

Public Holiday Codes for Timesheet Entry

The code that is to be used is dependent on the work pattern (based on previous 4 weeks) or if they work on a roster and their roster shift falls on the public holiday. The code to use is also dependent upon if the day was worked or not worked.

The following is an explanation of the codes and when they are to be used.

1. An employee does not work on a public holiday and the day would otherwise be a working day
 - Enter normal hours of work for the day using the code **STAT**
 - (no entitlement to an alternative day of leave)

2. Employee works less than their normal hours on a public holiday and the day would otherwise be a working day.
 - Enter normal hours of work for the day using the code **STAT**
 - Plus enter actual hours worked for the day using the code **PH0.5**
 - (yes entitlement to an alternative day of leave)

3. Employee works their normal hours or more on a public holiday and the day would otherwise be a working day.
 - Enter actual hours worked for the day using the code **PH1.5**
 - (yes entitlement to an alternative day of leave)

4. Employee works on a public holiday that would not otherwise be a working day.
 - Enter actual hours worked for the day using the code **PW1.5**
 - (no entitlement to an alternative day of leave)

5. Payment for an alternative day of leave taken
 - Enter actual hours to be paid for alternative leave day using the code **SALTD**

NB Working on a public holiday must be at the employers request otherwise normal hours apply

If you need help determining who is entitled to Public Holiday payment or an Alternative Day please contact your Divisional HR Manager.