



## POLICY

### Employee Record of Attendance

<b>Scope (Staff):</b>	All employees
<b>Scope (Area):</b>	Child and Adolescent Health Service (CAHS)

#### Child Safe Organisation Statement of Commitment

CAHS commits to being a child safe organisation by applying the National Principles for Child Safe Organisations. This is a commitment to a strong culture supported by robust policies and procedures to reduce the likelihood of harm to children and young people.

This document should be read in conjunction with this [disclaimer](#)

### Aim

To ensure the working hours of CAHS employees (including Senior Officers) are recorded in accordance with the provisions of s.49D of the *Industrial Relations Act 1979* (WA) (the IR Act).

### Background

The IR Act requires CAHS to keep employment records relating to employee attendance including;

- the time at which the employee started and finished work;
- details of work breaks including meals breaks; and
- all leave taken by the employee, whether paid, partly paid or unpaid.

### Risk

If accurate records of attendance are not maintained the following risks may occur;

- employees not being paid correctly for their time worked;
- employee leave entitlements not accurately recorded in the Human Resource Information System (HRIS);
- overpayments; and
- records not available for audit purposes.

## Definitions

**Flexitime:** in accordance with the applicable industrial instrument this can include;

- flexible start and/or finish times and/or meal breaks. This flexibility may include the ability to save hours for later use (Time Off in Lieu – TOIL) or to take time off in advance of working the hours;
- fixed start and finish times which are different to normal department or office hours; or
- a combination of the above.

**MyHR My Timesheet:** a section within the MyHR application under MyPay – Timesheets which enables entering of hours for approval. It can be used by employees who are not on RoStar (autopay), and who are casual, to record their hours worked. It can also be used by part time employees not on RoStar (autopay) who work hours in addition to their contracted hours.

**RoStar:** a multi-user application that performs rostering and time keeping functions within the HRIS.

**Senior Officers:** CAHS employees who are employed at:

- HSU G10 and above;
- HSU P4 and above;
- SRN L4 and above;
- Senior Doctors (position classifications in table 2 of Schedule 1 of the WA Health System – Medical Practitioners AMA Industrial Agreement 2016 or position classifications in Schedule 1 of the WA Health System – Medical Practitioner (Clinical Academics) AMA industrial Agreement 2016.

**Timesheet:** a mechanism (written or electronic) to accurately record the time at which an employee started and finished work as well as recording breaks and all leave taken by an employee, whether paid, partly paid or unpaid.

## Principles

- All employees, including Senior Officers are required to maintain an accurate record of attendance in accordance with this policy.
- Records of attendance must comply with the requirements detailed in applicable WA Health System industrial instruments.
- Other record of attendance systems not prescribed in this policy may be implemented by the departments to meet workforce or occupational needs provided they adhere to the requirements outlined in this policy.
- Employees must maintain a record of attendance using one of the following:
  - a Health Support Services (HSS) timecard (M9);

- a CAHS approved timesheet (available from [HealthPoint](#));
- MyHR My Timesheet;
- RoStar (however employees on RoStar exercising access to flexible arrangements, for example flexitime, under their respective industrial agreement must also maintain a timesheet); or
- another approved method for recording attendance.
- Managers must appropriately certify an employee record of attendance for employees who;
  - work flexibly;
  - have no fixed working hours;
  - are entitled to accrue time off in lieu and/or flexitime.
- Records of attendance must be submitted within a timeframe deemed reasonable by the line manager and/or in accordance with the relevant industrial instrument.
- Managers may seek evidence of an employee's record of attendance prior to pre-authorising any overtime. All overtime is subject to an employee's industrial agreement and must be pre-approved in writing prior to overtime worked – The recording of employee attendance does not entitle employees to be paid overtime or time in lieu of overtime.
- Recording of overtime worked should be separate to ordinary timesheets thus must be either recorded in RoStar, an HSS overtime card (for example P6) or in MyHR overtime timesheet. Overtime must be paid according to the applicable industrial agreement.
- CAHS employees are responsible for booking leave by either completing a leave form, submitting a leave booking through MyHR or informing a manager to ensure the appropriate leave bookings are reflected in RoStar.
- It is the responsibility of the manager and the employee to facilitate the taking of meal breaks in accordance with the relevant industrial instrument. Employees must take a meal break, unless directed otherwise by their manager, and this must be accurately recorded on a record of attendance.

## Roles and Responsibilities

### Senior Officers

- It is acknowledged that at times some Senior Officers may work in excess of the standard 38 or 40 hour week (depending upon their industrial agreement) in negotiation with the organisation and alternate records of attendance may be appropriate.
- Senior Officers **not intending** to access flexitime provisions are required to keep a daily diary recording:

- the time at which the Senior Officer started and finished work
- all leave taken by the Senior Officer, whether paid, partly paid or unpaid.
- Senior Officers **intending** to access flexitime provisions are required to maintain a timesheet.

## Managers

- Ensure employees record their time worked (including start and finish times each day) and all leave (paid, partly paid or unpaid) in timesheets, MyHR, RoStar or diary notation in the case of Senior Officers.
- Ensure employees book leave by completing the appropriate leave form and submit for approval.
- Review and certify records of attendance submitted by employees in a timely manner and/or in accordance with the relevant industrial instrument. It is recommended that, where the industrial instrument is silent, a timely manner would be within three months.

## Record Keeping

- All records of attendance are legal documents and must accurately reflect actual hours worked.
- Managers must ensure that electronic or hardcopy records of attendance are maintained in accordance with:
  - Western Australia Public Sector record keeping practices;
  - [CAHS Recordkeeping Plan](#); and
  - [General Disposal Authority for State Government Information](#).

## Compliance

- Failure to comply with this policy including instances of falsification of employee records of attendance may result in disciplinary action in accordance with the [WA Health Discipline Policy](#).

### Related CAHS internal policies, procedures and guidelines

[CAHS Recordkeeping Plan](#)

### References and related external legislation, policies, and guidelines

[Industrial Relations Act 1979](#) (Western Australian Legislation)

[WA Health Awards and Agreements Library](#)

[Discipline Policy](#) (WA Health Mandatory Policy MP 0127/20)

[Code of Conduct Policy](#) (WA Health Mandatory Policy MP 0124/19)

### Useful resources (including related forms)

[CAHS Timesheets](#) (CAHS HealthPoint Info Hub)

[MyHR Employee User Guide](#)

[HSS M9 Time Card](#) (PCH Forms)

This document can be made available in alternative formats on request.

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