Program 42

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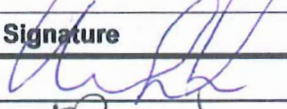
BRETT MATTHEWS

Configuration Document

H2R 2.2.2 CONF Time Codes and Hour Type Configuration

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Stream: Workbrain Team

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Approvers

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Shared Service Solutions

Document Information

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Revision History

Version	Date	Additions/Amendments	Author	Review By
0.1	16/02/07	Preliminary draft containing skeletal structure and approach.	Brad Swatogor	Nathan Hulse, Cindy Williams
0.2	19/02/07	First draft.	Brad Swatogor	Nathan Hulse
0.3	20/02/07	General updates made.	Nathan Hulse	Mary-Anne McCarthy
0.4	22/02/07	Review updates made.	Nathan Hulse	
0.5	23/03/07	Updated the Time Code and Hour Type tables.	Nathan Hulse	
0.6	30/03/07	Added Time Code Flags to the Time Code table.	Nathan Hulse	
0.7	14/09/07	Aligned hour type and time code sections with updated Time Code and Hour Type Configuration Document Appendix A content.	Andrew Brown	
0.8	21/01/08	Updated the following sections with more information: • Time Code • Time Code Data • Time Code Reader Groups	Teck Ee Cullen	
0.9	05/06/08	Updated based on general configuration changes.	Nathan Hulse	
1.0	15/09/08	Final Version	PDO	

Reviewer List

Name	Title

Distribution

Date	Distributed To	Version

Related Documents

Release Date	Title of Document	Version

Definitions

Configuration specific terms are defined in this document.

About this Document

Document Purpose

The purpose of this Configuration Document is to provide a framework for the recording of configuration changes made within the Workbrain application.

In addition this document forms a basis for assisting with version control of configuration items.

Related Materials

The document will form part of the overall Application Development kit.

The following documents should be read in conjunction with this report:

- Standard Offering document

Information Sources

Information sources referenced in developing this document include:

Information Source Title	Information Source version	Information Source Issue date
Roster Management Solution Design Document (and appendices)		

Contributors

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Table of Contents

1.   Configuration Item

1.1 Purpose and Scope

This document describes the configuration requirements in Workbrain to meet business needs as set out in the following Detailed Process Design Reports (DPDRs):

- HRBS DPDR 2.2.1 Maintain Leave Entitlements - Roster
- HRBS DPDR 2.2.2 Record Time and Attendance - Roster
- HRBS DPDR 8.2.1 Plan Roster
- HRBS DPDR 8.2.2 Create Roster
- HRBS DPDR 8.2.3 Maintain Roster

1.2 General Information

Details	
Configuration Path	Maintenance > Payroll Settings > Time Codes Maintenance > Payroll Settings > Hour Type
Application Environment	Workbrain
Application Component / Functional Area	Core Elements: Time and Attendance
Initial Project Release / Change Request Reference	
Detailed Process Design Report	2.2.1 Maintain Leave Entitlements – Roster 2.2.2 Record Time and Attendance – Roster 8.2.1 Plan Roster 8.2.2 Create Roster 8.2.3 Maintain Roster
Transport Number	N/A

1.3 Background

Workbrain uses time codes to classify the extent of time an employee is scheduled to work. Each period of an employee's time is represented by a different time code, which is used to identify if the employee was working or not, or why the employee was absent. Time codes are also used to identify penalties and additional payments (such as allowances).

For example, the WRK code may be used to indicate that the employee was working, whereas the TRAV code may be used to indicate that the employee was travelling during working hours.

Hour types are used to classify the pay category and the multiple that should be applied to a time period. Multiples are the factor by which the base rate is multiplied.

For example, the REG time code is used to indicate that the employee is paid their base rate for the hours worked, whereas the OT1.5 hour type is used to indicate that the employee will receive 150% of their base rate for the hours worked.

1.4   Configuration Considerations

There are a number of key configuration decisions specific to Workbrain that have been made to meet the business requirements of the system.   This information and the key decisions are documented throughout the HRBS Roster Management Solution Design Document.

This Roster Management Solution Design Document details the design of the rostering, leave management and time and attendance solution for rostering agencies. The main section of the document describes the overall solution at a high-level, whilst the appendices provide a greater level of detail for key areas of the solution. The information presented provides the necessary information to support the design of the system in regards to the configuration and development items required.

1.5   Naming Conventions

General

Upper case: All time code and hour type names will be in uppercase.

Size Limit: Time code and hour type names will be limited to 7 characters in length.

Use of underscore: An underscore is used for child codes (eg. REC_HP) or when a code such as GOVMYR (Local Government or ATSIC Leave – Mayor, Commissioner or Chair) is clearer to the end user as GOV_MYR.

Time Codes

Suffixes: Codes that have a similar meaning but vary in some respect will have a common root (such as the first few characters). Child codes of the root code will have a suffix separated by an underscore. For example, REC is the root for recreation leave, whereas REC_HP indicates recreation leave at half pay.

Payment Type: Time codes that relate to leave types that have different payment types (for example, full pay, half pay, no pay) contain a suffix that indicates the type of payment. The following payment type suffixes exist:

- HP: Half Pay (for example, LSL_HP - 'L-Long Service Leave - Half Pay').
- P: Prepaid (for example, LSL_P - 'L-Long Service Leave - Prepaid').
- PHP: Prepaid Half Pay 1 (for example, REC_PHP - 'L-Recreation Leave - Prepaid - Half Pay').
- PH: Prepaid Half Pay 2 (for example, LS2V_PH - 'L-Long Service Leave - Prepaid - Half Pay (VMO)'). Is as for PHP, but in some instances last character truncated for reasons of space.
- NP: No Pay (for example, AD_NP - 'L-Family - Adoption Leave - No Pay').

To reduce the length of time codes where possible, no suffix is used for full pay leave. Similarly, no suffix is used where there is only one type of payment (such as for NOTICE - 'L-Time Off During Notice Period Leave').

VMO Codes: Time codes that relate to LSL for VMOs have the same root as the non-VMO code, with a root appendage of 'V'. For example, LSL indicates long service leave, whereas LSLV indicates long service leave for VMOs.

Balance Deduction: Codes used specifically to deduct a balance in association with a leave request are given a suffix of 'BAL'. An example of this type of code is LSL_BAL which is used to decrement the LSL balance by a fixed amount when certain employees within QAS take LSL. This fixed amount is decremented when these employees take LSL, regardless of the actual duration of leave taken.

Balance Payout and Pay In Advance Date: Codes used to indicate the payout of a balance are given a suffix of 'PD'. For example, TOIL_PD is used to indicate that TOIL is being paid out to an employee, rather than used for the purpose of taking time off. Codes used to indicate the date on which an advance payment of leave is granted are also given a suffix of 'PD'. For example, REC_PD indicates that an advance payment of recreation leave was made on the date in which the code appears.

Accumulation: Codes used to accumulate a balance, rather than use the balance are given a suffix of A. For example, TOIL_A indicates that an amount of TOIL balance is being accumulated (banked), as opposed to TOIL_T which indicates that the balance is being used. Time codes (except for TOIL) which accumulate, also have a reciprocal 'No Accrual' (suffix of NA) version - for example, FLEX_A and FLEX_NA. To avoid confusion between the taking and accumulating versions of these time codes, the taking variants of accumulating time codes are given a suffix of '_T' - for example, FLEX_T.

Conversion: Codes that are used specifically for the purpose of data conversion (and never used thereafter) are given a suffix of 'C'. For example, the TOIL_C code is used to accumulate an employee's TOIL balance as of the conversion date. Future accumulations of TOIL will be performed via the TOIL_A code.

Leave Loading: Codes related to the payment of leave loading contain a root of 'LL' and a suffix indicating the percentage rate at which loading is paid. For example, LL175 indicates loading paid at a rate of 17.5% of the employee's base rate. Since loading is paid on recreation leave, which can be taken at half pay, a separate set of time codes is required to indicate loading at half pay. These codes contain an additional suffix of 'H' after the loading percentage. For example, LL175H indicates loading paid at half of 17.5%. This code also deducts from the loading balance at half the rate.

Hour Types

Multiples: Any non leave hour type that contains a multiple other than 1, 0 or 0.5 has the multiple included in the name in decimal format. For example, P1.5 indicates a premium paid at 150% of the employee's base hourly rate. Since leave loading is paid on recreation leave, which can be taken at half pay, a separate set of hour types is required to indicate loading at half pay. These hour types contain an additional suffix of 'H' after

the multiple. For example, P175H indicates a premium at half of 17.5% of the employee's base hourly rate.

Leave vs. Non-Leave Hour Types: Leave codes are given separate hour types that contain the root 'LV', such as LV_REG and LV_UNP, rather than REG and UNPAID. The use of distinct hour types for leave codes simplifies the configuration of certain pay rules.

Paid vs. Unpaid Hour Types: Unpaid codes are given separate hour types that contain the suffix 'UNP', such as LV_UNP (or for regular unpaid work a value of 'UNPAID').

Overtime: Overtime codes contain the root 'OT' - for example OT4 - 'Overtime - at Quadruple Time'.

Casuals: Codes created specifically for casual use contain the root 'CA' - for example CAOT2 - 'Overtime - Casual - at Double Time (incorporates 23% Casual Loading)'.

Shift Penalties: Shift Penalty codes contain the root 'SH' - for example SH15A - 'Shift - Afternoon Penalty - 15%'.

1.6 Security Impacts

Security Impact Areas	
Concurrent Employment	None
Portal Roles	None
Custom Authorisation Objects	None
Other	None

1.7 Training Impacts

Training Impact Areas	
Course Materials	TBA
Job Aids	TBA
Communications to broad audience groups	TBA
Other	TBA

1.8 Solution Design and Configuration

1.8.1 Time Codes

The following table details the fields required for configuring Time Codes in Workbrain. The following details are common to all the fields:

Configuration Path

Maintenance > Payroll Settings > Time Codes

Settings

Refer to H2R 2.2.2 CONF Time Code and Hour Type Configuration Design - Workbrain - Appendix A. Notes:

- This document contains additional (informational only) columns not used in the configuration of time codes. These columns are shaded to indicate this status.

- Instances of premium time codes which are not recorded with start and stop times (all premiums, except for GUARANT - Guaranteed Hours) will be ignored for accrual and schedule compliance purposes and consequently are set with (default) 'N' values for time code flags such as 'Is Ordinary Hours' and the Schedule Compliance time code flags such as 'Employee is Present'.

Time Codes can be added to and/or modified in the Workbrain application by navigating to the Time Code Details Screen (see the Configuration Path) and selecting the appropriate action (Create New Entry, Edit, Edit=>Del=>Save).

Field Name	Field UI	Rqd	Rationale
Time Code ID	System Default	Y	This is automatically generated upon the creation of a time code. This field will be hidden.
Time Code	System Default	Y	This is the unique name of the time code in accordance with the naming convention.
Description	System Default	N	A brief description of the time code. This description is displayed in some out-of-the-box reports, such as the Year at a Glance (YAG) Report. The following standards apply to the configuration of this element: • Time codes that represent Leave are given a description prefix of 'L-'. • Time codes that represent unpaid leave are given a suffix of 'No Pay' - with the exception of LWOP and XLWOP which are known as leave without pay (or variants thereof). • Time codes that represent unpaid periods within a shift or occurrences of unpaid work are given a suffix of 'Unpaid'. This standard is applied only to such occurrences/periods that are not compensated for by any method (e.g. accrual of TOIL).
Default Duration	System Default	N	This element is not used. If this field is left blank, the default duration is the scheduled shift duration. This is to be set with the default of '' ('NULL').
Create on Days	System Default	Y	This is used when scheduling an employee for a Long Term Absence (LTA) and controls the type of days the time code will be created on. This is to be set with the default of 'All Days' ('YYYYYYY').
Create on Scheduled Days	CheckboxUI	Y	This is used when scheduling an employee for a Long Term Absence (LTA) and controls whether the time code will only be created on days where the employee is scheduled to work - i.e. if the check box is selected, then the time code is applied only to days where the employee is scheduled. This is to be set with the default of '' ('N').
Colour	System Default	Y	Associates a colour with the time code. This causes records associated with this code to be highlighted in the

Field Name	Field UI	Rqd	Rationale
			specified colour when viewing certain pages in the application, such as the work details view of the timesheet, the Year at a Glance Report and the Approval Sheet.
			The following standards apply to the configuration of this element:
			• Time codes that represent periods of time which are yet to be correctly accounted for are highlighted in Red.
			• Time codes related to actual not equalling scheduled time are highlighted in Pale violet red.
			• Time codes related to On Call, Recall and Overtime (general) are highlighted in Thistle.
			• Time codes that represent regular work or are considered regular work are highlighted in Medium orchid.
			• Time codes that are related to Travel are highlighted in
			• Time codes that represent Higher Duties (or similar) related work are highlighted in
			• Time codes related to shift swaps and mutual changes are highlighted in Fuchsia.
			• Time codes related to fatigue violations are highlighted in Yellow.
			• Time codes related to guaranteed hours are highlighted in Lime.
			• Time codes that represent breaks are highlighted in
			• Time codes related to taking of accrued leave (non-type specific) or recreation Leave are highlighted in Royal blue.
			• Time codes that represent Training related Leave are highlighted in Medium purple.
			• Time codes related to Long Service Leave are highlighted in Slate blue.
			• Time codes that related to taking leave on a public holiday are highlighted in Purple.
			• Time codes that represent Family related Leave are highlighted in
			• Time codes that represent Carer's Leave are highlighted in Aqua.
			• Time codes that represent Sick related Leave are highlighted in Orange.
			• Time codes that represent Work Cover related Leave are highlighted in Sandy brown.
			• Time codes that represent all other types of Leave (including remaining 'Special' leave categories) are highlighted in
			• Time codes that represent general allowances are highlighted in Forest green.
			• Time codes that represent Meal related Allowances are highlighted in Light sea green.
			• Time codes that represent shift related loadings and penalties are highlighted in Light green.
			• Time codes that are related to Leave Loading are highlighted in
			• All other time codes are highlighted in Gold.

Field Name	Field UI	Rqd	Rationale
Hour Type	System Default	Y	Specifies the multiple (hour type) used for payment of the time code with which the time code is associated by default. This hour type may be changed through the use of pay rules. Authorised users may also change it through the use of certain types of overrides available within the timesheet. The following standards apply to the configuration of this element: • Premium time codes are given P* hour types where * substitutes for the rate at which the premium is paid. • Non leave time codes are given non-LV hour types, such as REG and UNPAID. • Leave time codes are given separate hour types that contain the string LV_, such as LV_REG, and LV_UNP, with the exception of TRN_EXT, TRN_INT and WK_CRT which are conceptually leave types but implemented as standard work detail (REG). The use of distinct hour types for leave time codes is to simply the configuration of certain pay rules. • Time codes representing unpaid leave or work are given separate hour types of LV_UNP and UNPAID, respectively.
Unauthorize	CheckboxUI	N	Used by the Unauthorise pay rule to unauthorise or authorise work detail records when the value of this field is 'Y' or 'N' for this time code, respectively. The following standards apply to the configuration of this element: • For time codes that represent absences this element will have a value of 'Y'. • For time codes that represent overtime this element will have a value of 'Y'. • For time codes that represent regular work codes that are automatically inserted based on the default schedule the element will have a value of 'N', (not including the UAT time code). • For time codes that represent T&A codes that are entered manually or are generated based on some form of manual entry this element will have a value of 'Y'.
Is Working Time	CheckboxUI	N	Schedule compliance time code grouping: this flag indicates whether the time code it is associated with is working (duty) time of any type, or non-working time. For example, this value would be TRUE ('Y') for: Training, Overtime, RDOs and WRK; and would be FALSE ('N') for: time codes that are not specifically related to a single instance of duty, e.g. Premiums and On Call. The following standards apply to the configuration of this element: • Instances of Leave will have a value of 'Y'. • Overtime will have a value of 'Y'. • Most Premiums will have a value of 'N'. • General, common, work related time codes (including UAT) will have a value of 'Y'. • Unpaid breaks will have a value of 'N'. • Guaranteed (ordinary) hours will have a value of 'Y'. • Other time codes will have a value of 'N'.

Field Name	Field UI	Rqd	Rationale
Is Ordinary Hours	CheckboxUI	N	Indicates whether the time code counts towards the ordinary hours count of employees ('Y'/'N'). Also used within the entitlements engine to determine the amount to be accrued on a given day.
			Is Ordinary Hours applies to the following types of time codes:
			• Regular work (WRK).
			• Unallocated time (UAT).
			• Guaranteed hours paid at ordinary hours rates.
			• Absence time codes, including AWOL_NP.
			• Paid breaks.
			Is Ordinary Hours does not apply to the following types of time codes:
			• Unpaid breaks.
			• Codes associated with premiums (penalties, allowances, leave loading).
			• Overtime time codes.
			• On Call time codes (including On Call Rostered time).
			• Most instances of unpaid time.
			Note: Time codes with not null Bad TCode values for Sick, REC or LSL are still classified as Ordinary Hours = 'Y'. The value of the applicable Bad TCode column(s) determines the actual accrual rules for the various balance types.
Employee is Present	CheckboxUI	N	Schedule compliance time code grouping: this flag indicates if an employee has reported for work (is present during the period indicated by the time code). For example, this value would be TRUE ('Y') for: WRK, UAT and Recall; and would be FALSE ('N') for: On Call, RDO, Arrived Late, Left Early and AWOL (no pay). The difference between this and the "Is Working Time" flag is that a time code may indicate working time but the employee may not be present, e.g. Guaranteed Hours. It is used primarily for fatigue related compliance checks (between shifts).
			The following standards apply to the configuration of this element:
			• Instances of Leave will have a value of 'N'.
			• Most instances of Overtime will have a value of 'Y'.
			• Most instances of Premiums will have a value of 'N'.
			• The Fatigue Penalty Premium will have a value of 'Y'.
			• General, common, work related time codes (including UAT) will have a value of 'Y'.
			• Breaks (paid and unpaid) will have a value of 'Y'.
			• Fatigue Leave (paid and unpaid) will have a value of 'N'.
Is Public Holiday	CheckboxUI	N	Schedule Compliance time code grouping: this flag indicates whether the day to which the time code is allocated is a public holiday for the employee. Note: these time codes may be applied as either Work Detail or Work Premium records.

Field Name	Field UI	Rqd	Rationale
Is Leave Code (Val)	CheckboxUI	N	Indicates whether the time code is considered a leave for the purposes of leave validation tasks ('Y'/'N'). If the value of this flag is 'Y' then Leave cannot be recorded for a period containing an instance of the time code (i.e. cannot be overlapped by other leave) and the time code can only be cancelled via the Leave Cancellation form (e.g. cannot be cancelled in full or in part by overwriting the leave with another time code in the timesheet). Is Leave Code (Val) applies to the following types of time codes: • Standard leave codes. • Leave without pay dummy code (XLWOP). Is Leave Code (Val) does not apply to the following types of time codes: • Non leave codes (i.e. non-LTA time codes). • AWOL_NP leave code.
Is Leave Code (Rpt)	CheckboxUI	N	Indicates whether the time code is considered a leave for the purposes of leave reporting ('Y'/'N'). This includes reporting on the Leave Request Form, Leave Cancellation Form and Leave Takings Report. Is Leave Code (Rpt) applies to the following types of time codes: • Standard leave codes. • AWOL_NP leave code. Is Leave Code (Rpt) does not apply to the following types of time codes: • Non leave codes (i.e. non-LTA time codes). • Leave without pay dummy code (XLWOP).
Include in Balance Validation	CheckboxUI	N	Indicates if the time code is included in the calculation of hours to be counted towards the decrement of an employee's balance when leave is applied for, for a date (or part thereof) which contains these time codes; i.e. whether the time code is to be included in time code balance validation processes. The following standards apply to the configuration of this element: • Instances of Leave will have a value of 'N' (not counted) - with the exception of the AWOL_NP leave code - which can, as per the Is Leave Code (Val) flag, be replaced by other types of leave without first being cancelled. • Leave without pay dummy code (XLWOP) will have a value of 'N' (not counted). • Premiums will have a value of 'N' (not counted). • Most general, common, work related time codes (including UAT) will have a value of 'Y' (counted). • Paid breaks will have a value of 'Y' (counted). • Unpaid breaks will have a value of 'N' (not counted). • Instances of Overtime will have a value of 'Y' (counted). • Most instances of unpaid hours representing periods of potential or actual work will have a value of 'Y' (counted). • Most other instances of unpaid hours will have a value of 'N' (not counted).

Field Name	Field UI	Rqd	Rationale
EMP Rostered Hours	CheckboxUI	N	Indicates if the time code is included in the calculation of rostered hours totals in the Posted Roster Report (per week and reporting period, per employee).
			The following standards apply to the configuration of this element:
			• Instances of Leave will have a value of 'Y' (counted).
			• Premiums will have a value of 'N' (not counted).
			• Most general, common, work related time codes (including UAT) will have a value of 'Y' (counted).
			• Overtime will have a value of 'N' (not counted).
			• Most instances of unpaid hours will have a value of 'N' (not counted).
			• On Call Rostered will have a value of 'N' (not counted).
			These standards are applied to all time codes, including those time codes which it is not expected will be used in conjunction with schedule overrides - and therefore would not be expected to appear in the MVS, only the timesheet.
Is Rest Time	CheckboxUI	N	Schedule compliance time code grouping: this flag indicates whether the time code it is associated with is non-working (rest) time. For example, this value would be TRUE ('Y') for: On Call Shifts, Cancelled Shifts, Overstaffed (Booked Off) Shifts and Not Yet Rostered Shifts; and would be FALSE ('N') for: Recall, Training, RDOs, Overtime and WRK. It is used primarily for (non-fatigue) rest related compliance checks.
			The following standards apply to the configuration of this element:
			• Most instances of Leave will have a value of 'N'.
			• Most instances of Overtime will have a value of 'N'.
			• Most instances of Premiums will have a value of 'N'.
			• General, common, work related time codes (including UAT) will have a value of 'N'.
			• Breaks (paid and unpaid) will have a value of 'N'.
			• Fatigue Leave (paid and unpaid) will have a value of 'N'.
			• Fatigue Penalty Premium will have a value of 'N'.
			• Guaranteed Hours (reg and recall) will have a value of 'Y'.
Is MVS Bookable	CheckboxUI	N	This flag indicates the time code may be used in the MVS in the Book Off and Schedule Details functions. This MVS functionality is configured to check the value of this flag (to determine which time codes to display for selection purposes) rather than use Labour Metric Security (LMS).

Field Name	Field UI	Rqd	Rationale
Sort Order	System Default	N	This defines the order in which time codes are displayed in the Code Summary table of the Daily Timesheet (for those time codes where Time Code Summarize = 'Y'). Time codes with the same sort order value are sorted alphabetically. The following standards apply to the configuration of this element: • 1 Normal working time code. • 10 Unallocated time code. • 20 General, common, work related time codes. • 30 Overtime time codes. • 40 Reassignments/swaps. • 50 Mutual change reassignments/swaps. • 90 Recall related time codes. • 100 Rostered on call time code. • 1000 On call time codes. • 2000 Flex, Accumulated and TOIL time codes. • 3000 Miscellaneous activity specific time codes. • 4000 Shift level work related time codes. • 7000 Premium time codes for general use - subject to Labour Metric Security access. • 8000 Leave time codes (absences). • 9000 Premium time codes for system use only. • 9999 Non premium time codes, for system use only.
Include in YAG	CheckboxUI	N	Indicates that the time code should appear in the Year at a Glance (YAG) Absences Report. This implies that the time code is an absence code that should be reported on. The following standards apply to the configuration of this element: • This value set to 'Y' for any time code with an 'LV*' hour type where the time code is identified as 'Time Code Affects Balances'; excluding: Accumulated Time, Flex and RDO time taken. • Also set to 'Y' for WorkCover related absences. • Also set to 'Y' for SARAS related absences. • Other time codes will have a value of 'N'.
Time Code Affects Balances	CheckboxUI	N	Indicates that the use of the time code will increment or decrement a balance, as defined in the Time Code Balance relationship for the time code. Note that if no relationship is defined for the time code then no balance will be affected, regardless of the value of this field. Please refer to the agency specific H2R 2.2.1 CONF Balance & Entitlements_ Appendix A.xls document for the list of time codes that define Time Code Balance relationships.
Irregular Code	CheckboxUI	N	If selected, this ensures the time code appears in the Exception Report. The following standard applies to the configuration of this element: • All time codes that represent a deviation from a planned schedule (not catered for by overtime hour types) or an instance of non-typical leave will have a value of 'Y'.
Default Rate	System Default	N	This element is not used. This is to be set with the default of '' ('NULL').

Field Name	Field UI	Rqd	Rationale
Time Code Summarise	CheckboxUI	N	Indicates whether the time code is displayed in the Code Summary table of the Daily Timesheet. Selecting the check box makes it appear, while clearing it hides the time code. The following standard applies to the configuration of this element: • Most time codes will be included in the summary.
Time Code ETM	CheckboxUI	N	If selected, this ensures the time code does NOT appear in the ETM. All time codes visible in the timesheet will be visible in the ETM. This is to be set with the default of '' ('N').
Labour Metric Security	System Default	Y	Indicates the Labour Metric Security (LMS) Group associated with the time code. LMS Groups are used to restrict the visibility of the time code to certain groups of users, or to employees within certain calculation groups.
Time Code is LTA	CheckboxUI	N	This is selected to indicate that the time code represents a leave time code. When an employee's timesheet contains time codes with this property set to 'Y', the employee will be removed from the roster in the MVS rostering tool.
Time Code Group	CharUI	N	This is the group the time code belongs to. This is not currently used.
Sick Bad TCode Group	NumberUI	N	A non-null value indicates that the time code prevents the accrual of the Sick balance when it is found in the timesheet. The following possible values exist: 1. If all work details on a given day contain time codes with a value of 1 in this field, sick leave will not accrue that day. 2. If all work details within a given period of 9 consecutive working days or longer contain time codes with a value of 1 or 2 in this field, sick leave will not accrue on any day within that consecutive period. 3. If all work details within a given period of 3-months contain time codes with a value of 1, 2, or 3 in this field, sick leave will not accrue on any day following that 3-month period.
Rec Bad TCode Group	NumberUI	N	A non-null value indicates that the time code prevents the accrual of the Recreation balance when it is found in the timesheet. The following possible values exist: 1. If all work details on a given day contain time codes with a value of 1 in this field, recreation leave will not accrue that day. 2. If all work details within a given period of 9 consecutive working days or longer contain time codes with a value of 1 or 2 in this field, recreation leave will not accrue on any day within that consecutive period. 3. If all work details within a given period of 3-months contain time codes with a value of 1, 2, or 3 in this field, recreation leave will not accrue on any day following that 3-month period.

Field Name	Field UI	Rqd	Rationale
LSL Bad TCode Group	NumberUI	N	A non-null value indicates that the time code prevents the accrual of the LSL balance when it is found in the timesheet. The following possible values exist: 1. If all work details on a given day contain time codes with a value of 1 in this field, LSL will not accrue that day. 2. If all work details within a given period of 9 consecutive working days or longer contain time codes with a value of 1 or 2 in this field, LSL will not accrue on any day within that consecutive period. 3. If all work details within a given period of 3-months contain time codes with a value of 1, 2, or 3 in this field, LSL will not accrue on any day following that 3-month period.
PIA Code	ComboBoxUI	N	Indicates the Pay In Advance code associated with a given absence-related time code. This field is used by the Standard Leave Implementation associated with the Leave Request workflow. When the pay in advance option has been selected in the leave request form, the time code specified in this field will be used instead of the standard time code for the leave type. Only those absences that allow pay in advance will have a value in this field. The field parameters for this field are as follows: valueList='REC_P,REC_PHP' labelList='Recreation Leave - Prepaid (REC_P),Recreation Leave - Prepaid - Half (REC_PHP)'
Override Type	DBLookupUI	N	Indicates the override type with which the time code is associated. This field is used to limit the override types in which a time code appears. This is done for two reasons: 1. To simplify the timesheet by only showing time codes in the override type in which they are intended to be used. 2. To prevent unintended use of certain time codes, which may produce unpredictable results. The following standards apply to the configuration of this element: • A value of 'Mass Edit Work Detail' indicates that the time code will appear in no override types. Time codes associated with industrial requirements that should only be inserted by pay rules will have a value of 'Mass Edit Work Detail'. • A value of 'Mass Edit LTA' indicates that the time code will appear in no override types. Time codes associated with absences that can only be requested via the Leave Request Form will have a value of 'Mass Edit LTA'. • A value corresponding to a valid override type will cause the time code to be displayed only in that override type. • A value corresponding to the 'Work Detail' override type will also cause the time code to appear in the Inline Details of the timesheet. The field parameters for this field are as follows: all='false' labelFieldStatus='edit' sourceType='SQL' source='select to_char(ovrtyp_id), ovrtyp_loc_name from VL_OVERRIDE_TYPE' multiChoice='false' title='LOOKUP_CODE'
UDF 7 – 10	NA	N	These are not currently used and will be hidden.

Field Name	Field UI	Rqd	Rationale
Is Productive	CheckboxUI	N	Used for reporting purposes in standard Workbrain (intelligence) reports to breakdown time (codes) by productive and non-productive time. Productive time is defined as: time spent on core activities that are integral to the delivery of frontline services. The following standards apply to the configuration of this element: • Instances of Leave will have a value of 'N' (non-productive). • Premiums will have a value of 'N' (non-productive). • Most general, common, work related time codes (including UAT) will have a value of 'Y' (productive). • Unpaid breaks will have a value of 'N' (non-productive).
Exclude from Total Hours	CheckboxUI	N	This is selected if the Time Code is to be excluded from the count of total (pre-planned) rostered hours (for each employee) displayed in the MVS. This total is displayed per week and also summarised for the period being viewed for those views of the MVS that can display more than one-week's worth of scheduling information at a time. The following standards apply to the configuration of this element: • Instances of Leave will have a value of 'N' (counted). • Premiums will have a value of 'Y' (not counted). • Most general, common, work related time codes (including UAT) will have a value of 'N' (counted). • Overtime will have a value of 'Y' (not counted). • Most instances of unpaid hours will have a value of 'Y' (not counted). • On Call Rostered will have a value of 'Y' (not counted). These standards are applied to all time codes, including those time codes which it is not expected will be used in conjunction with schedule overrides - and therefore would not be expected to appear in the MVS, only the timesheet.
Time Code is BRK	CheckboxUI	Y	Identifies those time codes which should be summarised in the MVS as a 'BREAK' component within a shift - i.e. not displayed in the MVS as a shift in their own right. Applies only to BRK and UNBRK time codes (this time code flag has no significance for Work Premiums).

1.8.2 Time Code Balance

The Time Code Balance extends the functionality for a specific time code to be able to increment or decrement from a balance when it appears in the timesheet.

The following table details the fields required for configuring Holiday Calendars.

Configuration Path

Maintenance > Payroll Settings > Time Codes

Rationale

The rationale for configuring each field is detailed in the table below.

Field Name	Field UI	Required	Rationale
Time Code Balance ID	System Default	Y	This is automatically generated once a time code relationship is created. This will be hidden.
Balance Name	System Default	Y	This is the balance to which the relationship applies.
Time Code	System Default	Y	This is the time code to which the relationship applies. Each record may apply to one time code. Normally, any time code balance relationship should be accompanied by a Y setting in the Time Code Affects Balance property of the time code. However, there are some circumstances in which time code balance relationships have been defined for time codes that do not have that property set. The reason for this is that a custom rule may be performing the time code balance relationship, but other custom components such as leave balance validations require a relationship to still exist in this table.
Time Code Balance Type	System Default	Y	This is the Time Code Balance Type that defines the nature of the relationship for between the time code and the balance for the specified calculation group.
Flag 1 – 5	NA	N	These are not currently used and will be hidden.
UDF 1 – 5	NA	N	These are not currently used and will be hidden.

1.8.3   Time Code Data

The Time Code Data table will not be used and will be hidden.

Configuration Path

Maintenance > Payroll Settings > Time Codes

Rationale

The rationale for configuring each field is detailed in the table below.

Field Name	Field UI	Required	Rationale
Tcdata ID	System Default	Y	This field is not required and should be hidden.
Value	System Default	N	This field is not required and should be hidden.
Time Code	System Default	Y	This field is not required and should be hidden.
Time Code Param	System Default	N	This field is not required and should be hidden.

1.8.4   Time Code Reader Groups

The Time Code Reader Groups table will not be used and will be hidden.

Configuration Path

Maintenance > Payroll Settings > Time Codes

Rationale

The rationale for configuring each field is detailed in the table below.

Field Name	Field UI	Required	Rationale
Tcoderdrgrp ID	System Default	N	This field is not required and should be hidden.
Time Code	System Default	N	This field is not required and should be hidden.
Reader Group	System Default	N	This field is not required and should be hidden.

1.8.5 Hour Types

The following table details the fields required for configuring Hour Types in Workbrain. The following details are common to all the fields:

Configuration Path

Maintenance > Payroll Settings > Hour Type

Settings

Refer to H2R 2.2.2 CONF Time Code and Hour Type Configuration Design - Workbrain - Appendix A. Note: this document contains additional (informational only) columns not used in the configuration of hour types. These columns are shaded to indicate this status.

Hour Types can be added to and/or modified in the Workbrain application by navigating to the Hour Type Details Screen (see the Configuration Path) and selecting the appropriate action (Create New Entry, Edit, Edit=>Del=>Save).

Field Name	Field UI	Required	Rationale
Hour Type ID	System Default	Y	This is automatically generated upon creating new hour types.
Hour Type	System Default	Y	This is the unique name of the hour type in accordance with the naming convention.
Multiple	System Default	Y	Indicates the rate at which the hour type is paid. The rate represents a ratio by which the employee's hourly rate is multiplied. For example 0.15 represents 15% of the employee's hourly rate, where as 1.5 represents 150% of the employee's hourly rate. Note that Workbrain does not calculate an employee's pay. That calculation is performed within SAP. Multiples are used for the following purposes within Workbrain: • Calculating indicative costs. • Comparing projected penalties with leave loading for the purpose of paying the greater of the two. • Mapping to the correct SAP wage type.
Description	System Default	N	A brief description of the hour type. This description is displayed in some out-of-the-box reports, such as the Year at a Glance (YAG) Report.

Field Name	Field UI	Required	Rationale
Unauthorize	CheckBoxUI	N	Used by the Unauthorise pay rule to unauthorise or authorise work detail records when the value of this field is 'Y' or 'N' for this hour type, respectively. The following standards apply to the configuration of this element: • For hour types that represent absences this element will have a value of 'Y'. • For hour types that represent overtime this element will have a value of 'Y'. • For hour types that represent additional payment this element will have a value of 'Y'. • For an hour type where one or more time codes with an Unauthorize time code flag value of 'N' use the hour type, the hour type will have a value of 'N'.
Is Ordinary Hours	CheckBoxUI	N	Indicates whether the hour type represents ordinary hours. Used in leave validation and calculations. The following standard applies to the configuration of this element: • All hour types that may represent instances of leave or standard hours will have a value of 'Y'; all other hour types will have a value of 'N'.
Flag 2 – 5	NA	N	These are not currently used and will be hidden.
UDF 1 – 5	NA	N	These are not currently used and will be hidden.
Sort Order	System Default	N	This defines the order in which hour types are displayed in the Code Summary table of the Daily Timesheet (for those hour types where Htype Summarize = 'Y'). Hour types with the same sort order value are sorted alphabetically. The following standards apply to the configuration of this element: • 100 Significant hour types (for any purpose). • 200 Hour types that represent overtime. • 300 Premium hour types (for any purpose). • 400 Loading related hour types. • 500 Leave related hour types. • 600 Regular work related hour types. • 9999 Other hour types, for system use only.
Include in YAG	CheckBoxUI	N	Indicates that the hour type should appear in the Year at a Glance (YAG) Report. The following standard applies to the configuration of this element: • All hour types that represent instances of ordinary hours and overtime; not including premiums, loadings, penalties, unpaid hours or leave (of any type).
Htype Summarize	CheckBoxUI	N	Indicates whether the hour type is displayed in the Code Summary table of the Daily Timesheet. Selecting the check box makes it appear, while clearing it hides the hour type. The following standard applies to the configuration of this element: • Most hour types will be included in the summary.

Field Name	Field UI	Required	Rationale
Labour Metric Security	DBLookupUI	Y	Indicate the Labour Metric Security (LMS) Group associated with the hour type. LMS Groups are used to restrict the visibility of the hour type to certain groups of users, or to employees within certain calculation groups. The field parameters are as follows: sourceType=SQL source='SELECT LMS_ID,LMS_LOC_NAME FROM VL_LABOR_METRIC_SEC' title='LOOKUP_LABOUR_METRIC_SECURITY' labelFieldStatus=edit
Is Overtime	CheckBoxUI	Y	Indicates that the hour type should appear in the Overtime Report.

1.9 Integration

Integration Impact Areas	
Finance (including SRM)	None
SAP HR	Workbrain Time Code / Hour Type combinations are to be mapped to SAP wage types and absence types
Workbrain	N/A
RecruitASP	None
SABA	None
BW/Reports	None
Portal	None
XI / External Interfaces	XI must map Workbrain Time Code / Hour Type combinations to SAP wage types and absence types
Forms/Correspondence	None
Workflow	None
Transition Arrangements	None
Other	None

Appendix A. Configuration

A.1 Initial Configuration

Refer to H2R 2.2.2 CONF Time Code and Hour Type Configuration Design - Workbrain - Appendix A.

A.2 Dependencies

A.2.1 General

The following general dependencies exist within the configurations:

- Changing time code and hour type names once there is live data in the system is not recommended due to numerous data dependencies, including references in pay rules and overrides. Restrictions in the database prevent time code names from being changed once in the system.

- Changing time code and hour type properties that affect pay rules calculations once there is live data in the system is not recommended (unless the change represents a correction). This is due to the fact that it is not possible to make a date-effective change to these properties. Therefore recalculating the timesheet for a historical date may result in a change to the original timesheets, resulting in retrospective adjustments.

A.2.2 Time Codes

The following dependencies exist within the configurations:

- Labour Metric Security (LMS) Groups must be created before they can be assigned to time codes.
- Hour types must be created before time codes due to the fact that each time code must have a default hour type.
- The necessary colours must exist in the colour table prior to creating time codes.
- Time codes are referenced within pay rules.

A.2.3 Hour Types

The following dependencies exist within the configurations:

- LMS Groups must be created before they can be assigned to hour types.
- Hour types are referenced within pay rules.

Appendix B. Post Production Changes – Latest Change First

B.1 General Information

For each change provide the date of the change, the change request number and a brief description. Create a new section for subsequent changes. The most recent change should be at the top.

Change Details	
Date of Change	
Project Release / Change Request Reference	
Transport Number	
Purpose / Brief Description	

B.2 Configuration Change

Provide a description of the changes, including screen dumps or any other details required. If this is a major change, ensure that the entire configuration document is updated to reflect the change.

Change Type	Object Value	Description	Additional related configuration

B.3 Related Changes/Impacts

If the change request requires changes to other objects, programs, function groups, tables etc. then this should be detailed here.

Deliverable Acceptance Sheet

A separate Acceptance Sheet is to be completed for each deliverable. Upon completion, please submit to Vendor Management

Deliverable Description

Deliverable ID	CD-B12-073
Deliverable Name	Configuration – QHIC: Time Codes & Hour Types
SoW Number	12
Deliverable Lead	Gunnar Backdahl
Purpose	Program Management
Date of Deliverable	06-06-08 **Date due to IBM** 16-06-08
Deliverable Composition	H2R 2.2.2 Time Code and Hour Type configuration V0.9.doc H2R 2.2.2 CONF TCode and HType - Appendix A v0.19.xls
Dependent Deliverables	NA
Prerequisite Deliverables	NA
Linked to Payment Milestone ☒ Yes ☐ No	Milestone Date: 06-06-08

Acceptance Details

Created:	Date:
Acceptance Lead: Mike Robinson	Date:
ACCEPTED (refer to 'Comments' Section) ☒	**NOT ACCEPTED** (refer to 'Comments' Section) ☐
Acceptance Lead Signature:	Date:13/06/2008

Acceptance Board

Acceptance Panel (List Board Members)	Area of Acceptance (e.g. Technical, Quality, Audit, Resourcing etc)	Date
Mike Robinson	HR Lead	13/06/2008

Shared Service Initiative

High-quality, cost-effective
corporate services

Comments

Comments / Issues / Defects (add notes or attach document. If not accepted, please provide list of defects and issues).

Queensland Health
2.6 Business Attributes Document

Time Code	English Description	TCode Description	Colour	Hour Type	Visual Index	Sort Order	Available In VAS	Time Code Affects Balances	Irregular Code	Casual Rate	Display Comments	Time Code Comments	Time Code dTR	Labour Activity	Time Code is LTA	Resolution	Exclude From Total Hours	Time Code is BWK	In Working Time	In Ordinary Hours	EmpCmp is Prevaced	In Public Holiday	Is Leave Code (pky)	Is Leave Code (pkt)	Exclude In Balance Validation	GRP Elapsed Hours	In Rest Time Is WHS Exclusion	Start End TCode Group	Start End TCode Group	Un Ref TCode Group	PK Code	Resolve Type
AD_ABS	Unplanned Absence																														LTA / Work Premium
ABSENT ADJ_AG	Accelerated Abatement Relieving Allowance - Abatement Credential		Red Pale turquoise	LV_UNP P10	Y	3000 7000	Y N		N	Y	N	QH-PAYROLL ADMIN QH-RH-RO-	N	Y	N	Y	N	N	N	N	N	N	N	N	N	N					LTA Work Premium
ACCADV	Accelerated Abatement Relieving Allowance - Credential	YYYYYY	N	Pale turquoise	P10	Y	7000 N		N	Y	N	QH-RH- NURSE- RO-	N																		Work Premium
AD_NP	Family - Adoption Leave - No Pay	YYYYYY	N	Light cyan	LV_UNP	Y	8000 Y		N	Y	N	HIDDEN	N														2		2		Mass Edit LTA
AD_PC	Family - Adoption Leave - Primary Carer	YYYYYY	N	Light cyan	LV_REG	Y	8000 Y		N	Y	N	HIDDEN	N														3				Mass Edit LTA
AD_PCHP	Family - Adoption Leave - Primary Carer - Half Pay	YYYYYY	N	Light cyan	LV_HLF	Y	8000 Y		N	Y	N	HIDDEN	N																		Mass Edit LTA
AD_RC	Family - Adoption Leave - Charged to Rec Leave	YYYYYY	N	Light cyan	LV_REG	Y	8000 Y		N	Y	N	HIDDEN	N																		Mass Edit LTA
AD_RCHP	Family - Adoption Leave - Charged to Rec Leave - Half Pay	YYYYYY	N	Light cyan	LV_HLF	Y	8000 Y		N	Y	N	HIDDEN	N																		Mass Edit LTA
AD_SC	Family - Adoption Leave - Secondary Carer	YYYYYY	N	Light cyan	LV_REG	Y	8000 Y		N	Y	N	HIDDEN	N																		Mass Edit LTA
AD_SCHP	Family - Adoption Leave - Secondary Carer - Half Pay	YYYYYY	N	Light cyan	LV_HLF	Y	8000 Y		N	Y	N	HIDDEN	N																		Mass Edit LTA
ADPTH	Additional Hours Leaving Payment - PT Employee	YYYYYY	N	Light green	P10	Y	8000 N		Y	Y	N	QH PAYROLL ADMIN	N																		Work Premium / Work Detail
AE	Arrive Early	YYYYYY	N	Pale weathered red	REG	Y	20 N		Y	Y	N	QH PAYROLL ADMIN	N																		Work Detail
ATB_NP	ATSI - Cultural Leave - No Pay	YYYYYY	N	Khaki	LV_UNP	Y	8000 Y		N	Y	N	QH-OHSEA- N OPER-RO-	N													3		3			Mass Edit Work Premium
AUTOPSY	Coronial Autopsy Allowance	YYYYYY	N	Forest green	P10	Y	7000 N		N	Y	N	HIDDEN	N														3				Work Premium
AWA_NP	Absent Volunteer Absent Leave - No Pay	YYYYYY	N	Khaki	LV_UNP	Y	8000 Y		N	Y	N	HIDDEN	N																		Mass Edit LTA
AWOL_NP BL_MEAL	Absent Without Leave - No Pay / Broken Meal Break Allowance	YYYYYY YYYYYY	N N	Red Light green	LV_UNP P10	Y Y	8000 Y 7000 N		Y Y	Y Y	N N	RO* QH-AMBO- RO*	N N																		LTA / Work Premium
BL_SHIFT	Broken Shift Allowance	YYYYYY	N	Light green	P10	Y	7000 N		Y	Y	N	QH PAYROLL ADMIN	N																		Work Premium
BLD	Blood Donor Leave	YYYYYY	N	Khaki	LV_REG	Y	6000 N		N	Y	N	HIDDEN	N														2		2		Mass Edit LTA
BRK BRVE	Paid Break / Bereavement Leave	YYYYYY YYYYYY	N N	Gainsboro Khaki	REG LV_REG	N Y	20 N 8000 Y		N Y	Y Y	N N	RO- HIDDEN	N N																		Work Detail Mass Edit
BRVE_NP	Bereavement Leave - No Pay	YYYYYY	N	Khaki	LV_UNP	Y	8000 Y		Y	Y	N	HIDDEN	N														2		2		Mass Edit LTA
CANCEL	Cancelled Shift (Casual)	YYYYYY	N	Pale violet red	UNPAID	Y	4000 Y		Y	Y	N	CASUAL RO-	N																		Work Detail
CAR_NP	Family - Carer's Leave - No Pay	YYYYYY	N	Aqua	LV_UNP	Y	8000 Y		N	Y	N	HIDDEN	N														2		2		Mass Edit LTA
CAR_R	Family - Carer's Leave - Charged to Rec Leave - Full Pay	YYYYYY	N	Aqua	LV_REG	Y	8000 Y		N	Y	N	HIDDEN	N																		Mass Edit LTA
CAR_RHP	Family - Carer's Leave - Charged to Rec Leave - Half Pay	YYYYYY	N	Aqua	LV_HLF	Y	8000 Y		N	Y	N	HIDDEN	N																		Mass Edit LTA
CAR_SIC	Family - Carer's Leave - Full Pay	YYYYYY	N	Aqua	LV_REG	Y	8000 Y		N	Y	N	HIDDEN	N																		Mass Edit LTA
CAR_TOIL	Family - Carer's Leave - Charged to TOIL	YYYYYY	N	Aqua	LV_REG	Y	8000 Y		N	Y	N	HIDDEN	N																		Mass Edit LTA
CASH1	Cashed Allowance - $500 to $2999.99	YYYYYY	N	Forest green	P10	Y	7000 N		N	Y	N	QH PAYROLL ADMIN	N																		Work Premium
CASH2	Cashed Allowance - $3000 to $3999.99	YYYYYY	N	Forest green	P10	Y	7000 N		N	Y	N	QH PAYROLL ADMIN	N																		Work Premium
CASH3	Cashed Allowance - $4000 to $4499.99	YYYYYY	N	Forest green	P10	Y	7000 N		N	Y	N	QH PAYROLL ADMIN	N																		Work Premium
CASH4	Cashed Allowance - $4500 to $4499.99	YYYYYY	N	Forest green	P10	Y	7000 N		N	Y	N	QH PAYROLL ADMIN	N																		Work Premium
CASH5	Cashed Allowance - $4000 and over	YYYYYY	N	Forest green	P10	Y	7000 N		N	Y	N	QH PAYROLL ADMIN	N																		Work Premium
CASH6	Cashed Allowance - $4500 and over	YYYYYY	N	Forest green	LV_UNP	Y	7000 N		N	Y	N	QH PAYROLL ADMIN	N																		Work Premium
CLERC	Clerical Allowance	YYYYYY	N	Teal	OTM	Y	7000 N		N	Y	N	QH-RH- NURSE- RO-	N																		Work Detail
CLK_CRT	Clerk of the Court Allowance	YYYYYY	N	Forest green	P10	Y	7000 N		N	Y	N	SPS- POLIC- RO-	N																		Work Premium
CO_VMO	Continuation of Duty - VMO	YYYYYY	N	Thistle	P10	Y	6000 N		N	Y	N	HIDDEN	N																		Work Premium
CONC_A CONC_T	Concessional Leave Day - Accrual / Concessional Leave Day - Taken	YYYYYY YYYYYY	N N	Gold Purple	UNPAID LV_REG	N Y	6000 N 8000 Y		Y Y	Y Y	N N	QH PAYROLL ADMIN	N N																		Mass Edit LTA
CONF	Conference Leave	YYYYYY	N	Khaki	LV_UNP	Y	8000 Y		N	Y	N	HIDDEN	N																		LTA
CONF_NP CON	Conference Leave - No Pay	YYYYYY	N	Khaki	LV_REG	Y	8000 Y		N	Y	N	HIDDEN	N														2		2		Mass Edit LTA
CON	Conference Leave	YYYYYY	N	Khaki	OTM	Y	8000 Y		N	Y	N	HIDDEN	N																		Work Premium
Can Brew	Can Brew	YYYYYY	N	Teal	OTM	Y	30 N		N	Y	N	QH PAYROLL ADMIN	N																		Work Detail
CRTG	QH Attendance on Leave - on behalf of State or Commonwealth	YYYYYY	N	Khaki	LV_REG	Y	6000 Y		N	Y	N	HIDDEN	N																		Mass Edit LTA
CRT_REC	Court Attendance Leave - Private Debt Chg	YYYYYY	N	Khaki	LV_REG	Y	8000 Y		N	Y	N	HIDDEN	N																		Mass Edit LTA
CRT_TOIL	Court Attendance Leave - Private Debt TOIL	YYYYYY	N	Khaki	LV_REG	Y	8000 Y		N	Y	N	QH-RH- RO-	N														2		2		Mass Edit LTA
DRP	Deprecating Allowance	YYYYYY	N	Forest green	P10	Y	7000 N		N	Y	N	QH-RH- NURSE- RO-	N																		Work Premium
DMCS	Duty Manual of Crown	YYYYYY	N	Thistle	OTM	Y	100 N		Y	Y	N	QH PAYROLL ADMIN	N																		Work Detail
DSTR	Disaster Leave	YYYYYY	N	Khaki	LV_REG	Y	8000 Y		N	Y	N	HIDDEN	N																		Mass Edit LTA

Code	Description
LA_TOWL	Laundry Allowance - Towel
LACT	Lactation Breaks Leave
LATE	Late Start
LATE15	Shift - Late Finish Penalty - 15%
LE	Left Early
LHWND	Overtime at Landing Hand
LL	Left Late
LL_BAL	Leave Loading - Clould LL Balance
LL_PEN	Leave Loading Paid for Projected Penalties
LL109	Leave Loading at 10.9% Regular Rate
LL10H	Leave Loading at Half of 10.9% Regular Rate
LL11O7	Leave Loading at 11.67% Regular Rate
LL11O7H	Leave Loading at Half of 11.67% Regular Rate
LL14	Leave Loading at 14% Regular Rate
LL14SB	Leave Loading at 14.50% Regular Rate
LL14H	Leave Loading at Half of 14% Regular Rate
LL145BH	Leave Loading at Half of 14.50% Regular Rate
LL1515	Leave Loading at 15.15% Regular Rate
LL15H	Leave Loading at Half of 15.15% Regular Rate
LL1667	Leave Loading at 16.67% Regular Rate
LL1919H	Leave Loading at Half of 18.67% Regular Rate
LL1794H	Leave Loading at 17.9% Regular Rate
LL1775	Leave Loading at Half of 18.67% Regular Rate
LL18O7H	Leave Loading at 18.33% Regular Rate
LL1833	Leave Loading at Half of 18.33% Regular Rate
LL1823H	Leave Loading at 20% Regular Rate
LL20	Leave Loading at 20% Regular Rate
LL20H	Leave Loading at Half of 20% Regular Rate
LL2262	Leave Loading at 22.62% Regular Rate
LL2262H	Leave Loading at Half of 22.62% Regular Rate
LL23	Leave Loading at 22.92% Regular Rate
LL2794	Leave Loading at 27.5% Regular Rate
LL2775	Leave Loading at Half of 27.5% Regular Rate
LL2775H	Leave Loading at Half of 27.75% Regular Rate
LL_PWC	Leave Loading at Pending WorkCover
LOCA	Local Government Leave - Other Positions
LOCA_NP	Local Government Leave - Other Positions - No Pay
LOCO	Local Government Leave - Mayor
LOCO_NP	Local Government Leave - Mayor - No Pay
LRL	Long Service Leave
LRL_HP	Long Service Leave - Half Pay
LRL_P	Long Service Leave - Prepaid
LRL_PD	Long Service Leave - Prepaid - Pay in Advance Date
LRL_PH	Long Service Leave - Prepaid Half - Pay in Advance Date
LSL_PWC	Long Service Leave - Pending WorkCover
LSRV	Long Service Leave (VMO)
LSRV_HP	Long Service Leave - Half Pay (VMO)
LSRV_P	Long Service Leave - Prepaid (VMO)
LSRV_PH	Long Service Leave - Prepaid WorkCover (VMO)
LWOP	Leave Without Pay
LWOP	Leave Without Pay
MAT	Family - Maternity Leave
MAT_HP	Family - Maternity Leave - Half Pay
MAT_NP	Family - Maternity Leave - No Pay
MEAL	Meal Allowance
MESA	Motion Sickness Allowance
MEAL3	Meal Allowance - 3 (Small)

Code	Description																									
MEAL2	Meal Allowance - 2 (Medium)																									Work, Premium
MEAL3	Meal Allowance - 3 (Large)																									Work, Premium
MEAL1	Meal Health Allowance																									Work, Premium
MP_FDBL	Meal Preparation Allowance - Flying Doctors - Breakfast & Lunch																									Work, Premium
MP_FDD	Meal Preparation Allowance - Flying Doctors - Dinner																									Work, Premium
MP_PAT	Meal Preparation Allowance - Patient																									Work, Premium
MUTIN	Shift Reassignment/Swap In - Mutual Change - Unpaid																									Work, Detail
MUTOUT	Shift Reassignment/Swap Out - Mutual Change																									Work, Detail
NEURO	Neuro/Psychiatric Ward Allowance																									Work, Premium
NOTICE	Time Off During Notice Period Leave																									Non-List, LTA
NSUP_L	Night Supervisor Allowance - Over 100 Beds																									Work, Premium
NSUP_S	Night Supervisor Allowance - 100 Beds and Under																									Work, Premium
OCA_01	On Call Allowance - DHSEA - 25hrs - RDO, Accumulated Day Off or Pub Hol																									Work, Premium
OCA_02	On Call Allowance - DHSEA - Any other Night																									Work, Premium
OCA_03	On Call Allowance - DHSEA - Night only - RDO, Accumulated day Off or Pub Hol																									Work, Premium
OCA_04	On Call Allowance - DHSEA - PO-TO-DO - 25hrs - RDO, Accumulated day Off or Pub																									Work, Premium
OCA_05	On Call Allowance - DHSEA - PO-TO-DO - Any other Night																									Work, Premium
OCA_06	On Call Allowance - DHSEA - PO-TO-DO - Night only - RDO, Accumulated day Off or																									Work, Premium
OCA_07	On Call Allowance - HSEA																									Work, Premium
OCA_09	On Call Allowance - Nurse - AM - Any other Night																									Work, Premium
OCA_10	On Call Allowance - Nurse - AM - Night only RDO, Saturday, Sunday or Pub Hol																									Work, Premium
OCA_11	On Call Allowance - Nurse - AM - Whole of RDO, Saturday, Sunday or Pub Hol																									Work, Premium
OCA_12	On Call Allowance - Nurse - EMRN - Monday to Friday																									Work, Premium
OCA_13	On Call Allowance - Nurse - EMRN - Saturday/Sunday/Pub Hols and Days Off (inc RC																									Work, Premium
OCA_14	On Call Allowance - Public Service - 24 Hour																									Work, Premium
OCA_15	On Call Allowance - Public Service - Night																									Work, Premium
OCA_16	On Call Allowance - Public Service - Part Day																									Work, Premium
OCA_17	On Call Allowance - RMO - Level 1 to 3																									Work, Premium
OCA_18	On Call Allowance - RMO - Level 4 to 10																									Work, Premium
OCA_19	On Call Allowance - RMO - Prorata																									Work, Premium
OCA_20	On Call Allowance - SMO																									Work, Premium
OCA_21	On Call Allowance - Itinerant Medical Officer - 24 hour - Saturday, Sunday or Pub Hol																									Work, Premium
OCA_22	On Call Allowance - Itinerant Medical Officer - Day only - Saturday, Sunday or Pub Hol																									Work, Premium
OCA_23	On Call Allowance - Itinerant Medical Officer - Night Only																									Work, Premium
OCA_24	On Call Allowance - VDO																									Work, Premium
OCA_25	On Call Allowance - VMO																									Work, Premium
OCA_48	On Call Allowance - DHSEA - Health Practitioners - 24hrs - RDO, Accumulated day Off or																									Work, Premium
OCA_49	On Call Allowance - DHSEA - Health Practitioners - Any other Night																									Work, Premium
OCA_50	On Call Allowance - DHSEA - Health Practitioners - Night only - RDO, Accumulated da																									Work, Premium
OCA_51	On Call Allowance - DHSEA - Health Practitioners - Emergency Clinical																									Work, Premium
OCA_52	On Call Allowance - RMO - Standby - Monday to Saturday																									Work, Premium

Code	Description
OCA_53	On Call Allowance - SMO - Standby - Sunday
OCA_54	On Call Allowance - SMO - Standby - Monday to Saturday
OCA_55	On Call Allowance - SMO - Standby - Sunday
ONCALL	On Call Rostered
ONSITE	On Site Allowance
OTEDUPV	Overtime Paid as Equivalent Premium
OVRSTINF	Overtallion - Stock Off
FAPC	Family - Pre-Adoption Leave - Primary Carer
FAPC_NP	Family - Pre-Adoption Leave - Primary Carer - No Pay
FASC	Family - Pre-Adoption Leave - Secondary Carer
FASC_NP	Family - Pre-Adoption Leave - Secondary Carer - No Pay
FASBME	Penom Time - BMO
PDL	Professional Development Leave
PDL_AH	Professional Development Leave - Rural and Remote Allied Health
PDL_G	Professional Development Leave - Conversion
PHDL	Public Holiday Day in Lieu
PHL_100	Public Holiday - 100%
PHL_150	Public Holiday - 150%
PHL_50	Public Holiday - 50%
PHNR	Public Holiday Not Required
PHOFF	Public Holiday Leave - Does Pay Fall Off Day
PHONE	Telephone Allowance
PLAN_OT	Planned (Scheduled) Overtime
PLTE	Platelet Donor Leave
PRAT	Family - Pre-Natal Leave
PRAT_S	Family - Pre-Natal Leave Spouse
PRISON	Prison Allowance
PRNT	Family - Parental Leave
PRNT_NP	Family - Parental Leave - No Pay
PURCHAS	Recreation Leave - Purchased Leave
RAIN	Working in the Rain Allowance
RCAL	Recall
RCAL_QR	Recall Quarantined Hours
RCAL_OS	Recall Offsite
RDO_A	RDO - Accrual
RDO_HP	RDO - Half Accrual
RDO_LSH	RDO accrual on Long Service Leave Half Pay
RDO_LSL	RDO accrual on Long Service Leave
RDO_OC	RDO accrual - On Call
RDO_NA	RDO accrual - No Accrual
RDO_RES	RDO accrual on Professional Development Leave
RDO_RHP	RDO - Reduction
RDO_SHP	RDO accrual on Recreation Leave Half Pay
RDO_SIC	RDO accrual on Sick Leave Half Pay
RDO_T	RDO accrual on Sick Leave
RDO_TIL	RDO - Rostered Day Off - Taken
RDO_TOP	RDO accrual on TOIL
RDO_WAR	RDO accrual on War Service - Sick Leave
REC	Recreation Leave
REC_HP	Recreation Leave - Half Pay
REC_P	Recreation Leave - Prepaid
REC_PD	Recreation Leave - Prepaid - Pay in Advance Date
REC_PDH	Recreation Leave - Prepaid Half - Pay in Advance Date
REC_PH	Recreation Leave - Prepaid - Half Pay
REC_PWC	Recreation Leave - Pending WorkCover

Queensland Health
2.8 Business Attributes Document

Code	Description																																	Notes
TRV_EX	Travel - Excess Travelling Time	YYYYYYY	N		Lavender	REG	Y	3000 N	N	N	Y	Y	Y	N	Y	DCS DCS MONCASU AL	N	N	Y	N	Y	N	Y	N	Y	N	N	Y	N				Work Detail
TRV_OT	Travel - Travel Time - Saturday, Sunday and Public Hol	YYYYYYY	N		Thistle	OT1 &AS	Y	30 N	N	Y	Y	Y	Y	N	Y	DOC DCS NCH CASUAL	N	Y	Y	N	N	N	N	N	Y	N	N	Y	N				Work Detail
UAT	Unallocated Time	YYYYYYY	N		Red	UNPAID	Y	10 N	N	N	Y	N	Y	Y	N	CH PAYROLL ADMIN	N	Y	Y	N	Y	N	N	N	Y	N	N	Y	N				Work Detail
UNPAID / UNPLEAB	Break - Unpaid / Unpleasant Conditions Allowance	YYYYYYY	N		Glenraborn / Forest green	UNPAID / P1 0	N/Y	20 N / 7000 N	Y/Y	Y/Y	Y/Y	N/N	N/N	N/N	Y/Y	RO- / CH-BUILD- / RO-	Y/Y	Y/Y	Y/Y	N/N	N/N	Y/Y	N/Y	Y/N	N/N	Y/Y	Y/Y	Y/Y	Y/Y				Work Detail / Work / Premium
VHC_DOI	WorkCover - Day of Injury	YYYYYYY	N		Sandy brown	LV_REG	Y	8000 Y	Y	Y	Y	Y	Y	Y	Y	HIDDEN	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	N				Mass Edit / LTA
WCG3_NP	WorkCover - Greater Than 3 Months - No Pay	YYYYYYY	N		Sandy brown	LV_UNP	Y	8000 Y	N	Y	N	Y	Y	Y	Y	HIDDEN	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	N	3	3	1	Mass Edit / LTA
WC13_NP	WorkCover - Less Than 3 Months - No Pay	YYYYYYY	N		Sandy brown	LV_UNP	Y	8000 Y	N	Y	N	Y	Y	Y	Y	HIDDEN	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	N		1		Mass Edit / LTA
WK_LN	Work With Late Notice	YYYYYYY	N		Thistle	REG	Y	30 N	N	Y	Y	Y	Y	Y	N	HIDDEN	N	Y	Y	Y	Y	Y	Y	Y	Y	N	N	Y	Y				Work Detail
WRK_WPRK / WRK	Weekend Work / Normal Working Time	YYYYYYY	N		Gold / Medium orchid	P1 0 / REG	Y/Y	9000 N / 1 N	Y/Y	Y/Y	Y/Y	Y/Y	N/N	Y/Y	Y/Y	CH PAYROLL ADMIN / HIDDEN	Y/Y	Y/Y	Y/Y	N/N	N/N	Y/Y	Y/Y	Y/.	Y/Y	N/N	Y/Y	Y/Y	N/N				Work Detail / Work Detail
WRK_BK2	Work During Scheduled Break Until Break Is Taken	YYYYYYY	N		Thistle	OT&I	Y	30 N	N	Y	Y	Y	Y	Y	N	CH PAYROLL ADMIN	N	Y	Y	N	Y	Y	Y	N	Y	N	N	Y	N				Work Detail
WRK_BRK	Work During Scheduled Break	YYYYYYY	N		Thistle	OT&I	Y	30 N	N	Y	Y	Y	Y	Y	N	CH PAYROLL ADMIN	N	Y	Y	N	Y	N	Y	N	Y	N	N	Y	N				Work Detail
XCP1	Exceptional Circumstances Leave	YYYYYYY	N		Khaki	LV_REG	Y	8000 Y	Y	N	Y	Y	Y	Y	Y	HIDDEN	Y	Y	N	Y	Y	N	N	N	Y	N	N	Y	N				Mass Edit / LTA
XCP1_NP	Exceptional Circumstances Leave - No Pay	YYYYYYY	N		Khaki	LV_UNP	Y	8000 Y	Y	N	Y	Y	Y	Y	Y	HIDDEN	Y	Y	N	Y	Y	N	N	N	Y	Y	Y	Y	N	2	3	2	Mass Edit / LTA
XLWOP	Leave Without Pay - Returning From Extended Leave	YYYYYYY	N		Khaki	LV_UNP	Y	8000 N	N	Y	Y	Y	Y	Y	Y	RO-	Y	Y	N	Y	Y	N	N	N	Y	N	N	Y	N	1	1	1	Self Scheduling (LTA) / Work / Premium
XMAS	Best - Xmas Day Shift Loading	YYYYYYY	N		Light green	P1 0	N	7000 N	N	N	Y	Y	N	N	Y	CH PAYROLL ADMIN	N	Y	Y	N	N	N	N	N	Y	N	N	Y	N				Work / Premium
XRAY	X-Ray Allowance	YYYYYYY	N		Forest green	P1 0	Y	7000 N	N	N	Y	Y	N	N	Y	CH PAYROLL ADMIN	N	Y	Y	N	N	N	N	N	Y	N	N	Y	N				Work Premium
VCL	V&O Council Leave - Paid	YYYYYYY	N		Medium purple	LV_REG	Y	8000 Y	N	N	Y	Y	Y	Y	Y	HIDDEN	N	Y	Y	Y	Y	Y	N	N	Y	N	N	Y	Y				Mass Edit / LTA
VCL-PDL	PDL in lieu of V&O Council Leave - Paid	YYYYYYY	N		Medium purple	LV_REG	Y	8000 Y	N	N	Y	Y	Y	Y	Y	HIDDEN	N	Y	Y	Y	Y	Y	N	N	Y	N	N	Y	Y				Mass Edit / LTA

CD-B12-0073

Hour Type	Multiple	Description		Unauthorize	Sort Orde	Include In	Htype Summ	Labour Metric Secu	Is Overtim	Is Ordinary Hours
CAOT0.5	1.5	Overtime - Casual - at Half Time (incorporates 23% Casual Loading)		Y	200	N	Y	PAYROLL ADMIN	Y	N
CAOT1.5	1.5	Overtime - Casual - at Time and a Half (incorporates 23% Casual Loading)		Y	200	N	Y	PAYROLL ADMIN	Y	N
CAOT2	2	Overtime - Casual - at Double Time (incorporates 23% Casual Loading)		Y	200	N	Y	PAYROLL ADMIN	Y	N
CAOT2.5	2.5	Overtime - Casual - at Double Time and a Half (incorporates 23% Casual Loading)		Y	200	N	Y	PAYROLL ADMIN	Y	N
CAOT3	3	Overtime - Casual - at Triple Time (incorporates 23% Casual Loading)		Y	200	N	Y	PAYROLL ADMIN	Y	N
CAOT4	4	Overtime - Casual - at Quadruple Time (incorporates 23% Casual Loading)		Y	200	N	Y	PAYROLL ADMIN	Y	N
CAS_REG	1	Regular Pay - Casual (incorporates 23% Casual Loading)		Y	600	N	Y	PAYROLL ADMIN	N	Y
CAS100	1	Shift Loading - Sunday - 100% - No Casual Loading		Y	400	N	Y	PAYROLL ADMIN	N	N
CAS75	0.75	Shift Loading - Sunday - 75% - No Casual Loading		Y	400	N	Y	PAYROLL ADMIN	N	N
FLEX	1	Flex system code used for pay rules		N	9999		N	PAYROLL ADMIN	N	N
LV_HLF	0.5	Leave - at Half Pay		Y	500	Y	Y	PAYROLL ADMIN	N	Y
LV_REG	1	Leave - at Regular Rate		Y	500	Y	Y	PAYROLL ADMIN	N	Y
LV_UNP	1	Leave - Unpaid		Y	500	Y	Y	PAYROLL ADMIN	N	Y
OT0.5	0.5	Overtime - at Half rate		Y	200	N	Y	PAYROLL ADMIN	Y	N
OT1	1	Overtime - at Time		Y	200	N	Y	PAYROLL ADMIN	Y	N
OT1.5	1.5	Overtime - at Time and a Half		Y	200	N	Y	PAYROLL ADMIN	Y	N
OT2	2	Overtime - at Double Time		Y	200	N	Y	PAYROLL ADMIN	Y	N
OT2.5	2.5	Overtime - at Double Time and a Half		Y	200	N	Y	PAYROLL ADMIN	Y	N
OT3	3	Overtime - at Triple Time		Y	200	N	Y	PAYROLL ADMIN	Y	N
OT4	4	Overtime - at Quadruple Time		Y	200	N	Y	PAYROLL ADMIN	Y	N
OT79	0.79	Overtime - at 79.17% (Used for Corrective Field Officers)		Y	200	N	Y	PAYROLL ADMIN	Y	N
OTM	1.5	Overtime - Masking		N	9999	N	N	PAYROLL ADMIN	N	N
OTS	1	Overtime - Straight		Y	200	N	Y	PAYROLL ADMIN	Y	N
P1.0	1	Premium - at Regular Rate		Y	300	N	Y	PAYROLL ADMIN	N	N
REG	1	Regular Pay		N	600	Y	Y	PAYROLL ADMIN	N	Y
SAT50	0.5	Shift Loading - Saturday - 50%		Y	400	N	Y	PAYROLL ADMIN	N	N
SH12.5A	0.12	Shift - Afternoon Penalty - 12.5%		Y	400	N	Y	PAYROLL ADMIN	N	N
SH15A	0.15	Shift - Afternoon Penalty - 15%		Y	400	N	Y	PAYROLL ADMIN	N	N
SH15E	0.15	Shift - Early Start Penalty - 15%		Y	400	N	Y	PAYROLL ADMIN	N	N
SH15L	0.15	Shift - Late Start Penalty - 15%		Y	400	N	Y	PAYROLL ADMIN	N	N
SH15N	0.15	Shift - Night Penalty - 15%		Y	400	N	Y	PAYROLL ADMIN	N	N
SH17.5N	0.18	Shift - Night Penalty - 17.5%		Y	400	N	Y	PAYROLL ADMIN	N	N
SH20N	0.2	Shift - Night Penalty - 20%		Y	400	N	Y	PAYROLL ADMIN	N	N
SUN100	1	Shift Loading - Sunday - 100%		Y	400	N	Y	PAYROLL ADMIN	N	N
SUN75	0.75	Shift Loading - Sunday - 75%		Y	400	N	Y	PAYROLL ADMIN	N	N
UNPAID	0	No Pay		N	100	N	Y	PAYROLL ADMIN	N	Y