

2013

ClockOn Training Workshop

Course Outline – Payroll

Admin 2 – Rule Sets, System Setup, Report Filtering

Version 4.3

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5 minutes - Training Data Installation & Connection to Conference

Connect to phone conference 'lobby'

ClockOn application installed locally

Establish remote session connections

Training database registered

5 minutes - Introduction

- Objective of workshop
- Skills covered in workshop
- Support Materials

30 minutes - Rule Manager

- Timesheet rounding
- Overtime configuration
- Penalty/Loading configuration
- Leave accruals
- Superannuation
- Duplicating/refining rule-sets

Workshop - Attendees will set up a rule set.

15 minutes - System Setup (global)

- Adding public holidays
- Adding leave categories
- Adding superannuation funds (by location)

5 minutes - General Reporting

- Single/multiple location reporting
- Setting default and favourite reports

ClockOn Version 4.3
Payroll Workshop Outline – Admin 2 – Rule Sets, System Setup, Report Filtering



**The Pharmacy
Guild of Australia**

**Pharmacy Industry Award 2010
Wage Sheet**

Effective first full pay period on or after: 1 July 2013

Pharmacy Assistant Classifications

Jurisdiction: New South Wales

Transitioning from the Pharmacy Assistants (State) Award NAPSA pre-modern award or the Pharmacy Assistants (State) Award Division 2B State award

PERMANENT EMPLOYEES

	Ordinary Rate		Monday - Friday					Saturday					Overtime	
	Weekly	Hourly	7am - 8am	8am-8.30am	8.30am - 7pm	7pm - 9pm	9pm - midnight	7am - 8am	8am - 8.30am	8.30am - 6pm	6pm - 9pm	9pm - midnight	First 2 hours	Subsequent hours
		100%	150%	110%	100%	125%	150%	190%	130%	125%	150%	170%	150%	200%
Pharmacy Assistant Level 1 - transitioning from Pharmacy Assistant Competency 1 first 6 months														
Adult	\$ 681.88	\$ 17.9441	\$ 26.9162	\$ 19.7385	\$ 17.9441	\$ 22.4301	\$ 26.9162	\$ 34.0938	\$ 23.3273	\$ 22.4301	\$ 26.9162	\$ 30.5050	\$ 26.9162	\$ 35.8882
20 years of age	\$ 613.69	\$ 16.1497	\$ 24.2245	\$ 17.7647	\$ 16.1497	\$ 20.1871	\$ 24.2245	\$ 30.6844	\$ 20.9946	\$ 20.1871	\$ 24.2245	\$ 27.4545	\$ 24.2245	\$ 32.2994
19 years of age	\$ 545.50	\$ 14.3553	\$ 21.5329	\$ 15.7908	\$ 14.3553	\$ 17.9441	\$ 21.5329	\$ 27.2750	\$ 18.6619	\$ 17.9441	\$ 21.5329	\$ 24.4040	\$ 21.5329	\$ 28.7106
18 years of age	\$ 477.31	\$ 12.5609	\$ 18.8413	\$ 13.8170	\$ 12.5609	\$ 15.7011	\$ 18.8413	\$ 23.8657	\$ 16.3291	\$ 15.7011	\$ 18.8413	\$ 21.3535	\$ 18.8413	\$ 25.1217
17 years of age	\$ 409.13	\$ 10.7665	\$ 16.1497	\$ 11.8431	\$ 10.7665	\$ 13.4581	\$ 16.1497	\$ 20.4563	\$ 13.9964	\$ 13.4581	\$ 16.1497	\$ 18.3030	\$ 16.1497	\$ 21.5329
16 years of age	\$ 340.94	\$ 8.9721	\$ 13.4581	\$ 9.8693	\$ 8.9721	\$ 11.2151	\$ 13.4581	\$ 17.0469	\$ 11.6637	\$ 11.2151	\$ 13.4581	\$ 15.2525	\$ 13.4581	\$ 17.9441
Under 16 years of age	\$ 300.92	\$ 7.9190	\$ 11.8784	\$ 8.7109	\$ 7.9190	\$ 9.8987	\$ 11.8784	\$ 15.0460	\$ 10.2946	\$ 9.8987	\$ 11.8784	\$ 13.4622	\$ 11.8784	\$ 15.8379
Pharmacy Assistant Level 1 - transitioning from Pharmacy Assistant Competency 1														
Adult	\$ 683.40	\$ 17.9842	\$ 26.9763	\$ 19.7826	\$ 17.9842	\$ 22.4803	\$ 26.9763	\$ 34.1700	\$ 23.3795	\$ 22.4803	\$ 26.9763	\$ 30.5732	\$ 26.9763	\$ 35.9684
20 years of age	\$ 615.06	\$ 16.1858	\$ 24.2787	\$ 17.8044	\$ 16.1858	\$ 20.2322	\$ 24.2787	\$ 30.7530	\$ 21.0415	\$ 20.2322	\$ 24.2787	\$ 27.5158	\$ 24.2787	\$ 32.3716
19 years of age	\$ 546.72	\$ 14.3874	\$ 21.5811	\$ 15.8261	\$ 14.3874	\$ 17.9842	\$ 21.5811	\$ 27.3360	\$ 18.7036	\$ 17.9842	\$ 21.5811	\$ 24.4585	\$ 21.5811	\$ 28.7747
18 years of age	\$ 478.38	\$ 12.5889	\$ 18.8834	\$ 13.8478	\$ 12.5889	\$ 15.7362	\$ 18.8834	\$ 23.9190	\$ 16.3656	\$ 15.7362	\$ 18.8834	\$ 21.4012	\$ 18.8834	\$ 25.1779
17 years of age	\$ 410.04	\$ 10.7905	\$ 16.1858	\$ 11.8696	\$ 10.7905	\$ 13.4882	\$ 16.1858	\$ 20.5020	\$ 14.0277	\$ 13.4882	\$ 16.1858	\$ 18.3439	\$ 16.1858	\$ 21.5811
16 years of age	\$ 341.70	\$ 8.9921	\$ 13.4882	\$ 9.8913	\$ 8.9921	\$ 11.2401	\$ 13.4882	\$ 17.0850	\$ 11.6897	\$ 11.2401	\$ 13.4882	\$ 15.2866	\$ 13.4882	\$ 17.9842
Under 16 years of age	\$ 301.74	\$ 7.9406	\$ 11.9110	\$ 8.7347	\$ 7.9406	\$ 9.9258	\$ 11.9110	\$ 15.0872	\$ 10.3228	\$ 9.9258	\$ 11.9110	\$ 13.4991	\$ 11.9110	\$ 15.8813
Pharmacy Assistant Level 2														
Adult	\$ 699.70	\$ 18.4132	\$ 27.6197	\$ 20.2545	\$ 18.4132	\$ 23.0164	\$ 27.6197	\$ 34.9850	\$ 23.9371	\$ 23.0164	\$ 27.6197	\$ 31.3024	\$ 27.6197	\$ 36.8263
20 years of age	\$ 629.73	\$ 16.5718	\$ 24.8578	\$ 18.2290	\$ 16.5718	\$ 20.7148	\$ 24.8578	\$ 31.4865	\$ 21.5434	\$ 20.7148	\$ 24.8578	\$ 28.1721	\$ 24.8578	\$ 33.1437
19 years of age	\$ 559.76	\$ 14.7305	\$ 22.0958	\$ 16.2036	\$ 14.7305	\$ 18.4132	\$ 22.0958	\$ 27.9880	\$ 19.1497	\$ 18.4132	\$ 22.0958	\$ 25.0419	\$ 22.0958	\$ 29.4611
18 years of age	\$ 489.79	\$ 12.8892	\$ 19.3338	\$ 14.1781	\$ 12.8892	\$ 16.1115	\$ 19.3338	\$ 24.4895	\$ 16.7560	\$ 16.1115	\$ 19.3338	\$ 21.9117	\$ 19.3338	\$ 25.7784
17 years of age	\$ 419.82	\$ 11.0479	\$ 16.5718	\$ 12.1527	\$ 11.0479	\$ 13.8099	\$ 16.5718	\$ 20.9910	\$ 14.3623	\$ 13.8099	\$ 16.5718	\$ 18.7814	\$ 16.5718	\$ 22.0958
16 years of age	\$ 349.85	\$ 9.2066	\$ 13.8099	\$ 10.1272	\$ 9.2066	\$ 11.5082	\$ 13.8099	\$ 17.4925	\$ 11.9686	\$ 11.5082	\$ 13.8099	\$ 15.6512	\$ 13.8099	\$ 18.4132
Under 16 years of age	\$ 308.55	\$ 8.1196	\$ 12.1794	\$ 8.9316	\$ 8.1196	\$ 10.1495	\$ 12.1794	\$ 15.4273	\$ 10.5555	\$ 10.1495	\$ 12.1794	\$ 13.8033	\$ 12.1794	\$ 16.2392
Pharmacy Assistant Level 3														
Adult	\$ 724.50	\$ 19.0658	\$ 28.5987	\$ 20.9724	\$ 19.0658	\$ 23.8322	\$ 28.5987	\$ 36.2250	\$ 24.7855	\$ 23.8322	\$ 28.5987	\$ 32.4118	\$ 28.5987	\$ 38.1316
20 years of age	\$ 652.05	\$ 17.1592	\$ 25.7388	\$ 18.8751	\$ 17.1592	\$ 21.4490	\$ 25.7388	\$ 32.6025	\$ 22.3070	\$ 21.4490	\$ 25.7388	\$ 29.1707	\$ 25.7388	\$ 34.3184
19 years of age	\$ 579.60	\$ 15.2526	\$ 22.8789	\$ 16.7779	\$ 15.2526	\$ 19.0658	\$ 22.8789	\$ 28.9800	\$ 19.8284	\$ 19.0658	\$ 22.8789	\$ 25.9295	\$ 22.8789	\$ 30.5053
18 years of age	\$ 507.15	\$ 13.3461	\$ 20.0191	\$ 14.6807	\$ 13.3461	\$ 16.6826	\$ 20.0191	\$ 25.3575	\$ 17.3499	\$ 16.6826	\$ 20.0191	\$ 22.6883	\$ 20.0191	\$ 26.6921
17 years of age	\$ 434.70	\$ 11.4395	\$ 17.1592	\$ 12.5834	\$ 11.4395	\$ 14.2993	\$ 17.1592	\$ 21.7350	\$ 14.8713	\$ 14.2993	\$ 17.1592	\$ 19.4471	\$ 17.1592	\$ 22.8789
16 years of age	\$ 362.25	\$ 9.5329	\$ 14.2993	\$ 10.4862	\$ 9.5329	\$ 11.9161	\$ 14.2993	\$ 18.1125	\$ 12.3928	\$ 11.9161	\$ 14.2993	\$ 16.2059	\$ 14.2993	\$ 19.0658
Under 16 years of age	\$ 319.47	\$ 8.4071	\$ 12.6107	\$ 9.2479	\$ 8.4071	\$ 10.5089	\$ 12.6107	\$ 15.9736	\$ 10.9293	\$ 10.5089	\$ 12.6107	\$ 14.2921	\$ 12.6107	\$ 16.8143
Pharmacy Assistant Level 4														
Adult	\$ 754.30	\$ 19.8500	\$ 29.7750	\$ 21.8350	\$ 19.8500	\$ 24.8125	\$ 29.7750	\$ 37.7150	\$ 25.8050	\$ 24.8125	\$ 29.7750	\$ 33.7450	\$ 29.7750	\$ 39.7000
20 years of age	\$ 678.87	\$ 17.8650	\$ 26.7975	\$ 19.6515	\$ 17.8650	\$ 22.3313	\$ 26.7975	\$ 33.9435	\$ 23.2245	\$ 22.3313	\$ 26.7975	\$ 30.3705	\$ 26.7975	\$ 35.7300
19 years of age	\$ 603.44	\$ 15.8800	\$ 23.8200	\$ 17.4680	\$ 15.8800	\$ 19.8500	\$ 23.8200	\$ 30.1720	\$ 20.6440	\$ 19.8500	\$ 23.8200	\$ 26.9960	\$ 23.8200	\$ 31.7600
18 years of age	\$ 528.01	\$ 13.8950	\$ 20.8425	\$ 15.2845	\$ 13.8950	\$ 17.3688	\$ 20.8425	\$ 26.4005	\$ 18.0635	\$ 17.3688	\$ 20.8425	\$ 23.6215	\$ 20.8425	\$ 27.7900
17 years of age	\$ 452.58	\$ 11.9100	\$ 17.8650	\$ 13.1010	\$ 11.9100	\$ 14.8875	\$ 17.8650	\$ 22.6290	\$ 15.4830	\$ 14.8875	\$ 17.8650	\$ 20.2470	\$ 17.8650	\$ 23.8200
16 years of age	\$ 377.15	\$ 9.9250	\$ 14.8875	\$ 10.9175	\$ 9.9250	\$ 12.4063	\$ 14.8875	\$ 18.8575	\$ 12.9025	\$ 12.4063	\$ 14.8875	\$ 16.8725	\$ 14.8875	\$ 19.8500
Under 16 years of age	\$ 333.10	\$ 8.7658	\$ 13.1487	\$ 9.6424	\$ 8.7658	\$ 10.9572	\$ 13.1487	\$ 16.6550	\$ 11.3955	\$ 10.9572	\$ 13.1487	\$ 14.9019	\$ 13.1487	\$ 17.5316

**Pharmacy Industry Award 2010
Wage Sheet**

Effective first full pay period on or after: 1 July 2013

Pharmacy Assistant Classifications

Jurisdiction: New South Wales

Transitioning from the Pharmacy Assistants (State) Award NAPSA pre-modern award or the Pharmacy Assistants (State) Award Division 2B State award

PERMANENT EMPLOYEES

	Sunday		Public Holiday	
	7am - Midnight	Overtime	7am - Midnight	Overtime
	200%	200%	250%	250%
Pharmacy Assistant Level 1 - transitioning from Pharmacy Assistant Competency 1 first 6 months				
Adult	\$ 35.8882	\$ 35.8882	\$ 44.8603	\$ 44.8603
20 years of age	\$ 32.2994	\$ 32.2994	\$ 40.3742	\$ 40.3742
19 years of age	\$ 28.7106	\$ 28.7106	\$ 35.8882	\$ 35.8882
18 years of age	\$ 25.1217	\$ 25.1217	\$ 31.4022	\$ 31.4022
17 years of age	\$ 21.5329	\$ 21.5329	\$ 26.9162	\$ 26.9162
16 years of age	\$ 17.9441	\$ 17.9441	\$ 22.4301	\$ 22.4301
Under 16 years of age	\$ 15.8379	\$ 15.8379	\$ 19.7974	\$ 19.7974
Pharmacy Assistant Level 1 - transitioning from Pharmacy Assistant Competency 1				
Adult	\$ 35.9684	\$ 35.9684	\$ 44.9605	\$ 44.9605
20 years of age	\$ 32.3716	\$ 32.3716	\$ 40.4645	\$ 40.4645
19 years of age	\$ 28.7747	\$ 28.7747	\$ 35.9684	\$ 35.9684
18 years of age	\$ 25.1779	\$ 25.1779	\$ 31.4724	\$ 31.4724
17 years of age	\$ 21.5811	\$ 21.5811	\$ 26.9763	\$ 26.9763
16 years of age	\$ 17.9842	\$ 17.9842	\$ 22.4803	\$ 22.4803
Under 16 years of age	\$ 15.8813	\$ 15.8813	\$ 19.8516	\$ 19.8516
Pharmacy Assistant Level 2				
Adult	\$ 36.8263	\$ 36.8263	\$ 46.0329	\$ 46.0329
20 years of age	\$ 33.1437	\$ 33.1437	\$ 41.4296	\$ 41.4296
19 years of age	\$ 29.4611	\$ 29.4611	\$ 36.8263	\$ 36.8263
18 years of age	\$ 25.7784	\$ 25.7784	\$ 32.2230	\$ 32.2230
17 years of age	\$ 22.0958	\$ 22.0958	\$ 27.6197	\$ 27.6197
16 years of age	\$ 18.4132	\$ 18.4132	\$ 23.0164	\$ 23.0164
Under 16 years of age	\$ 16.2392	\$ 16.2392	\$ 20.2990	\$ 20.2990
Pharmacy Assistant Level 3				
Adult	\$ 38.1316	\$ 38.1316	\$ 47.6645	\$ 47.6645
20 years of age	\$ 34.3184	\$ 34.3184	\$ 42.8980	\$ 42.8980
19 years of age	\$ 30.5053	\$ 30.5053	\$ 38.1316	\$ 38.1316
18 years of age	\$ 26.6921	\$ 26.6921	\$ 33.3651	\$ 33.3651
17 years of age	\$ 22.8789	\$ 22.8789	\$ 28.5987	\$ 28.5987
16 years of age	\$ 19.0658	\$ 19.0658	\$ 23.8322	\$ 23.8322
Under 16 years of age	\$ 16.8143	\$ 16.8143	\$ 21.0179	\$ 21.0179
Pharmacy Assistant Level 4				
Adult	\$ 39.7000	\$ 39.7000	\$ 49.6250	\$ 49.6250
20 years of age	\$ 35.7300	\$ 35.7300	\$ 44.6625	\$ 44.6625
19 years of age	\$ 31.7600	\$ 31.7600	\$ 39.7000	\$ 39.7000
18 years of age	\$ 27.7900	\$ 27.7900	\$ 34.7375	\$ 34.7375
17 years of age	\$ 23.8200	\$ 23.8200	\$ 29.7750	\$ 29.7750
16 years of age	\$ 19.8500	\$ 19.8500	\$ 24.8125	\$ 24.8125
Under 16 years of age	\$ 17.5316	\$ 17.5316	\$ 21.9145	\$ 21.9145

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DISCLAIMER: This information is current at 20 June 2013. The Pharmacy Guild of Australia has taken all reasonable care in preparing this information, however, it is provided as a guide only. You should seek specific advice from a Guild Workplace Relations Advisor before acting. The Pharmacy Guild of Australia will in no way be liable to you or anyone else for any loss, however caused (including through negligence) which may be directly or indirectly suffered in connection with the use of this information.

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The following table demonstrates various combinations of shift truncation:

Rostered Shift 09:00 to 17:00					
Actual Clock Times	Truncate early clock times to shift start	Truncate late clock times to shift end	Truncate before and after shift start	Truncate before and after shift end	Paid Times
08:53 to 17:05	YES	YES	-	-	09:00 to 17:00
09:05 to 16:47	YES	YES	-	-	09:05 to 16:47
08:53 to 17:05	-	-	00:15	00:15	09:00 to 17:00
09:05 to 16:47	-	-	00:15	00:15	09:00 to 17:00
08:53 to 17:05	YES	YES	00:15	00:15	09:00 to 17:00
09:05 to 16:47	YES	YES	00:15	00:15	09:00 to 17:00
08:42 to 17:21	-	-	00:15	00:15	08:42 to 17:21
08:42 to 17:14	-	-	00:15	00:15	08:42 to 17:00
09:36 to 16:03	YES	YES	-	-	09:36 to 16:03
09:36 to 16:03	YES	YES	00:15	00:15	09:36 to 16:03
08:03 to 17:05	-	-	-	-	08:03 to 17:05