# Supervisor – How to create, edit and submit your WAIVS pay sheet through the instructor portal



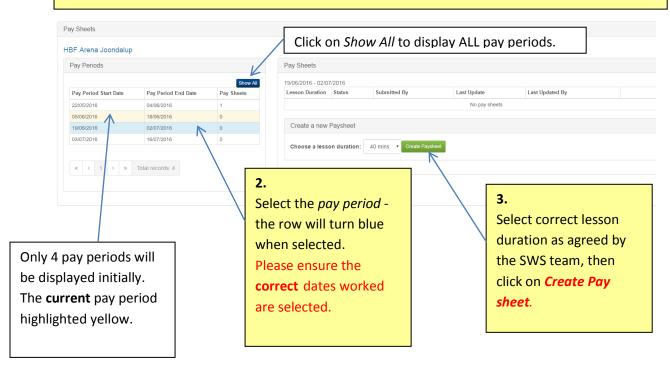
Pay Sheets can be accessed by logging in to your instructor portal and clicking on the *Centre Supervisor Area*. This is also where you can view your Interm timetable and view/download your Centre Staff List as a PDF document.

## To create Pay Sheet:



1.

Click on Pay Sheets for the Program. This will take you to the Pay Sheets page where you can create your pay sheet. Please ensure the correct program is selected (e.g. Interm or VacSwim)



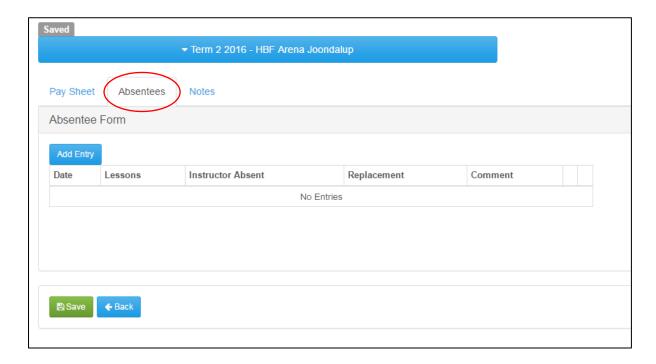
### Please note:

- Only instructors appointed to the selected Program Venue will be displayed on the pay sheet;
- Select the correct position to ensure the correct rate is paid;
- If an instructor has not worked in that pay period, delete their entry by clicking :;
- Click on to view a list of all instructors appointed to your centre for the program. This function is useful when:
  - o you accidentally delete an instructor;
  - o you need to add an instructor later in the term/program;
  - you need to add a relief instructor that was appointed after you created your pay sheet; or
  - you have a different position to enter for any instructor (e.g. relief centre supervisor).
- When entering lessons, use the **Tab** function after entering each days lesson or select lesson numbers from drop down list (otherwise you will get the following notification: No value selected);
- Remember to click on SAVE each time you are finishing work in your paysheet;
- Remind your instructors to log in and view their pay sheet entry against their lessons worked. They will be able to view their entries each time you save your pay sheet;
- button is at the top of the screen. Submit your paysheet on the advertised submission date. Once submitted your pay sheet can only be viewed in *Read Only*.

Any amendments required to your paysheet following submission will require Swimming and Water Safety (SWS) to Reject your pay sheet.

Having trouble saving?	
	Check that all instructors on your pay sheet have position selected.
	Check that all instructors have at least 2 lessons entered.
	When entering inservice hours, both INS day <u>and</u> INS lessons must be selected.

### **Absentees:**

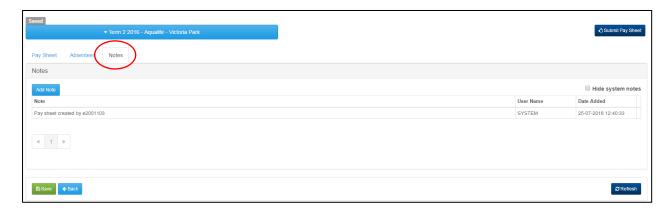


# All absentees are recorded on this page:

- Add entry
- Select date (from drop down)
- Lessons (This is a free text box)
- Instructor Absent (Select from list of appointed instructors)
- Replacement (Select from list of appointed instructors)
  - o if replaced by deputy, select deputy's name and note this in Comments
  - o if no replacement, select supervisor's name and note this in *Comments*
- Comments e.g.
  - Ben arrived for lessons but went home sick after Lesson 1 no relief instructor required; Deputy took over. Ben paid two lessons minimum engagement.
- Click on **Done**
- Click on Save

If you don't complete all boxes you will not be able to save.

### Notes:



The *Notes* page captures workflow of the pay sheet for an audit trail. The system automatically captures when the pay sheet was *Saved, Submitted, Rejected, Checked* and *Closed*.

Please use this function if you have additional notes that you need to capture for the pay sheet e.g.

- Only two lessons (5 and 6) worked Friday 29 July 2016 as Warnbro PS (Lessons 1 to 4) had 9 day series finishing Thurs 28 July 2016.
- Burrendah PS bus breakdown Wed 27 July 2016. School attended lessons 2 to 6. All staff undertook PD (management of spinal injury) for Lesson 1.
- Series had 6 lessons a day: 5 instructors work 6 lessons, 2 instructors work 3 lessons each.
- T. Smithers paid an additional lesson a day for travel from HBF Arena.

SWS will also add notes to this page if your pay sheet is rejected, outlining the reasons why it was rejected.

# Checklist - Before submitting paysheet: | Is the correct lesson duration selected? | Is the correct Program selected? | Is the correct Pay Period selected? | Are all discrepancies on lessons worked for any instructor noted in the Absentees or Notes page?

# **Rejected paysheets**

- If your submitted pay sheet needs amending, it will be Rejected by SWS.
   If your paysheet is Rejected, you will receive
  - o an email notification and
  - o an item on your To Do list \_



o Please amend and Submit

## Note:

- Supervisors are able to access the pay sheet function once they have accepted their supervisor appointment
- WAIVS pay sheet status are
  - o Saved you can still edit
  - o Submitted- read only view
  - o Rejected- your paysheet needs amending and submitting
  - o Checked SWS have approved
  - o Closed your pay sheet has been uploaded into HRMIS
- ADMIN pay sheets will be created by SWS for
  - o Seminars -Interm and VacSwim
  - Kits (supervisor payment for the purpose of collection and drop off of materials, equipment and paperwork) - Interm and VacSwim
  - o Timetabling-Interm
  - o Late Enrolments -VacSwim

If you have two devices that you can access WAIVS from, just before paysheet submission, log in to both and have one device (e.g. your home computer) displaying your *Pay sheet* page and the other device (e.g. tablet, iPad, smart phone) displaying your *Absentee* page. This makes it easier to check that you have captured all absentees and that all relevant notes are included in your WAIVS pay sheet.