



Pay Cat SCHADS Award Compliance Analysis

Written by: The team at Effective HR
Completed: 6 February 2024
CEO Sign off: Michelle Gabauer



Table of Contents

List of Abbreviations.....	2
Executive summary	2
Introduction	2
Independence of companies.....	3
Methodology.....	3
System limitations.....	7
Conclusion.....	7
Scenario 1: Dayworkers span of hours.....	8
Scenario 2: KM Allowance.....	12
Scenario 3: Minimum Shifts	15
Scenario 4: Leave Loading.....	19
Scenario 5: Uniform & Laundry Allowance	25
Scenario 6: First Aid Allowance	29
Scenario 7: Shift Penalties.....	33
Scenario 8: Saturday and Sunday.....	36
Scenario 9: Broken Shifts.....	39
Scenario 10: Excursions.....	42
Scenario 11: TIL of Overtime.....	46
Scenario 12: Remote Work	49
Scenario 13: 24-hr Care Shifts.....	53
Scenario 14: Meal Breaks.....	56
Scenario 15: Public Holidays	59
Scenario 16: Overtime	62
Scenario 17: Break between shifts (10 hours)	65
Scenario 18: 10-hour shifts	68
Scenario 19: Sleepovers	72
Appendix 1: Legal Certification	76



List of Abbreviations

Abbreviation	Full Form/Definition
SCHADS	Social, Community, Home Care and Disability Services
TIL	Time in Lieu
PHOL	Public Holiday
SACS	Social and Community Services
KM	Kilometre
OT	Overtime
EHR	Effective HR
Payroll System	Employment Hero Payroll

Executive summary

This executive summary outlines the engagement between Pay Cat and Effective HR to complete compliance testing on the customised SCHADS award build using Employment Hero Payroll.

The results of the compliance tests conducted by Effective HR, are supported with a secondary review, and sign off by Effective HR's partnering Employment Lawyer. Which is shown as Appendix 1: Legal Certification.

The extensive testing was completed on all primary monetary clauses of the SCHADS award, with fabricated timesheet information being used as the testing data.

The Payroll System contains many pre-built awards, including the Social, Community, Home Care and Disability Services (SCHADS) Award, which is designed to streamline payroll processing by automatically detecting when particular rates, loadings, allowances, and penalties should apply. Pay Cat via their white label version of the Payroll System have built a custom version of the SCHADS award which includes additional and/or different rules, with the goal of being the only completely verified compliant SCHADS award interpreter in the Australian market.

Effective HR conducted a series of tests for each stream of the SCHAD's award using multiple employee profiles to simulate a range of work scenarios, although the primary focus was on Social and Community, Disability, and Home Care streams. After extensive testing, it was identified that the Pay Cat custom SCHADS award correctly interprets the relevant award clauses to calculate wages and entitlements.

Introduction

Employment Hero Payroll is an Australian payroll software company created in 2012 that offers a suite of pre-built modern awards which automatically apply a series of rules based on the requirements of each award. The Payroll System offers white labels of the software, and Pay Cat, who employs a team of payroll experts, has provided payroll services utilising the software under their own white label since 2018. Whilst most organisations using the software use the standard pre-built awards, Pay Cat has created a customised version of the SCHADS award with their modified version of the rule sets. This customised version of the SCHADS award is only available to Pay Cat clients on their white label.

Effective HR are an Australian based company consisting of qualified human resources and industrial relations experts. Effective HR provide advice on award interpretation to clients across the country and have a detailed knowledge of both the SCHADS award and the Payroll System. Effective HR were engaged to evaluate the Pay Cat SCHADS award ruleset to test, and determine if the Pay Cat SCHADS version correctly interprets the award provisions.

Effective HR are working together in this compliance audit with their partnering Employment Lawyer: Keeley Press, from SLF Lawyers. Keeley is a committed commercial lawyer with a keen passion for workplace relations and safety law. A multifaceted lawyer with an ability to provide clients with tailored advice across multiple jurisdictions, Keeley is an integral member of SLF Lawyers.

The ambition behind Pay Cat’s engagement of Effective HR to complete this audit was to obtain an independent review and analysis of the system. This compiled information presented in a report will then have the additional second stage review and sign off from Effective HR’s partnering Employment Lawyer.

Independence of companies

Each of the three companies, four including the underlying Payroll System associated with this report are independent of one another and have no mutual ownership or directorships. The three parties, are acting in a professional capacity, conducting work that is both within their qualifications, experience, and normal business operations.

Methodology

All specific testing outcomes are shown in appendix 1, starting from page 8. In deciding what required testing, EHR first reviewed the SCHADS award and categorised each clause as:

- **Monetary:** results in a payment to the employee.
- **Monetary linked to a term & condition:** results in a monetary payment to the employee when another condition occurs first.
- **Term or conditions:** non-monetary.
- **Not applicable:** general clause.

Once all items linked to monetary payment were identified, these formed the structure of the testing. This list comprised of:

Dayworkers span of hours	Saturday and Sunday	Public Holiday
KM Allowance	Broken Shifts	Overtime
Minimum Shifts	Excursions	Break between shifts
Uniform & Laundry Allowance	TIL of Overtime	10-hour shifts
Leave Loading	Remote Work	Sleepovers
First Aid Allowance	24-hr Care Shifts	
Shift Penalties	Meal Breaks	

Higher duties and cashing out of annual leave do not have customised rule sets in Pay Cat. Therefore, the rule sets are consistent with the standard key pay rules and were excluded from testing.

Testing methodology

For each listed item, EHR compiled a list of scenarios that would allow us to assess the functionality of the system in different scenarios, ranging from simple to complex. Examples of scenarios are as follows:

1. Dayworkers span of hours
 - Ordinary hours including hours outside this span
 - Remote work
 - Overtime penalties correct as per stream/employment status
2. KM Allowance
3. Minimum Shifts
 - Shifts of varying length by each employment status/stream
 - Shifts at varying times of the day to ensure top up payments include relevant penalty rates
4. Leave Loading
 - Leave application and conversion to timesheet
 - Calculation of loading vs penalties
 - Public holidays during annual leave
5. Uniform & Laundry Allowance
 - Weekly caps
 - Allowances paid on periods of leave
 - Allowances paid on different work types
6. First Aid Allowance
 - Weekly cap for part time and casual staff
 - Use of tag and qualifications
 - Work type 'First Aid Officer'
 - Different shift types (ordinary time and overtime)
7. Shift Penalties
 - Afternoon, night, and ordinary shifts
 - Broken shifts and penalties
 - Penalties when a sleepover is rostered
8. Saturday and Sunday
 - Shifts spanning midnight
 - Shifts including a sleepover
9. Broken Shifts
 - One unpaid break
 - Two unpaid breaks
 - Three unpaid breaks (not permitted under the award)
 - Span greater than 12 hours
 - Payment of allowance
 - Minimum payments
10. Excursions
 - Weekday excursions
 - Weekend excursions

- Excursions of varying lengths
- 11. TIL of Overtime
 - Use of 'TIL of OT' tag
 - Standard overtime hours
 - Overtime hours associated with work during a sleepover
- 12. Remote Work
 - Each remote category (on call, not on call, meetings/training)
 - Minimum payments
 - Remote work on Saturday/Sunday/public holiday
 - When two periods of remote work fall in the same day
 - When a period of remote work falls in the required 10 hour gap between shifts
- 13. 24-hr Care Shifts
 - Active period of more than 8 hours
 - Active period of less than 8 hours
 - Active period split into multiple components
- 14. Meal Breaks
 - Automatic unpaid meal break
 - Paid meal break
 - Overtime when meal break not taken
 - Breaks of different lengths
- 15. PHOL
 - Public holiday worked
 - Public holiday not worked
- 16. Overtime
 - Meal allowances
 - Weekly/fortnightly maximum hours
 - Daily maximum hours
- 17. Break between shifts
 - 10 hours
 - 8 hours before or after sleepover shift
 - Remote work in break
- 18. 10-hour shifts
 - Application of overtime penalties
- 19. Sleepovers
 - Minimum payments for four hour shift applied when no shift is worked
 - Minimum payments for four hour shift when less than four hours are worked
 - Minimum payments for overtime when work occurs during the sleepover
 - Payment of overtime for multiple instances of work during the sleepover
 - Correct application of night/afternoon shift penalties

In the project plan we identified several employee profiles would be required to test the customised rule sets. The employee profiles were created for each employment type and stream as per the SCHAD's award; full-time, part-time, and casual employees for each Home Care, Home Care – Aged Care, Crisis Accommodation, Family Day Care, Disability, and Social and Community. The employee profiles were set up to test different state locations and award levels.

In addition, employee profiles tags were used during testing, being allocated or removed as required for each scenario. Pay Cat has five employee tags for the calculation of shift allowances, processing of time in lieu of overtime, and a dayworker tag which interprets the rate of pay according to the span of hours for a day worker, along with tags for uniform, first aid, and laundry allowances.

Award stream	Employment type	Hours of work	Award Level	Name	Location
Home Care - Aged Care	Full-time	38	2.2	Andy Andrews	QLD
Home Care - Aged Care	Part-time	20	4.1	Annette Acton	NSW
Home Care - Aged Care	Casual	10	1.1	Arnold Ant	WA
Crisis Accommodation	Casual	10	1.3	Catherine Anne	WA
Crisis Accommodation	Part-time	20	3.1	Cheryl Atkins	VIC
Crisis Accommodation	Full-time	38	2.2	Chris Anderson	ACT
Disability	Casual	10	1.1	Daniel Drew	QLD
Disability	Full-time	38	1.3	David Davy	VIC
Disability	Part-time	16	3.1	Delilah Dennis	QLD
Family Day Care	Part-time	18	1.3	Faye Smith	NSW
Family Day Care	Casual	20	3.4	Fern Smith	VIC
Family Day Care	Full-time	38	2.4	Fredrick Smith	SA
Home Care	Casual	10	3.2	Hailey Comet	SA
Home Care	Full-time	38	2.2	Harriet Chilvers	TAS
Home Care	Part-time	15	3.2	Henry Crane	TAS
Social & Community	Casual	10	5.1	Sailsbury Roberts	ACT
Social & Community	Full-time	38	2.1	Sally Roberts	QLD
Social & Community	Part-time	22	3.2	Suzy Robertson	NSW

Specific Results

Item	Outcome
Dayworkers span of hours	Paid correctly
KM Allowance	Paid correctly
Minimum Shifts	Paid correctly
Uniform & Laundry Allowance	Paid correctly
Leave Loading	Paid correctly
First Aid Allowance	Paid correctly
Shift Penalties	Paid correctly
Saturday and Sunday	Paid correctly
Broken Shifts	Paid correctly
Excursions	Paid correctly
TIL of Overtime	Paid correctly
Remote Work	Paid correctly
24-hr Care Shifts	Paid correctly
Meal Breaks	Paid correctly
Public Holiday	Paid correctly
Overtime	Paid correctly

Break between shifts	Paid correctly
10-hour shifts	Paid correctly
Sleepovers	Paid correctly

System limitations

The Pay Cat system correctly applies the known interpretation of the SCHAD’s award clauses, there is however a system limitation in situations where the award doesn’t stipulate monetary obligation to the employer. For example, a casual employee who returns to work with less than a 10-hour rest break following a shift (not a sleepover shift). Whilst the award provides for overtime for full and part time staff, the award is silent on any monetary obligations for casual staff. Therefore, because it is not expressly provided for within the award, to roster a casual staff member with less than a 10-hour break, would not result in payment of overtime and is viewed as a breach of the award.

Payroll systems rely on the data being entered into the system and human intervention, interpretation, and understanding of relevant awards is required. Therefore, our recommendation is to ensure that those responsible for the payroll system maintain a current working knowledge of the applicable awards and Fair Work legislation which governs terms and conditions of employment. This includes being aware of potential award breaches and taking proactive steps to manage or mitigate this outside of the payroll system.

Conclusion

Our testing of the Pay Cat built system has led us to conclude that the award interpretations applied by the system are correct for the situations we tested as at the date of the report.

We have relied on several sources to determine the correct interpretation, including, the Fair Work Ombudsman library and resources, Fair Work Ombudsman enquiry line, as well as recent case law.

In addition to the rules being compliant with the award as per our testing scenarios, the customised rule sets created by Pay Cat reduce the manual entry of tags, work types, and meal breaks. In automating these, it reduces the likelihood of human error.

It is important to note however, the interpretation of clauses can change over time, as precedent has not been set on all items. It is important to note that there is an element of vagueness to many clauses under the SCHADS award, which leaves clauses open to interpretation, in these instances we have based our interpretation on advice from the Fair Work Ombudsman.

Scenario 1: Dayworkers span of hours.

Award Clause: [28.1 Overtime Rates](#)

Award Clause: [25.2 Span of hours](#)

Interpretation:

Dayworkers span of hours is 6am to 8pm Monday to Sunday. Outside of these hours, overtime applies. Overtime varies according to the stream under the award.

For full time Social and Community Services (excluding disability) and Crisis Accommodation employees, overtime worked on Monday to Saturday is paid at the rate of time and a half for the first three hours and double time thereafter.

For all other staff, overtime worked on Monday to Saturday is paid at the rate of time and a half for the first two hours and double time thereafter. This includes:

- Disability Services – all employment types
- Home Care (including Aged Care) – all employment types
- Family Day Care – all employment types
- Social and Community Services – part time and casual staff only
- Crisis Accommodation – part time and casual staff only

Results:

Day worker ordinary hours are correctly interpreted by the system, as shown on 22 November 2023 where hours worked from 8pm onwards were paid at overtime rates. For the shift of 12pm to 10pm, 12pm to 8pm (8 hours) was paid at permanent ordinary hours. For the time worked from 8pm to 10pm, 2 hours was paid at time and a half (150%). This indicates that at 8pm the rate of pay for a dayworker changes, as per the conditions of the award.

In addition, the hours worked prior to 6am are also paid according to the award. On 30 November 2023 Henry worked from 4am to 10am (with a 30-minute break). From 4am to 6am Henry was paid 2 hours of time and a half, and from 6am onwards was paid at permanent ordinary hours.

Therefore, we concluded that the span of hours for a dayworker are correctly being interpreted and applied by the Pay Cat rule sets.

Data used 1:

Profile used: Sally Roberts

Worker Type	Day Worker ✓	Shift worker				
Status	Casual	Part Time	Full Time ✓			
Stream	SACS ✓	Home Care	Home Care - Aged Care	Crisis Accommodation	Family Day Care	Disability
Tag	Day Worker ✓	First Aid ✓	Laundry	Uniform Allowance	TIL of Overtime	

Timesheet Screenshot:

<input type="checkbox"/> Wed 22 Nov 2023								9h 30m (0h 30m)
<input type="checkbox"/> Sally Roberts	APPROVED	22/11/23	12:00 PM	22/11/23	10:00 PM	5:00 PM - 5:30 PM	PAID BREAK	9h 30m (0h 30m)

Pay Run snapshot:

Permanent Ordinary Hours - MA000100	MA000100 Template Testing File / Clients	22/11/2023 - 12:00 to 17:00	5	\$ 32.21	\$161.05
Permanent Ordinary Hours - MA000100	MA000100 Template Testing File / Clients	22/11/2023 - 17:00 to 17:30	0.5	\$ 32.21	\$16.105
Permanent Ordinary Hours - MA000100	MA000100 Template Testing File / Clients	22/11/2023 - 17:30 to 20:00	2.5	\$ 32.21	\$80.525
---Permanent - Overtime x 1.5	MA000100 Template Testing File / Clients	22/11/2023 - 20:00 to 22:00	2	\$ 48.315	\$96.63

Data used 2:

Profile used: Henry Crane

Worker Type	Day Worker ✓	Shift worker				
Status	Casual ✓	Part Time	Full Time			
Stream	SACS	Home Care ✓	Home Care - Aged Care	Crisis Accommodation	Family Day Care	Disability
Tag	Day Worker ✓	First Aid	Laundry	Uniform Allowance	TIL of Overtime	

Timesheet screenshot:

<input type="checkbox"/> Thu 30 Nov 2023						6h 0m	\$190.64
<input type="checkbox"/> Henry Crane	PROCESSED	30/11/23	4:00 AM	30/11/23	10:00 AM	6h 0m	\$190.64

Pay run screenshot:

---Permanent - Overtime x 1.5	MA000100 Template Testing File / Clients	30/11/2023 - 04:00 to 06:00	2	\$ 40.485	\$80.97
Permanent Ordinary Hours - MA000100	MA000100 Template Testing File / Clients	30/11/2023 - 06:00 to 09:00	3	\$ 26.99	\$80.97
Permanent Ordinary Hours - MA000100	MA000100 Template Testing File / Clients	30/11/2023 - 09:30 to 10:00	0.5	\$ 26.99	\$13.495

Other tests run:

Employee	Classification	Employment type	Does Pay Cat correctly calculate this Y/N	Outcome
<i>Sally Roberts</i>	<i>Social & Community</i>	<i>Full-time</i>	Y	<i>Correctly calculated ordinary hours and OT</i>
Suzy Robertson	Social & Community	Part-time	Y	Correctly calculated ordinary hours and OT
Sailsbury Roberts	Social & Community	Casual	Y	Correctly calculated ordinary hours and OT
David Davy	Disability	Full-time	Y	Correctly calculated ordinary hours and OT
Delilah Dennis	Disability	Part-time	Y	Correctly calculated ordinary hours and OT
Daniel Drew	Disability	Casual	Y	Correctly calculated ordinary hours and OT
Fredrick Smith	Family Day Care	Full-time	Y	Correctly calculated ordinary hours and OT
Faye Smith	Family Day Care	Part-time	Y	Correctly calculated ordinary hours and OT
Fern Smith	Family Day Care	Casual	Y	Correctly calculated ordinary hours and OT
Chris Anderson	Crisis Accommodation	Full-time	Y	Correctly calculated ordinary hours and OT
Cheryl Atkins	Crisis Accommodation	Part-time	Y	Correctly calculated ordinary hours and OT
Catherine Anne	Crisis Accommodation	Casual	Y	Correctly calculated ordinary hours and OT
Harriet Chilvers	Home Care	Full-time	Y	Correctly calculated ordinary hours and OT
<i>Henry Crane</i>	<i>Home Care</i>	<i>Part-time</i>	Y	<i>Correctly calculated ordinary hours and OT</i>
Hailey Comet	Home Care	Casual	Y	Correctly calculated ordinary hours and OT

Scenario 2: KM Allowance

Award Clause: **20.7 (a) Traveling, transport and fares** - [20. Allowances](#)

Interpretation:

Where an employee is required and authorised by their employer to use their motor vehicle during work, the employee is entitled to be reimbursed at the rate of \$0.96 per kilometre.

Results:



The system accurately calculates the KM allowance, as evidenced by the displayed information for timesheet and pay run ending 23 July 2023. The system differentiates between the 85c per kilometre ATO amount and the award amount of 96c per kilometre. These amounts are recorded separately as Vehicle allowance *up to* ATO limit and Vehicle allowance *over* ATO limit.

Data used:



Profile used: Chris Anderson

Worker Type	Day Worker	Shift worker ✓				
Status	Casual	Part Time	Full Time ✓			
Stream	SACS	Home Care	Home Care - Aged Care	Crisis Accommodation ✓	Family Day Care	Disability
Tag	Day Worker	First Aid	Laundry	Uniform Allowance	TIL of Overtime	

Timesheet Screenshot:

Sun 23 Jul	Kilometre Allowance	N/A	N/A	34 units	N/A	N/A	N/A	MA000100 Template Testing File / Clients	\$32.64	 
------------	---------------------	-----	-----	----------	-----	-----	-----	--	---------	---

Pay Run snapshot:

OTHER EARNINGS	Location	Notes	Units	Rate	
Vehicle Allowance - Up To ATO Limit	MA000100 Template Testing File /	23/07/2023 - 34 units	34	\$ 0.85	\$28.90 
Vehicle Allowance - Above ATO Limit	MA000100 Template Testing File /	23/07/2023	34	\$ 0.11	\$3.74 

Other tests run:

Employee	Classification	Employment type	Does Pay Cat correctly calculate this Y/N	Outcome
Sally Roberts	Social & Community	Full-time	Y	Correctly paid \$0.96 per km
Suzy Robertson	Social & Community	Part-time	Y	Correctly paid \$0.96 per km
Salsbury Roberts	Social & Community	Casual	Y	Correctly paid \$0.96 per km
David Davy	Disability	Full-time	Y	Correctly paid \$0.96 per km
Delilah Dennis	Disability	Part-time	Y	Correctly paid \$0.96 per km
Daniel Drew	Disability	Casual	Y	Correctly paid \$0.96 per km.
Fredrick Smith	Family Day Care	Full-time	Y	Correctly paid \$0.96 per km.
Catherine Anne	Crisis Accommodation	Casual	Y	Correctly paid \$0.96 per km.
Harriet Chilvers	Home Care	Full-time	Y	Correctly paid \$0.96 per km.
Henry Crane	Home Care	Part-time	Y	Correctly paid \$0.96 per km.
Andy Andrews	Home Care - Aged Care	Full-time	Y	Correctly paid \$0.96 per km.
Arnold Ant	Home Care - Aged Care	Casual	Y	Correctly paid \$0.96 per km.

Scenario 3: Minimum Shifts

Award Clause: **10.5 Minimum payments for part-time and casual employees** - [10.0 Types of employment](#)

Interpretation:

Part-time and casual employees will be paid for the following minimum number of hours, at the appropriate rate, for each shift or period of work in a broken shift:

- 3 hours for Social and Community Services Employees (except when undertaking disability work).
- 2 hours for all other employees.

Results:

The calculation of minimum shift payments is working correctly for both dayworkers and shift workers as evidenced in our testing outcomes.

The test scenario for shift workers was conducted using the Suzy Robertson profile on 4 July 2023. She worked 1 hour from 2pm to 3pm and was paid 1 hour of permanent ordinary hours and a 2-hour minimum shift top up payment. The system has correctly allocated a payment of 3 hours as is appropriate for a Social and Community employee under the SCHAD's award. Therefore, Suzy correctly receives a payment of 3 hours for time worked on 4 July 2023.

Pay Cat correctly allocated a top up payment for a dayworker, Henry Crane, who worked from 8am to 8:20am pm on 20 July 2023. They received a top up payment of 1 hour and 40 minutes to give a total payment of 2 hours. This is correct as per the award, employees in the Home Care steam are entitled to a minimum shift payment of 2 hours.

Based on this our testing concluded that minimum shift payments are correctly interpreted and applied in Pay Cat.

Data used: Shift worker

Profile used: Suzy Robertson

Worker Type	Day Worker	Shift worker ✓				
Status	Casual	Part Time ✓	Full Time			
Stream	SACS ✓	Home Care	Home Care - Aged Care	Crisis Accommodation	Family Day Care	Disability
Tag	Day Worker	First Aid	Laundry	Uniform Allowance	TIL of Overtime	

Timesheet screenshot:

Tue 4 Jul	2:00 PM	3:00 PM	1 hr	<input type="checkbox"/>	MA000100 Template Testing File / Clients	\$111.09	  
-----------	---------	---------	------	--------------------------	--	----------	---

Pay run screenshot:



Earnings		★ MA000100 Social and Community Services (other than Disability) Sector pay conditions applied				
HOURLY EARNINGS	Location	Notes	Hours	Rate (per hour)		
Permanent Ordinary Hours - MA000100	MA000100 Template Testing File / CI	4/07/2023 - 14:00 to 15	1	\$	37.03 \$37.03	
---Permanent - Top Up Hours (Less than minimum shift)	MA000100 Template Testing File / CI	4/07/2023	2	\$	37.03 \$74.06	

Data used: Day Worker

Profile used: Henry Crane

Worker Type	Day Worker ✓	Shift worker				
Status	Casual	Part Time ✓	Full Time			
Stream	SACS	Home Care ✓	Home Care - Aged Care	Crisis Accommodation	Family Day Care	Disability
Tag	Day Worker ✓	First Aid	Laundry	Uniform Allowance	TIL of Overtime	

Timesheet screenshot:

Thu 20 Jul		8:00 AM	8:20 AM	20 mins	<input type="checkbox"/>	MA000100 Template Testing File / Clients	\$53.98	 
------------	--	---------	---------	---------	--------------------------	--	---------	---

Pay run screenshot:

Permanent Ordinary Hours - MA000100	MA000100 Template Testing File / Clients	20/07/2023 - 08:00 to 08:20	0.33333	\$ 26.99	\$8.99658
---Permanent - Top Up Hours (Less than minimum shift)	MA000100 Template Testing File / Clients	20/07/2023	1.66667	\$ 26.99	\$44.98342

Other testing results:

Employee	Classification	Employment type	Does Pay Cat correctly calculate this Y/N	Outcome
Suzy Robertson	Social & Community	Part-time	Y	Paid top up payment for shift to total 3 hours
Sailsbury Roberts	Social & Community	Casual	Y	Paid top up payment for shift to total 3 hours
Delilah Dennis	Disability	Part-time	Y	Paid top up payment to 2 hours min shift payment
Daniel Drew	Disability	Casual	Y	Top up paid for shift that was only 1 hour, paid for 2 hours
Fern Smith	Family Day Care	Part-time	Y	Top up payments made as per award
Faye Smith	Family Day Care	Casual	Y	Top up payments made as per award
Cheryl Atkins	Crisis Accommodation	Part-time	Y	Top up payments made as per award
Catherine Anne	Crisis Accommodation	Casual	Y	top up payments made for both periods up to the min payment of 2 hrs
Henry Crane	Home Care	Part-time	Y	Top up payments made as per award
Hailey Comet	Home Care	Casual	Y	Top up payments made as per award
Anette Acton	Home Care - Aged Care	Part-time	Y	Top up payment made, shift was 12am to 12.45am. Perm top up hours, less than min, night shift
Arnold Ant	Home Care - Aged Care	Casual	Y	Casual top up hours working, paid 2 hours

Scenario 4: Leave Loading

Award Clause: **31.3 Annual leave loading** - [31. Annual Leave](#)

Interpretation:

In addition to ordinary pay, a full or part time employee, other than a shift worker, will be paid an annual leave loading of 17.5% of their ordinary rate of pay whilst on annual leave.

A shift worker receives the higher of:

- Annual leave loading of 17.5% OR
- The weekend and shift penalties they would have received had they not been on leave during the relevant period.

Results:

The annual leave loading calculations are being correctly applied in the system as demonstrated by the test scenarios.

For shift workers, the system calculates the shift penalty loadings that would have been applicable had the employee not been on leave and then evaluates the greater of shift penalties or annual leave loading. In the test scenario Sally Roberts takes annual leave on a Saturday and Sunday and receives payment for the rostered hours of work rather than the annual leave loading. This is correct as the shift penalties for Saturday and Sunday are higher than the annual leave loading of 17.5%.

Annual leave loading was processed and paid correctly for day worker Henry Crane as per the screenshots below. For his annual leave from 25 September to 26 September 2023 he received 17.5% annual leave loading and 15 hours of annual leave paid at his ordinary hourly rate.

In order for this functionality to work, the leave must first be entered as a leave request, and then converted to a timesheet.

Data used:







Profile used: Sally Roberts

Worker Type	Day Worker	Shift worker ✓				
Status	Casual	Part Time	Full Time ✓			
Stream	SACS ✓	Home Care	Home Care - Aged Care	Crisis Accommodation	Family Day Care	Disability
Tag	Day Worker	First Aid	Laundry	Uniform Allowance	TIL of Overtime	

Leave request screenshot:

Employee	Start	End	Units	Status
Sally Roberts				
Annual Leave	20/04/2024	21/04/2024	20 hours	APPROVED

Timesheet screenshot:

	Sat 20 Apr	Annual Leave Taken	9:00 AM	7:00 PM	10 hrs	<input type="checkbox"/>	MA000100 Template Testing File / Clients	\$483.15	  
	Sun 21 Apr	Annual Leave Taken	9:00 AM	7:00 PM	10 hrs	<input type="checkbox"/>	MA000100 Template Testing File / Clients	\$644.20	  

Pay run screenshot:

HOURLY EARNINGS	Location	Notes	Hours	Rate (per hour)	
Annual Leave Taken	MA000100 Template Testing File / Clients	20/4/2024 - Leave taken: 10.00 hours Annual Leave	10	\$ 48.315	\$483.15
Annual Leave Taken	MA000100 Template Testing File / Clients	21/4/2024 - Leave taken: 10.00 hours Annual Leave	10	\$ 64.42	\$644.20

Data used:

Profile used: Henry Crane

Worker Type	Day Worker ✓	Shift worker				
Status	Casual	Part Time ✓	Full Time			
Stream	SACS	Home Care ✓	Home Care - Aged Care	Crisis Accommodation	Family Day Care	Disability
Tag	Day Worker	First Aid	Laundry	Uniform Allowance	TIL of Overtime	

Leave requests screenshot:

Employee	Start	End	Units	Status
Henry Crane				
Annual Leave	25/09/2023	26/09/2023	15 hours	APPROVED

Timesheet screenshot:

	Mon 25 Sep	Annual Leave Taken	9:00 AM	4:30 PM	7 hrs 30 mins	<input type="checkbox"/>	MA000100 Template Testing File / Clients	\$237.85	A	🔍
	Tue 26 Sep	Annual Leave Taken	9:00 AM	4:30 PM	7 hrs 30 mins	<input type="checkbox"/>	MA000100 Template Testing File / Clients	\$237.85	A	🔍

Pay run screenshot:

Annual Leave Taken	MA000100 Template Testing File / Clients	25/9/2023 - Leave taken: 7.50 hours Annual Leave	7.5	\$ 26.99	\$202.425
Annual Leave Taken	MA000100 Template Testing File / Clients	26/9/2023 - Leave taken: 7.50 hours Annual Leave	7.5	\$ 26.99	\$202.425
OTHER EARNINGS					
	Location	Notes	Units	Rate	
Leave Loading	MA000100 Template Testing File / Clients	25/9/2023 - Annual Leave: 7.5 hourly @ 17.50%	7.5	\$ 4.72325	\$35.42438
Leave Loading	MA000100 Template Testing File / Clients	26/9/2023 - Annual Leave: 7.5 hourly @ 17.50%	7.5	\$ 4.72325	\$35.42438

Other tested results:

Employee	Classification	Employment type	Does Pay Cat correctly calculate this Y/N	Outcome
Sally Roberts	Social & Community	Full-time	Y	AL loading paid correctly
Sally Roberts	Social & Community	Full-time	Y	Pay Cat correctly calculating and allocating the greater of annual leave loading or shift penalties
Suzy Robertson	Social & Community	Part-time	Y	AL loading paid correctly
David Davy	Disability	Full-time	Y	AL loading paid correctly on both leave entries
Delilah Dennis	Disability	Part-time	Y	AL loading paid correctly
Fredrick Smith	Family Day Care	Full-time	Y	AL loading paid correctly
Fredrick Smith	Family Day Care	Full-time	Y	Pay Cat correctly calculating and allocating the greater of annual leave loading or shift penalties
Faye Smith	Family Day Care	Part-time	Y	AL loading paid correctly
Chris Anderson	Crisis Accommodation	Full-time	Y	AL loading paid correctly
Cheryl Atkins	Crisis Accommodation	Part-time	Y	AL loading paid correctly
Cheryl Atkins	Crisis Accommodation	Part-time	Y	AL loading paid correctly
Harriet Chilvers	Home Care	Full-time	Y	AL loading paid correctly
Henry Crane	Home Care	Part-time	Y	AL loading paid correctly
Andy Andrews	Home Care - Aged Care	Full-time	Y	AL loading paid correctly
Annette Acton	Home Care - Aged Care	Part-time	Y	AL loading paid correctly

Scenario 5: Uniform & Laundry Allowance

Award Clause: **20.2 (c) Clothing and Equipment** – [20. Allowances](#)

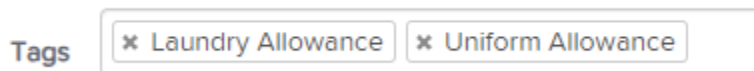
Interpretation:

If an employee is entitled to the uniform allowance, it is payable at the rate of \$1.23 per shift or \$6.24 per week, whichever is the lesser amount.

If an employee is entitled to the laundry allowance, it is payable at the rate of \$0.32 per shift or \$1.49 per week, whichever is the lesser amount.

Results:

The uniform and laundry allowances are correctly calculated in Key Pay according to SCHADs award. Annette Acton has the tags **Laundry Allowance** and **Uniform Allowance** applied. For each shift Annette worked she received \$1.23 uniform allowance and \$0.32 laundry allowance. We also tested the weekly payment caps for laundry and uniform allowance and concluded that the system correctly calculates the payment caps for uniform and laundry allowances.



Data used:

Profile used: Anette Acton

Worker Type	Day Worker	Shift worker ✓				
Status	Casual	Part Time ✓	Full Time			
Stream	SACS	Home Care	Home Care - Aged Care ✓	Crisis Accommodation	Family Day Care	Disability
Tag	Day Worker	First Aid	Laundry ✓	Uniform Allowance ✓	TIL of Overtime	

Timesheet screenshot:

Timesheets Summary - Annette Acton

APPROVED Total

4 timesheets 22 hrs 30 mins **4** timesheets **22 hrs 30 mins** costing **\$769.32**

	Work Type	Start Time	End Time	Units	Break Start	Break End	P
Sun 5 Nov							
Mon 6 Nov		10:00 AM	12:00 PM	2 hrs			

Cost Breakdown

Earnings

10am - 12pm Permanent Ordinary Hours - MA000100 2h 0m @ \$32.85 \$65.70

Allowances

1 x Uniform Allowance \$1.23

1 x Laundry Allowance - up to ATO threshold \$0.32

Total **\$67.25**

<input type="checkbox"/>	MA000100	Template Testing	\$67.25	A
		File / Clients		

Pay run screenshot:

Uniform Allowance	MA000100 Template Testing File / Clients	6/11/2023	1	\$ 1.23
Laundry Allowance - up to ATO threshold	MA000100 Template Testing File / Clients	6/11/2023	1	\$ 0.32

Other testing results:

Employee	Scenario	Classification	Employment type	Does Pay Cat correctly calculate this Y/N	Outcome
Sally Roberts	Testing weekly payments for uniform and laundry do not exceed \$6.24 & \$1.49	Social & Community	Full-time	Y	Paid \$6.24 and \$1.49
Suzy Robertson	Testing weekly payments for uniform and laundry based on hours worked	Social & Community	Part-time	Y	Uniform paid \$7.38 & Laundry paid \$1.92 for a fortnight
Suzy Robertson	Testing uniform allowance on annual leave	Social & Community	Part-time	Y	Allowances calculating correctly when approved leave is turned into a timesheet entry
Salsbury Roberts	Testing weekly payments for uniform and laundry based on hours worked	Social & Community	Casual	Y	Uniform paid \$11.07 & laundry allowance \$2.77 for a fortnight
David Davy	Testing uniform allowance being paid whilst on paid leave	Disability	Full-time	Y	Uniform paid \$6.15 and laundry allowance \$0.64 for a fortnight
Delilah Dennis	Testing weekly payments for uniform and laundry based on hours worked	Disability	Part-time	Y	Uniform paid \$6.15 for 5 shifts & laundry allowance \$1.60 for 5 shifts over the F/N
Daniel Drew	Testing allows paid on different work types	Disability	Casual	Y	Allowances paid correctly on the following work types, cas ord hrs; cas 24 hr care; cas 24hr care inactive; cas N/S; cas A/S; Excursion; sleepover; call back OT; remote work Meetings/training; remote work on call and not on call
Faye Smith	Testing allowances paid on lsl >21 days	Family Day Care	Part-time	Y	Allowances not paid on lsl >21 days which is correct
Chris Anderson	Testing allowances paid on personal leave >21 days	Crisis Accommodation	Full-time	Y	Allowances not paid on personal leave >21 days which is correct

Catherine Anne	Took off tag and tested laundering of clothing other than uniform paid on request - \$0.32 per shift on request	Crisis Accommodation	Casual	Y	Laundering of clothing other than uniforms allowance paid correctly
Harriet Chilvers	Testing weekly payments for uniform and laundry do not exceed \$6.24 & \$1.49	Home Care	Full-time	Y	Uniform & Laundry allowances correctly paid on all shifts incl sleepover and hours worked before a sleepover
Henry Crane	Testing allowances paid on sleepover.	Home Care	Part-time	Y	Uniform & Laundry allowances correctly paid on all shifts incl sleepover and hours worked before a sleepover.
Hailey Comet	Testing allowances paid on sleepover	Home Care	Casual	Y	Uniform & Laundry allowances correctly paid on all shifts incl sleepover and hours worked before a sleepover
Andy Andrews	Testing allowances paid on sleepover	Home Care - Aged Care	Full-time	Y	Uniform & Laundry allowances correctly paid on all shifts incl sleepover and hours worked before a sleepover
Annette Acton	Testing allowances based on hours worked	Home Care - Aged Care	Part-time	Y	Uniform & Laundry allowances correctly paid
Arnold Ant	Testing allowances based on hours worked	Home Care - Aged Care	Casual	Y	Uniform & Laundry allowances correctly paid

Scenario 6: First Aid Allowance

Award Clause: **20.6 First Aid Allowance** - [20. Allowances](#)

Interpretation:

Full-time employees:

A weekly first aid allowance of 1.67% of the standard rate per week will be paid to a full-time employee where:

- i. An employee is required to hold a current first aid certificate; and
- ii. An employee, other than a home care employee is required to perform first aid; or
- iii. A home care employee is required to be, in a given week, responsible for the provision of first aid to employees employed by the employer.

The first aid allowance for full-time employees will apply to eligible part time and casual employees on a pro rata basis.

For First Aid to be paid, the employee is required to have either the First Aid tag added to their profile, or the First Aid work type added to the shift.

Results:

Our testing concluded that First Aid allowances are being correctly calculated and paid for all employees, casual, part-time, and full-time. As demonstrated in the scenario below, the rate of First Aid payment for casual employees is \$0.5 per hour.

Data used:

Profile used: Sailsbury Roberts

Worker Type	Day Worker	Shift worker ✓				
Status	Casual ✓	Part Time	Full Time			
Stream	SACS ✓	Home Care	Home Care - Aged Care	Crisis Accommodation	Family Day Care	Disability
Tag	Day Worker	First Aid ✓	Laundry	Uniform Allowance	TIL of Overtime	

Timesheet screenshot:

Timesheets Summary - Sailsbury Roberts

SUBMITTED
APPROVED
Total

1 timesheet 7 hrs
 3 timesheets 14 hrs 30 mins
 4 timesheets 21 hrs 30 mins costing \$1,626.03

Cost Breakdown

Earnings

10am - 12pm	Casual - Sunday	2h 0m @ \$106.88	\$213.75
12pm - 12:30pm	Casual - Sunday - Paid Break	0h 30m @ \$106.88	\$53.44
12:30pm - 4pm	Casual - Sunday	3h 30m @ \$106.88	\$374.06

Allowances

6 x First Aid Allowance	\$3.01
-------------------------	--------

Total **\$644.26**

	Work Type	Start Time	End Time	Units	Break Start	Break End	Paid			
Sat 11 Nov										
Sun 12 Nov		10:00 AM	4:00 PM	5 hrs 30 mins	12:00 PM	12:30 PM	<input checked="" type="checkbox"/>	MA000100	Template Testing	\$644.26
								File / Clients		

Pay run screenshot:

---Casual - Sunday	MA000100 Template Testing File / Clients	12/11/2023 - 10:00 to 12:00	2	\$ 106.875	\$213.75
---Casual - Sunday	MA000100 Template Testing File / Clients	12/11/2023 - 12:00 to 12:30	0.5	\$ 106.875	\$53.4375
---Casual - Sunday	MA000100 Template Testing File / Clients	12/11/2023 - 12:30 to 16:00	3.5	\$ 106.875	\$374.0625
First Aid Allowance	MA000100 Template Testing File / Clie	12/11/2023	6	\$ 0.50132	

Other testing results:

Employee	Scenario	Classification	Employment type	Does Pay Cat correctly calculate this Y/N	Outcome
Sally Roberts	AL taken and regular work week	Social & Community	Full-time	Y	First aid allowance paid correctly for week of work and not paid whilst on annual leave.
Suzy Robertson	AL taken and regular work week	Social & Community	Part-time	Y	First aid being calculated on hours worked
Sailsbury Roberts	Testing FA allowance	Social & Community	Casual	Y	First aid allowance paid correctly on the following work types; no meal break, sleepover, excursion and call back on OT
David Davy	Testing FA allowance	Disability	Full-time	Y	

Employee	Scenario	Classification	Employment type	Does Pay Cat correctly calculate this Y/N	Outcome
Fredrick Smith	Testing FA allowance on the following work types; Remote work - Meetings/Training, annual leave, carers leave	Family Day Care	Full-time	Y	First aid allowance paid as expected
Faye Smith	Testing FA allowance	Family Day Care	Part-time	Y	First aid allowance paid as expected. Pro rata for part timers on hours worked
Fern Smith	Testing FA allowance	Family Day Care	Casual	Y	First aid allowance paid as expected
Chris Anderson	Testing FA allowance	Crisis Accommodation	Full-time	Y	First aid allowance paid as expected
Cheryl Atkins	Testing FA allowance	Crisis Accommodation	Part-time	Y	First aid allowance paid as expected
Catherine Anne	Testing FA allowance - Afternoon, night shift and Sat Sun	Crisis Accommodation	Casual	Y	First aid allowance paid as expected
Henry Crane	Testing FA allowance	Home Care	Part-time	Y	Home care employees - not eligible for First aid allowance on ord hours unless required by employer to be responsible for provision of first aid to employees employed by the employer
Andy Andrews	Testing FA allowance	Home Care - Aged Care	Full-time	Y	Home care employees - not eligible for First aid allowance on ord hours unless required by employer to be responsible for provision of first aid to employees employed by the employer

Scenario 7: Shift Penalties

Award Clause: **29.1 Definitions** - [29. Shiftwork](#)

Award Clause: **29.3 Shift allowances and penalty rates** - [29. Shiftwork](#)

Award Clause: **25.2 Span of hours** - [25. Ordinary hours of work and rostering](#)

Interpretation:

A shift worker is an employee who works shifts in accordance with the below shiftwork hours.

- Afternoon shift is a shift finishing after 8pm and at or before 12am, Monday to Friday. Ordinary rate has a 12.5% loading.
- Night Shift is a shift finishing after 12am or starting before 6am Monday to Friday. Ordinary rate has a 15% loading.
- Public holiday penalty rates apply to any time worked between midnight on the night prior to the public holiday and midnight of the public holiday. Ordinary rate has a 150% loading.

Shift penalties on broken shifts only apply to shift period.

Results:







The system accurately applies the correct penalties of Afternoon shift, Night shift, and Public Holiday shifts to the shifts displayed in the timesheet and pay run screenshots shown. Therefore, we concluded that the shift penalties are calculated correctly in the system.

Data used:

Profile used: Hailey Comet

Worker Type	Day Worker	Shift worker ✓				
Status	Casual ✓	Part Time	Full Time			
Stream	SACS	Home Care ✓	Home Care - Aged Care	Crisis Accommodation	Family Day Care	Disability
Tag	Day Worker	First Aid	Laundry	Uniform Allowance	TIL of Overtime ✓	

Timesheet screenshot:

Fri 8 Dec	5:00 PM	12:00 AM	7 hrs 🌙	<input type="checkbox"/>	MA000100 Template Testing File / Clients	\$241.22	 
Wed 13 Dec	3:00 AM	6:00 AM	3 hrs	<input type="checkbox"/>	MA000100 Template Testing File / Clients	\$113.36	 
Mon 25 Dec	9:00 AM	12:00 PM	3 hrs	<input type="checkbox"/>	MA000100 Template Testing File / Clients	\$222.67	 

Pay run screenshot:

---Casual - Afternoon Shift	MA000100 Template Testing File / Clients	8/12/2023 - 17:00 to 22:00	5	\$ 37.1125	\$185.55625
---Casual - Afternoon Shift	MA000100 Template Testing File / Clients	8/12/2023 22:30 to 9/12/2	1.5	\$ 37.1125	\$55.66688
---Casual - Night Shift	MA000100 Template Testing File / Clients	13/12/2023 - 03:00 to 06:00	3	\$ 37.786	\$113.358
---Casual - Public Holiday	MA000100 Template Testing File / Clients	25/12/2023 - 09:00 to 12:00	3	\$ 74.2225	\$222.6675

Other testing results:

Employee	Classification	Employment type	Does Pay Cat correctly calculate this Y/N	Outcome
Sally Roberts	Social & Community	Full-time	Y	Paid correctly as per award shift penalties
Suzy Robertson	Social & Community	Part-time	Y	Paid correctly as per award shift penalties
Sailsbury Roberts	Social & Community	Casual	Y	Paid correctly as per award shift penalties
David Davy	Disability	Full-time	Y	Paid correctly as per award shift penalties
Delilah Dennis	Disability	Part-time	Y	Paid correctly as per award shift penalties
Daniel Drew	Disability	Casual	Y	Paid correctly as per award shift penalties
Fredrick Smith	Family Day Care	Full-time	Y	Paid correctly as per award shift penalties
Faye Smith	Family Day Care	Part-time	Y	Paid correctly as per award shift penalties
Fern Smith	Family Day Care	Casual	Y	Paid correctly as per award shift penalties
Chris Anderson	Crisis Accommodation	Full-time	Y	Paid correctly as per award shift penalties
Cheryl Atkins	Crisis Accommodation	Part-time	Y	Paid correctly as per award shift penalties
Catherine Anne	Crisis Accommodation	Casual	Y	Paid correctly as per award shift penalties
Harriet Chilvers	Home Care	Full-time	Y	Paid correctly as per award shift penalties
Henry Crane	Home Care	Part-time	Y	Paid correctly as per award shift penalties
Hailey Comet	Home Care	Casual	Y	Paid correctly as per award shift penalties
Andy Andrews	Home Care - Aged Care	Full-time	Y	Paid correctly as per award shift penalties
Annette Acton	Home Care - Aged Care	Part-time	Y	Paid correctly as per award shift penalties
Arnold Ant	Home Care - Aged Care	Casual	Y	Paid correctly as per award shift penalties

Scenario 8: Saturday and Sunday

Award Clause: [26. Saturday and Sunday work](#)

Interpretation:

Ordinary hours worked between midnight on Friday and midnight on Saturday will be paid at 150% of the ordinary rate of pay.

Ordinary hours worked between midnight on Saturday and midnight on Sunday will be paid at 200% of the ordinary rate of pay.

A casual employee who works on a weekend will be paid at the following rates:

Saturday – 175% of the ordinary rate of pay (inclusive of casual loading)

Sunday – 225% of the ordinary rate of pay (inclusive of casual loading)

Results:







The system correctly applies the Saturday and Sunday penalty rate, as shown in the displayed information on the timesheet and pay run screenshots.

Data used:

Profile used: Suzy Robertson

Worker Type	Day Worker	Shift worker ✓				
Status	Casual	Part Time ✓	Full Time			
Stream	SACS ✓	Home Care	Home Care - Aged Care	Crisis Accommodation	Family Day Care	Disability
Tag	Day Worker	First Aid	Laundry	Uniform Allowance	TIL of Overtime	

Timesheet screenshot:

Sat 9 Dec	▼	8:00 AM	3:00 PM	6 hrs 30 mins	1:00 PM	1:30 PM	<input type="checkbox"/>	MA000100 Template Testing File / Clients ▼	  
Sun 10 Dec	▼	4:00 PM	10:00 PM	5 hrs 30 mins	9:00 PM	9:30 PM	<input type="checkbox"/>	MA000100 Template Testing File / Clients ▼	  

Pay run screenshot:

---Permanent - Saturday ▼	MA000100 Template Testing File / Clients ▼	9/12/2023 - 08:00 to 13:00	5	\$ 55.545	\$277.725
---Permanent - Saturday ▼	MA000100 Template Testing File / Clients ▼	9/12/2023 - 13:30 to 15:00	1.5	\$ 55.545	\$83.3175
---Permanent - Sunday ▼	MA000100 Template Testing File / Clients ▼	10/12/2023 - 16:00 to 21:00	5	\$ 74.06	\$370.30
---Permanent - Sunday ▼	MA000100 Template Testing File / Clients ▼	10/12/2023 - 21:30 to 22:00	0.5	\$ 74.06	\$37.03

Other testing results:

Employee	Classification	Employment type	Does Pay Cat correctly calculate this Y/N	Outcome
Sally Roberts	Social & Community	Full-time	Y	Paid as per award
Suzy Robertson	Social & Community	Part-time	Y	Paid as per award
Salsbury Roberts	Social & Community	Casual	Y	Paid as per award
David Davy	Disability	Full-time	Y	Paid as per award
Delilah Dennis	Disability	Part-time	Y	Paid as per award
Daniel Drew	Disability	Casual	Y	Paid as per award
Faye Smith	Family Day Care	Part-time	Y	Paid as per award
Chris Anderson	Crisis Accommodation	Full-time	Y	Paid as per award
Hailey Comet	Home Care	Casual	Y	Paid as per award

Scenario 9: Broken Shifts

Award Clause: **25.6 Broken Shifts** - [25. Ordinary hours of work and rostering](#)

Award Clause: **20.12 Broken shift allowance** - [20. Allowances](#)

Award Clause: **27.1 Meal breaks** [27. Breaks](#)

Interpretation:

There are two types of Broken Shifts:

- when the employee works 2 periods of work with 1 unpaid break (other than a meal break).
- when the employee works 3 periods of work with 2 unpaid breaks (other than a meal break).

Broken shift allowance

- An employee required to work a broken shift with 1 unpaid break will be paid an allowance of 1.7% (\$19.39) of the standard rate, per broken shift.

- An employee that works a broken shift with 2 unpaid breaks will be paid an allowance of 2.25% (\$25.67) of the standard rate, per broken shift.

The span of hours for a broken shift is up to 12 hours. All work performed beyond a span of 12 hours will be paid at double time.

Shift allowances and penalty rates still apply to broken shifts.

Results:

Broken shift allowances are being correctly calculated and paid in the system. Harriet Chilvers a Home Care shift worker, works a broken shift and correctly receives payment of a broken shift allowance, with one unpaid break as per the screenshots below. She also receives overtime for the hours worked which span more than 12 hours. Since her first period of work started at 9am, the hours she worked from 9pm to 12am were paid at overtime rates. In the example with 3 periods of work, Harriet worked 6am – 8am, 11pm – 2pm, 4pm – 6pm.











Therefore, we concluded that the broken shift provisions are being correctly applied in the payroll system.

Data used:

Profile used: Harriet Chilvers

Worker Type	Day Worker	Shift worker ✓				
Status	Casual	Part Time	Full Time ✓			
Stream	SACS	Home Care ✓	Home Care - Aged Care	Crisis Accommodation	Family Day Care	Disability
Tag	Day Worker	First Aid	Laundry	Uniform Allowance	TIL of Overtime	

Timesheet screenshot:

Tue 16 Jan	▼	9:00 AM	11:00 AM	2 hrs		<input type="checkbox"/>	MA000100 Template Testing File / Clients ▼	 
Tue 16 Jan	▼	4:00 PM	12:00 AM	8 hrs 🌙		<input type="checkbox"/>	MA000100 Template Testing File / Clients ▼	 
Thu 18 Jan	▼	6:00 AM	8:00 AM	2 hrs		<input type="checkbox"/>	MA000100 Template Testing File / Clients ▼	 
Thu 18 Jan	▼	11:00 AM	2:00 PM	3 hrs		<input type="checkbox"/>	MA000100 Template Testing File / Clients ▼	 
Thu 18 Jan	▼	4:00 PM	6:00 PM	2 hrs		<input type="checkbox"/>	MA000100 Template Testing File / Clients ▼	 

Pay run screenshot:

Permanent Ordinary Hours - MA000100	MA000100 Template Testing File / Clients	16/01/2024 - 09:00 to 11:00	2	\$ 25.83	\$51.66
---Permanent - Afternoon Shift	MA000100 Template Testing File / Clients	16/01/2024 - 16:00 to 21:00	5	\$ 29.05875	\$145.29375
---Permanent - Broken Shift (excess of 12 hr span)	MA000100 Template Testing File / Clients	16/01/2024 21:30 to 17/01/2024 00:00	2.5	\$ 51.66	\$129.15
Permanent Ordinary Hours - MA000100	MA000100 Template Testing File / Clients	18/01/2024 - 06:00 to 08:00	2	\$ 25.83	\$51.66
Permanent Ordinary Hours - MA000100	MA000100 Template Testing File / Clients	18/01/2024 - 11:00 to 14:00	3	\$ 25.83	\$77.49
Permanent Ordinary Hours - MA000100	MA000100 Template Testing File / Clients	18/01/2024 - 16:00 to 18:00	2	\$ 25.83	\$51.66
Broken Shift Allowance (1 unpaid break)	MA000100 Template Testing File / Clients	16/01/2024	1	\$ 19.39	\$19.39
Broken Shift Allowance (2 unpaid breaks)	MA000100 Template Testing File / Clients	18/01/2024	1	\$ 25.67	\$25.67

Other testing results:

Employee	Classification	Employment type	Does Pay Cat correctly calculate this Y/N	Outcome
David Davy	Disability	Full-time	Y	Paid correctly
Daniel Drew	Disability	Casual	Y	Paid correctly
Harriet Chilvers	Home Care	Full-time	Y	Paid correctly
Henry Crane	Home Care	Part-time	Y	Paid correctly
Annette Acton	Home Care - Aged Care	Part-time	Y	Paid correctly
Arnold Ant	Home Care - Aged Care	Casual	Y	Paid correctly

Scenario 10: Excursions

Award Clause: **25.9 Excursions** - [25. Ordinary hours of work and rostering](#)

Award Clause: **25.7 Sleepovers** - [25. Ordinary hours of work and rostering](#)

Award Clause: **28.1 Overtime rates** - [28. Overtime and penalty rates](#)

Interpretation:

Where an employee agrees to supervise clients in excursion activities involving overnight stays from home the following applies:

Monday to Friday excursions

- Payment at the ordinary rate of pay for time worked between 8am and 6pm Monday to Friday, up to a maximum of 10 hours per day.
- The employer and employee can agree to TIL instead of overtime for all other hours.
- Payment of sleepover allowance in accordance with the provision of clause 25.7 (d).

Weekend excursions

- Where the excursion includes Saturday or Sunday, the days worked in the cycle will not exceed 10 days.

Results:

The system correctly applies the award interpretation of excursions and allocates payment based on this. For an excursion during the week, ordinary hours are paid to max of 10 hours, then overtime is paid. A sleepover allowance is also automatically processed.

Data used:

Profile used: Sally Roberts

Worker Type	Day Worker	Shift worker ✓				
Status	Casual	Part Time	Full Time ✓			
Stream	SACS ✓	Home Care	Home Care - Aged Care	Crisis Accommodation	Family Day Care	Disability
Tag	Day Worker	First Aid ✓	Laundry	Uniform Allowance	TIL of Overtime	

Timesheet screenshot:

	Work Type	Start Time	End Time	Units	Break Start	Break End	Paid Break	Location	Cost	
Tue 27 Feb	Excursion ▾	8:00 AM	12:00 AM	16 hrs 🌙			<input type="checkbox"/>	MA000100 Template Testing File / Clients ▾	\$1,748.05	A 👁
Wed 28 Feb	Excursion ▾	12:00 AM	3:00 PM	15 hrs			<input type="checkbox"/>	MA000100 Template Testing File / Clients ▾		A 👁

Pay run screenshot:

HOURLY EARNINGS		Location	Notes	Hours	Rate (per hour)	
---Permanent - Night Shift	MA000100 Template Testing File / Clients	27/02/2024 - 08:00 to 13:00	5	\$ 37.0415	\$185.2075	
---Permanent - Night Shift	MA000100 Template Testing File / Clients	27/02/2024 - 13:30 to 18:00	4.5	\$ 37.0415	\$166.68675	
---Permanent - Overtime x 1.5	MA000100 Template Testing File / Clients	27/02/2024 - 18:00 to 21:00	3	\$ 48.315	\$144.945	
---Permanent - Overtime x 2	MA000100 Template Testing File / Clients	27/02/2024 21:00 to 28/02/2024 08:00	11	\$ 64.42	\$708.62	
---Permanent - Night Shift	MA000100 Template Testing File / Clients	28/02/2024 - 08:00 to 08:30	0.5	\$ 37.0415	\$18.52075	
---Permanent - Overtime x 2	MA000100 Template Testing File / Clients	28/02/2024 - 08:30 to 15:00	6.5	\$ 64.42	\$418.73	
OTHER EARNINGS		Location	Notes	Units	Rate	
Sleepover Allowance	MA000100 Template Testing File / Clients	27/02/2024	1	\$ 55.89	\$55.89	
Overtime Meal Allowance	MA000100 Template Testing File / Clients	27/02/2024	1	\$ 15.2	\$15.20	
Overtime Meal Allowance	MA000100 Template Testing File / Clients	27/02/2024	1	\$ 15.2	\$15.20	
First Aid Allowance - weekly	MA000100 Template Testing File / Clients	27/02/2024	1	\$ 19.05	\$19.05	

Other testing results:

Employee	Classification	Employment type	Does Pay Cat correctly calculate this Y/N	Outcome
Sally Roberts	Social & Community	Full-time	Y	Paid correctly.
Salsbury Roberts	Social & Community	Casual	Y	Paid correctly.
David Davy	Disability	Full-time	Y	Paid correctly.
Delilah Dennis	Disability	Part-time	Y	Paid correctly.
Daniel Drew	Disability	Casual	Y	Paid correctly.
Fern Smith	Family Day Care	Casual	Y	Paid correctly.

Scenario 11: TIL of Overtime

Award Clause: **28.2 Time off instead of payment for overtime** - [28. Overtime and penalty rates](#)

Interpretation:

By agreement an employee can take time off instead of being paid for overtime that has been worked. The period off that an employee is entitled to take is the same as the number of overtime hours worked.

Example: By making an agreement under clause 28.2 an employee who worked 2 hours overtime is entitled to 2 hours' time off.

Results:

The system correctly applies TIL of 6 hours banked in leave instead of being paid overtime, as shown in the displayed information on the timesheet and pay run. The pay run shows that 1 hour of TIL is banked on Sunday 7 January, 2 hours banked on Monday 8 January and 3 hours banked on Thursday 11 January. Therefore, we concluded that the TIL of overtime function is being correctly applied.





For this rule set to function, the TIL of OT tag must be applied.

Data used:

Profile used: Delilah Dennis

Worker Type	Day Worker	Shift worker ✓				
Status	Casual	Part Time ✓	Full Time			
Stream	SACS	Home Care	Home Care - Aged Care	Crisis Accommodation	Family Day Care	Disability ✓
Tag	Day Worker	First Aid	Laundry	Uniform Allowance	TIL of Overtime ✓	

Timesheet screenshot:

Tue 27 Feb	8:00 AM	10:00 PM	13 hrs 30 mins	12:00 PM	12:30 PM	<input type="checkbox"/>	MA000100 Template Testing File / Clients	\$375.20	   
------------	---------	----------	----------------	----------	----------	--------------------------	---	----------	---

Pay run screenshot:

Permanent Ordinary Hours - MA000100	MA000100 Template Testing File / Clients	27/02/2024 - 08:00 to 12:00	4	\$ 36	\$144.00
Permanent Ordinary Hours - MA000100	MA000100 Template Testing File / Clients	27/02/2024 - 12:30 to 18:30	6	\$ 36	\$216.00
OTHER EARNINGS					
Overtime Meal Allowance	MA000100 Template Testing File / Clients	27/02/2024	1	\$ 15.2	\$15.20
Leave Accrued					
Time In Lieu		27/02/2024 - 18:30 to 19:30			Hours 1
Time In Lieu		27/02/2024 - 19:30 to 20:00			Hours 0.5
Time In Lieu		27/02/2024 - 20:00 to 22:00			Hours 2

Other testing results:

Employee	Classification	Employment type	Does Pay Cat correctly calculate this Y/N	Outcome
Sailsbury Roberts	Social & Community	Casual	Y	TIL of 6 hours banked instead of OT
Fredrick Smith	Family Day Care	Full-time	Y	TIL of 6 hours banked instead of OT
Cheryl Atkins	Crisis Accommodation	Part-time	Y	11 hours of TIL banked instead of OT
Andy Andrews	Home Care - Aged Care	Full-time	Y	TIL of 6 hours banked instead of OT

Scenario 12: Remote Work

Award Clause: **25.10 Remote Work** - [25. Ordinary hours of work and rostering](#)

Interpretation:

Remote work is the performance of work that is not required to be performed at a designated workplace and is not part of the ordinary hours of work rostered.

Minimum payments apply for periods of remote work as per below:

1. Remote work on call
 - between 6am-10pm minimum 15minutes pay
 - between 10pm-6am minimum 20minutes pay
2. Remote work not on call
 - minimum payment 1 hour

When there is more than one period of remote work on any day, separate minimum payments will be triggered except if time worked across both periods of remote work does not exceed the minimum payment for the first period of remote work.

Rates of pay for remote work are paid as per below:

1. Overtime applies for remote work greater than:
 - 10hrs per day,
 - 38hrs per week,
 - or 76hrs per fortnight.
2. Remote work performed outside of the span of 6am to 8pm
 - Paid at 150% for the first 2 hours and 200% thereafter.
 - Casual employees will be paid at 175% for first 2 hours and 225% thereafter.
3. Remote work on a Saturday
 - paid at 150% and at 175% for casuals.
4. Remote work on a Sunday
 - paid at 200% and at 225% for casuals.
5. Remote work on a public holiday
 - paid at 250% and at 275% for casuals.

Remote work does not count as work or overtime for the purpose of calculating rostered days off, rest breaks between rostered work, rest period after or during overtime.

Results:

The scenario below demonstrates that the minimum payments applicable to remote work are being correctly applied. On 3rd April 2024, Salsbury worked on a report at home which took 45minutes. He was correctly paid for 1 hour which is the minimum payment applicable to remote work when an employee is not on call.

Notes: When a period of remote work falls in the required 10-hour gap between shifts, the work type **Shift Following Remote Work – Override Minimum Break Between Shifts Penalty** can be applied prevent the system assuming that an insufficient break was provided, and applying overtime rates.

Data used:

Profile used: Sailsbury Roberts

Worker Type	Day Worker	Shift worker ✓				
Status	Casual ✓	Part Time	Full Time			
Stream	SACS ✓	Home Care	Home Care - Aged Care	Crisis Accommodation	Family Day Care	Disability
Tag	Day Worker	First Aid	Laundry	Uniform Allowance	TIL of Overtime	

Timesheet screenshot:

Wed 3 Apr	Remote Work - Not on Call	1:00 PM	1:45 PM	45 mins	<input type="checkbox"/>	MA000100 Template Testing File / Clients	\$59.38	 
-----------	---------------------------	---------	---------	---------	--------------------------	--	---------	---

Pay run screenshot:

Casual Ordinary Hours - MA000100	MA000100 Template Testing File / Clients	3/04/2024 - 13:00 to 13:45	0.75	\$ 59.375	\$44.53125
Casual Ordinary Hours - MA000100	MA000100 Template Testing File / Clients	3/04/2024	0.25	\$ 59.375	\$14.84375

Other testing results:

Employee	Classification	Employment type	Does Pay Cat correctly calculate this Y/N	Outcome
Sally Roberts	Social & Community	Full-time	Y	Paid correctly.
Salsbury Roberts	Social & Community	Casual	Y	Paid correctly.
Delilah Dennis	Disability	Part-time	Y	Paid correctly.
Fredrick Smith	Family Day Care	Full-time	Y	Paid correctly.
Cheryl Atkins	Crisis Accommodation	Part-time	Y	Paid correctly.
Harriet Chilvers	Home Care	Full-time	Y	Paid correctly.
Andy Andrews	Home Care - Aged Care	Full-time	Y	Paid correctly.

Scenario 13: 24-hr Care Shifts

Award Clause: **25.8 24-hour care** - [25. Ordinary hours of work and rostering](#)

Interpretation:

An employer may only require a Home Care employee to work a 24-hour care shift by agreement.

A 24-hour care shift requires an employee to be available for duty in a client's home for a 24-hour period. The employee is required to provide a total of no more than 8 hours of care during this period.

Employees will be paid 8 hours of work at 155% of their appropriate rate for each 24-hour period.

If the employee is required to perform more than 8 hours' work during a 24-hour care shift, that additional work will be treated as overtime and paid accordingly.

Results:





The system correctly processes active and inactive hours during a 24-hour care shift. This is demonstrated in the scenario below, Harriet Chilvers received overtime when the active time in her 24-hour care shift exceeded 8 hours. As per the award, where time worked exceeds 8 hours overtime rates apply. Harriet correctly received 2 hours of time and a half. Therefore, we concluded that 24-hour shifts are calculated correctly in Pay Cat.

Data used:

Profile used: Harriet Chilvers

Worker Type	Day Worker	Shift worker ✓				
Status	Casual	Part Time	Full Time ✓			
Stream	SACS	Home Care ✓	Home Care - Aged Care	Crisis Accommodation	Family Day Care	Disability
Tag	Day Worker	First Aid	Laundry	Uniform Allowance	TIL of Overtime	

Timesheet screenshot:

Thu 4 Jan	24 Hour Care Shift	10:00 PM	8:00 AM	10 hrs 🌙	<input type="checkbox"/>	MA000100 Template Testing File / Clients	\$414.53	 
Fri 5 Jan	24 hour care shift - Inactive Time	8:00 AM	10:00 PM	14 hrs	<input type="checkbox"/>	MA000100 Template Testing File / Clients		 

Pay run screenshot:

---Permanent - 24 Hour Care	MA000100 Template Testing File / Clients	4/01/2024 22:00 to 5/01/2024 06:00	8	\$ 40.0365	\$320.292
---Permanent - Overtime x 1.5	MA000100 Template Testing File / Clients	5/01/2024 - 06:00 to 08:00	2	\$ 38.745	\$77.49

Other testing results:

Employee	Classification	Employment type	Does Pay Cat correctly calculate this Y/N	Outcome
Harriet Chilvers	Home Care	Full-time	Y	Correctly paid
Hailey Comet	Home Care	Casual	Y	Correctly paid
Annette Acton	Home Care - Aged Care	Part-time	Y	Correctly paid
Arnold Ant	Home Care - Aged Care	Casual	Y	Correctly paid

Scenario 14: Meal Breaks

Award Clause: **27.1 Meal Breaks** - [27. Breaks](#)

Interpretation:

If an employee works in excess of five hours they are entitled to an unpaid break of 30 – 60 minutes.

If an employee is required to work during their entitled meal break, they will be paid overtime for the time worked until the meal break is taken.

Where an employee is required to take their meal break with their client, they are entitled to be paid for that meal break at the ordinary rate of pay. The paid meal period is to be counted as time worked.

Results:

Where an employee does not have a meal break and continues working for a total of 8 hours, they correctly receive: 2 hours of overtime at the rate of time and a half, and 1 hour at double time. When an employee enters their meal break into a timesheet there is a tick box to indicate whether this was a paid or unpaid meal break. This correctly flows through to the appropriate payment being allocated for the meal break. Following our testing we concluded that meal breaks are being correctly calculated and paid in Pay Cat.

Note:





- When a meal break is paid, overtime as per clause 27.1 (b) (overtime) does not apply
- There is a rule for an automatic meal break to be added when a shift greater than 5 hours is worked.

Data used:

Profile used: Faye Smith

Worker Type	Day Worker	Shift worker ✓				
Status	Casual	Part Time ✓	Full Time			
Stream	SACS	Home Care	Home Care - Aged Care	Crisis Accommodation	Family Day Care ✓	Disability
Tag	Day Worker	First Aid	Laundry	Uniform Allowance	TIL of Overtime	

Timesheet screenshot:

Mon 19 Feb	No Meal Break ▾	3:00 PM	11:00 PM	8 hrs			<input type="checkbox"/>	MA000100 Template Testing File / Clients ▾	\$278.69	 
Tue 20 Feb	▾	9:00 AM	6:00 PM	8 hrs 30 mins	1:00 PM	1:30 PM	<input checked="" type="checkbox"/>	MA000100 Template Testing File / Clients ▾	\$236.07	 

Pay run screenshot:

HOURLY EARNINGS	Location	Notes	Hours	Rate (per hour)	
---Permanent - Afternoon Shift	MA000100 Template Testing File	19/02/2024 - 15:00 t	5	\$ 29.50875	\$147.54375
---Permanent - No Meal Break 1.5x	MA000100 Template Testing File	19/02/2024 - 20:00 t	2	\$ 39.345	\$78.69
---Permanent - No Meal Break 2x	MA000100 Template Testing File	19/02/2024 - 22:00 t	1	\$ 52.46	\$52.46
Permanent Ordinary Hours - MA000100	MA000100 Template Testing File	20/02/2024 - 09:00	4	\$ 26.23	\$104.92
Permanent Ordinary Hours - MA000100	MA000100 Template Testing File	20/02/2024 - 13:00 t	0.5	\$ 26.23	\$13.115
Permanent Ordinary Hours - MA000100	MA000100 Template Testing File	20/02/2024 - 13:30 t	4.5	\$ 26.23	\$118.035

Other testing results:

Employee	Classification	Employment type	Does Pay Cat correctly calculate this Y/N	Outcome
Sally Roberts	Social & Community	Full-time	Y	Paid correctly
Faye Smith	Family Day Care	Part-time	Y	Paid correctly
Annette Acton	Home Care - Aged Care	Part-time	Y	Paid correctly

Scenario 15: Public Holidays

Award Clause: [34. Public holidays](#)

Interpretation:

An employee required to work on a public holiday will be paid double time and a half of their ordinary rate of pay for all time worked.

A casual employee will be paid 275% of the ordinary rate of pay for hours worked on public holidays (inclusive of the casual loading).

Results:

The system accurately applies the correct public holiday penalties to the shifts displayed in the timesheet and pay run screenshots. Therefore, we concluded that public holidays are being correctly calculated and paid in Key Pay. Note that the shift on 26th December goes past midnight, so only hours until midnight are paid at public holiday rates.

Data used:

Profile used: Harriet Chilvers

Worker Type	Day Worker	Shift worker ✓				
Status	Casual	Part Time	Full Time ✓			
Stream	SACS	Home Care ✓	Home Care - Aged Care	Crisis Accommodation	Family Day Care	Disability
Tag	Day Worker	First Aid	Laundry	Uniform Allowance	TIL of Overtime	

Timesheet screenshot:

Mon 25 Dec	10:00 AM	8:00 PM	9 hrs 30 mins	3:00 PM	3:30 PM	<input checked="" type="checkbox"/>	MA000100 Template Testing File / Clients	\$647.30	A 👁
Tue 26 Dec	8:00 PM	6:00 AM	9 hrs 30 mins 🌙	12:00 AM	12:30 AM	<input checked="" type="checkbox"/>	MA000100 Template Testing File / Clients	\$438.08	A 👁

Pay run screenshot:

HOURLY EARNINGS	Location	Notes	Hours	Rate (per hour)	
---Permanent - Public Holiday	MA000100 Template Testing File	25/12/2023 - 10:00 t	5	\$ 64.575	\$322.875
---Permanent - Public Holiday	MA000100 Template Testing File	25/12/2023 - 15:00 t	0.5	\$ 64.575	\$32.2875
---Permanent - Public Holiday	MA000100 Template Testing File	25/12/2023 - 15:30 t	4.5	\$ 64.575	\$290.5875
---Permanent - Public Holiday	MA000100 Template Testing File	26/12/2023 20:00 tc	4	\$ 64.575	\$258.30

Other testing results:

Employee	Classification	Employment type	Does Pay Cat correctly calculate this Y/N	Outcome
Sally Roberts	Social & Community	Full-time	Y	Paid correctly
Suzy Robertson	Social & Community	Part-time	Y	Paid correctly
Daniel Drew	Disability	Casual	Y	Paid correctly
Chris Anderson	Crisis Accommodation	Full-time	Y	Paid correctly
Harriet Chilvers	Home Care	Full-time	Y	Paid correctly
Andy Andrews	Home Care - Aged Care	Full-time	Y	Paid correctly

Scenario 16: Overtime

Award Clause: [28. Overtime and penalty rates](#)

Award Clause: [25. Ordinary hours of work and rostering](#)

Interpretation:

For full time Social and Community Services (excluding disability) and Crisis Accommodation employees, overtime worked on Monday to Saturday is paid at the rate of time and a half for the first three hours and double time thereafter.

For all other staff, overtime worked on Monday to Saturday is paid at the rate of time and a half for the first two hours and double time thereafter. This includes:

- Disability Services – all employment types
- Home Care (including Aged Care) – all employment types
- Family Day Care – all employment types
- Social and Community Services – part time and casual staff only
- Crisis Accommodation – part time and casual staff only.

Overtime on a Sunday – payment will be made at the rate of double time.

Overtime on a public holiday – payment will be made at the rate of double time and a half.

Results:

Following extensive testing of overtime scenarios, we concluded that overtime is being correctly calculated and paid in the system. In the test scenario below Fern Smith a casual shift worker in Family Day Care works from 8am to 8pm. She is paid 2 hours of overtime from 6pm to 8pm and an overtime meal allowance as the overtime was greater than one hour.

Therefore, based on these test results and other test scenarios, we concluded that the overtime configuration is compliant with provisions of the SCHADs award.

Data used:

Profile used: Fern Smith

Worker Type	Day Worker	Shift worker ✓				
Status	Casual ✓	Part Time	Full Time			
Stream	SACS	Home Care	Home Care - Aged Care	Crisis Accommodation	Family Day Care ✓	Disability
Tag	Day Worker	First Aid	Laundry	Uniform Allowance	TIL of Overtime	

Timesheet screenshot:

Thu 21 Mar		8:00 AM	8:00 PM	11 hrs 30 mins	1:00 PM	1:30 PM	<input checked="" type="checkbox"/>	MA000100 Template Testing File / Clients	\$559.99	 
Fri 22 Mar							<input type="checkbox"/>			
Sat 23 Mar							<input type="checkbox"/>			
Sun 24 Mar		8:00 AM	8:00 PM	11 hrs 30 mins	12:00 PM	12:30 PM	<input checked="" type="checkbox"/>	MA000100 Template Testing File / Clients	\$934.55	 

Pay run screenshot:

Earnings ★ MA000100 Family Day Care Sector ed

HOURLY EARNINGS	Location	Notes	Hours	Rate (per hour)	
Casual Ordinary Hours - MA000100	MA000100 Template Testing File / Clients	21/03/2024 - 08:00 to 13:00	5	\$ 42.5625	\$212.8125
Casual Ordinary Hours - MA000100	MA000100 Template Testing File / Clients	21/03/2024 - 13:00 to 13:30	0.5	\$ 42.5625	\$21.28125
Casual Ordinary Hours - MA000100	MA000100 Template Testing File / Clients	21/03/2024 - 13:30 to 18:00	4.5	\$ 42.5625	\$191.53125
--Casual - Overtime x 1.5	MA000100 Template Testing File / Clients	21/03/2024 - 18:00 to 20:00	2	\$ 59.5875	\$119.175
--Casual - Sunday	MA000100 Template Testing File / Clients	24/03/2024 - 08:00 to 12:00	4	\$ 76.6125	\$306.45
--Casual - Sunday	MA000100 Template Testing File / Clients	24/03/2024 - 12:00 to 12:30	0.5	\$ 76.6125	\$38.30625
--Casual - Sunday	MA000100 Template Testing File / Clients	24/03/2024 - 12:30 to 18:00	5.5	\$ 76.6125	\$421.36875
--Casual - Overtime x 2	MA000100 Template Testing File / Clients	24/03/2024 - 18:00 to 20:00	2	\$ 76.6125	\$153.225

Other testing results:

Employee	Classification	Employment type	Does Pay Cat correctly calculate this Y/N	Outcome
Sally Roberts	Social & Community	Full-time	Y	Paid correctly
Sailsbury Roberts	Social & Community	Casual	Y	Paid correctly
Fern Smith	Family Day Care	Casual	Y	Paid correctly
Cheryl Atkins	Crisis Accommodation	Part-time	Y	Paid correctly
Henry Crane	Home Care	Part-time	Y	Paid correctly
Arnold Ant	Home Care - Aged Care	Casual	Y	Paid correctly

Scenario 17: Break between shifts (10 hours)

Award Clause: **25.4 Rest breaks between rostered work** – [25. Ordinary hours of work and rostering](#)

Interpretation:

An employee will be allowed a break of not less than 10 hours between the end of one shift or period of work and the start of another (not to be confused with the breaks between the two parts of a broken shift)

By agreement the 10-hour rest break can be shortened to 8 hours before or after a sleepover shift.

Results:

When an employee does not have the appropriate rest break following their shift, any hours worked will be paid at the rate of double time, until such time as the employee can have an appropriate rest break. In the test scenario below, the entire 10-hour shift on Wednesday 7 February was paid at double time, as there was only a 9-hour break following the prior shift. Therefore, we concluded that the SCHADs award provisions for rest break between shifts are being correctly applied.

Data used:

Profile used: Fredrick Smith

Worker Type	Day Worker	Shift worker ✓				
Status	Casual	Part Time	Full Time ✓			
Stream	SACS	Home Care	Home Care - Aged Care	Crisis Accommodation	Family Day Care ✓	Disability
Tag	Day Worker	First Aid	Laundry	Uniform Allowance	TIL of Overtime	

Timesheet screenshot:

Tue 6 Feb		5:00 AM	3:00 PM	10 hrs	<input type="checkbox"/>	MA000100 Template Testing File / Clients	\$332.23	A 👁
Wed 7 Feb		12:00 AM	10:00 AM	10 hrs	<input type="checkbox"/>	MA000100 Template Testing File / Clients	\$577.79	A 👁

Pay run screenshot:

---Permanent - Night Shift	MA000100 Template Testing File / Clients	6/02/2024 - 05:00 to 10:00	5	\$ 34.9715	\$174.8575
---Permanent - Night Shift	MA000100 Template Testing File / Clients	6/02/2024 - 10:30 to 15:00	4.5	\$ 34.9715	\$157.37175
---Permanent - less than minimum hours break between shifts	MA000100 Template Testing File / Clients	7/02/2024 - 00:00 to 05:00	5	\$ 60.82	\$304.10
---Permanent - less than minimum hours break between shifts	MA000100 Template Testing File / Clients	7/02/2024 - 05:30 to 10:00	4.5	\$ 60.82	\$273.69

Other testing results:

Employee	Classification	Employment type	Does Pay Cat correctly calculate this Y/N	Outcome
Suzy Robertson	Social & Community	Part-time	Y	Paid correctly
Salsbury Roberts	Social & Community	Casual	Y	Paid correctly
David Davy	Disability	Full-time	Y	Paid correctly
Delilah Dennis	Disability	Part-time	Y	Paid correctly
Fredrick Smith	Family Day Care	Full-time	Y	Paid correctly
Cheryl Atkins	Crisis Accommodation	Part-time	Y	Paid Correctly

Scenario 18: 10-hour shifts

Award Clause: [25. Ordinary hours of work and rostering](#)

Award Clause: [28. Overtime and penalty rates](#)

Interpretation:

By agreement, an employee may work up to 10 hours per shift and be paid at their ordinary hourly rate. Overtime rates apply for any time worked greater than 10 hours.

Results:

10-hour shifts are being correctly applied and paid. As per the test scenario below a shift from 8am to 9pm is correctly paid 10 hours at permanent ordinary hours, 2 hours of time and a half, 1 hour of double time and an overtime meal allowance. This is correct as Suzy Roberts, a part-time shift worker in Social and Community services is entitled to overtime at the rate of time and a half for the first two hours and double time thereafter. Therefore, we concluded that 10-hour shifts are being correctly applied.

Data used:

Profile used: Suzy Robertson

Worker Type	Day Worker	Shift worker ✓				
Status	Casual	Part Time ✓	Full Time			
Stream	SACS ✓	Home Care	Home Care - Aged Care	Crisis Accommodation	Family Day Care	Disability
Tag	Day Worker	First Aid	Laundry	Uniform Allowance	TIL of Overtime	

Timesheet screenshot:

Timesheets Summary - Suzy Robertson

APPROVED **Total**

4 timesheets 41 hrs 4 timesheets 41 hrs costing \$1,788.94

	Work Type	Start Time	End Time	Units	Break Start	Break End
Sat 3 Feb						
Sun 4 Feb						
Mon 5 Feb		8:00 AM	6:00 PM	9 hrs 30 mins	12:00 PM	12:30 PM
Tue 6 Feb		8:00 AM	9:00 PM	12 hrs 30 mins	1:00 PM	1:30 PM

Cost Breakdown

Earnings

8am - 1pm	Permanent Ordinary Hours - MA000100	5h 0m @ \$37.03	\$185.15
1pm - 1:30pm	Permanent Ordinary Hours - MA000100 - Paid Break	0h 30m @ \$37.03	\$18.52
1:30pm - 6pm	Permanent Ordinary Hours - MA000100	4h 30m @ \$37.03	\$166.64
6pm - 8pm	Permanent - Overtime x 1.5	2h 0m @ \$55.54	\$111.09
8pm - 9pm	Permanent - Overtime x 2	1h 0m @ \$74.06	\$74.06
Allowances			
1 x Overtime Meal Allowance			\$15.20
Total			\$570.65

MA000100

Template Testing File / Clients

\$570.65

A O

Pay run screenshot:

Permanent Ordinary Hours - MA000100	MA000100 Template Testing File / Clients	6/02/2024 - 08:00 to 13:00	5	\$ 37.03	\$185.15
Permanent Ordinary Hours - MA000100	MA000100 Template Testing File / Clients	6/02/2024 - 13:00 to 13:30	0.5	\$ 37.03	\$18.515
Permanent Ordinary Hours - MA000100	MA000100 Template Testing File / Clients	6/02/2024 - 13:30 to 18:00	4.5	\$ 37.03	\$166.635
---Permanent - Overtime x 1.5	MA000100 Template Testing File / Clients	6/02/2024 - 18:00 to 20:00	2	\$ 55.545	\$111.09
---Permanent - Overtime x 2	MA000100 Template Testing File / Clients	6/02/2024 - 20:00 to 21:00	1	\$ 74.06	\$74.06

Employee	Classification	Employment type	Does Pay Cat correctly calculate this Y/N	Outcome
Sally Roberts	Social & Community	Full-time	Y	The system has gotten confused by a break in the time worked before a sleepover and then paid a top up payment because the time worked after a meal break was 3.5 hours. A top up night shift payment of half an hour was calculated. I was trying to show that a 10-hour shift includes the time worked during a sleepover
Suzy Robertson	Social & Community	Part-time	Y	Paid correctly
Daniel Drew	Disability	Casual	Y	Paid correctly
Harriet Chilvers	Home Care	Full-time	Y	Paid correctly

Scenario 19: Sleepovers

Award Clause: **25.7 Sleepovers** - [25. Ordinary hours of work and rostering](#)

Award Clause **25.4 Rest breaks between rostered work** - [25. Ordinary hours of work and rostering](#)

Interpretation:

A sleepover is when an employee is required to sleep overnight at the premises where the client is located and is not a 24-hour care shift or excursion.

The span of hours for a sleepover is 8 continuous hours.

The employee is entitled to a sleepover allowance of 4.9% of the standard rate (\$55.89).

If an employee is required to perform work during the sleepover period, they will be paid for the time worked at an overtime rate, with a minimum payment of 1 hour.

An employee must be rostered, or paid, for at least four hours either before or after the sleepover shift.

Before or after a sleepover the rest break is reduced, by agreement, to 8 hours instead of 10 hours.

Results:

Sleepovers are correctly interpreted and applied by the rule sets in keeping with the provisions of the SCHADs award. In the scenario below a shift worker works 4 hours on Monday 4 March before a sleepover shift and then has a sleepover at the clients place of residence. They correctly receive payment for 4 hours of night shift and a sleepover allowance of \$55.89. The period of work before or after a sleepover is contiguous with the sleepover component and therefore night shift penalty rates apply as the shift finishes at 6am.

Data used:

Profile used: Andy Andrews

Worker Type	Day Worker	Shift worker ✓				
Status	Casual	Part Time	Full Time ✓			
Stream	SACS	Home Care	Home Care - Aged Care ✓	Crisis Accommodation	Family Day Care	Disability
Tag	Day Worker	First Aid	Laundry	Uniform Allowance	TIL of Overtime	

Timesheet screenshot:

Dashboard / z Pay Cat MA000100 Template Testing File / Employee Management / Timesheet Entry

Andy Andrews Fortnight Ending Fri 15th Mar 2024 Show Timesheet Costs

Timesheets Summary - Andy Andrews

APPROVED Total 7 timesheets 38 hrs 30 mins costing \$1,119.38

Actions Save

	Work Type	Start Time	End Time	Units	Break Start	Break End	Paid Break	Location	Cost	
Sat 2 Mar							<input type="checkbox"/>			
Sun 3 Mar							<input type="checkbox"/>			
Mon 4 Mar		6:00 PM	10:00 PM	4 hrs			<input type="checkbox"/>	MA000100 Template Testing File / Clients	\$192.56	
Mon 4 Mar	Sleepover	10:00 PM	6:00 AM	8 hrs			<input type="checkbox"/>	MA000100 Template Testing File / Clients	\$0.00	

Payrun screenshot:

Earnings

★ MA000100 Disability and Home Care Sectors pay conditions applied

HOURLY EARNINGS	Location	Notes	Hours	Rate (per hour)	
---Permanent - Night Shift	MA000100 Template Testing File / Client:	4/03/2024 - 18:00 to 22:	4	\$ 34.1665	\$136.666

OTHER EARNINGS	Location	Notes	Units	Rate	
Sleepover Allowance	MA000100 Template Testing File / Client:	4/03/2024	1	\$ 55.89	\$55.89

Other testing results:

Employee	Classification	Employment type	Does Pay Cat correctly calculate this Y/N	Outcome
Delilah Dennis	Disability	Part time	Y	Paid correctly
Sally Robertson	Social and Community	Full time	Y	Paid correctly
Salsbury Roberts	Social and Community	Casual	Y	Paid correctly
David Davy	Disability	Full time	Y	Paid correctly
Daniel Drew	Disability	Casual	Y	Paid correctly
Henry Crane	Home Care	Part time	Y	Paid correctly
Andy Andrews	Home Care – Aged	Full time	Y	Paid correctly



Contact: Keeley Press
Direct: (03) 9600 2450
Email: kpress@slflawyers.com.au
Office: Melbourne
Our ref: EAI:KEP:2400775

22 February 2024

Dear Pay Cat existing and prospective clients,

Legal Certification of Pay Cat's Social, Community, Home Care and Disability Services Industry Award ('SCHADS Award') Template

In compliance with the engagement and directives from Effective HR, we present our assessment findings concerning Effective HR's compliance audit and testing on Pay Cat's tailored SCHADS award template, developed using the Employment Hero Payroll system.

SLF Lawyers conducted an independent review and analysis of the system, exclusively based on the information furnished by Effective HR.

Background

1. Pay Cat developed a 'SCHADS Award Template' for utilisation by their clientele on the Employment Hero Payroll platform. The template's purpose is to ensure that automated payroll calculations regarding pay rates, pay conditions, leave accruals, and classifications comply with the SCHADS Award.
2. Pay Cat engaged the services of Effective HR, in collaboration with SLF Lawyers to undertake compliance testing on the customised SCHADS Award build utilising Employment Hero Payroll. From September 2023, Effective HR evaluated the efficacy of their SCHADS Award Template regarding the Modern Award requirements. The testing spanned from September 2023 to February 2024 and encompassed:
 - a. Reviewing the comprehensiveness of the SCHADS Award Template against pertinent Modern Award clauses;
 - b. Assessing the accuracy and effectiveness of the SCHADS Award Template's interpretation of pay conditions regarding the intent of the Modern Award clauses through scenario testing; and

Melbourne

Level 10,
114 William St,
Melbourne VIC 3000

GPO Box 1660,
Melbourne, VIC 3001

P (03) 9600 2450

F (03) 9600 2431

Sydney

Level 18,
323 Castlereagh St,
Sydney NSW 2000

PO Box K410,
Sydney, NSW 1240

P (02) 9264 4833

F (02) 9264 4611

Brisbane

Level 15,
260 Queen Street,
Brisbane, QLD 4000

GPO Box 5116,
Brisbane, QLD 4001

P (07) 3839 8011

F (07) 3839 7314

Perth

Level 2,
2 Edward St,
Perth WA 6004

PO Box 3004,
East Perth, WA 6892

P (08) 6444 1960

F (08) 6444 1969

Gold Coast

Level 4,
Corporate Centre One,
2 Corporate Ct,
Bundall QLD 4217

PO Box 8165,
Gold Coast MC, QLD 9726

P (07) 5582 1600

F (07) 5582 1601

- c. Verifying the precision of pay rates and allowances based on Modern Award Pay Guides.
3. In February 2024, SLF Lawyers were provided with Effective HR's report and reviewed the audit conducted by the company to evaluate the accuracy and methodology applied in reaching their conclusions.
4. Effective HR's report included tests conducted for each stream of the SCHADS award, utilising multiple employee profiles to simulate a spectrum of work scenarios, with a primary emphasis on SCHADS Award streams. Following rigorous testing, Effective HR confirmed that the template accurately interprets the SCHADS Award clauses for wage and entitlement calculations.

Scope Limitation

5. It is imperative to acknowledge that the Pay Cat SCHADS Template can be tailored to suit a client's specific requirements. The scope of this efficacy review is limited to scenarios where the template's pay conditions or pay rates remain unaltered. For example, the templates pay rates typically increase at the commencement of the financial year, but also can increase at irregular intervals (such as occurred during the COVID pandemic). Pay conditions may also change in circumstances where amendments are made to the SCHADS Award by the Fair Work Commission.
6. It is to be noted that templates of this nature cannot be entirely devoid of errors inherent in the course of implementing automated software. This acknowledgment stems from the complexity and dynamic nature of Modern Awards and labour regulations, necessitating constant vigilance and updates to ensure compliance with the latest regulatory stipulations.
7. Additionally, like all technological solutions, software bugs, glitches, and errors may arise, potentially compromising the efficacy of the compliance tool and resulting in inaccuracies in calculations or reporting. Hence, meticulous testing and ongoing maintenance are indispensable to promptly address technical issues and uphold the software's reliability.
8. Furthermore, the efficacy of the template is contingent on user proficiency, as it necessitates a thorough understanding of how to utilise the software effectively to ensure regulatory compliance. Inadequate training or subpar user experience may impede adoption and precipitate errors or non-compliance. Moreover, the accuracy of payroll systems hinges on meticulous data entry and human intervention, interpretation, and comprehension of the SCHADS Award.
9. As identified in Effective HR's report, a limitation of the system arises in scenarios where the award remains silent on certain benefits. For instance, the SCHADS Award does not stipulate monetary obligations for employers in certain instances, such as when casual employees return to work with less than a 10-hour rest break following a shift (excluding sleepover shifts). While the SCHADS Award mandates overtime payment for full and part-time staff, it remains silent on any monetary obligations for casual staff. Consequently, rostering a casual staff member with less than a 10-hour break would not trigger overtime payment and may be deemed a breach of the award due to its absence of explicit provision.



Sample data testing

10. Effective HR's report delineates the necessity of several employee profiles for testing the customised rule sets. These profiles were tailored to encompass each employment type and stream as outlined in the SCHADS Award, including full-time, part-time, and casual employees across various sectors such as Home Care, Home Care – Aged Care, Crisis Accommodation, Family Day Care, Disability, and Social and Community services. Each profile was configured to represent different state locations and classification levels.
11. Employee profile tags were utilised during the testing process, dynamically allocated or removed as necessitated by each scenario. Pay Cat employs five distinct employee tags to facilitate the calculation of shift allowances, processing of time in lieu of overtime, and categorisation of day workers based on their hours of work. Additionally, tags for uniforms, first aid, and laundry allowances were incorporated into the testing framework.
12. SLF Lawyers examined and calculated 'Scenario 1: Dayworkers span of hours,' yielding the following observations:
 - a. The system accurately interprets day worker ordinary hours, exemplified on 22 November 2023, where hours worked from 8 pm onwards were compensated at overtime rates;
 - b. For the shift spanning from 12 pm to 10 pm, the period from 12 pm to 8 pm (8 hours) was remunerated at standard permanent ordinary rates;
 - c. During the hours worked from 8 pm to 10 pm, 2 hours were compensated at time and a half (150%), indicating a transition in the dayworker's pay rate, as prescribed by the SCHADS Award conditions;
 - d. Hours worked preceding 6 am are likewise remunerated in accordance with the SCHADS Award;
 - e. On 30 November 2023, Henry worked from 4 am to 10 am (with a 30-minute break). During the period from 4 am to 6 am, Henry received 2 hours of time and a half, while from 6 am onwards, he was compensated at standard permanent ordinary rates;
 - f. Thus, the system appropriately interprets and applies the span of hours for day workers in accordance with the Pay Cat rule sets for this sample set of data.
13. SLF Lawyers examined 'Scenario 4: Leave Loading' and found the following:
 - a. Clause 31.1 of the SCHADS Award specifies:
 - (a) *In addition to their ordinary pay, an employee, other than a shiftworker, will be paid an annual leave loading of 17.5% of their ordinary rate of pay.*
 - (b) *Shiftworkers, in addition to their ordinary pay, will be paid the higher of:*



- (i) *an annual leave loading of 17.5% of their ordinary rate of pay; or*
 - (ii) *the weekend and shift penalties the employee would have received had they not been on leave during the relevant period.*
- b. For Sally Roberts, the system accurately applies the leave loading calculation for Sally Roberts' test scenario given it has made payment of the weekend and shift penalties rather than the 17.5% loading. Working on the basis that Sally is classified as a Social and community services employee level 2 at pay point 1, making a payment of weekend and shift penalties the employee would have received had they not been on leave during the relevant period is the correct approach as opposed to applying 17.5% leave loading given the shift penalties yield the higher amount in addition to her ordinary pay.
- c. For Henry Crane, the system accurately applies the Award provisions to his leave loading. Working on the basis that Henry is classified as a Home care employee level 3—disability care at pay point 2, the system has correctly applied the 17.5% leave loading to his ordinary rate of pay in addition to his ordinary pay.

14. SLF Lawyers examined 'Scenario 9: Broken Shifts and found the following:

- a. Clause 25.6 of the SCHADS Award specifies minimum standards for Broken shifts. This clause only applies to social and community services employees when undertaking disability services work and home care employees.
- b. Provided an unpaid break has been taken by Sally from 21.00 pm to 21.30 pm, the system has accurately calculated the payment entitlements she is to receive under the SCHADS Award for her broken shift on 16 January 2024.
- c. With respect to Sally's broken shift on 18 January 2024, the system has calculated her payment correctly.
- d. Provided this method has been applied to the remainder of the testing, this methodology is sound.

Results

- 15. SLF Lawyers have not assessed and run testing on each scenario within Effective HR's report. SLF have at random selected scenario's to test and run manual calculations on to ensure accuracy. Within those scenarios, SLF Lawyers have not tested each hypothetical employee. Please note, however, where our findings have been made with respect to one example test scenario, provided this methodology has been applied to the rest, we do not foresee any calculation issues arising. We cannot guarantee that among the remaining test employees within the scenarios which we have not tested, that there is accuracy. It should also be noted that under the scenarios tested we make no determination as to the accuracy of the calculation in circumstances where, for example, a hypothetical employee moves from being a day worker to a shift worker.
- 16. SLF Lawyers have tested the sample data in the abovementioned scenarios of Appendix 1 within Effective HR's report. It appears Effective HR have undertaken the calculations correctly and the methodology is sound. We cannot apply this statement




broadly across the report given the small sample data we have tested and confirmed. However, provided effective HR have applied this approach for the remainder of the testing, we do not foresee issues in the interpretation of the SCHADS Award using the template.

17. In light of SLF Lawyers conducting a randomised audit on Effective HR's report and findings, and not conducting fulsome testing for each scenario, we are not in a position to provide assurances and/or warranties that the entirety of the template functions correctly in all potential scenarios.

Conclusion

18. Based on the information provided to us by Effective HR and our calculation of the sample set of data, we confirm that the methodology, logic and calculations are correct, and should this approach be applied consistently among the various scenarios, it is reasonable to rely on the reasoning of Effective HR's report.

Yours faithfully
SLF Lawyers



Contact: Keeley Press
Associate



Adam Doughman
Special Counsel

