

Emergency management worksheets

Department of Regional NSW (DRNSW)

- Use response WBS code for EM worksheet & MyHQ
- Only enter standard hours (eg 7 or 7.6hrs per day) into MyHQ against the relevant response cost code & process as usual
- Do not enter EM overtime or TIL in MyHQ worksheet
- 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](#)

1. Initiate EM worksheet
 - At start of each rostered period
 - WBS code – available on your 'joining' email from Logistics or at induction
 - Personnel ID is on your WebEOC personnel record
2. Record hours of work and travel (separately)
 - Calculate totals for each day worked
 - You must have a minimum 30 min break every 5 hrs and record it
 - See example below
3. Verify attendance
 - Arrange for your EM Worksheet to be signed by your direct **response supervisor**
 - To be signed daily (where possible) **and** on completion
 - Check for accuracy
4. Approval
 - Approval is by an officer with EM financial delegation (identified at induction)
 - For approval, email a copy of your verified EM Worksheet to Logistics (at the centre you worked at)
 - Logistics will email your approved worksheet back to you and retain a copy
 - Note: If your response supervisor is an approval officer, please ensure Logistics is provided a copy
5. Copies to....
 - Your Payroll Centre – DRNSW personnel to follow CS Connect instructions below
 - Logistics (if not already provided)
 - You for your own records – to check pay and leave-in-lieu is processed correctly. Contact Payroll for any discrepancies.

DRNSW: Submit EM Worksheet through CS Connect (on Intranet) – instructions on page 3.

Payroll will process payments and Leave in Lieu.

EM Worksheets will be rejected if they are unsigned and 'hours worked' are not entered in MyHQ.

Emergency Management Worksheet										NT LLS				Response name		Avian Influenza 2020					
Name: Sarah Smith										Centre eg LCC Dubbo				LCC Tamworth		Function (enter/circle) Control, Planning, Operations, Logistics, Finance, etc		Operations			
Personnel ID No (WebEOC): 1234					Employee No: 980 00 654					LEAVE IN LIEU FOR TRAVEL (outside bandwidth hours)				WBS: P-10861-15		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 (excluding meal breaks)	Less 7hr/8hr (standard hrs)	Excess hrs worked	Time started journey	Time finished journey	* Less normal travel time	# Total travel time	Daily Location	Supervisor signature	ST	T1/2	DT	DT1/2		
Mon	NA																				
Tue	NA																				
Wed	NA																				
Thu	24/09/2020	6.00		30	30	17.00	10.0	7	3.0	5.00	6.00	15 min	45 min	Tamworth	L Jones						
Fri	25/09/2020	7.00		30	30	18.30	10.5	7	3.5					Tamworth	L Jones						
Sat	26/09/2020	7.00		30	30	19.00	11.0	0	11.0					Tamworth	L Jones						
Sun	27/09/2020	7.00		30		17.00	9.5	0	9.5					Tamworth	L Jones						
Mon	28/09/2020	7.00		30	30	18.00	10.0	7	3.0					Tamworth	L Jones						
Tue	NA																				
Wed	NA																				
Thu	NA																				
Fri	NA																				
Sat	NA																				
Sun	NA																				
<p>Total & enter below as either excess hrs or LIL</p>																					
<p>Transfer total below</p>																					
<p>To be signed and verified by your immediate supervisor daily and on completion.</p> <p>Forward to your Payroll Centre for processing.</p> <p>Keep a copy and provide a copy to the Logistics Section.</p>														TOTAL 45 min		TOTAL					
<p>Signature: Sarah Smith 28/09/2020</p> <p>Attendance verified by supervisor</p> <p>Name+role: Larry Jones - Field TL Signature: L Jones 28/09/2020</p> <p>O/T and travel time authorised by officer with EM financial delegation</p> <p>Name+role: Connie Bell - IPOPs Mgr Signature: C Bell 28/09/2020</p>														<p>* Time travelled to and from normal work location # Daily total travel time must be >30 mins to claim</p> <p><input checked="" type="checkbox"/> 30 hrs payment for directed excess hours (at overtime rates)</p> <p><input type="checkbox"/> hrs to be taken as Leave in Lieu for directed excess hrs (at overtime rates)</p> <p><input checked="" type="checkbox"/> 45 min hrs to be taken as Leave in Lieu for travel (at single rates)</p>							

Submitting EM worksheets in CS Connect for DRNSW personnel

Step 1: Enter only your standard hours in MyHQ

Enter standard hours (7 or 7.6) in MyHQ as 'hours worked' against the **response WBS code for your agency** (click \$ to enter code – see yellow highlight below).

Note 1: If you enter more than your standard 7 or 7.6 'hours worked' in MyHQ you will receive flex time and will not be able to claim overtime or time-in-lieu via the EM worksheet.

Note 2: Do **NOT** use 'EM Std hrs+OT paid' option in MyHQ

Date	Cost Centre	WBS Element	Attendances	Allowances	Start Time	End Time	Break Start	Break End	Content	Unit...	Cost Dist...
Mo 01 04 2019			Hours Worked (9000)		08:30	16:30	12:30	13:30	7.000		\$
Mo 01 04 2019		P-00232-06							0.000		\$

Step 2: Access CS Connect on the Intranet

1. Select 'standard request', then 'payroll services'
2. Select 'time and flex'
3. Select 'submit a manual worksheet'

Step 3: Attach and submit manual EM worksheet

Note 3: Multiple worksheets for an employee may be attached to a single submission.

Note 4: Tax will be applied to the period the work was completed in, NOT in a lump sum in the pay period submitted.

Note 5: EM worksheets will be rejected if they are not signed off by your response supervisor and a response role with EM financial delegation and if your normal hours are not in MyHQ.

1. Enter your name (if not already listed)
2. Enter your contact number
3. Enter first and last dates (inclusive of all worksheets)
4. Select 'emergency management worksheet'
5. Attach worksheet/s (paperclip at bottom of screen)
6. Select 'submit' (top right)
7. After submission, you will receive an email with a number to track your submission or view the status by logging into CS Connect.

Submit a Manual Worksheet

Submit a Manual Worksheet

Use this form to submit a manual worksheet, manual overtime or penalty claim form. These forms are available on the intranet on the [Working Hours](#) page.

You must attach a scanned copy of your approved, signed worksheet using the attachment link on the bottom of this form.

What happens next?
Your request will be processed by the Corporate Services team. We will let you know when it is completed.
You can monitor the status of your request in CS Connect.

* Name

* Best contact number

* Date From

* Date To

* Type of manual form

Comments

Add attachments

Submit

Required information

Name Best contact number Date From Date To

Type of manual form