

Emergency management worksheets

**Department of Industry
Local Land Services**

- Use response project task cost code for EM worksheet & SAPByDesign
- Enter standard hours (eg 7 or 7.6hrs per day) into SAPByDesign & process as usual
- Process EM worksheet as below

Other government agencies

- Complete usual worksheets in accordance with own agency requirements
- Process EM worksheet as below
- Salary & overtime paid by own agency

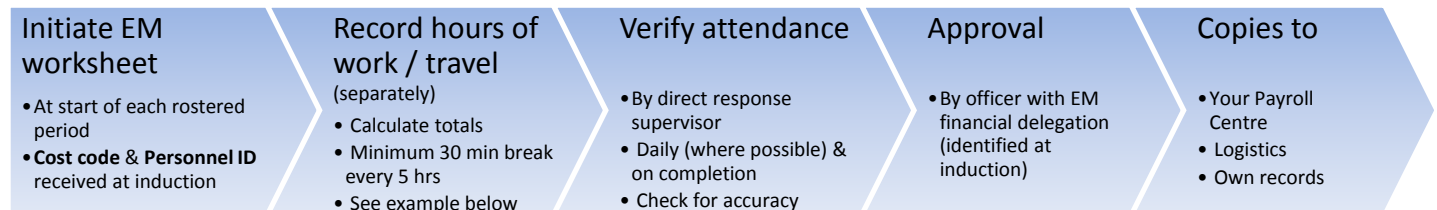
Contractors including employment agency personnel, supporting NGOs, students

- Complete usual timesheets in accordance with own agency/organisations requirements #
- Response supervisor to check hours of work and sign if correct
- If a usual timesheet does not exist, use an EM worksheet (see below)

Note – additional for employment agency personnel only

- Personnel are paid hours worked according to the contract, which usually does not include overtime
- Travel time is usually the responsibility of the employment agency unless included in the contract

Processing Emergency Management Worksheets



Department of Industry Emergency Management Worksheet										Agency (check box)		DPI/ Industry		LLS		Other (enter)			
Name: Sarah Smith										<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			
Personnel ID No: 78										Employee No: 900513									
Level (enter/role)										FCP, LCC, SCC or other		LCC		Function (enter/role)		Control, Planning, Operations, Logistics, Finance, etc		Operations	
LEAVE IN LIEU FOR TRAVEL (outside hours worked)										COST CODE: 1123-4		STAFF PAYROLL CENTRE USE							
Day	Date	Time Started (24 hr time)	B*fast (mins)	Lunch (mins)	Dinner (mins)	Time Ceased (24 hr time)	Total Hrs worked (including meal breaks)	Less 7.6hrs (standard hrs)	Excess hrs worked	Time started journey	Time finished journey	* Less normal travel time	Total travel time	Location	Supervisor signature	ST	T1/2	DT	DT1/2
Mon	NA																		
Tue	NA																		
Wed	NA																		
Thu	04/02/2016	7.00	30	30	19.00	11.0	7	4.5	6.00	7.00	15 m	45 m	Dubbo	L. Jones					
Fri	05/02/2016	7.00	30	30	18.30	10.5	7	4.0	6.45	7.00	15 m	0	Dubbo	L. Jones					
Sat	06/02/2016	7.00	30	30	19.00	11.0	0	11.0	6.45	7.00	15 m	0	Dubbo	L. Jones					
Sun	07/02/2016	7.00	30		17.00	9.5	0	9.5	6.45	7.00	15 m	0	Dubbo	L. Jones					
Mon	08/02/2016	7.00	30	30	18.00	10.0	7	3.5	18.00	19.00	15 m	45 m	Dubbo	L. Jones					
Tue	NA																		
Wed	NA																		
Thu	NA																		
Fri	NA																		
Sat	NA																		
Sun	NA																		
To be signed and verified by your immediate supervisor daily and on completion.										TOTAL 1.5 hr		TOTAL							
Forward to your Payroll Centre for processing.										I elect to be reimbursed as follows (tick)									
Keep a copy and provide a copy to the Logistics Section.										<input checked="" type="checkbox"/> 32.5 hrs payment for directed excess hours (at overtime rates) <input type="checkbox"/> hrs to be taken as Leave in Lieu for directed excess hrs (at overtime rates) <input checked="" type="checkbox"/> 1.5 hrs to be taken as Leave in Lieu for travel (at single rates)									
Signature: Sarah Smith 08/02/2016										* Time travelled to and from normal work location									
Attendance verified by supervisor																			
Print: Larry Jones Signature: L. Jones 08/02/2016																			
O/T and travel time authorised by officer with EM financial delegation																			
Print: Connie Bell Signature: C. Bell 08/02/2016																			

Department of Industry and Local Land Services: Submit EM Worksheet through CSP Portal (on Intranet) – instructions on page 2. Payroll will process payments and Leave in Lieu.

Step 1: Access CSP Portal on the Intranet

Department of Industry

Home Finance Human Resources Technology My Tickets Project Request Submit Request for Change Code of Conduct

Human Resources menu items:
 Create/Vary/Define Role
 Create/Vary/Define Org Unit
 Change Of Additional Hours
Submit Manual Worksheet
 Flex Balance Update
 Parental Leave request
 Cash Out Leave request
 New Super Fund
 Legal Name Change
 Transferred Officer
 Non Payroll
 Letter Of Offer

CSP Service Centre

Welcome

My Open Ticket / Approvals

... to Facilities Management GO >>

... to Finance GO >>

... to Human Resources GO >>

... to Technology GO >>

Payroll will process overtime payments and enter Leave in Lieu (regardless of when it occurs).

NSW Department of Industry
CSP Service Centre Support Hours: Monday to Friday 7:30 am - 5:30 pm
Phone: 02 6363 7676

Step 2: Attach and submit manual EM worksheet

Department of Industry

Home Finance Human Resources Technology My Tickets Project Request Submit Request for Change Code of Conduct

Save Abandon Lookup (0) Record 1 of 1

Submit Manual Worksheet

Use this form to submit a Manual Worksheet, Manual Overtime or Penalty Claim Form. Do not use this form to submit your Fisheries Time Sheets.

To comply with processing requirements you must attach a scanned copy of your signed worksheet/form by using the attachment link on the bottom of the form

[Click to attach your signed worksheet/form](#) ← **Attach worksheet/s**

Name * ← **Employee name appears here**

Date From: ← **First date worked (from worksheet/s)**

Date To: ← **Last date worked (from worksheet/s)**

Type of manual form:
 Emergency Management Worksheet ← **Select Emergency Management Worksheet**

Comments:

Multiple worksheets for an employee may be attached to a single submission.
 First and last dates are inclusive of all worksheets.

Once all details are entered and signed worksheet is attached click save and submit. The save and submit buttons will only appear once a worksheet is attached.

an email with a CSP number to track your submission.