



Alloc8 User Guide

Award Preferences

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Award and Classifications in Alloc8

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Overview

The following Award and Classification rules apply to all Employees of employment status:

- Casual
- Permanent Part-Time
- Permanent Full-Time

Employee Settings

When creating or editing an Employee, a Classification and Award section will be displayed:

The screenshot shows a 'Create Contact' form with the following fields and options:

- Classification ***: A dropdown menu with 'Carpenter Level 1' selected.
- Award**: A dropdown menu with 'Building and Construction Award' selected.
- Classification Cannot Be Overridden**: A checkbox that is currently unchecked. Below it is the text: 'This will stop the employee classification from being overridden on any job.'
- Award Cannot Be Overridden**: A checkbox that is currently unchecked. Below it is the text: 'Check this if you want this award to override any Shift, Project or Company award that may be applied to jobs this Employee works on.'

Below the Award dropdown, there is a note: 'Select an awards only if this Employees default awards is different to the award set on the branche(s) they work for. Otherwise, leave this blank.'

Fig. 1 Contact Classification and Award Settings

Classification

It is mandatory to set a classification. There is also the option to prevent Classification from being overridden. Checking this box will mean this classification will always apply to any shift this Employee works on, and cannot be changed at a job level.

Scenario: *Alana is a skilled Traffic Controller (TC3), however she occasionally fills in for shifts of a lower classification. She always needs to be paid as a TC3, even if that shift skill requirement is lower.*

Alana's classification is set to TC3 and 'Classification Cannot Be Overridden' is checked on her contact settings:

Classification *
TC3 Classification Cannot Be Overridden
Award
This will stop the employee classification from being overridden on any job.

Award

It is optional to set an award for an Employee. If no award is set, the default award will be the Branch award for the job. However, if an award is selected here, this will become the default award that is applied on jobs.

Scenario: *John's primary branch is Oakleigh, which pays workers the Victoria EBA award. He also does jobs for the Glen Waverley branch, which pays the Vic Award – a lower rate than Victoria EBA. Unless John is working for a Project or Company that pays a higher rate, John's default award needs to be Victoria EBA, even on shifts he does for Glen Waverley.*

Victoria EBA is added as an award to his contact settings, but 'Cannot Be Overridden' is unchecked. This will allow him to be paid a higher award for specific shift types, companies or projects.

Award
VIC EA Award Cannot Be Overridden
Select an awards only if this Employees default awards is different to the award set on the branche(es) they work for. Otherwise, leave this blank.
Check this if you want this award to override any Shift, Project or Company award that may be applied to jobs this Employee works on.

Salary Employees

There is also an employment status called 'Salary' in settings. If you have employees on salary, selecting this drop down will automatically mark their classification as 'Salary' and prevent this from being overridden.

Update Contact

Start Date: 17/06/2019

Employment Status *: **Salary**

Classification *: **Salary**

Classification Cannot Be Overridden

This will stop the employee classification from being overridden on any job.

Fig. 2 Salary Employee settings

Salary Employees can be allocated to jobs in the same way as casual or part time employees. They will still use the mobile app and are required to submit any required forms and their timesheet. However, the following Award and Classification rules outlined following will not apply to them, and they will be excluded from Payroll Interpretation.

Where can Awards be set in Alloc8?

In addition to the award you must set when creating a branch, you can also add awards to Companies, Projects, and Shift Types.

Awards for Companies

Update Company

Awards

Add Award

Show 10 entries

Branch	Award
Melbourne	Victoria Traffic (Non Commercial)

Showing 1 to 1 of 1 entries

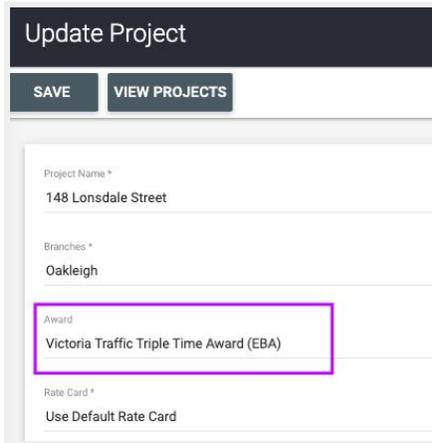
An Award can be set for a Company by going to Company > Edit Company

Scroll down to Awards and select 'Add Award'. Select the relevant branch and the award from the drop down menu.

Note: While you can add multiple awards for a company, you can only have one award per branch.

Fig. 3 Company Award Settings

Awards for Projects



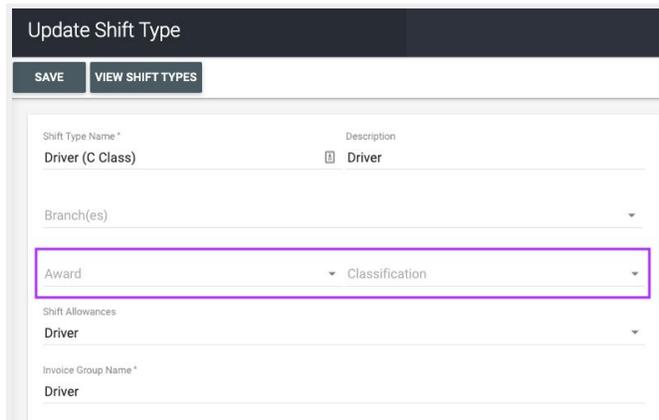
The screenshot shows the 'Update Project' form with the following fields:

- Project Name *: 148 Lonsdale Street
- Branches *: Oakleigh
- Award: Victoria Traffic Triple Time Award (EBA) (highlighted with a red box)
- Rate Card *: Use Default Rate Card

If you have a project that needs to pay a specific award, you can add this by going to Projects > Edit Project and selecting an award from the drop down list.

Fig. 2 (left) Project Award Settings

Award and Classification for Shift Types



The screenshot shows the 'Update Shift Type' form with the following fields:

- Shift Type Name *: Driver (C Class) | Description: Driver
- Branch(es): [Dropdown]
- Award: [Dropdown] | Classification: [Dropdown] (both highlighted with a red box)
- Shift Allowances: Driver
- Invoice Group Name *: Driver

You can also add an award and classification directly to a Shift Type.

1. Go to Shift Types > Edit Shift Type
2. Select Award
3. Select Classification (this is mandatory if an award is selected)
4. Click 'SAVE'

Shift type is the only other area you can add a classification to, other than the Employee.

Fig. 4 Award and Classification for Shift Type

What Award and Classification does an Employee get paid?

The Award and Classification hierarchy will be applied every time a resource is allocated to a shift.

Award Preference

Unless the employee being allocated has an award that cannot be overridden, the award applied will use the following in order of preference:

1. Shift Type
2. Project
3. Company
4. Branch (or Employee award if one is set)

EMPLOYEE AWARD	IS THERE AN AWARD APPLIED AT THE FOLLOWING?				AWARD APPLIED
	SHIFT TYPE	PROJECT	COMPANY	BRANCH	
NO AWARD SET	✓	✓	✓	✓	SHIFT AWARD
	✗	✗	✓	✓	PROJECT AWARD
	✗	✗	✓	✓	COMPANY AWARD
	✗	✗	✗	✓	BRANCH AWARD
AWARD EXISTS, CAN BE OVERRIDDEN	✓	✓	✓	✓	SHIFT AWARD
	✗	✗	✓	✓	PROJECT AWARD
	✗	✗	✓	✓	COMPANY AWARD
	✗	✗	✗	✓	EMPLOYEE AWARD
AWARD EXISTS, CANNOT BE OVERRIDDEN	✓	✓	✓	✓	EMPLOYEE AWARD
	✗	✗	✓	✓	EMPLOYEE AWARD
	✗	✗	✓	✓	EMPLOYEE AWARD
	✗	✗	✗	✓	EMPLOYEE AWARD

Fig. 5 Award hierarchy

Classification Preference

The only two areas in Alloc8 you can set a classification is on the Employee's settings, or to a particular shift type.

If a classification is set for a shift type, this will be applied. Otherwise it will use the classification set for the Employee being allocated.

If the Employee's classification cannot be overridden, that classification will always be applied.

IS THERE A CLASSIFICATION APPLIED AT THE FOLLOWING?					
EMPLOYEE CLASSIFICATION	SHIFT TYPE	PROJECT	COMPANY	BRANCH	CLASSIFICATION APPLIED
CAN BE OVERRIDDEN	✓	N/A	N/A	N/A	SHIFT AWARD
	✗	N/A	N/A	N/A	EMPLOYEE AWARD
CANNOT BE OVERRIDDEN	✓	N/A	N/A	N/A	EMPLOYEE AWARD
	✗	N/A	N/A	N/A	EMPLOYEE AWARD

Fig. 6 Classification hierarchy

Changing the Award or Classification manually

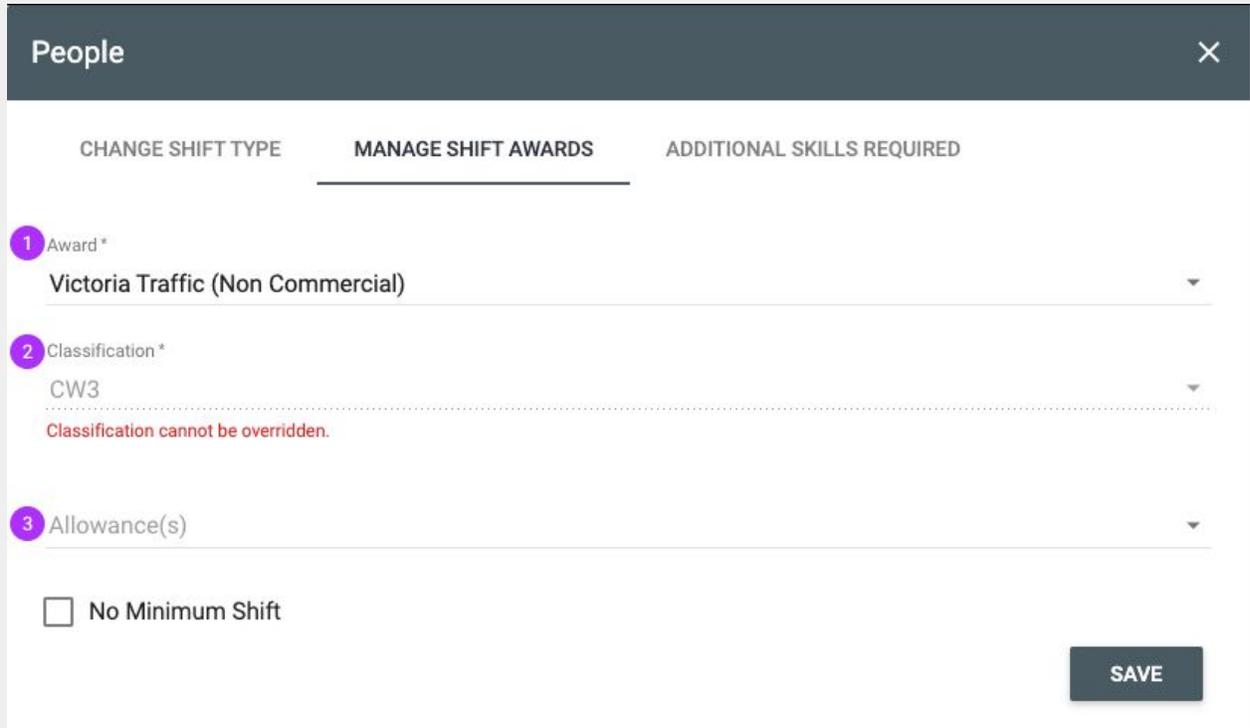
After you allocate a resource, you will see what is applied under the 'Award and Classification' column. Any applicable allowances that have been added to a Shift Type will also appear here.

Allocate Resource #4218 (Thursday, 26 Mar 2020)									
VIEW JOBS	EDIT TICKET	FORMS & ATTACHMENTS	TIMESHEET	DETAILS	REFRESH	VIEW HISTORY	RESOURCE LIKE	SEND JOB NOTIFICATIONS	SEND A MESSAGE
People									
Person	Allocated Person	Timesheet Manager	Status	Start Time / End Time	Award and Classification	Shift Allowances	Actions		
Driver	Chloe Price	<input checked="" type="checkbox"/>	Confirmed Job Accepted	8:00 17:00	WA EBA TC1	LAFHA First Aid Meal Allowance	  		
Traffic Controller #1	Steve Smith	<input type="checkbox"/>	Confirmed Job Accepted	8:00 17:00	Victoria Non-Commercial TC2	Straight To Site Meal Allowance	  		
Traffic Controller #2	Angela Hastings	<input type="checkbox"/>	Confirmed Job Accepted	8:00 17:00	Victoria Non-Commercial TC3	Straight To Site Meal Allowance	  		

Fig. 7 Resource Allocation screen

You can manually change this by clicking the green 'Change' icon in the Actions column 

This will open a new pop-up window. Click the second tab 'Manage Shift Awards'



The screenshot shows a 'People' pop-up window with a dark header and a close button. Below the header are three tabs: 'CHANGE SHIFT TYPE', 'MANAGE SHIFT AWARDS', and 'ADDITIONAL SKILLS REQUIRED'. The 'MANAGE SHIFT AWARDS' tab is selected. The form contains three numbered steps: 1. 'Award *' with a dropdown menu showing 'Victoria Traffic (Non Commercial)'; 2. 'Classification *' with a dropdown menu showing 'CW3' and a red error message 'Classification cannot be overridden.'; 3. 'Allowance(s)' with a dropdown menu. Below these is a checkbox labeled 'No Minimum Shift'. A 'SAVE' button is in the bottom right corner.

Fig. 8 Manually changing Award or Classification

1. Change the Award*
2. Change the Classification*
3. Add additional allowances here

**If Award or Classification cannot be overridden, you will not be able to change it.*

Note: only the available classifications and shift roles for the award selected can be chosen.

Changing Award or Classification after a Timesheet has been submitted

You can do these same changes on the Timesheet page. You may need to unlock the Timesheet first. You will not be able to change the Timesheet after a job has been invoiced.