

Sage WageEasy

What's in each award

Items affected by an award

An award will determine what is normal time and therefore what is overtime:

Eg 1. A casual employee would have normal time set to 23.59 as there is no overtime

Eg 2. A full time employee would have normal time set to 7.36 or 8 hours per day – once this is exceeded it will look to pay overtime.

An award will determine how a Public Holiday is treated:

Eg 1. The employee gets double time & a half for working on a public holiday

Eg 2. The employee gets time & a half with an ADO added

An award will affect the loading of an employee's daily rate of pay:

Eg 1. A casual employee may have a weekday loading of 25% this would turn a base pay rate of \$10.00 per hour into \$12.50 per hour.

Eg 2. A full time employee would have a weekday loading of 0% therefore their rate of pay would be the \$10.00 per hour

An award will control overtime:

Eg 1. An employee may get overtime after 7:36 per day – with the first 2 paid at T1/2 and the remainder at 2T

Eg 2. The employee may get overtime after 152 hours over 4 weeks.

The award will apply various loadings including: Shift; Meal; Miscellaneous; Sift Break; Split Shift

Eg 1. If an employee works more than 6 consecutive hours without a half hour break, he may get paid time & a half, until he has his break.

Eg 2. If an employee works more than 5 consecutive hours without a half hour break, he may get paid time & a half, until he has his break.

The award will affect the accrual and payment of the various leave types: Annual; Sick; Long; Leave Loading; Other

Eg 1. A salary employee may not get leave loading on annual leave payments

Eg 2. A full time employee may get 17.5% leave loading on annual leave

Superannuation

Eg1. An employee may be entitled to 9.5% superannuation after earning \$450.00 per month

Eg2. An employee may be entitled to 9.5% superannuation after earning \$350.00 per month

Therefore if an employee has overtime, a loading, leave or super - that you are not sure about – the award is the place to check!

Awards, Setup, Awards

Within Sage WageEasy all employees regardless of employment category i.e. casual, full-time or salary need to be attached to an award. An award controls an employee's payment conditions such as normal working hours, overtime conditions, shift penalties, Public Holiday conditions, leave and superannuation to name a few.

Awards can either be downloaded from the associations option with Sage WageEasy (setup, associations), or can be manually created.

Awards – Basic Overview

All awards have the following fields:

- General -** Displays the name of the award. This can be changed by click on change. Also provides a list of employee attached to the relevant award
- Normal -** Establish normal hours in a day that can be worked before overtime starts, minimum hours in a day, period overtime 1 & 2, Public Holidays conditions are set as to RDO conditions if applicable.
- Loadings -** Daily and shift loadings, overtime conditions, split shift, shift break and miscellaneous loadings are set up here.
- Leave -** accrual and entitlement conditions in regards to annual, sick, long service leave, accrued days of and leave loading.
- Payments -** Superannuation, workcover conditions, severance and termination notice can be setup.
- Scripts -** Caters for situations, whereby a custom program instruction in created in order to make additional payment calculations for employees that cannot be catered for in other areas of the award or program.

The below table provides examples of what questions can be addressed prior to setting up or checking awards within Sage WageEasy. A blank table has also been provided for your use.

	Questions	Examples
Standard working week Normal hours vs. Overtime	How many hours make up a standard working work, i.e., 35, 38 or 40 hours? What are the normal hours that they can work without going into overtime?	There are many variations on this. For instance, a part timer may work a standard 20 hours a week. I.e. their normal amount of hours they can work without receiving overtime is 20. Other people that work long hours, for instance a hotel manager, may have 45 hours It may not actually be the hours that they work, just what their standard hours are based on. They may or may not receive overtime if they work more than their standard hours.
Day overtime	How many hours can an employee work in a day before they receive overtime?	This is usually for non-salaried staff (salaried staff can usually don't receive overtime). For example, if a full time employee has a standard working week of 40 hours and 8 hours a day. If they work 9 hours in one day, they receive one hour of overtime.
Period overtime	How many hours can an employee work in a period before they receive overtime (i.e., 38 hours in a week, 76 hours in a fortnight, etc)	This is an alternative way of paying overtime. This states that employees can work any hours of the day and only receive overtime if they work more than a particular amount of hours in a given period (i.e. if an employee works more than 76 hours in a fortnight). Continuing with this example and if only period overtime is applicable, an employee could work 3 20-hour days = 60 hours in a fortnight a still not receive overtime. But as soon as they reach 76 hours in the period, they get overtime.
Saturday and Sunday loading	Do employees get paid any extra for working on the weekend? Are weekend hours part of normal hours or are they considered overtime?	Sometime this just applies to Sundays. For example, some retail awards don't pay extra for Saturday. Alternatively, other awards state that all hours worked on the weekend are considered overtime.
Public holidays	What happens when employees work on a public holiday? For instance, do they get a higher loading and/or a day in lieu? What happens when they don't work?	Do employees have an option for public holidays? For instance, when people work are they given two options: <ul style="list-style-type: none"> ○ Time and a half for hours worked and a day in lieu ○ Double time and a half for all hours worked.

Shift loadings	Do employee get loadings when they work before or after a specific hour of the day, i.e., 7am or 7pm. For instance, late night Friday shopping. Or night shift.	This varies from nothing to marked shift loadings. For instance, the NSW Clerical award has a 17% loading after 6pm, then a 20% loading after 11pm.
Meal break	Are meal break penalties paid? For instance, if they work 5 hours without a break?	In some awards, after 6 hours, if you don't get a 30minute break, you get paid double time until you get the break. (AHA)
Split shift	Is there any spread of hours penalties, where the start of a shift and the end of a shift is more than 10 hours?	This is usually used for people like chefs, who work a breakfast or lunch shift, have break and then come back and do dinner.
Annual leave	Is annual leave based on 4/5 weeks, pro rata?	Some awards, if you work particular proportion of Sundays, you get five weeks annual leave.
Annual leave loading	Do you pay annual leave loading?	Is this paid on the first year? On terminating? Some employers pay salaried staff leave loading and some do not.
Sick leave	How much sick leave to employees accrues? Do they receive their whole accrual for the year at their anniversary? (I.e., block accrual)	Do they get their whole amount of accrual on their anniversary or does it accrue on a day-by-day basis? Are part time employees on an hourly accrual so they get pro-rata of a full time employee?

TIP: If you cannot answer these questions the same for each grouping of FT, PT etc below, you may need to setup a new Award in Sage WageEasy to cater for this need.

Conditions	Questions	Salary	Full time	Part time	Casual
Standard working week	How many hours make up a standard working week, i.e., 35, 38 or 40 hours?				
Day overtime	How many hours can an employee work in a day before they receive overtime?				
Period overtime	How many hours can an employee work in a period before they receive overtime (i.e., 38 hours in a week, 76 hours in a fortnight, etc)				
Saturday and Sunday loading	Do employees get paid any extra for working on the weekend? Are weekend hours part of normal hours or are they considered overtime?				
Public holidays	What happens when employees work on a public holiday? For instance, do they get a higher loading and/or a day in lieu? What happens when they don't work?				
Shift loadings	Do employee get loadings when they work before or after a specific hour of the day, i.e., 7am or 7pm. For instance, late night Friday shopping. Or night shift.				
Meal break	Are meal break penalties paid? For instance, if they work 5 hours without a break?				
Split shift	Is there any spread of hours penalties, where the start of a shift and the end of a shift is more than 10 hours?				
Annual leave	Is annual leave based on 4/5 weeks, pro rata?				

Annual leave loading	Do you pay annual leave loading?				
Sick leave	How much sick leave do employees accrue? Do they receive their whole accrual for the year at their anniversary? (I.e., block accrual)				