# EMPLOYMENT HERO PAYROLL PROCESS

Timesheets , Awards and Bonus Calculations



# TIMESHEET APPROVAL IN EMPLOYMENT HERO

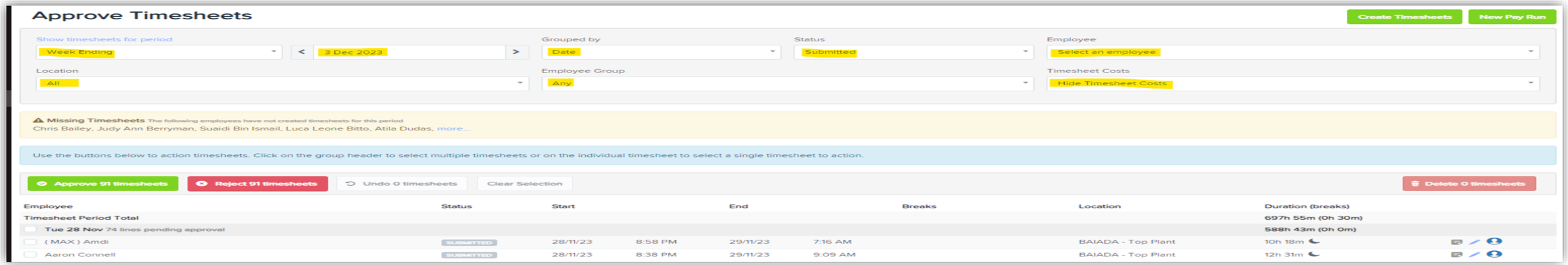
- Login to employment hero using https://employmenthero.com/ user email id and password
- Select the business for which payrun is being done. Example: XYZ Pty Ltd.
- Click on the clock icon, there will be 3 option, create timesheets, import timesheets and Approve timesheets. Below is the Yellow highlighted snip for your reference




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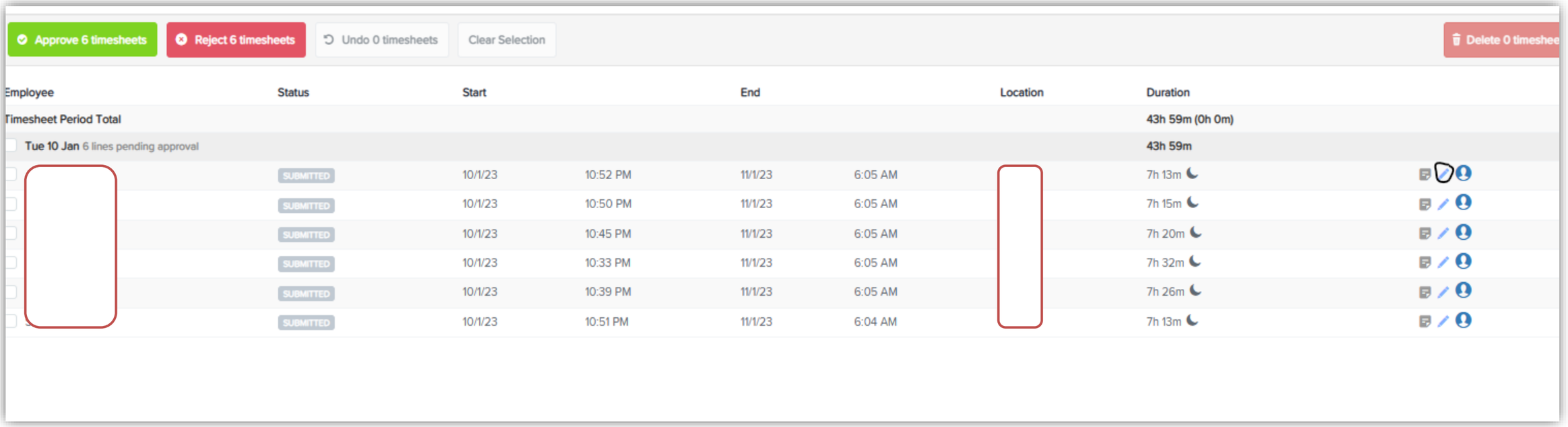
# TIMESHEET APPROVAL IN EMPLOYMENT HERO

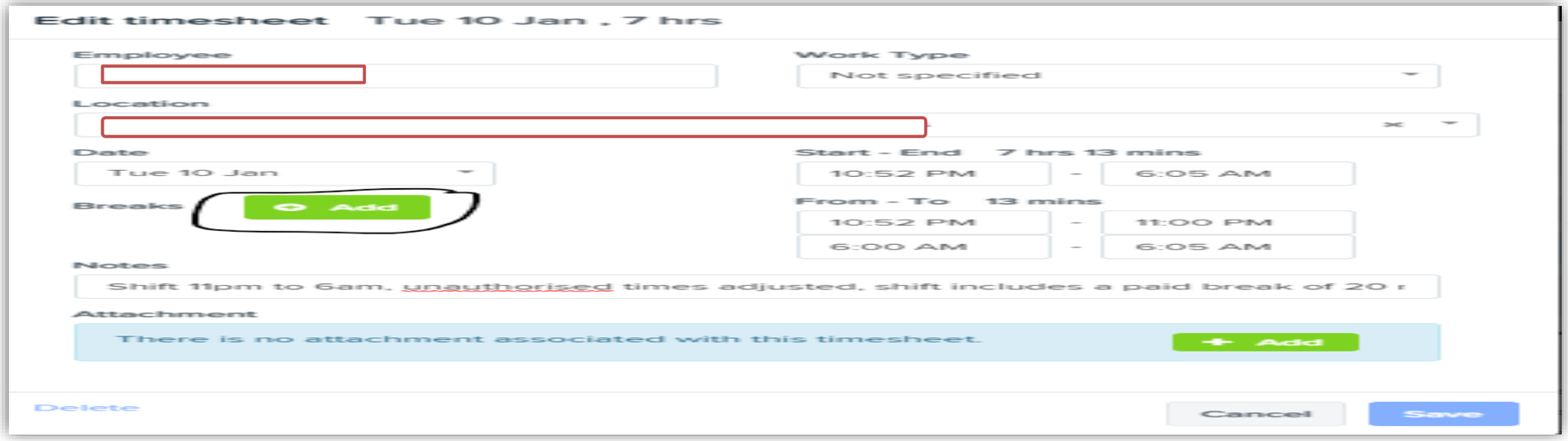
- To approve timesheets, click on approve timesheets and select week ending date, grouped by, status and location. Example: taken is for Patties - highlighted in yellow




- Make the adjustments as per the process stated below for each sites.
- click on the pen icon and make the adjustments as below. Example: Approved shift time is 11pm to 6am.Notes should be “Shift 11pm to 6am, unauthorized times adjusted, shift includes a paid break of 20 minutes”. adjustment will be done as stated below. Adjustments should be made using breaks only. Break 1 from 10.52pm to 11pm and break 2 from 6am to 6.05am. click on save.

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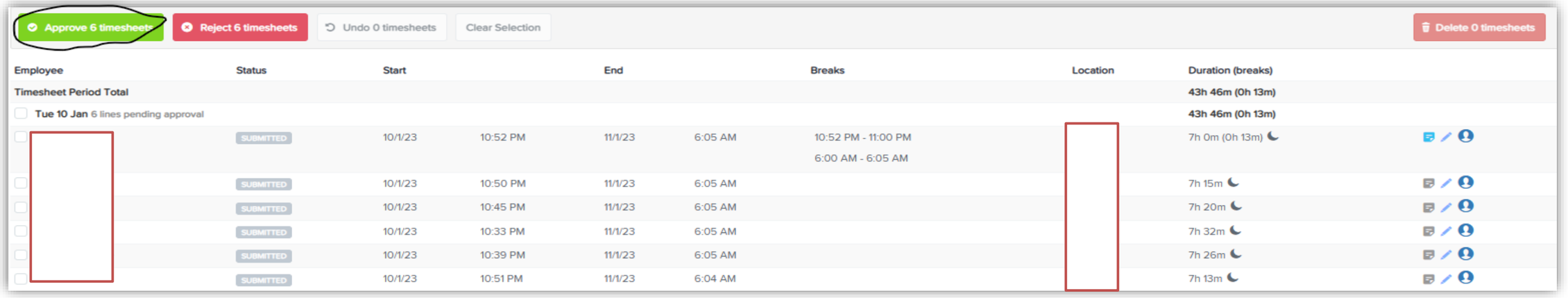



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- Once the adjustment is made, click on approve timesheets




- Incase there are manual timesheets to be added select create timesheets option. Click on the clock icon, there will be 3 option, create timesheets, import timesheets and Approve timesheets

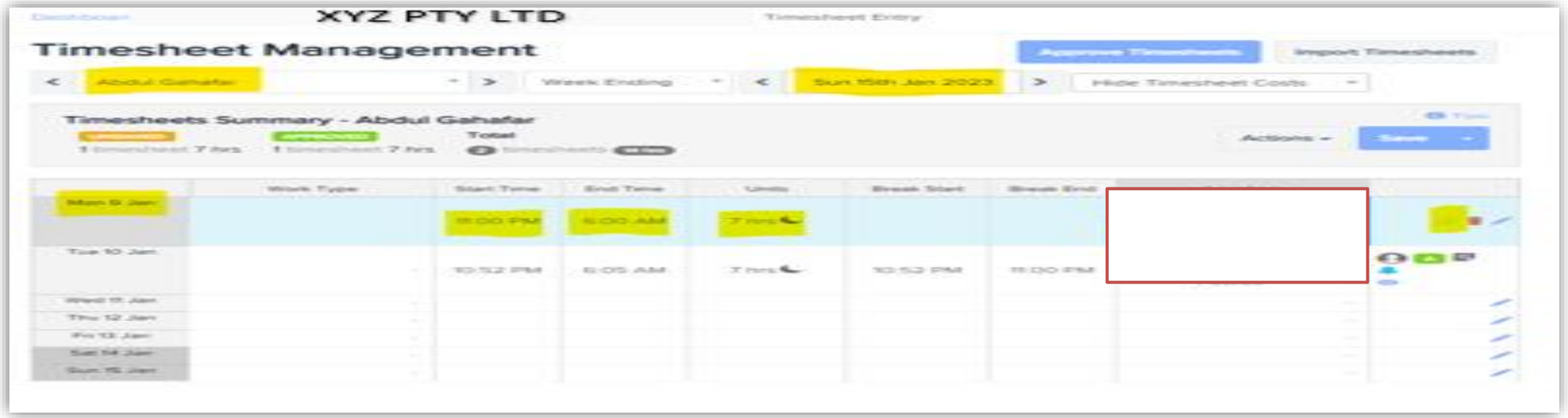
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•Select the name of the employee, week ending date, add the timesheet as per the manual timesheet received. Save the manual timesheet using the clip icon as highlighted in yellow. Click on save once the timesheet has been uploaded.

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# How to Create Timesheet In Employment Hero :




- Approve the timesheets as mentioned above.

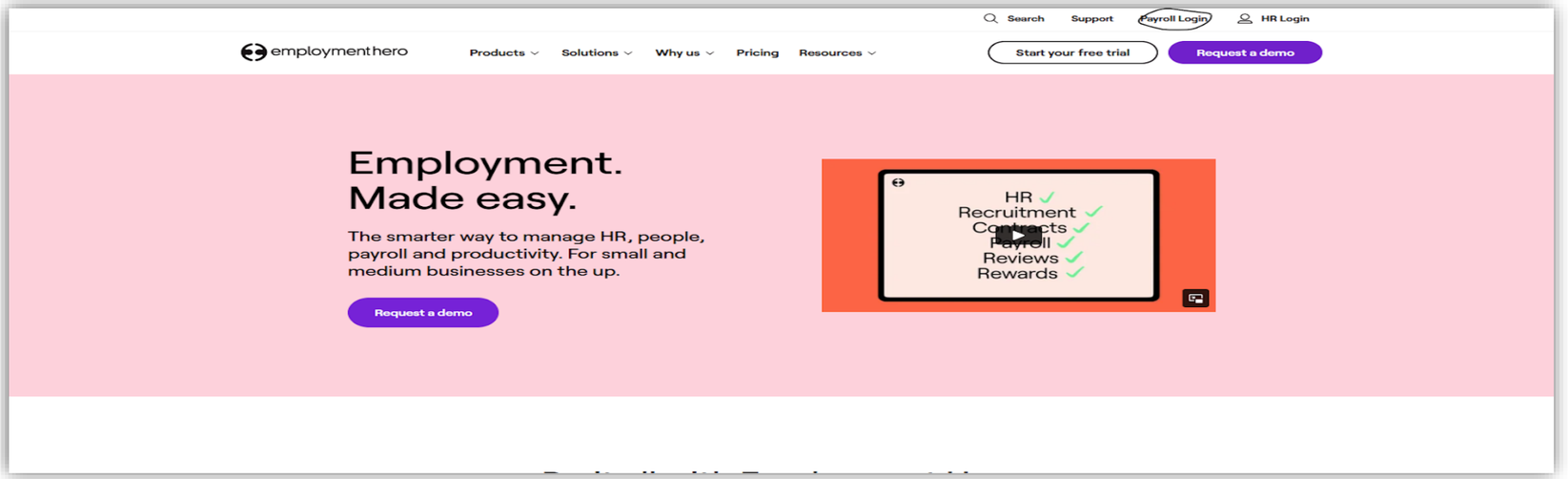
- Timesheets can be rejected only with appropriate comments and substantiating documents/email received from the site manager/admin

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# Standard Procedure for Payroll

1.Login to employment hero using https://employmenthero.com/ user email id and password

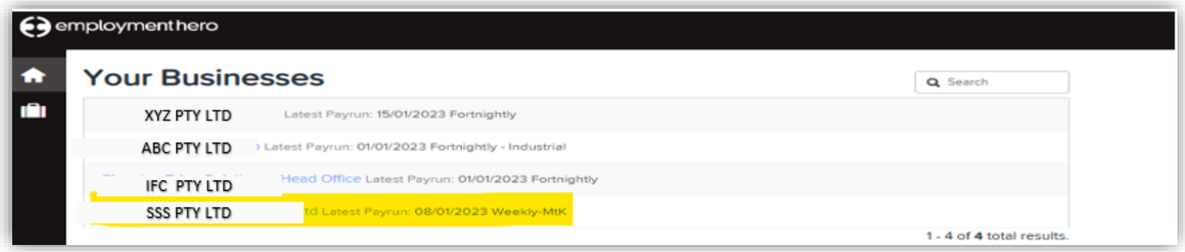



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- Login to employment hero using https://employmenthero.com/ user email id and password

2. Select the business for which payrun is being done. eg XYZ Pty Ltd.




3. Click on the payrun icon, highlighted in yellow



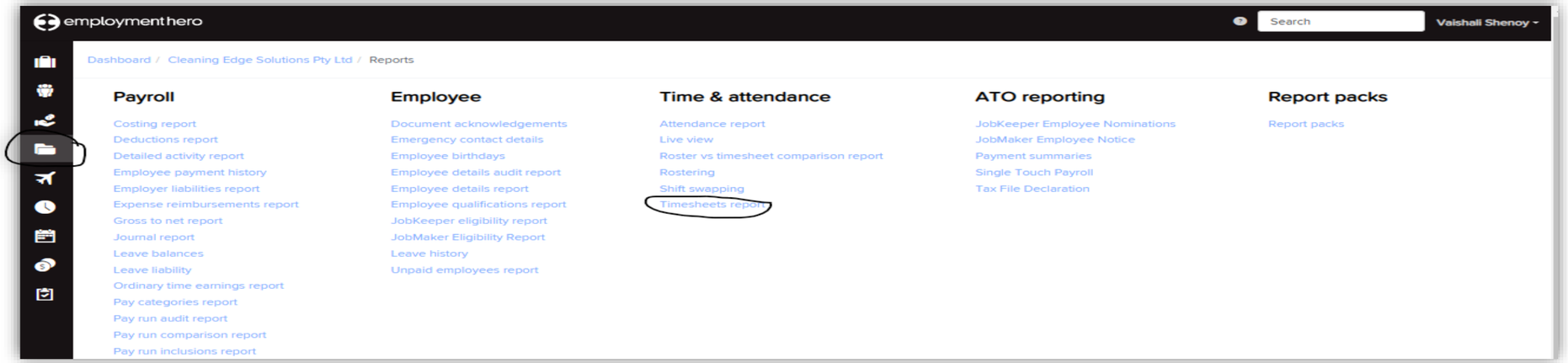

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4. Click on new pay run - right hand side top corner

5. Select the pay schedule as weekly or fortnightly, pay period ending (Sunday of the week/fortnight to be paid). Example:  Weekly - selected. Pay Period ending selected as 8/01/2023 for the period 2/01/2023 to 8/01/2023. Pay date is 10/01/2023 as it's a Tuesday. Click on create.
6. The payrun will look like this with name of the site, period paid for and paid date

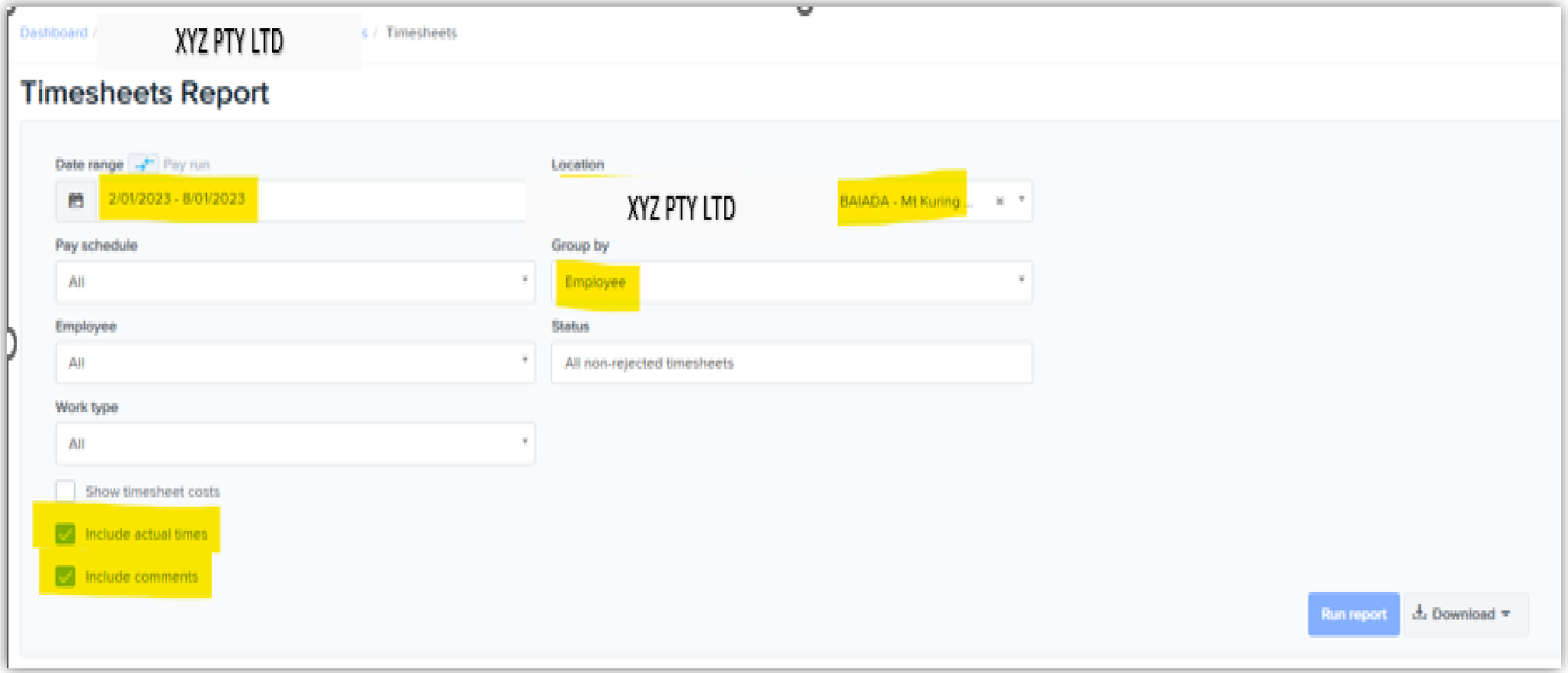
7. Simultaneously open another tab to see the timesheet hours - click on reports - Timesheet reports - as below




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8. Select the date range as per the pay period, location, group by employees, include actual times, include comments and click on run report - highlighted in yellow.




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9. ensure the time on the timesheet report matches the time shown on payrun (unless there are leaves, PH top ups etc.) Make any changes if required.

10. Staff who work for more than 7.6 hours should be categorized as Overtime. first 2 hours over 7.6 as overtime X 1.5 and anything balanced overtime X 2. example. If John works for 10 hours on a night shift, then 7.6 hours as a permanent night shift + 2 hours as overtime X 1.5 + 0.4 hours as overtime X2.

11 If employee work more than standard hours only we need to pay overtime, it may very by the employment contract.

12. Friday Shift going onto Saturday – Friday hours paid at Ordinary rates. Saturday hours paid at Saturday rates.

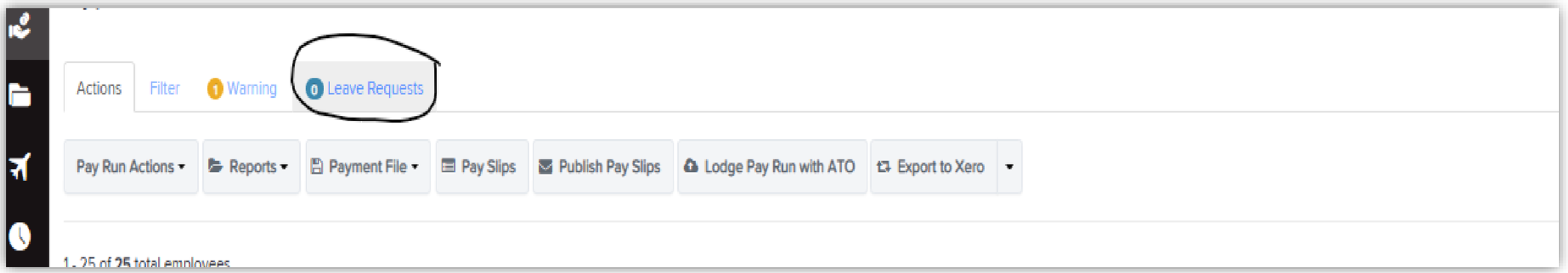
13. Saturday Shift going onto Sunday – Saturday hours paid at Saturday rates. Sunday Hours paid at Sunday rates.

14. Sunday Shift going onto Monday - Sunday hours paid at Sunday rates. Monday hours paid at Monday  rates. - see respective sites for deviations.

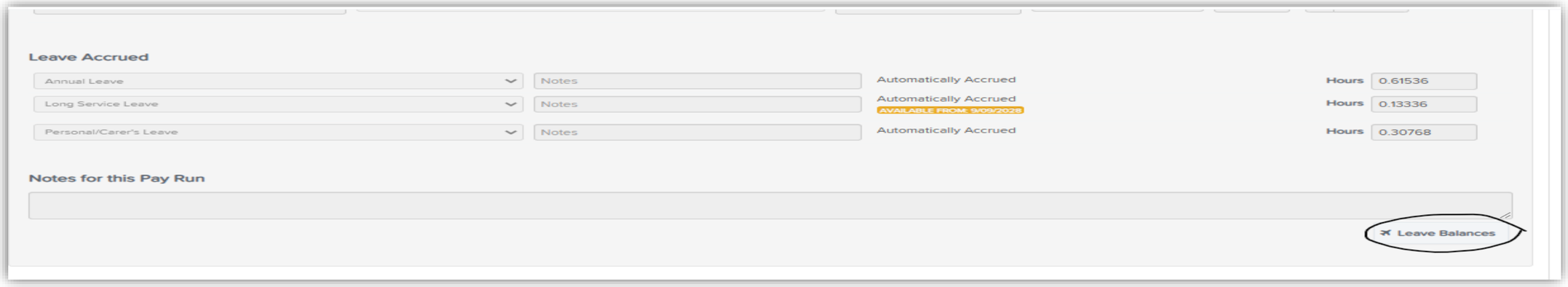
15.Shifts between 6am and 6pm are considered as ordinary hours, beyond 6 pm and up to 12 am is afternoon shift and beyond 12 am as night shift.

16. All payrun will have these tabs (as below) on top click on leave requests to apply for employees who have applied for leave.

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16. Leave should only be processed if the staff has enough leave balance. All personal carer's leave should be accompanied with a supporting document as per new leave policy.  If any line item is not paid it will show up as a warning. Leave balance can be checked on the pay run as below.




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# AWARDS



legal documents that outline the minimum pay rates and conditions of employment. There are more than 100 industry or occupation awards that cover most people who work in Australia.



**Awards - Fair Work Ombudsman**



https://www.fairwork.gov.au/pay-and-wages/minimum-wages/pay-guides#a-z-list-of-awards

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Check or calculate pay

Get help with pay

Minimum wages

Pay guides

Apprentice & trainee pay rates

Junior pay rates

Annualised salaries

Piece rates & commission payments

Social & community services industry pay rates

Employees with disability pay rates

# Pay guides

Our pay guides have the current minimum pay rates for full-time, part-time and casual employees in an award.

**On this page:**

A - Z list of awards

Tools and resources

Related information

Browse the full list of pay guides to access the one that applies to you.

The pay guides have the current minimum pay rates for full-time, part-time and casual employees in an award. They also include all the monetary allowances and the most frequently used penalty rates for each classification.

Pay guides don't apply when a business has a registered agreement and the employee is covered by it.

You can also find current pay rates, and pay rates from past years, by using our Pay and Conditions Tool.

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- Based on their work nature we have to pick the award rate

## A – Z list of awards

Go to: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

### A

Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award [MA000115] Pay Guide (DOCX) | (PDF)

Aged Care Award [MA000018] Pay Guide (DOCX) | (PDF)

Aircraft Cabin Crew Award [MA000047] Pay Guide (DOCX) | (PDF)

Airline Operations - Ground Staff Award [MA000048] Pay Guide (DOCX) | (PDF)

Air Pilots Award [MA000046] Pay Guide (DOCX) | (PDF)

Airport Employees Award [MA000049] Pay Guide (DOCX) | (PDF)

Alpine Resorts Award [MA000092] Pay Guide (DOCX) | (PDF)

Aluminium Industry Award [MA000060] Pay Guide (DOCX) | (PDF)

Ambulance and Patient Transport Industry Award [MA000098] Pay Guide (DOCX) | (PDF)

Amusement, Events and Recreation Award [MA000080] Pay Guide (DOCX) | (PDF)

Animal Care and Veterinary Services Award [MA000118] Pay Guide (DOCX) | (PDF)

Aquaculture Industry Award [MA000114] Pay Guide (DOCX) | (PDF)

Architects Award [MA000079] Pay Guide (DOCX) | (PDF)

Asphalt Industry Award [MA000054] Pay Guide (DOCX) | (PDF)

### B

Banking, Finance and Insurance Award [MA000019] Pay Guide (DOCX) | (PDF)

Black Coal Mining Industry Award [MA000001] Pay Guide (DOCX) | (PDF)

Book Industry Award [MA000078] Pay Guide (DOCX) | (PDF)

For example, I have taken cleaning services Award

Cleaning Services Award [MA000022] Pay Guide (DOCX) | (PDF)

In that we have download option

## Rates of pay

### Adult

### Full-time

**Table 1 of 2**

| Classification | Weekly pay rate | Hourly pay rate | Monday to Friday - shift starting before 6am or finishing after 6pm | Non-rotating shift - finishes after midnight and at or before 8am | Saturday | Sunday |
|---|---|---|---|---|---|---|
| Cleaning service employee Level 1 | $914.70 | $24.07 | $27.68 | $31.29 | $36.11 | $48.14 |
| Cleaning service employee Level 2 | $945.00 | $24.87 | $28.60 | $32.33 | $37.31 | $49.74 |
| Cleaning service employee Level 3 | $995.00 | $26.18 | $30.11 | $34.03 | $39.27 | $52.36 |

**Table 2 of 2**

| Classification | Public holiday | Overtime - Monday to Saturday - first 2 hours | Overtime - Monday to Saturday - after 2 hours | Overtime - Sunday | Overtime - public holiday |
|---|---|---|---|---|---|
| Cleaning service employee Level 1 | $60.18 | $36.11 | $48.14 | $48.14 | $60.18 |
| Cleaning service employee Level 2 | $62.18 | $37.31 | $49.74 | $49.74 | $62.18 |
| Cleaning service employee Level 3 | $65.45 | $39.27 | $52.36 | $52.36 | $65.45 |

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## Part-time

**Table 1 of 2**

| Classification | Hourly pay rate | Monday to Friday - shift starting before 6am or finishing after 6pm | Non-rotating shift - finishes after midnight and at or before 8am | Saturday | Sunday |
|---|---|---|---|---|---|
| Cleaning service employee Level 1 | $27.68 | $31.29 | $31.29 | $39.72 | $51.75 |
| Cleaning service employee Level 2 | $28.60 | $32.33 | $32.33 | $41.04 | $53.47 |
| Cleaning service employee Level 3 | $30.11 | $34.03 | $34.03 | $43.20 | $56.29 |

**Table 2 of 2**

| Classification | Public holiday | Overtime - Monday to Saturday - first 2 hours | Overtime - Monday to Saturday - after 2 hours | Overtime - Sunday | Overtime - public holiday |
|---|---|---|---|---|---|
| Cleaning service employee Level 1 | $63.79 | $36.11 | $48.14 | $48.14 | $60.18 |
| Cleaning service employee Level 2 | $65.91 | $37.31 | $49.74 | $49.74 | $62.18 |
| Cleaning service employee Level 3 | $69.38 | $39.27 | $52.36 | $52.36 | $65.45 |

## Casual

**Table 1 of 2**

| Classification | Hourly pay rate | Monday to Friday - shift starting before 6am or finishing after 6pm | Non-rotating shift - finishes after midnight and at or before 8am | Saturday | Sunday |
|---|---|---|---|---|---|
| Cleaning service employee Level 1 | $30.09 | $33.70 | $37.31 | $42.12 | $54.16 |
| Cleaning service employee Level 2 | $31.09 | $34.82 | $38.55 | $43.52 | $55.96 |
| Cleaning service employee Level 3 | $32.73 | $36.65 | $40.58 | $45.82 | $58.91 |

**Table 2 of 2**

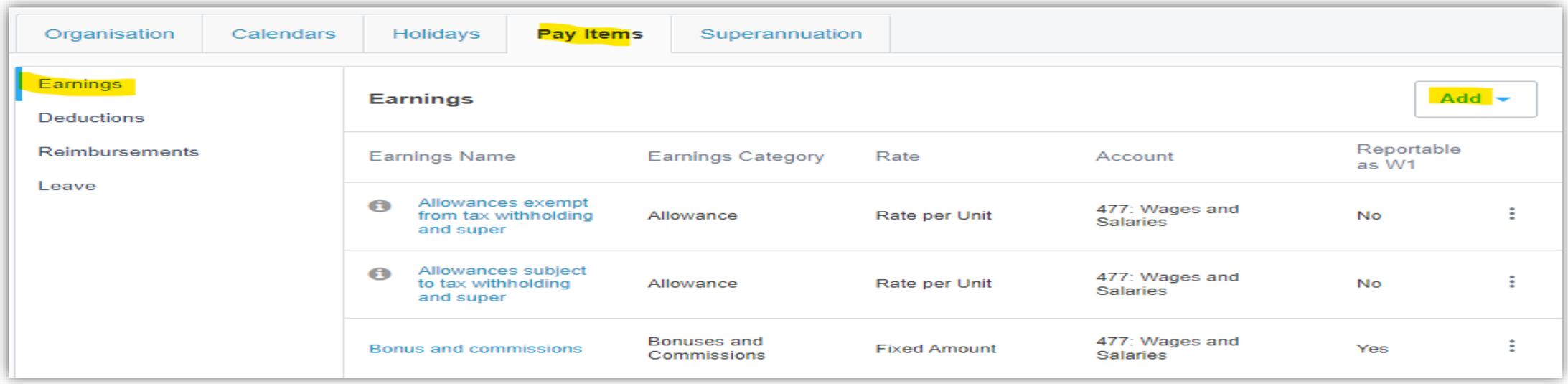
| Classification | Public holiday | Overtime - Monday to Saturday - first 2 hours | Overtime - Monday to Saturday - after 2 hours | Overtime - Sunday | Overtime - public holiday |
|---|---|---|---|---|---|
| Cleaning service employee Level 1 | $66.19 | $42.12 | $54.16 | $54.16 | $66.19 |
| Cleaning service employee Level 2 | $68.39 | $43.52 | $55.96 | $55.96 | $68.39 |
| Cleaning service employee Level 3 | $72.00 | $45.82 | $58.91 | $58.91 | $72.00 |

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# Bonus and Commission Pay Item & Category

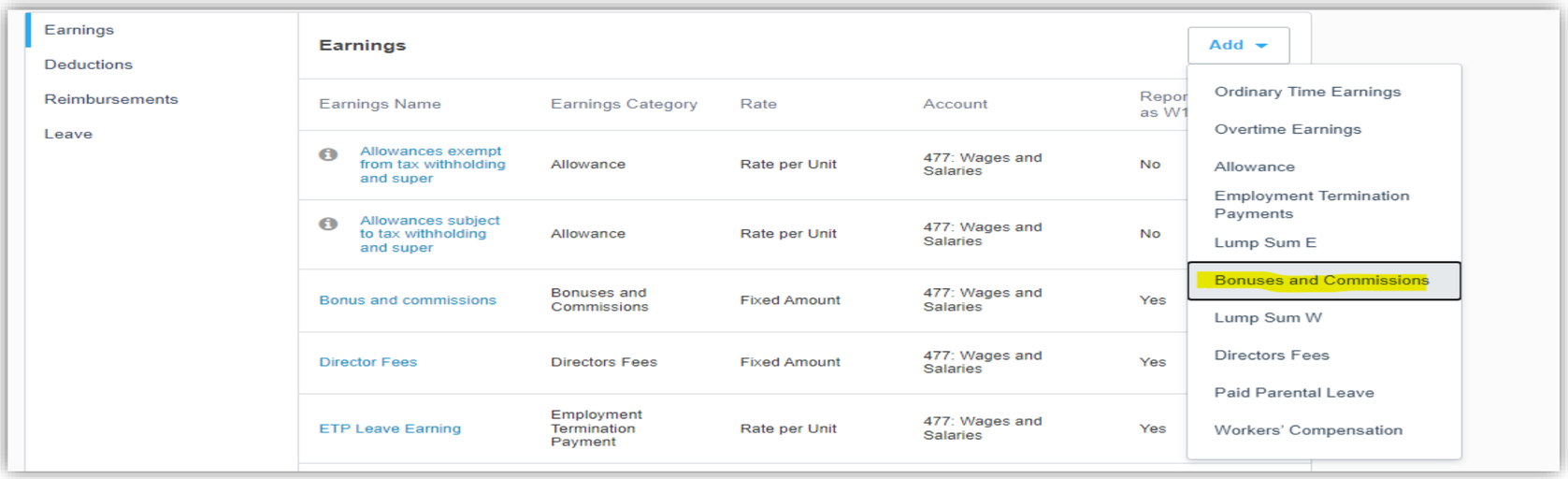
- In the Payroll menu, select Payroll settings.
- Select the Pay Items tab, then select Earnings.

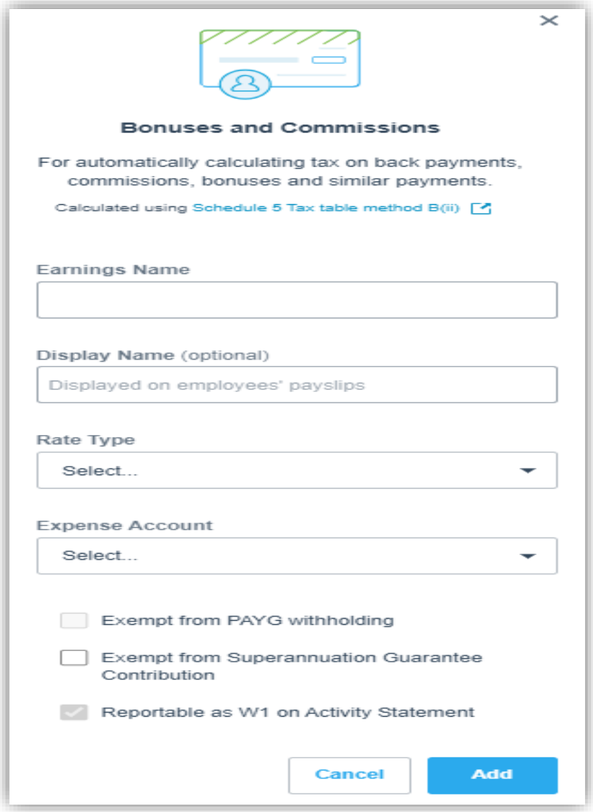
  Click Add




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- Click Add, then depending on the type of payment you'll record, Bonuses and Commissions
- Enter an earnings name, and complete other details.
- Select the relevant Expense Account.
- (Optional) Select the Exempt from Superannuation Guarantee Contribution checkbox.
- Click Add.

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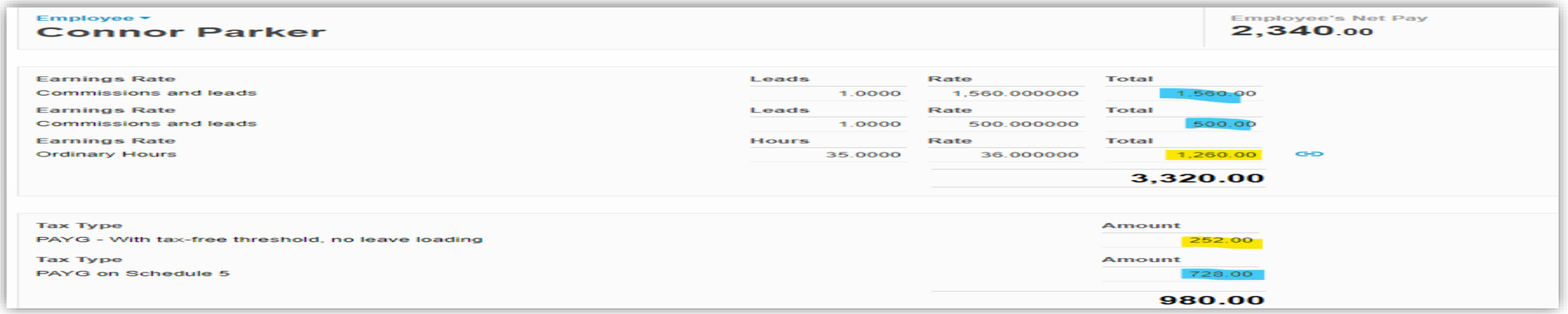
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# PAYG on Schedule 5

- PAYG on Schedule 5 refers to the PAYG withheld from bonuses and commissions. It looks at the tax withheld from the whole year to date and calculates what should be withheld from that weeks bonus or commission

| Earnings Name | Earnings Category | Rate | Account | Reportable as W1 |
|---|---|---|---|---|
| Commissions and leads | Bonuses and Commissions | $50.00 per Unit | 508: Employee Sales Commissions | Yes |

- Make Sure the Commission or Bonus Pay item earning category was selected as Bonus and Commission




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