As a Professional or Academic, Fixed-term or Continuing Staff Member you may be eligible to request under the Flinders University Enterprise Agreement (EA) to be entitled to ad-hoc allowances. These ad-hoc allowances are as follows:

Professional fixed-term and continuing staff members

- Camping Allowance (EA Clause 22.7)
- Diving Allowance (EA Clause 22.8)
- Duty at Sea Allowance (EA Clause 22.9)
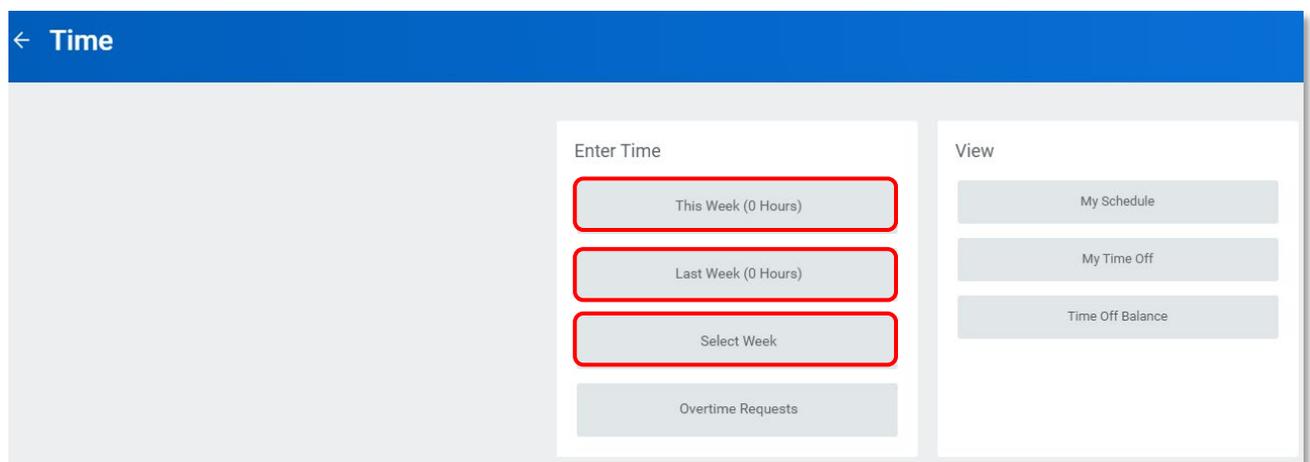- Coxswain's Allowance (EA Clause 22.9)

Academic fixed-term and continuing staff members

- Offshore Teaching Allowance (EA Clause 65)
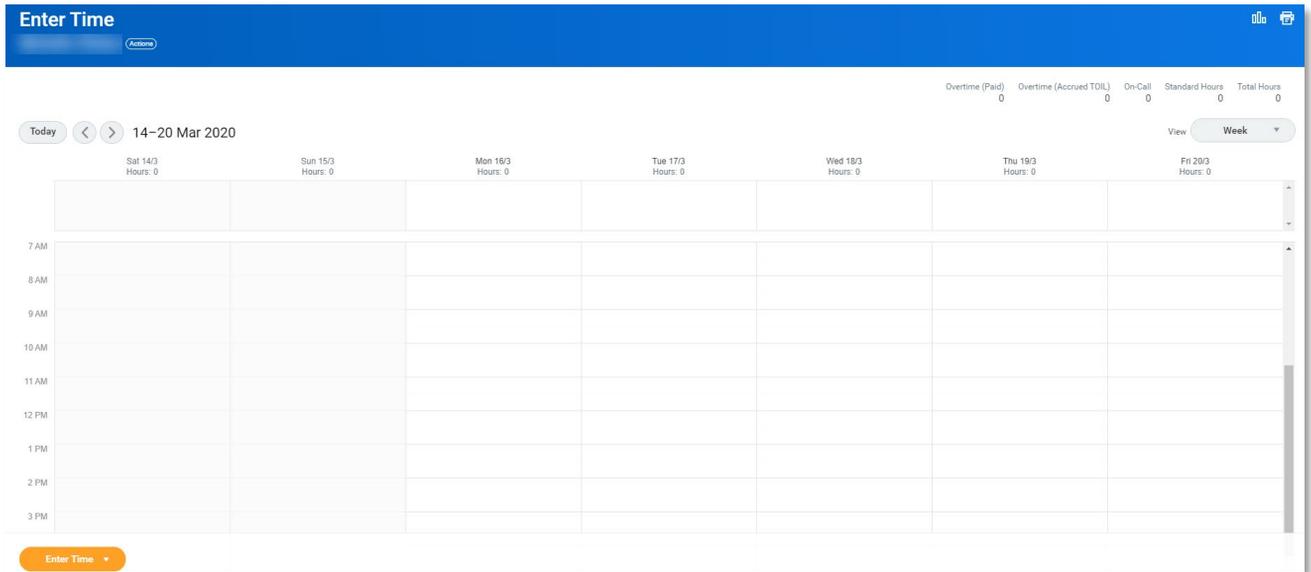
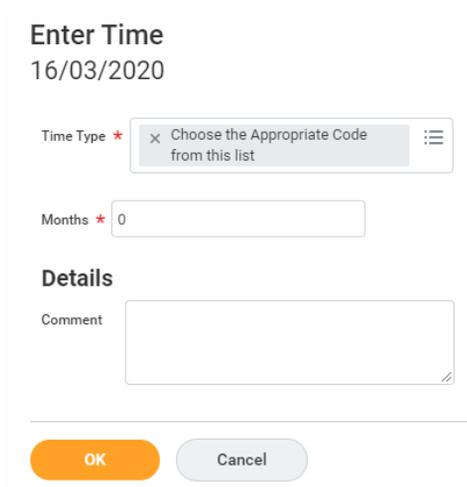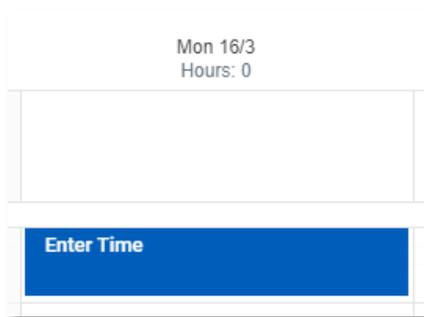1. Click on the *Time* application on your home screen.

Select *This Week, Last Week* or *Select Week* for the period the ad-hoc request is to be entered.

The *Enter Time* calendar will appear.

2. Select day allowance is to be entered. The *Enter Time* pop up window will appear. .

3. Click in *Time Type* select allowance e.g. *Coxswains Allowance*.

Enter Time
16/03/2020

Time Type ✱ | × Choose the Appropriate Code from this list | ☰

Months ✱ | 0

Details

Comment

OK   Cancel

× Choose the Appropriate Code from this list | ☰

Search

◉ Choose the Appropriate Code from this list

○ On-Call

○ Overtime (Paid)

○ Overtime (Accrued TOIL)

○ Camping Allowance

● Coxswains Allowance

○ Diving Allowance

○ Sea Going Allowance

○ Field Trip

4. Each allowance will populate *months* shown above to Unit, enter number of units required for day.

Enter Time
16/03/2020

Time Type ✱ | × Coxswains Allowance | ☰

Unit ✱ | 0

Details

Comment

OK   Cancel

Note: If selecting at sea allowance or coxswain in excess of 10 hours, please email payroll@flinders.edu.au directly to make your claim.

5. Click *OK*.   OK   Cancel

Once you click *OK,* the Allowance will show at the top of the day stating *Not Submitted.*
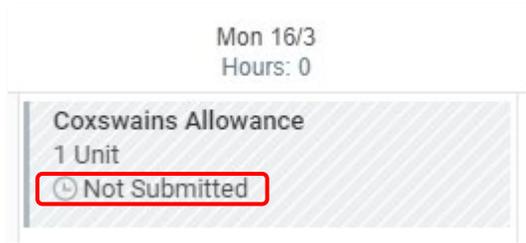
6. Once all allowances are entered, click *Submit*

7. The *Submit Time* declaration screen will appear. Confirm the information entered is correct and click *Submit.*

Once you submit your declaration of hours, the *You have submitted* screen will appear. It will advise you of the *Up Next* step, which will be the approval by your supervisor.

You have submitted
Time Entry: ███████████ - 0 hours from 14/03/2020 to 20/03/2020 (Actions)

Up Next

Approval by Manager

> **Details and Process**

8. Click *Done.*   **Done**

You will navigate back to the *Enter My Time* screen which will show your allowance request as Submitted.

Mon 16/3
Hours: 0

Coxswains Allowance
1 Unit
Submitted

Once your supervisor has approved the allowance request, you will receive a notification advising the approval.

Notifications

| Viewing: All ▽ | Sort By: Newest ▽ ▽ | |
| From Last 30 Days | | |

Time Entry: ███████ - 0 hours from 14/03/2020 to 20/03/2020

1 minute(s) ago

Time Entry: ████████ - 0 hours from
14/03/2020 to 20/03/2020
Enter Time - Successfully Completed
1 minute(s) ago   ○

Time has been approved.

Details   Time Entry: ██████ - 0 hours from 14/03/2020 to 20/03/2020

Your *Enter Time* calendar will also show approved and a green side bar will appear.

Mon 16/3
Hours: 0

Coxswains Allowance
1 Unit
✓ Approved

Note: You may receive an inbox action if your supervisor would like you to amend the allowance request. In this circumstance, you are able to amend the request and resubmit.