



POLICY	
Employee Record of Attendance	
Scope (Staff):	All employees
Scope (Area):	Child and Adolescent Health Service

## Aim

To support all employees and managers of the Child and Adolescent Health Service (CAHS) in understanding the minimum standards of compliance with legislative and accountability requirements under the [Treasurer's Instruction 502](#)<sup>1</sup>.

## Background

[Treasurer's Instruction 502](#)<sup>1</sup> states:

- "1) Appropriate records of attendance, or of times worked, by employees shall be maintained.
- 2) Each record shall be adequately controlled to ensure the accuracy and validity of information, and where appropriate a requirement that records of attendance or hours worked be certified by the officer immediately in charge or other officer appointed for that purpose."

## Risk

CAHS recognises the importance of implementing effective employee record of attendance processes to ensure accurate employee records are maintained. Accurate employee records benefit both CAHS and its employees by ensuring:

- CAHS employees are paid correctly for their time worked.
- Employee leave entitlements are accurately recorded in the Human Resource Information Systems (HRIS).
- Overpayments are avoided where employee leave is not recorded in the HRIS.

## Definitions

<b>Senior Officer</b>	CAHS employees who are employed at: <ul style="list-style-type: none"><li>• HSU G10 and above</li><li>• HSU P4 and above</li><li>• SRN L4 and above</li><li>• 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).</li></ul>
<b>Timesheet</b>	A mechanism (written or electronic medium) 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.

**MyHR My Timesheet** A section within the MyHR application under MyPay - Timesheets which enables entering of hours for approvals. This is usually only used by employees who are not on RoStar (autopay) who are casual to record the hours worked or part time employee not on RoStar (autopay) who work additional hours to their base contracted hours.

**RoStar** A multi-user application that performs rostering and time keeping functions within the Human Resource Information System (Alesco)

## Principles

- CAHS are required to implement the minimum requirements of this policy in order to comply with [Treasurer's Instruction 502](#)<sup>1</sup>.
- All CAHS employees, including Senior Officers are required to maintain a record of attendance in accordance with this policy.
- Records of attendance must comply with the requirements detailed in applicable WA Health System industrial instruments. Please contact Human Resources for further advice on these requirements.
- Other record of attendance systems not prescribed in this policy may be implemented by the departments to meet workforce or occupational needs provided they meet the minimum requirements outlined.
- The recording of employee attendance does not entitle CAHS employees to be paid overtime or time in lieu of overtime. Managers may seek evidence from an employee of their record of attendance prior to pre-authorising any overtime. All overtime is subject to an employee's industrial agreement, must be pre-approved in writing prior to overtime worked.
- CAHS employees who maintain a record of attendance in accordance with the below minimum requirements are deemed to comply with this policy.

## Record of Attendance Minimum Requirements

### CAHS employees (with the exception of Senior Officers)

CAHS employees are required to maintain a record of attendance including:

- 1) the time at which an employee started and finished work,
- 2) all leave taken by an employee, whether paid, partly paid or unpaid\*.

**Certification** of an employee record of attendance is required for employees who:

- 1) work flexibly,
- 2) have no fixed working hours,
- 3) are entitled to accrue time off in lieu and/or flexitime.

CAHS employees must maintain a record of attendance on:

- **RoStar** (employees on RoStar exercising access to flexible arrangements under their respective industrial agreement – for example flexitime must also maintain a timesheet); or

- a **timesheet** (autopay employees and employees in RoStar exercising access to flexible arrangements) such as;
  - Health Support Services (HSS) timecard (M9) (autopay or casual employees not on RoStar);
  - CAHS approved timesheet (available from the CAHS intranet Hub);
  - **MyHR My Timesheet** (recording hours worked for casuals or additional hours worked part time employees on autopay and not in RoStar);

**\*NOTE** - CAHS employees are also 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.

- Overtime worked should be separate to ordinary timesheets thus must be either recorded in RoStar, a HSS overtime card (for example P6) or in MyHR overtime timesheet, and paid according to the applicable industrial agreement.

### Senior Officers (see definition above)

It is acknowledged that Senior Officers may be required to work in excess of the standard 38 or 40 hour week (depending upon their industrial agreement) and differing record of attendance requirements are appropriate.

Senior Officers **not intending** to access flexitime provisions are required to keep a daily diary recording:

- 1) the time at which the Senior Officer started and finished work
- 2) 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.

Senior Officers who keep a daily diary or maintain a timesheet (as appropriate) in accordance with the above requirements are deemed to comply with this Policy.

### Roles and Responsibilities

Role	Responsibility
<b>Chief Executive</b>	<ul style="list-style-type: none"> <li>• Ensure the minimum requirements in the policy are implemented in CAHS.</li> </ul>
<b>Employee (including Senior Officers)</b>	<ul style="list-style-type: none"> <li>• Ensure their time worked (including start and finish times each day) and all leave (paid, partly paid or unpaid) is recorded accurately in an acceptable record of attendance (e.g. RoStar, timesheet, diary).</li> <li>• Promptly submit the record of attendance to their manager for certification.</li> <li>• Comply with mandatory requirements for leave bookings by completing the appropriate leave form and submitting to their manager for approval.</li> </ul>
<b>Manager</b>	<ul style="list-style-type: none"> <li>• Establish systems to monitor accuracy and validity of the information contained within the record of attendance.</li> <li>• Ensure employees record their time worked (including start and</li> </ul>

	<p>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.</p> <ul style="list-style-type: none"> <li>• Ensure employees book leave by completing the appropriate leave form and submit for approval.</li> <li>• Promptly review and certify records of attendance submitted by employees.</li> </ul>
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## Record Keeping and Compliance

All records of attendance are legal documents and must accurately reflect actual hours worked.

Electronic or hardcopy records of attendance shall be maintained in accordance with:

- Western Australia Public Sector record keeping practices.
- The Department of Health Retention and Disposal Schedule for Administrative and Functional Records provisions.
- CAHS Recordkeeping Plan.
- [General Disposal Authority for State Government Information](#) (Item 88.4)<sup>2</sup>

Electronic or hardcopy records of attendance shall be made available upon request for audit purposes.

Failure to comply with this Policy including instances of falsification of employee attendances may result in Disciplinary Action or an Improvement Action in accordance with the [WA Health Discipline Policy](#)<sup>3</sup>.

## Queries and Advice


Please contact your local Human Resource Service for queries and advice.

<b>Related internal policies, procedures and guidelines</b>
CAHS Leave Management Policy

<b>References</b>
1. <a href="#">Treasurer's Instruction 502: Records of Attendance</a>
2. <a href="#">General Disposal Authority for State Government Information</a> (Item 88.4)
3. <a href="#">WA Health Discipline Policy</a>

<b>Useful resources (including related forms)</b>
<a href="#">Public Sector Commission Code of Ethics</a>
<a href="#">WA Health Code of Conduct</a>
<a href="#">CAHS Timesheets</a>
<a href="#">Managing the Accuracy of Leave Records - Western Australian Auditor General's Report (Report 13: June 2015)</a>
<a href="#">Health Support Services (HSS) leave request and cancellation forms</a>
<a href="#">State Records Act 2000</a> (WA)
<a href="#">Financial Management Act 2006</a> (WA)
<a href="#">Industrial Relations Act 1979</a> (WA)
<a href="#">Occupational Safety and Health Act 1984</a> (WA)
<a href="#">Public Sector Management Act 1994</a> (WA)
<a href="#">MyHR Employee Guide</a>
<a href="#">Health Support Services M9 Time Card</a>

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

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