

WAGELOCH POLICY

ALL staff must clock in and clock out in the following manner:

- Arrival in mornings
- Beginning of lunch break
- End of lunch break
- End of the working day.

On the odd occasion that you forget, you must go to your practice manger and get them to complete an adjustment timesheet and they must approve it. If there is a rare occasion that a lunch break has not been able to be taken there still must be evidence of this on wagoeloch – this means the staff member must still show evidence of this by logging off and on again straight away.

- **ADJUSTMENT SHEET/WAGELOCH ASSUMPTIONS MADE BY PAYROLL**

In summary, NO adjustment sheet is needed in 3 scenarios:

- 1. Logged in early before roster time, unless roster times has changed (e.g. someone is sick and the roster has changed)**
- 2. Shortened lunch, unless they actually did not take a shortened lunch**
- 3. Stayed late after roster times**

These three scenarios are understood by Payroll and automatically considered as their logged times and do not need an adjustment sheet

The Adjustment form must be signed by the employee and verified by yourself.

'Forgetting to clock on/off' is no longer an acceptable reason for making an adjustment. It must be enforced that all staff are using their finger print... as it means that there is less paper for all staff to sift through!

All sick and annual leave must be confirmed by the Practice Manager on the adjustment form

Criteria that Head Office follows in adjusting the employees' timesheets:

- 1. Employees start to get paid from the time they are rostered.**

Example: An employee was rostered at 8:30 am and arrived at the clinic at 8:20 am, that employee will be paid starting from 8:30 and not from 8:20.

Unless the Practice Manager requires her to come to work due to some valid reasons like under staff. In this situation, the PM is required to submit an adjustment sheet to HO so that we'll be

informed and be able to adjust the hours accordingly, else clock time will be adjusted based on the roster.

2. Employees are given a 5 minute grace period from their rostered time

Example: An employee was rostered at 8:30 am and came in 8:35 am which is 5 minutes late, her clock in time will still be adjusted back to 8:30. For Whitfords if they are late more than 5 minutes then it will be adjusted to the nearest 5 minutes (say 8.38). In this example, it will be adjusted to 8:40. The other practices will be round to the nearest 15 minute interval, say in his instance to 8.45am to encourage prompt arrival of staff

3. HO adjusts the submitted time sheets before processing employees' pay. Adjustment is done by 5 mins.

Example 1. Employee 1 clocked out at 5:10pm, HO will be paid to 5:10.

Example 2. Employee 2 clocked out at 5:07 pm, HO will adjust it to 5:05

4. In some cases where the dentist ran late, employee/s assisting that dentist will be paid up to the time he/she finishes his/her work. Clock out times will be adjusted following Item #3 above.

Example 1. Employee 1 was rostered till 5:00 pm but worked till (clocked out) 5:40pm HO will be paid until 5.40.

Example 2. Employee 2 was rostered till 5:00 pm but worked till (clocked out) 5:37pm HO will adjust it to 5:35 pm.

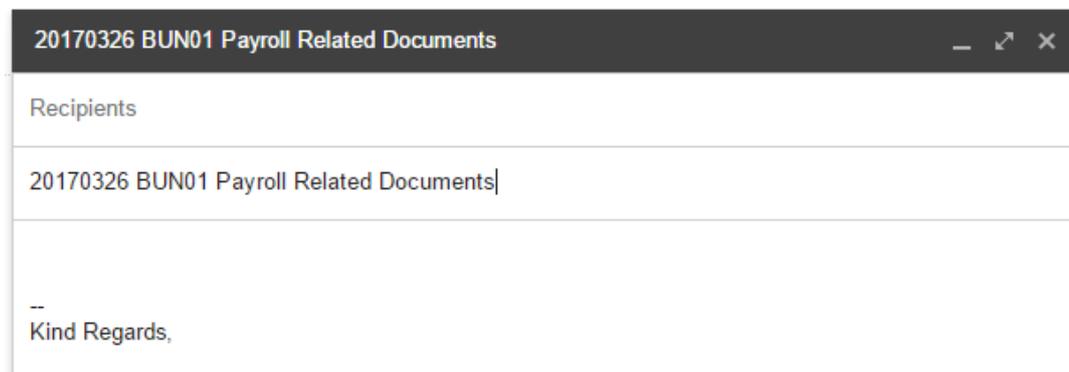
- **Payroll**

Please remind the Practice Managers to send Payroll related documents (timesheets generated from Wageloch, approved leave forms, adjustment sheets) to Head Office on or before 10:00 am of the next business day after the reference fortnight.

We would like to standardize the Subject of the email sent by practices to HO related to payroll processing. This will help us not to overlook any emails related to payroll processing.

Subject should be: "YYYYMMDD Practice Name (Code) Payroll Related Documents. Date is the date the fortnight ended.

Example: 20170326 BUN01 Payroll Related Documents Please see as below.



No	Location	Code
1	Bunbury	BUN01
2	Subiaco	PER01
3	Mandurah	PER02
4	Rossmoyne	PER03
5	Lesmurdie	PER04
6	Whitfords	PER05

- **A Reliever or Officer in-charge**

The PM must assign a Reliever/Officer in-charge per practice to assume the responsibilities of the PM whilst they are on leave. The Practice Manager should train one employee of her day to day functions. There should be a documentation or checklist to assist the Officer in-charge perform the duties as expected. This will ensure that the daily operations of the clinic will not be disrupted.

The Practice Manager and the assigned OIC should not go on Leave on the same date...delegating duties to other staff who is accountable for the task