

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)

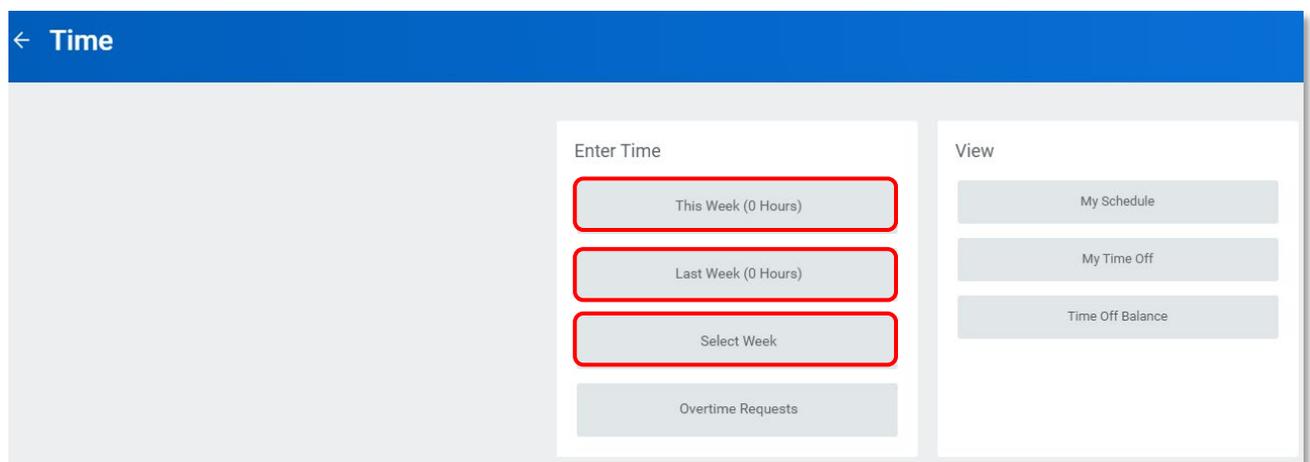
## Academic fixed-term and continuing staff members

- Offshore Teaching Allowance (EA Clause 65)

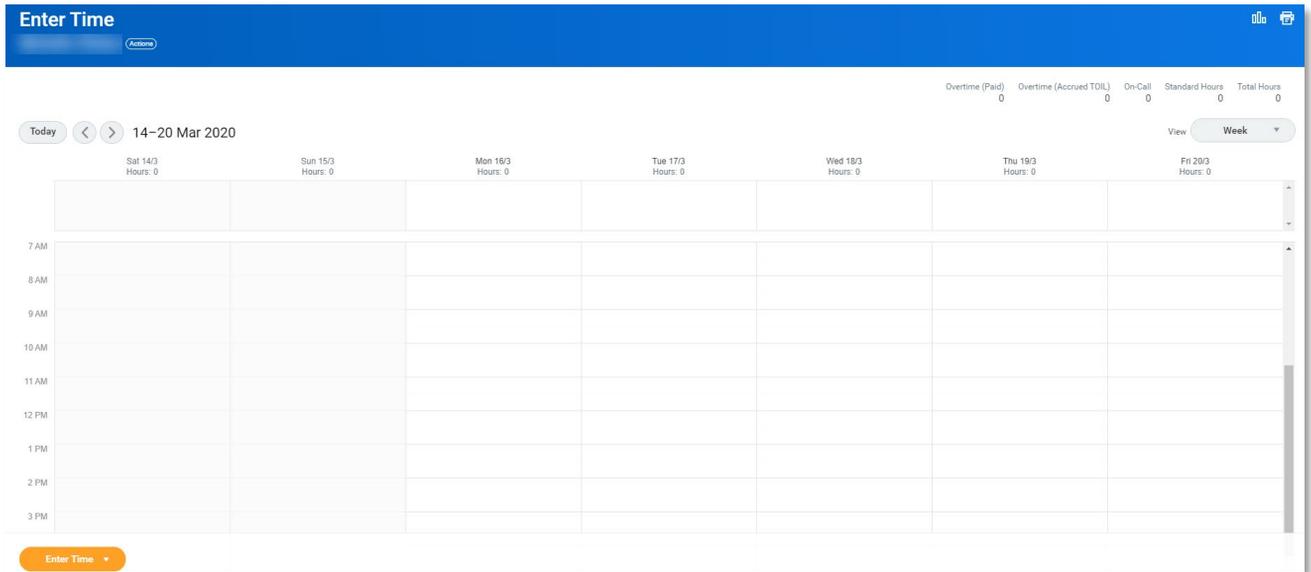
1. Click on the *Time* application on your home screen.



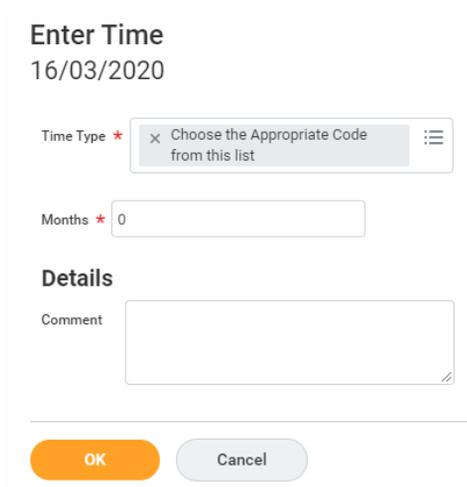
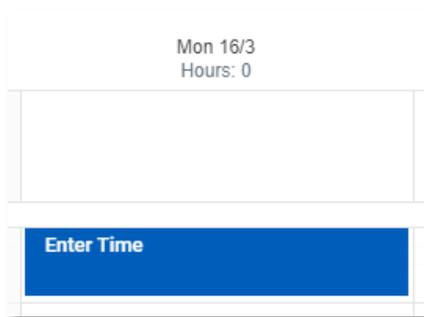
Select *This Week*, *Last Week* or *Select Week* for the period the ad-hoc request is to be entered.



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*.

The screenshot shows the 'Enter Time' form for the date 16/03/2020. The 'Time Type' dropdown is open, displaying a list of allowance options. 'Coxswains Allowance' is selected and highlighted in blue. Other options include 'On-Call', 'Overtime (Paid)', 'Overtime (Accrued TOIL)', 'Camping Allowance', 'Diving Allowance', 'Sea Going Allowance', and 'Field Trip'. The 'Months' field is currently set to 0. The 'Details' section has a 'Comment' field. 'OK' and 'Cancel' buttons are at the bottom.

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

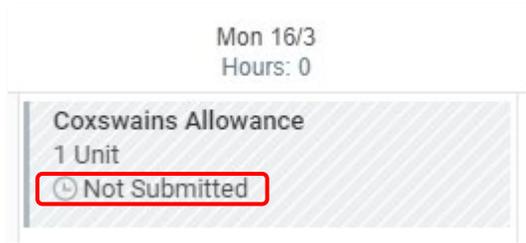
The screenshot shows the 'Enter Time' form for the date 16/03/2020. The 'Time Type' dropdown now shows 'Coxswains Allowance' selected. The 'Unit' field is highlighted with a red box and contains the number '0'. The 'Details' section has a 'Comment' field. 'OK' and 'Cancel' buttons are at the bottom.

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.

A close-up of the 'OK' and 'Cancel' buttons at the bottom of the form.

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*.

### Submit Time

By submitting this timesheet, you certify that claimed hours are true and accurate. Please note that any payment will be made in accordance with Enterprise Agreement.

Following date range will be submitted for approval.

14 - 20 March 2020 : 0 Hours Total

<b>Total for 14 - 20 March 2020</b>	
Overtime (Paid)	0
Overtime (Accrued TOIL)	0
On-Call	0
Standard Hours	0
Total Hours	0

enter your comment

**Submit** Cancel

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: [redacted] - 0 hours from 14/03/2020 to 20/03/2020 Actions

**Up Next**

Approval by Manager

> **Details and Process**

8. Click *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: [redacted] - 0 hours from 14/03/2020 to 20/03/2020

Enter Time - Successfully Completed

1 minute(s) ago

**Time Entry:** [redacted] - 0 hours from 14/03/2020 to 20/03/2020

1 minute(s) ago

Time has been approved.

[Details](#) Time Entry: [redacted] - 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.



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.