

For the attention of staff who complete ConnX timesheets and managers who are responsible for approving staff ConnX timesheets.

Managers & Employees,

As many of you are getting ready to take a well-earned break over the 2023 holiday season, this email is to advise of the payroll processing and cut off dates during this period.

Pay Period ending Sunday 17/12/23:

Current BAU deadlines will remain for this payroll. **Timesheets need to be submitted and approved by 11am Monday 18/12/23** with Pay Day remaining as Wednesday 20/12/23.

Pay Period ending Sunday 31/12/23:

Due to the Public Holiday on Monday 01/01/24, payroll have a reduced timeframe for processing & checking. Managers will be required to **approve and submit timesheets no later than 11am 02/01/24** to enable payroll to import details into the payroll system as soon as possible and allow adequate checking time.

Unfortunately, this timeline will not allow for the payroll team to perform any follow ups on missing or unapproved timesheets not submitted or on any unapproved leave requests. Payments due from any timesheets or leave not submitted will be processed in the following fortnightly pay cycle.

The shutdown period will be from Friday COB 22/12/23 and most staff will recommence Monday 08/01/24. Not all staff members will be taking leave throughout the shutdown period and will be working so for payroll purposes, we recommend you discuss with your manager prior to this period to ensure you know who is responsible for approving your timesheets.

ConnX Actions for Managers:

For Managers taking leave through the shutdown period, please ensure adequate approval back-up is identified and you redirect your approver details for the period of your leave in ConnX, so timesheets and leave applications can be approved in your absence.

- Please ensure you approve any leave applications associated with staff timesheets to ensure that your staff are paid correctly.
- Please ensure that there are no DUPLICATE transactions recorded for the same day. For example: start and finish times entered as worked time and a leave application resulting in duplicate pay
- Please review all PUBLIC HOLIDAY hours worked or not worked to ensure they are correctly recorded on the timesheet and as per the EA rules around public holidays.
- Please ensure that the ConnX Work Schedules are updated to the rostered hours held outside of ConnX, so that any leave applications and timesheet scheduled hours are aligned to the rostered days/hours.

- Reference the ConnX Manager Guide on MS Teams under ConnX Department Managers Channel for more information on ConnX Work Schedules
 - If you do not have access to the channel then please reach out to Virtus HR Operations email for access hroperations@virtushealth.com.au

ConnX Actions for Employees:

Please ensure any leave applications associated with your timesheet are submitted and approved by the below dates.

If you are taking leave over the shutdown period, make sure you have submitted your timesheet to your manager before Close of Business on Friday 22/12/23 so it can be approved for processing in pay period ending 31/12/23.

For any leave requests during the period Monday 18/12/2023 to Sunday 31/12/2023, need to be applied for and approved by your manager in ConnX before COB Friday 22/12/23.

Public Holidays on Timesheets - General Information/Checks/Requirements

- Please reference the applicable Employment Agreement around the pay rules for working on Public Holidays.
- If you are NOT rostered to work on a public holiday, please DO NOT put a start and finish time against this day on the timesheet – do nothing.
- If you are rostered (scheduled) to work on a public holiday but DO NOT work on this day, please DO NOT put a start and finish time on the timesheet for the day – see the below:
 - In the above case please enter your rostered/scheduled hours against the PUBLIC HOLIDAY NOT WORKED line on the timesheet
- If you are scheduled to work on a public holiday and you work on this day, please put a start and finish time on the timesheet for hours WORKED – see the below:
 - As already stated, please reference the EA around the penalty rates assigned for working on public holidays and check with your manager if you need help completing your timesheet for public holidays worked and assigning these hours “correctly” against the applicable overtime “or” penalty rate line on your timesheet.
- All questions regarding how to complete your timesheet for public holidays should be directed to your manager in the first instance.

Thank you for your co-operation over this busy time.

The payroll team would like to wish you all a wonderful festive season and Happy New Year.

Best wishes,

Virtus Health