



Pay statements explained – Public holiday impacts 14/7

You can access your pay statement using SuccessFactors. This QRG explains the pay differences between worked and not worked public holidays for 14/7 employees.

Further support can be found in the [SmartPay Hub](#):

- Refer to QRG: [Viewing your pay statement](#)
- Refer Video: [Public Holidays 14:7](#)

How public holidays are calculated

Public holidays are calculated in rates of pay assuming 7.33 public holidays days per year are worked based on a 14:7 roster.

***Employees are paid their public holidays and penalties in advance in the ordinary hours and rostered overtime hours as public holidays are calculated in rates of pay assuming 7.33 public holidays days per year are worked.*

Therefore, employees are paid their public holiday penalties in advance, with blended ordinary and blended rostered overtime rates as per their annualised wage.

Adjustments when not working public holiday

If an employee takes leave (annual or sick leave) over a public holiday resulting in them not working the public holiday, an adjustment from public holidays hours that were already paid will occur as they did not work the public holiday.

This adjustment will deduct monies from public holiday penalties for that period – identified as **PH Pen Adjust** in the pay statement.

The employee that did not work the holiday will revert to the standard 8.14 ordinary hours at the blended ordinary rate of pay (no penalties applied) identified as **PH Ros Not Worked** in the pay statement.



SmartPay Training – SAP SuccessFactors

14:7 Calculation to public holidays

Ordinary Hours & Overtime Rate of Pay (Blended / Averaged)

Annualised wage calculation method - 14/7 days Roster - 11 paid hours						
	Base rate	Applicable loading	Rate paid	Hours per cycle	Hours per year	Amount
Ordinary hours wages						
Monday to Friday ordinary hours	\$ 24.27	100%	\$ 24.27	81.43	1299.95	\$ 31,555.22
Saturday ordinary hours		125%	\$ 30.34	16.29	259.99	\$ 7,888.81
Sunday ordinary hours		150%	\$ 36.41	16.29	259.99	\$ 9,466.57
				Sub total	114.00	\$ 48,910.59
Additional hours						
Monday to Friday - additional (overtime) hours 150%		150%	\$ 36.41	20	319.29	\$ 11,625.61
Monday to Friday - additional (overtime) hours 200%		200%	\$ 48.55	8.57	136.84	\$ 6,643.20
Saturday - additional (overtime) hours		200%	\$ 48.55	5.71	91.22	\$ 4,428.80
Sunday - additional (overtime) hours		200%	\$ 48.55	5.71	91.22	\$ 4,428.80
				Sub total	40	\$ 27,126.42
Additions for ordinary hours						
20 days annual leave		100%	\$ 24.27	162.86	162.86	\$ 3,953.23
20 days annual leave loading		17.5%	\$ 4.25	162.86	162.86	\$ 691.81
Public holidays - assumes 7.33 PH days per year worked						
Worked holiday - top up ordinary hours		125%	\$ 30.34	59.71	59.71	\$ 1,811.90
Worked holiday - top up additional (overtime) hours 150%		100%	\$ 24.27	14.67	14.67	\$ 356.02
Worked holiday - top up additional (overtime) hours 200%		50%	\$ 12.14	6.29	6.29	\$ 76.29
Not worked - ordinary hours		100%	\$ 24.27	29.86	29.86	\$ 724.76
				TOTAL		\$ 83,651.02

Wage Rate Calculation			
	Annual Rem	Annual hours	Hourly Rate (payslip)
Ordinary	\$ 56,092.29	1982.79	\$ 28.2896
Overtime	\$ 27,558.73	638.57	\$ 43.1568
	\$ 83,651.02	2621.36	

Roster cycles	
Calendar days pa	365.25
20 rostered on days AL (roster 14/7)	30
Calendar days ex AL	335.25
Weeks ex AL	47.89
Roster cycles	15.96

Public Holiday Rate of Pay (Blended / Averaged)

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PUBLIC HOLIDAYS

- We assume you work 7.33 public holidays per year
- Over those 7.33 days, you earn an additional **\$2,244.21 per yr / \$306.03 per day**
- We then divide \$306.03 by 8.14285 hours (Ordinary Hours for the day) to get our Public Holiday Rate

$$\frac{\$306.03}{8.14285 \text{ hrs}} = \text{Public Holiday Rate } \$ 37.5827$$



Pay Statement - Public Holiday WORKED

Pay Statement



IFM SERVICES PTY LTD
ABN: 28 608 575 668

Employee ID:
Position: H Service Attendant

Instrument: IFMS RTIO PILB EA
Classification: Housekeep ServAttend
Roster: IFM 14/7_11.0

Period Starting: 04 Mar 2024
Period Ending: 17 Mar 2024
Pay Date: 21 Mar 2024

Payments	Retro	Hours/Units	Rate	Amount	YTD Amount
Ordinary Hours		89.54	28.28960	2,533.96	4,146.48
Overtime (Rostered)		31.46	43.15680	1,356.39	2,219.55
RNR (Taken)		30.00	21.43420	643.02	1,114.57
RNR (Accrued)		60.50	21.43420	- 1,296.79	- 2,122.02
Penalty (Early)		8.00	3.41000	27.28	44.33
Total Payments :				3,263.86	
Deductions / Taxes	Retro			Amount	YTD Amount
Full Income tax				- 760.00	- 1,132.00
Total Deductions :				- 760.00	

Full pay (89.54 ordinary hours + 31.46 rostered overtime hours) = 121 worked hours

RNR (Taken) in full 30 hours.

NOTE: Public holidays are not itemized on pay statements since they are factored into the annual wage calculation

Pay Statement #1 - Public Holiday NOT WORKED

Pay Statement



IFM SERVICES PTY LTD
 ABN: 28 608 575 668

Employee ID:
Position: H Service Attendant

Instrument: IFMS RTIO PILB EA
Classification: Housekeep ServAttend
Roster: IFM 14/7_11.0

Period Starting: 04 Mar 2024
Period Ending: 17 Mar 2024
Pay Date: 21 Mar 2024

Payments	Retro	Hours/Units	Rate	Amount	YTD Amount
Ordinary Hours		48.84	28.28960	1,382.16	7,832.24
PH Ros Not Worked		8.14	28.28960	230.36	230.36
Overtime (Rostered)		17.16	43.15680	739.85	4,192.49
RNR (Taken)		11.00	21.43420	235.78	3,536.70
RNR (Accrued)		61.49	21.43420	- 1,318.02	- 4,618.94
PH Pen Adjust		8.14	37.58240	- 306.03	- 306.03
Annual Leave		48.84	28.28960	1,382.16	1,382.16

6 worked days @ 8.14 ordinary hours per day + 2.86 rostered overtime hours per day = 66 hours paid for working. RNR (Accrued) (6 x *5.5 = 33 hrs)

1 x day *PH Ros Not Worked – PH is paid at 8.14 hours per public holiday day (Ordinary base hours) (Rostered overtime not paid as you do not receive overtime when not working)

PH Pen Adjust – Is the adjustment type that is used as you didn't work on the public holiday. As the payment for public holidays has already been factored into your blended annual wage.

6 x Annual leave days taken (6 x 8.14 = 48.84) RNR Accrue (6 x *4.07 + PH @ *4.07 = 28.49)

How the adjustment is calculated: The adjustment for the public holiday period consists of adding the rate not worked during normal regular hours (8.14) which is a positive amount \$230.36, and subtracting the adjustment for public holiday penalties which show as a negative amount \$306.03, leading to a total reduction of \$75.67 for the public holiday that was not worked.

*Accrue 5.5 hours RNR (30 minutes per hour worked) per worked day

*Accrue 4.07 hours of RNR per Public Holiday day.

*PH = Public Holiday

Rounding occurs due to decimal places

NOTE: If a public holiday coincides with an approved leave day, you do not use an accrued leave day