

TITLE: Human Resources – Bonafide and Leave Reports

SCOPE: This document is aimed to be a guide in the auditing and administrative processes of Human Resources – Bonafide and Leave Reports.

PROCEDURE:

Bonafide reports are emailed to an appointed Officer, usually on a fortnightly basis.

EXAMPLE: Bonafide Report

Pay Point	Pay Point	Emp Number	Surname & Initials	Sal Class	Empos Number	Position Title	Occ Stat	Total Base Hrs	Empos End	Lve Type	Start Date	End Date
011-00	SWSA-Governance&Systems			AS0702		Executive Officer MA	N	75				
011-00	SWSA-Governance&Systems			AS0351		Graduate IT Officer	N	75	15-May-13			
011-00	SWSA-Governance&Systems			AS0103		Project Support Off	N	42	28-Nov-14			
011-00	SWSA-Governance&Systems			AS0103		Senior Administrativ	N	75				
011-00	SWSA-Governance&Systems			AS0504		Redeployee Holding P	N	75				
011-00	SWSA-Governance&Systems			AS0704		CA WHS & Strategic P	A	75	31-Oct-14			
011-00	SWSA-Governance&Systems			AS0603		Principal Data Analy	N	75				
011-00	SWSA-Governance&Systems			AS0403		Project Officer Perf	N	75				
011-00	SWSA-Governance&Systems			AS0704		Chief Adv Performanc	N	75				
011-00	SWSA-Governance&Systems			AS0603		Project Officer Perf	N	75				
011-00	SWSA-Governance&Systems			AS0603		Team Coordinator Bus	N	75				
011-00	SWSA-Governance&Systems			AS0504		Redeployee Holding P	N	75				

I confirm that these employees were employed as specified in this report
Period End Date: 11/07/2014

Signed (Sally Geisler):
Date:

Print the Bonafide Report and check the following is correct:

- Employee name
 - Employee Number
 - Salary Classification
 - Position Number
 - Position Title
 - Base Hours
 - Temporary position dates
- If you notice any discrepancies, email payroll.
 - Place the Bonafide in the HR Folder until Time Sheets are due.

EXAMPLE: Leave Booking Report

Emp No	Pt Desc	Pay Point	Pay Point	Emp Number	Surname & Initials	Leave Type	Type of Leave	Start Date	End Date	Working Hours	Days Taken	Leave Reason	Live Conf
037B	Driver & Cab	037B	SWSA-Strategic Services			SIC	Sick Leave	28-Mar-14	28-Mar-14	7.5	1		
037B	Driver & Cab	037B	SWSA-Strategic Services			SIC	Sick Leave	17-Mar-14	18-Mar-14	15	2		
037B	Driver & Cab	037B	SWSA-Strategic Services			SIC	Sick Leave	04-Mar-14	04-Mar-14	7.5	1		
037B	Driver & Cab	037B	SWSA-Strategic Services			ANN	Recognition Leave	25-Mar-14	26-Mar-14	7.5	1		
037B	Driver & Cab	037B	SWSA-Strategic Services			ANN	Recognition Leave	14-Mar-14	19-Mar-14	30	4		
037B	Driver & Cab	037B	SWSA-Strategic Services			SIC	Sick Leave	19-Mar-14	19-Mar-14	7.5	1		
037B	Driver & Cab	037B	SWSA-Strategic Services			ANN	Recognition Leave	21-Mar-14	21-Mar-14	45	6		
037B	Driver & Cab	037B	SWSA-Strategic Services			LSS	Long Service Ls	14-Mar-14	13-Apr-14	105	14		
037B	Driver & Cab	037B	SWSA-Strategic Services			ANN	Recognition Leave	17-Feb-14	26-Mar-14	202.5	29		
037B	Driver & Cab	037B	SWSA-Strategic Services			ANN	Recognition Leave	17-Mar-14	11-Apr-14	150	20		
037B	Driver & Cab	037B	SWSA-Strategic Services			SIC	Sick Leave	03-Mar-14	03-Mar-14	7.5	1		
037B	Driver & Cab	037B	SWSA-Strategic Services			SIC	Sick Leave	03-Mar-14	03-Mar-14	7.5	1		
037B	Driver & Cab	037B	SWSA-Strategic Services			SIC	Sick Leave	30-Mar-14	30-Mar-14	7.5	1		
037B	Driver & Cab	037B	SWSA-Strategic Services			SNWP	Special Leave W	14-Mar-14	14-Mar-14	7.5	1	SNWP	Matters by Trial
037B	Driver & Cab	037B	SWSA-Strategic Services			SNWP	Special Leave W	14-Mar-14	14-Mar-14	7.5	1	SNWP	Matters by Trial
037B	Driver & Cab	037B	SWSA-Strategic Services			LWOP	Leave Without P	18-Mar-14	21-Mar-14	600	10	10	LWOP
037B	Driver & Cab	037B	SWSA-Strategic Services			FAML	Family Leave	19-Mar-14	19-Mar-14	7.5	1		
037B	Driver & Cab	037B	SWSA-Strategic Services			ANN	Recognition Leave	25-Mar-14	25-Mar-14	45	6		
037B	Driver & Cab	037B	SWSA-Strategic Services			SIC	Sick Leave	18-Mar-14	18-Mar-14	7.5	1		
037B	Driver & Cab	037B	SWSA-Strategic Services			ANN	Recognition Leave	20-Mar-14	20-Mar-14	7.5	1		
037B	Driver & Cab	037B	SWSA-Strategic Services			SIC	Sick Leave	14-Mar-14	14-Mar-14	7.5	1		
037B	Driver & Cab	037B	SWSA-Strategic Services			SIC	Sick Leave	03-Mar-14	03-Mar-14	7.5	1		
037B	Driver & Cab	037B	SWSA-Strategic Services			SIC	Sick Leave	20-Mar-14	20-Mar-14	7.5	1		
037B	Driver & Cab	037B	SWSA-Strategic Services			SIC	Sick Leave	12-Mar-14	12-Mar-14	7.5	1		
037B	Driver & Cab	037B	SWSA-Strategic Services			SIC	Sick Leave	21-Mar-14	1-Apr-14	7.5	1		
037B	Driver & Cab	037B	SWSA-Strategic Services			WEL	Workers Compens	11-Mar-14	9-Apr-14	60	8		
037B	Driver & Cab	037B	SWSA-Strategic Services			SIC	Sick Leave	25-Mar-14	25-Mar-14	7.5	1		
037B	Driver & Cab	037B	SWSA-Strategic Services			ANN	Recognition Leave	24-Mar-14	24-Mar-14	7.5	1		
037B	Driver & Cab	037B	SWSA-Strategic Services			SIC	Sick Leave	20-Mar-14	20-Mar-14	7.5	1		
037B	Driver & Cab	037B	SWSA-Strategic Services			ANN	Recognition Leave	04-Mar-14	04-Mar-14	15	2		
037B	Driver & Cab	037B	SWSA-Strategic Services			SIC	Sick Leave	04-Mar-14	04-Mar-14	7.5	1		
037B	Driver & Cab	037B	SWSA-Strategic Services			SIC	Sick Leave	24-Mar-14	24-Mar-14	7.5	1		
037B	Driver & Cab	037B	SWSA-Strategic Services			SIC	Sick Leave	20-Mar-14	20-Mar-14	7.5	1		
037B	Driver & Cab	037B	SWSA-Strategic Services			SNWP	Special Leave W	26-Mar-14	26-Mar-14	7.5	1	PART	Partners Inv PD
037B	Driver & Cab	037B	SWSA-Strategic Services			SNWP	Special Leave W	19-Mar-14	19-Mar-14	7.5	1	PART	Partners Inv PD
037B	Driver & Cab	037B	SWSA-Strategic Services			SNWP	Special Leave W	11-Mar-14	11-Mar-14	7.5	1	PART	Partners Inv PD

- Once a month the Leave Booking Report will be emailed through. This report is always two months in arrears. You will need to do the following:
 - Print the Report
 - Verify each employee's timesheet for the specified period matches the leave indicated on the Leave Booking Report. If there are any discrepancies like leave indicated on Time Sheet is **not** indicated on the Leave Booking Report and vice versa. If you notice a discrepancy, email payroll with a copy of the relevant form, attach email and form to the Leave Booking Report for filing. File in the HR Folder until Time sheets are due.

EXAMPLE: Additional Duties Report

PP	Pay Point Descript.	Emp No	Surname & Initials	Allowance Desc	Start	End	Allow Amt	P- % D- Yrly	Reference
037B	SWSA-Strategic Serv			Additional Duties	1-Mar-14	30-Apr-14	12754	D	ASO504
END OF Add Duties & Special Allow									

- Payroll will email through an Additional Duties & Special Leave Allowance Report if any employees are acting in higher positions etc. You will need to print and check the report for the following:
 - Employee Name
 - Employee Number
 - Allowance Code is correct

- Start and End Date are correct (place the end date in your outlook calendar as an alert, this way you can ensure the allowance form is updated if required prior to it coming to an end).
- Allowance Amount
- Reference
- File in the HR Folder until Time sheets are due.
- All Bonafide, Leave Booking Reports and Additional Duties Reports are required to be checked by Manager. Attach these reports to timesheets for approval at the end of each pay period.

