



## NMHS POLICY

### Employee Record of Attendance

<b>Scope (Staff):</b>	All North Metropolitan Health Service (NMHS) employees including Senior Officers
<b>Scope (Area):</b>	All Areas of NMHS

#### 1. Aim

NMHS recognises the importance of implementing effective employee record of attendance processes to ensure accurate employee records are maintained.

Accurate records of attendance benefit both NMHS and its employees by ensuring:

- employees are paid correctly for their time worked;
- employee leave entitlements are accurately recorded in the Human Resource Information Systems (HRIS); and
- over payments are avoided where employee leave is not recorded in the HRIS.

#### 2. Risk

Accurate employee records mitigate risk of fraud, financial risks of overpayment, and employee dissatisfaction with incorrect payments.

There are legislative obligations relating to this policy for which a statutory penalty is imposed for a breach. Refer to the [Industrial Relations Act 1979](#) Part II Division 2F 49D (2)(d).

#### 3. Definitions

<b>Employee</b>	NMHS full-time and part-time employees whether employed on a permanent, fixed term, casual or sessional basis.
<b>HRIS</b>	HRIS is the Human Resources Information System and refers to both Alesco and Lattice payroll systems.
<b>RoStar</b>	A multi-user application that performs rostering and time keeping functions that interfaces with the HRIS.
<b>Senior Officer</b>	Employees who are employed at: <ul style="list-style-type: none"><li>• Health Salaried Officers Agreement (HSOA) G10 and above</li><li>• HSOA P4 and above</li></ul>

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	<ul style="list-style-type: none"><li>• Senior Registered Nurse L4 and above</li></ul> All Senior Medical Practitioners (position classification as per Medical Practitioners Industrial Agreement)
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This policy outlines the minimum requirements for the maintenance of employee records to comply with section 49D(2) of the [Industrial Relations Act 1979](#).

Records of attendance for all employees must comply with the requirements detailed in the applicable [Industrial Instrument](#).

All employees are required to maintain a record of attendance which will include:

- the time at which the employee started and finished work
- details of work breaks including meal breaks
- all leave taken by the employee, whether paid, partly paid or unpaid.

Employees whose attendance is managed through RoStar, or timesheets, in accordance with the above requirements, are deemed to comply with this policy.

It is acknowledged that whilst Senior Officers may be required to work in excess of their contracted hours, they are also required to maintain a record of attendance. Senior officers not intending to access flexitime provisions are required to keep a daily diary recording the information listed above. Senior officers intending to access flexitime provisions are required to maintain a timesheet.

Certification of an employee record of attendance is required by the manager at the end of the settlement period for employees who:

- work flexible hours
- have no fixed working hours
- are entitled to accrue time off in lieu and/or flexitime.

Other record of attendance systems may be implemented by NMHS to meet workforce/occupational needs provided they meet the minimum requirements outlined above.

## 4. Roles and Responsibilities

Managers/Supervisors are responsible for:

- ensuring employees are instructed in the use of authorised time sheets or alternative records of attendance,
- ensuring that employees time worked is recorded (including start and finish times), work breaks (including meal breaks) and all leave (paid, partly paid or unpaid),
- ensuring employees book leave by completing a leave form or ensuring the

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- appropriate leave bookings are reflected in RoStar or HRIS,
  - where applicable, promptly reviewing and certifying Payroll Certificate Statements,
  - promptly reviewing and certifying records of attendance submitted by employees. Ordinarily an employee should not be authorising their own RoStar or certifying their own pay. Where this is not possible, appropriate evidence of subsequent endorsement by the next level manager is required.

## Employees

All employees are responsible for:

- ensuring their time worked is recorded accurately in an acceptable record of attendance (checking Rostar against hours worked, maintaining a diary for Senior Officers, or recording in an approved timesheet) including:
  - start and finish times each day,
  - work breaks (including meal breaks), and
  - all leave (paid, partly paid or unpaid).
- promptly submitting their record of attendance for certification
- complying with mandatory requirements for leave bookings by completing a leave form for the manager's approval or informing the manager to ensure the appropriate leave bookings are reflected in RoStar or HRIS.

## 5. Record Keeping

Electronic and hardcopy records of attendance shall be maintained and disposed of in accordance with:

- [Western Australia Public Sector record keeping practices](#)
- [Department of Health Information Storage and Disposal Policy](#)
- [NMHS Recordkeeping Plan 2015](#)
- [General Disposal Authority for State Government Information.](#)

Records of attendance will be made available upon request for audit purposes.

## 6. Compliance and Evaluation

The Chief Executive and each site or service Executive Director are responsible for maintaining compliance by ensuring that managers and supervisors are aware of the requirements of this policy.

Non-compliance with this policy, including suspected falsification of attendance records may constitute a breach of the [WA Health Code of Conduct](#) and will be dealt with according to the [Department of Health Mandatory Policy 0040/16 Discipline Policy](#).

Non-compliance must be reported to the relevant line manager, or directly to [site Human Resources](#).

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## 7. Queries and Advice

For queries and advice, please contact [site Human Resources](#).

### Related internal policies, procedures and guidelines

[WA Health Code of Conduct](#)

[WA Health Employee Grievance Resolution Policy](#)

[WA Health Industrial Instruments](#)

[Department of Health Notifying Misconduct Policy MP 0029/16](#)

[Department of Health Discipline Policy MP0040/16](#)

[NMHS Recordkeeping Plan 2015](#)

[NMHS Flexible Work Arrangements Policy](#)

[NMHS Leave Management Policy](#)

[NMHS Guidelines for Resolving Employee Grievances](#)

### References

[Financial Management Act 2006](#)

[Industrial Relations Act 1979](#)









[Public Sector Management Act 1994](#)

[State Records Act 2000](#)

[Public Sector Code of Ethics](#)

### Useful resources

[Managing the Accuracy of Leave Records - Western Australian Auditor General's Report \(Report 13: June 2015\)](#)

Sponsor	Executive Director, Business and Performance				
Contact	Manager Workforce Planning				
First Issued:	16/10/2017	Last Reviewed:	15/10/2020	Review Date:	16/10/2023
Approved:	Executive Director, Business and Performance			Date:	15/12/2020
NSQHS Standards Applicable:	<input checked="" type="checkbox"/>  Std 1: Clinical Governance <input type="checkbox"/>  Std 2: Partnering with Consumers <input type="checkbox"/>  Std 3: Preventing and Controlling Healthcare Associated Infection <input type="checkbox"/>  Std 4: Medication Safety		<input type="checkbox"/>  Std 5: Comprehensive Care <input type="checkbox"/>  Std 6: Communicating for Safety <input type="checkbox"/>  Std 7: Blood Management <input type="checkbox"/>  Std 8: Recognising and Responding to Acute Deterioration		
National Standards for Mental Health Services	<input type="checkbox"/> Std 1: Rights and Responsibilities <input type="checkbox"/> Std 2: Safety <input type="checkbox"/> Std 3: Consumer and Carer Participation <input type="checkbox"/> Std 4: Diversity Responsibility <input type="checkbox"/> Std 5: Promotion and Prevention <input type="checkbox"/> Std 6: Consumers <input type="checkbox"/> Std 7: Carers <input type="checkbox"/> Std 8: Governance, leadership and management		<input type="checkbox"/> Std 9: Integration <input type="checkbox"/> Std 10: Delivery of Care <ul style="list-style-type: none"> <li><input type="checkbox"/> 10.1 Supporting Recovery</li> <li><input type="checkbox"/> 10.2 Access</li> <li><input type="checkbox"/> 10.3 Entry</li> <li><input type="checkbox"/> 10.4 Assessment and Review</li> <li><input type="checkbox"/> 10.5 Treatment and Support</li> <li><input type="checkbox"/> 10.6 Exit and Re-entry</li> </ul>		
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The health impact upon Aboriginal people have been considered, and where relevant incorporated and appropriately addressed in the development of this health initiative (ISD Record ID 130).

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