


MRD Part-time Member claim and approval process Guide

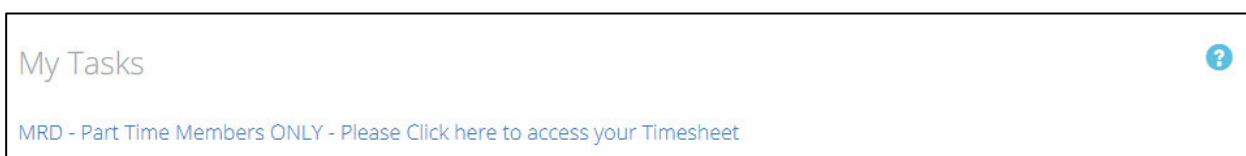
1. Accessing the MRD Part-time Member Dashboard to enter claims

There are two ways of accessing the dashboard for entering or approving claims.

Via myAurion ESS



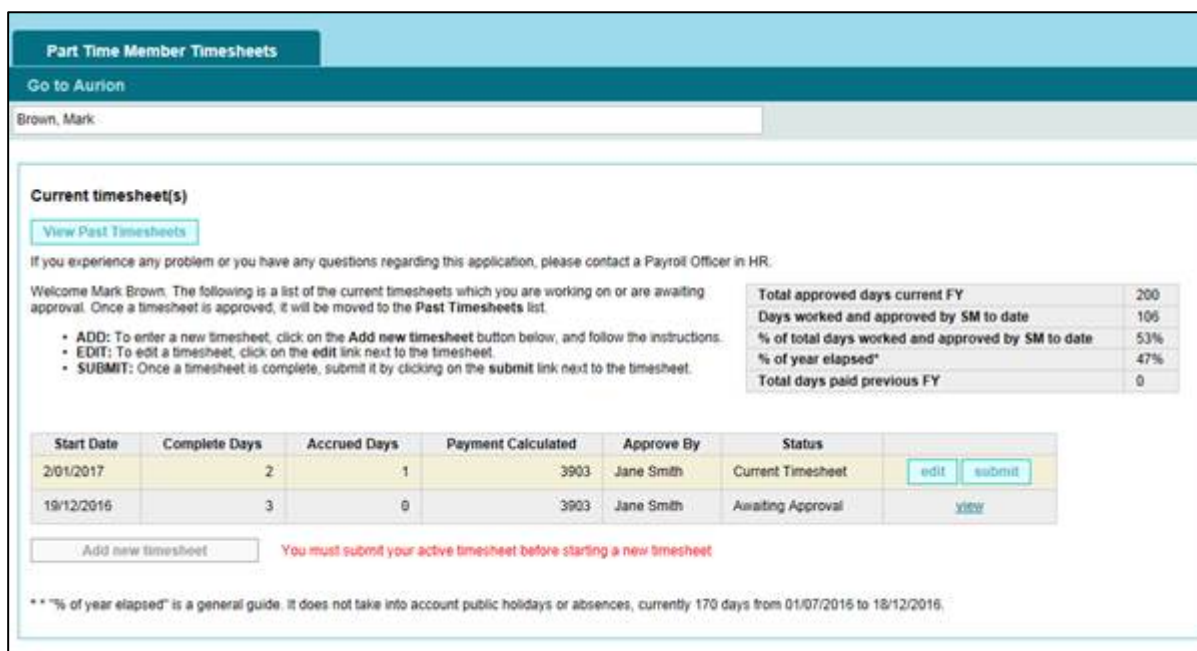
Access Aurion self-service via the intranet by clicking on the  on the right-hand side. Then click on the link towards the top of the screen under My Tasks:



Direct link

<http://intranet.tribunal.gov.au/bins/timesheets/members.asp>


2. MRD Part-time Member dashboard



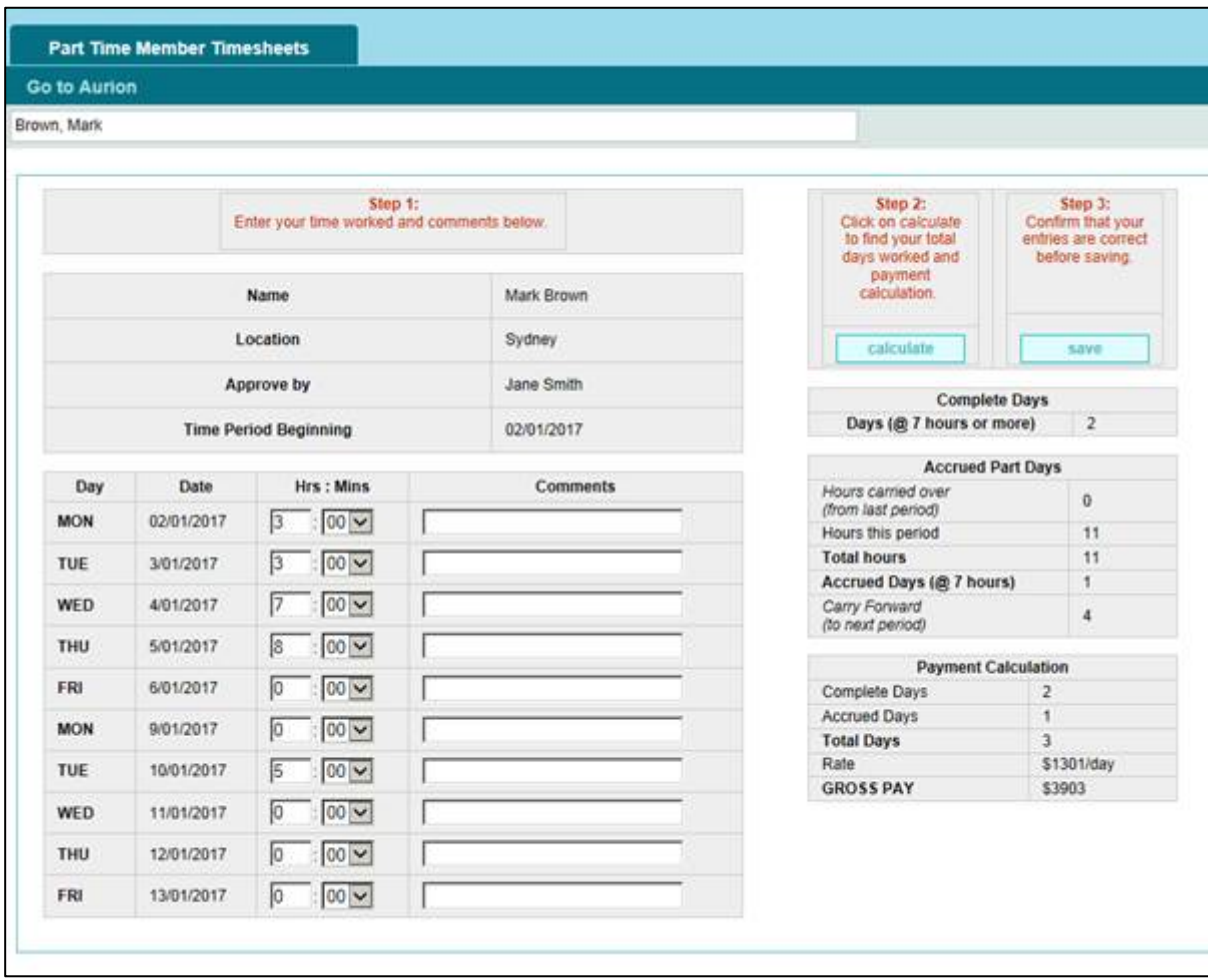
The initial screen displays simple instructions on how to use the timesheet including how to ADD, EDIT and SUBMIT timesheets.

On the right-hand side of the screen are details of the status of the part-time members' claims for the financial year including:

- the number of days approved to work
- the number of days worked and approved to date
- the percentage of the number of days worked and approved to date compared to the number of days approved to work
- the percentage of the financial year to date
- total days paid in the previous financial year

To enter work times an MRD Part-time Member needs to click on the  button for their timesheet.

3. MRD Part-time Member timesheet



Part Time Member Timesheets

Go to Aurion

Brown, Mark

Step 1:
Enter your time worked and comments below.

Name	Mark Brown
Location	Sydney
Approve by	Jane Smith
Time Period Beginning	02/01/2017

Day	Date	Hrs : Mins	Comments
MON	02/01/2017	3 : 00	
TUE	3/01/2017	3 : 00	
WED	4/01/2017	7 : 00	
THU	5/01/2017	8 : 00	
FRI	6/01/2017	0 : 00	
MON	9/01/2017	0 : 00	
TUE	10/01/2017	5 : 00	
WED	11/01/2017	0 : 00	
THU	12/01/2017	0 : 00	
FRI	13/01/2017	0 : 00	

Step 2:
Click on calculate to find your total days worked and payment calculation.

Step 3:
Confirm that your entries are correct before saving.

Complete Days
Days (@ 7 hours or more) 2

Accrued Part Days

Hours carried over (from last period)	0
Hours this period	11
Total hours	11
Accrued Days (@ 7 hours)	1
Carry Forward (to next period)	4

Payment Calculation

Complete Days	2
Accrued Days	1
Total Days	3
Rate	\$1301/day
GROSS PAY	\$3903

The timesheet contains step-by-step instructions on how to complete the timesheet:

- **Step 1:** Work times are to be entered for the relevant dates in the fortnight. Comments can also be entered.
- **Step 2:** A calculation confirms:
 - the total number of Complete Days (7 hours or more)
 - the Accrued Part Days including any hours carried over from an earlier timesheet and due to be carried forward to the next timesheet
 - the daily fee rate applying based on the MRD Part-time Member's appointment
 - the entitlement
- **Step 3:** Save the entries after confirming they are correct.

A maximum of one daily fee is payable where work of seven (7) or more hours is completed on a day.

Work undertaken of less than seven hours is not immediately payable. These work hours (and minutes if applicable) are carried over and accumulated. A daily fee is payable where this total reaches seven hours. Any remaining carryover at the end of the timesheet is carried over to the next timesheet.

No additional payment or carryover entitlement applies where an MRD Part-time Member works in excess of seven hours on a particular day.

At the end of an MRD Part-time Member's appointment, any outstanding carryover is paid to the member on a pro-rata basis.

4. MRD Part-time Member claim and payment schedule

Each timesheet period is for a pre-determined Monday to Friday fortnight. Please refer to the [claim and payment schedule](#) (also available on the intranet under **Operational / MRD Members / Members' HR**) which sets out:

- the dates of the working period
- the date the claim must be submitted to the Senior Member for approval
- the date the Senior Member must approve the claim by
- the pay day when the payment is due to be paid, and
- the fortnightly pay period number.

The Payroll section raises a payment file from approved claims on the Monday before the pay day which is then uploaded into the pay system.

5. Late submission of timesheets

Timesheets submitted outside the schedule will be actioned for the following pay period. Only in exceptional circumstances will consideration be given to out of cycle payments.

6. Approvers Dashboard

When an MRD Part-time Member submits their claim for approval an email will automatically be received by their approver, their Senior Member.

7. Questions

If you experience any problems or have any questions regarding this application please contact a Payroll Officer on (02) 9276 5548 or by email to human.resources-mailbox@aat.gov.au.

MRD Part-time Members can also raise questions with their Senior Member especially regarding any local arrangements that may be in place.