



THE UNIVERSITY OF QUEENSLAND

## Record of Attendance - Flexible Hours

Fortnight Name: <input type="text"/>	(Begin Saturday Non-Pay Week)	Previous Balance Carry Forward Is carry-forward negative? (Y/N) <input type="text"/>	Web Links <a href="#">MyAurion to apply for Leave</a>										
Staff No: <input type="text"/>		TOIL B/F Balance <input type="text"/>	<a href="#">Leave Entitlements</a>										
Org Unit: <input type="text"/>		Work Scheme (VBT, Flex, 9day Ftn) <input type="text"/>	<a href="#">Hours of Work and Overtime</a>										
Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday

<b>Work Pattern</b>														
<b>Work AM</b>	Start													
	End													
	Start													
	End													
	Total													
<b>Work PM</b>	Start													
	End													
	Start													
	End													
	Total													
<b>Work Day Total</b>														
<b>Leave &amp; other time taken</b>	Recreation													
	Sick													
	Carers													
	Public Holiday													
	Other Leave													
TOIL														
<b>Leave &amp; Other Total</b>														
<b>Flexi-time/VBT taken</b>														
<b>Rostered Day Off (Yes/No)</b>	No	No	No	No	No	No	No	No	No	No	No	No	No	No
<b>Total Time for Day</b>														
<b>Balance Flex/VBT C/F</b>														
<b>Day +/- (Hrs)</b>														
<b>Balance Flex/VBT</b>														

.....

Signed by staff member as a correct record of attendance. Date:

Application/s for Leave and overtime claims have been made.

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Signed by supervisor as correct. Leave and other time taken has been approved. Date:

**Fortnightly Timesheet Summary**

Previous fortnight carry-over:	<input type="text"/>	Leave: Recreation	<input type="text"/>
Total Hours worked:	<input type="text"/>	Sick	<input type="text"/>
Leave & Other Time	<input type="text"/>	Carers	<input type="text"/>
Work Plan	<input type="text"/>	TOIL	<input type="text"/>
		Other	<input type="text"/>
<b>Carry Over Balance Flex/VBT</b>	<input type="text"/>	Flex/VBT taken:	<input type="text"/>
<b>Carry Over Balance of TOIL</b>	<input type="text"/>		





THE UNIVERSITY OF QUEENSLAND

### Record of Attendance - Overtime

Fortnight (Begin Saturday Non-Pay Week)

Name:  
Staff No:  
Org Unit:

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
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#### Work Pattern

Overtime Worked	Start													
	End													
	Start													
	End													
	Total													

Claimed as paid OT														
Balance to TOIL														

#### Convert Balance to TOIL (standard hours)

Hours/ OT 1.5														
Minutes OT 2														
Rate OT 2.5														
Toil entitlement														

.....  
 Signed by staff member as a correct record of attendance. Date:   
 Application for overtime claims have been made.

.....  
 Signed by supervisor as correct. Overtime taken has been approved. Date:

**Fortnightly Overtime Summary**

TOIL balance carry-over:

Total TOIL accrued:

Total TOIL taken:

This fortnight's carry-forward:

**OT Claim to be lodged:**