	THALF	24.00	DBLTM	0.00	NU
D	OTH	7.60	THALF	24.00	DT3	0.00	NU	0.00	NU	0.00	NU
D	SAT	2.00	THALF	24.00	DBLTM	0.00	NU	0.00	NU	0.00	NU
D	SUN	24.00	DBLTM	0.00	NU	0.00	NU	0.00	NU	0.00	NU
D	WKD	7.60	BASEH	0.40	DT4	2.00	THALF	24.00	DBLTM	0.00	NU
N	OTH	7.60	THALF	24.00	DT3	0.00	NU	0.00	NU	0.00	NU
N	SAT	24.00	DBLTM	0.00	DBLTM	0.00	NU	0.00	NU	0.00	NU
N	SUN	24.00	DBLTM	0.00	NU	0.00	NU	0.00	NU	0.00	NU
N	WKD	7.60	BASEH	0.40	DT4	24.00	DBLTM	0.00	NU	0.00	NU

Create your own formulae for Time Period calculations

Maintain Time Period calculations

Code >>	Description	Basis...	Typ...	Minimum	Maximum	U...	Sampl...
AFTSHIFT_BASE	Base hours for Afternoon Shift	DAY	I	0	168 HRS		38.0000
DAYS>10HRS_A	Days greater than or equal to 10 Hrs worked, award based	DAY	I	0	7 DAY		5.0000
ACTUALBYAWARD	Actual hours by award for the week	ACT	I	0	168 HRS		42.0000
ACT_BY_AWARD_D1	Actual Hrs for Day 1 for Award	ACT	I	0	24 HRS		8.1000
ACT_BY_AWARD_D2	Actual Hrs for Day 2 for Award	ACT	I	0	24 HRS		8.2000
ACT_BY_AWARD_D3	Actual Hrs for Day 3 for Award	ACT	I	0	24 HRS		8.3000
ACT_BY_AWARD_D4	Actual Hrs for Day 4 for Award	ACT	I	0	24 HRS		12.0000
ACT_BY_AWARD_D5	Actual Hrs for Day 5 for Award	ACT	I	0	24 HRS		8.5000
ACT_BY_AWARD_D6	Actual Hrs for Day 6 for Award	ACT	I	0	24 HRS		8.6000
ACT_BY_AWARD_D7	Actual Hrs for Day 7 for Award	ACT	I	0	24 HRS		7.0000
SINGLEWEEK	This formula returns a "1" if any hours worked for the week	DAY	E	0	1 HRS		1.0000
ALLHRSMAX20	All hours for the week to a maximum of 20	WK	E	0	20 HRS		20.0000
DAYSWORKED_A	Days worked by award	DAY	E	0	7 DAY		5.0000
DAYS>9.5HRS_A	Number of days when 9.5 or more hrs are worked	ACT	E	0	7 DAY		3.0000
ACT_BY_AWARD_D8	Total of days that any hours at all are done for this award	ACT	E	0	7 HRS		5.0000
ACTBYAWARD38	Total hours by award up to 38	ACT	E	0	38 HRS		38.0000
MTA_CPA_HRS	Onsite Hrs Less Travel @0.5/day, then limited to 38	ACT	E	0	38 HRS		30.0000
MTA_SITE_HRS	Onsite Hrs Less Travel @0.5/day	ACT	E	0	162 HRS		50.0000

Formula:

{(ACTUALBYAWARD) - ((ACT_BY_AWARD_DS) * 0.5)}

Check Formula

Move

Use the formulae to create Award Entitlements

Maintain Award Entitlements

Award >>	Rank >>	Typ...	Time Period >>	PayCode ...	Quantity	Rate	Times%	Can Comb...
AWUWDR	N/A	A	BASEHRS_DAY	BASE	1.00	0.0000	0	<input type="checkbox"/>
AWUWDR	N/A	A	THALFHRS_DAY	THALF	1.00	0.0000	0	<input type="checkbox"/>
AWUWDR	N/A	A	DBLTMHRS_DAY	DOUBL	1.00	0.0000	0	<input type="checkbox"/>
AWUWDR	N/A	A	OTHERHRS_DAY	RDO	-1.00	0.0000	0	<input type="checkbox"/>
AWUWDR	N/A	A	AFTSHIFT_BASE	AFTNN	1.00	0.0000	15	<input type="checkbox"/>
AWUWDR	N/A	A	NIGHTSHIFT_BASE	N/SHIFT	1.00	0.0000	15	<input type="checkbox"/>
AWUWDR	N/A	A	ACTUALBYAWARD	SITE	1.00	1.5000	0	<input type="checkbox"/>
AWUWDR	N/A	A	DAYSWORKED_A	TRAVTIME	0.50	0.0000	0	<input type="checkbox"/>
AWUWDR	N/A	A	DAYS>10HRS_A	MEAL	1.00	9.3000	0	<input type="checkbox"/>
TWUGEN	N/A	A	BASEHRS_DAY	BASE	1.00	0.0000	0	<input type="checkbox"/>
TWUGEN	N/A	A	THALFHRS_DAY	THALF	1.00	0.0000	0	<input type="checkbox"/>
TWUGEN	N/A	A	DBLTMHRS_DAY	DOUBL	1.00	0.0000	0	<input type="checkbox"/>
TWUGEN	N/A	A	AFTSHIFT_BASE	AFTNN	1.00	0.0000	15	<input type="checkbox"/>
TWUSLU	N/A	A	NIGHTSHIFT_BASE	N/SHIFT	1.00	0.0000	20	<input type="checkbox"/>
TWUGEN	N/A	A	DAYS>10HRS_A	MEAL	1.00	10.4800	0	<input type="checkbox"/>

Comment:

Filter

Only show entitlements that apply to Employees regardless of Award

Only show entitlements that apply to the Award regardless of Employees rank

Only show entitlements that apply to an Award but only for certain employees

Sort Order

Type, Line No

Award

Time Period Code

Emp Rank

Move

Enter Timesheets

Enter Daily Timesheets

Wk Ended: 20/07/2004 ... Day1 Day2 Day3 Day4 Day5 Day6 Day7
 WED THU FRI SAT SUN MON TUE Generated

Empcode: 1003 ... BASS NICHOLAS PETER SCOTT

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Clone Timesheet Data
 Copy From: 1003 ... Previous Day

Emp Entl >>	This pay	Usual ...	Comment

Job >>	Description	C Ctr	Cost Cod...	Start	Finish	Hours	Minus	Sh...	Emp Awd ...	Day
DZ04	DOZER CAT D11R 9TR00348		LABMBW	0701	1730	10.50	0.50	D	AWUGEN	1
DZ04	DOZER CAT D11R 9TR00348		LABMBW	0701	1730	10.50	0.50	D	AWUGEN	2
DZ04	DOZER CAT D11R 9TR00348		LABMBW	0701	1730	10.50	0.50	D	AWUGEN	3
DZ04	DOZER CAT D11R 9TR00348		LABMBW	0701	1430	7.50	0.50	D	AWUGEN	4
DZ04	DOZER CAT D11R 9TR00348		LABMBW	0701	1730	10.50	0.50	D	AWUGEN	6
DZ04	DOZER CAT D11R 9TR00348		LABMBW	0701	1730	10.50	0.50	D	AWUGEN	7

Totals

Week	Day1	Day2	Day3	Day4	Day5	Day6	Day7
57.00	10.00	10.00	10.00	7.00	0.00	10.00	10.00

Filter (Alt 0-7)

Generate Overtime and Allowances

Enter Daily Timesheets

Wk Ended: 20/07/2004 ... Day1 Day2 Day3 Day4 Day5 Day6 Day7
 WED THU FRI SAT SUN MON TUE Generated

Empcode: 1003 ... BASS NICHOLAS PETER SCOTT

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Expanded Timesheet Lines

20/07/2004 1003 BASS NICHOLAS PETER SCOTT

Paycode >>	Quantity	Adjustment qty	Rate	Rate percent	Source	Day	Source qty
BASE	7.60	0.00	0.0000	0.00	A AWUGEN BASEHRS_DAY	1	7.60
BASE	7.60	0.00	0.0000	0.00	A AWUGEN BASEHRS_DAY	2	7.60
DZ04 DOZEF	7.60	0.00	0.0000	0.00	A AWUGEN BASEHRS_DAY	3	7.60
DZ04 DOZEF	7.60	0.00	0.0000	0.00	A AWUGEN BASEHRS_DAY	6	7.60
DZ04 DOZEF	7.60	0.00	0.0000	0.00	A AWUGEN BASEHRS_DAY	7	7.60
DZ04 DOZEF	DOUBL	0.40	0.0000	0.00	A AWUGEN DBLTMHRS_DAY	1	0.40
DZ04 DOZEF	DOUBL	0.40	0.0000	0.00	A AWUGEN DBLTMHRS_DAY	2	0.40
DZ04 DOZEF	DOUBL	0.40	0.0000	0.00	A AWUGEN DBLTMHRS_DAY	3	0.40
DZ04 DOZEF	DOUBL	5.00	0.0000	0.00	A AWUGEN DBLTMHRS_DAY	4	5.00
DZ04 DOZEF	DOUBL	0.40	0.0000	0.00	A AWUGEN DBLTMHRS_DAY	6	0.40

Summary By Paycode:

Paycode	Qty
BASE	38.00
THALF	12.00
DOUBL	7.00
MEAL	5.00
TRAVTIME	3.00

Print exception reports:

Timesheet Exception Report For ALL Divisions WEEK ENDED : 13-July-2004

Unproductive Time Listing

Employee Name	Text	Paycode	DIV	DAY1 QTY	DAY2 QTY	DAY3 QTY	DAY4 QTY
1043 BARRY JAMES DEWORBOIES	(Unproductive Hours)	ANN-WL		7.60	7.60	7.60	0.00
		RDD-WL		0.00	0.00	0.00	0.00
			LAB-CO	7.60	7.60	7.60	0.00

Sick Pay without Medical Certificate

Employee Name	Text	Paycode	DIV	DAY1 QTY	DAY2 QTY	DAY3 QTY	DAY4 QTY
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Export the finished timesheets to your payroll

