



SmartPay Training – SAP SuccessFactors

Public Holiday – Rate of Pay (Blended/Averaged)

Annualised wage calculation method - 8/6 days - 11 paid hours						
	Base rate	Applicable loading	Rate paid	Hours per cycle	Hours per year	Amount
Ordinary hours wages						
Monday to Friday ordinary hours	\$ 34.81	100%	\$ 34.81	57.00	1344.58	\$ 46,798.66
Saturday ordinary hours		125%	\$ 43.51	9.50	224.10	\$ 9,749.83
Sunday ordinary hours		150%	\$ 52.21	9.50	224.10	\$ 11,699.80
				76.00	1792.78	\$ 68,248.30
Additional hours						
Monday to Friday - additional (overtime) hours 150%		150%	\$ 52.21	9.00	212.30	\$ 11,083.89
Monday to Friday - additional (overtime) hours 200%		200%	\$ 69.61	0.00	0.00	\$ -
Saturday - additional (overtime) hours		200%	\$ 69.61	1.50	35.38	\$ 2,463.09
Sunday - additional (overtime) hours		200%	\$ 69.61	1.50	35.38	\$ 2,463.09
				12.00	283.07	\$ 16,010.07
Additions for ordinary hours						
20 days annual leave		100%	\$ 34.81	0.00	0.00	\$ -
20 days annual leave loading		17.5%	\$ 6.09	0.00	0.00	\$ -
Public holidays						
Worked holiday - top up ordinary hours		125%	\$ 43.51	0.00	59.76	\$ 2,599.74
Worked holiday - top up additional (overtime) hours 150%		100%	\$ 34.81	0.00	9.44	\$ 328.39
Worked holiday - top up additional (overtime) hours 200%		0%	\$ -	0.00	0.00	\$ -
Not worked - ordinary hours		100%	\$ 34.81	0.00	44.75	\$ 1,557.36
				TOTAL		\$ 96,514.14

Roster cycles	
Calendar days pa	365.25
20 rostered on days AL (roster 8/6)	35
Calendar days ex AL	330.25
Weeks ex AL	47.18
Roster cycles	23.59

PUBLIC HOLIDAYS

- We assume you work 6.29 public holidays per year
- Over those 6.29 days, you earn an additional \$2,928.13 per yr / \$465.52 per day
- We then divide \$465.52 by 9.5 hours (Ordinary Hours for the day) to get our Public Holiday Rate

$\frac{\$465.52}{9.5 \text{ hrs}}$
Public Holiday Rate \$ 49.0021

R&R Rate of Pay

Annualised wage calculation method - 8/6 days - 11 paid hours						
	Base rate	Applicable loading	Rate paid	Hours per cycle	Hours per year	Amount
Ordinary hours wages						
Monday to Friday ordinary hours	\$ 34.81	100%	\$ 34.81	57.00	1344.58	\$ 46,798.66
Saturday ordinary hours		125%	\$ 43.51	9.50	224.10	\$ 9,749.83
Sunday ordinary hours		150%	\$ 52.21	9.50	224.10	\$ 11,699.80
				76.00	1792.78	\$ 68,248.30
Additional hours						
Monday to Friday - additional (overtime) hours 150%		150%	\$ 52.21	9.00	212.30	\$ 11,083.89
Monday to Friday - additional (overtime) hours 200%		200%	\$ 69.61	0.00	0.00	\$ -
Saturday - additional (overtime) hours		200%	\$ 69.61	1.50	35.38	\$ 2,463.09
Sunday - additional (overtime) hours		200%	\$ 69.61	1.50	35.38	\$ 2,463.09
				12.00	283.07	\$ 16,010.07
Additions for ordinary hours						
20 days annual leave		100%	\$ 34.81	190.00	190.00	\$ 6,613.01
20 days annual leave loading		17.5%	\$ 6.09	190.00	190.00	\$ 1,157.28
Public holidays						
Worked holiday - top up ordinary hours		125%	\$ 43.51	0.00	59.76	\$ 2,599.74
Worked holiday - top up additional (overtime) hours 150%		100%	\$ 34.81	0.00	9.44	\$ 328.39
Worked holiday - top up additional (overtime) hours 200%		0%	\$ -	0.00	0.00	\$ -
Not worked - ordinary hours		100%	\$ 34.81	0.00	44.75	\$ 1,557.36
				TOTAL		\$ 96,514.14

Roster cycles	
Calendar days pa	365.25
20 rostered on days AL (roster 8/6)	35
Calendar days ex AL	330.25
Weeks ex AL	47.18
Roster cycles (minus AL hours)	23.59

* Add back annual leave days = Due to R&R is accrued on Annual Leave

How your R&R rate is Calculated:

We look at your working hours for the year, then add in your working hours for the 20 annual leave days.

Ordinary Hrs – 20 days x 9.5 hrs = 190 hrs

Overtime Hrs – 20 days x 1.5 hrs = 30 hrs

Annual Ordinary Hours Worked	1792.784	x	\$ 40.4359	=	\$ 72,492.85
Annual Overtime Hours Worked	283.07	x	\$ 57.7187	=	\$ 16,338.44
Additional Ordinary Hours Worked	190	x	\$ 40.4359	=	\$ 7,682.82
Additional Overtime Hours Worked	30	x	\$ 57.7187	=	\$ 1,731.56
TOTAL					\$ 98,245.67



SmartPay Training – SAP SuccessFactors

Rate Calculation = Total Wage ÷ (Wks per yr x wkly hrs)
 = \$98,245.67 ÷ (52.18 wks x 77 hrs)
 = \$98,245.67 ÷ 4017.86 hrs
R&R Rate of Pay = \$24.4522

Note: The R&R rate remains constant in the presence of an above Enterprise Agreement, the payment for above EA is determined solely by ordinary hours



SmartPay Training – SAP SuccessFactors

Personal Leave – Rate of Pay (Fully Blended Rate)

Annualised wage calculation method - 8/6 days - 11 paid hours							Roster cycles		
	Base rate	Applicable loading	Rate paid	Hours per cycle	Hours per year	Amount			
Ordinary hours wages							Calendar days pa	365.25	
Monday to Friday ordinary hours	\$ 34.81	100%	\$ 34.81	57.00	1344.58	\$ 46,798.66	20 rostered on days AL (roster 8/6)	35	
Saturday ordinary hours		125%	\$ 43.51	9.50	224.10	\$ 9,749.83	Calendar days ex AL	330.25	
Sunday ordinary hours		150%	\$ 52.21	9.50	224.10	\$ 11,699.80	Weeks ex AL	52.18	
				Sub total	76.00	1792.78	\$ 68,248.30	Roster cycles (minus AL hours)	26.09
Additional hours									
Monday to Friday - additional (overtime) hours 150%		150%	\$ 52.21	9.00	212.30	\$ 11,083.89			
Monday to Friday - additional (overtime) hours 200%		200%	\$ 69.61	0.00	0.00	\$ -			
Saturday - additional (overtime) hours		200%	\$ 69.61	1.50	35.38	\$ 2,463.09			
Sunday - additional (overtime) hours		200%	\$ 69.61	1.50	35.38	\$ 2,463.09			
				Sub total	12.00	283.07	\$ 16,010.07		
Additions for ordinary hours									
20 days annual leave		100%	\$ 34.81	190.00	190.00	\$ 6,613.01	Total Roster Hours	2265.85	
20 days annual leave loading		17.5%	\$ 6.09	190.00	190.00	\$ 1,157.28			
Public holidays									
Worked holiday - top up ordinary hours		125%	\$ 43.51	0.00	59.76	\$ 2,599.74			
Worked holiday - top up additional (overtime) hours 150%		100%	\$ 34.81	0.00	9.44	\$ 328.39			
Worked holiday - top up additional (overtime) hours 200%		0%	\$ -	0.00	0.00	\$ -			
Not worked - ordinary hours		100%	\$ 34.81	0.00	44.75	\$ 1,557.36			
				TOTAL		\$ 96,514.14			

This rate is Annualised wage divided by total hours = full blended rate.

$$\$96,514.14 / 2265.85 = \$42.5951$$

Note: Personal leave is NOT factored into the annualised wage, is calculated at a full blended rate.

Example Payslip: 8:6/11

Employee ID:	Instrument: IFMS WEST EA	Period Starting: 25 Dec 2023
Position: Head Chef/Chef Manager	Classification: Cook/Chef-HeadCh/Mng	Period Ending: 07 Jan 2024
	Roster: IFM 8/6_11.0 (1xSa/1xSu)	Pay Date: 11 Jan 2024

Payments	Retro	Hours/Units	Rate	Amount	YTD Amount
Ordinary Hours		76.00	40.43570	3,073.12	33,036.04
Overtime (Rostered)		12.00	57.71790	692.64	7,503.60
Allowance (Tool)		1.00	15.29000	15.29	290.51
RNR (Taken)		66.00	24.45280	1,613.88	17,496.17
RNR (Accrued)		66.00	24.45280	- 1,613.92	- 17,698.34
Penalty (Late)		1.00	2.27000	2.28	54.72
Penalty (Early)		3.00	3.41000	10.23	47.78
Above EA/Award Ordinary		76.00	11.17360	849.19	9,341.09

<p>Ordinary Hours – 8 days x 9.5 hours = 76 System configured to 2 decimal places only</p>	<p>Overtime Hours – 8 days x 1.5 hours = 12 System configured to 2 decimal places only</p>	<p>R&R Hours Accrued</p> <ul style="list-style-type: none"> 8.25 hours accrued per working day 8 days x 8.25 hours = 66 hours These hours are banked This equates to 6 R&R Days (11 hours per day)
<p>Total Working Hours Paid = 8 days x 11 hours = 88 hours</p>		<p>Note – R&R accrues at 45 mins per 1 hour worked (includes annual leave and personal leave hours)</p>



SmartPay Training – SAP SuccessFactors

Understanding your pay when leave is taken:

The subsequent four pay statements, spanning three pay cycles, illustrate the impact on your pay amount when leave is utilized.

Pay statement 1: No leave taken – Normal Pay

Pay Statement



IFM SERVICES PTY LTD
ABN: 28 608 575 668

Employee ID:
Position: Head Chef/Chef Manager

Instrument: IFMS WEST EA
Classification: Cook/Chef-HeadCh/Mng
Roster: IFM 8/6_11.0 (1xSa/1xSu)

Period Starting: 02 Oct 2023
Period Ending: 15 Oct 2023
Pay Date: 19 Oct 2023

Payments	Retro	Hours/Units	Rate	Amount	YTD Amount
Ordinary Hours		76.00	40.43570	3,073.12	3,073.12
Overtime (Rostered)		12.00	57.71790	692.64	692.64
Allowance (Tool)		1.00	15.29000	15.29	15.29
RNR (Taken)		66.00	24.45280	1,613.88	1,613.88
RNR (Accrued)		66.00	24.45280	- 1,613.92	- 1,613.92
Above EA/Award Ordinary		76.00	11.17360	849.19	849.19
IFMS Chef Allowance				384.62	384.62
Total Payments :				5,014.82	
Deductions / Taxes	Retro			Amount	YTD Amount
Super EE Pre tax				- 400.00	- 400.00
Full Income tax				- 1,228.00	- 1,228.00
Total Deductions :				- 1,628.00	
NET PAY:				3,386.82	3,386.82

→ R&R (Accrued) is reserved for future R&R disbursements.

Note: R&R accrual is calculated at a rate of 45 minutes for every hour paid excluding any unrostered overtime hours



SmartPay Training – SAP SuccessFactors

Pay statement 2: Leave taken – Effects on pay

Pay Statement



IFM SERVICES PTY LTD
 ABN: 28 608 575 668

Employee ID:		Instrument: IFMS WEST EA	Period Starting: 16 Oct 2023
Position: Head Chef/Chef Manager		Classification: Cook/Chef-HeadCh/Mng	Period Ending: 29 Oct 2023
		Roster: IFM 8/6_11.0 (1xSa/1xSu)	Pay Date: 02 Nov 2023

Payments	Retro	Hours/Units	Rate	Amount	YTD Amount
Ordinary Hours		19.00	40.43570	768.28	3,841.40
Overtime (Rostered)		3.00	57.71790	173.16	865.80
RNR (Taken)		66.00	24.45280	1,613.88	3,227.76
RNR (Accrued)		59.28	24.45280	- 1,449.58	- 3,063.50
Above EA/Award Ordinary		76.00	11.17360	849.19	1,698.38
IFMS Chef Allowance				384.62	769.24
Annual Leave		57.00	40.43570	2,304.84	2,304.84
Total Payments :				4,644.39	
Deductions / Taxes	Retro			Amount	YTD Amount
Super EE Pre tax				- 400.00	- 800.00
Full Income tax				- 1,100.00	- 2,328.00
Total Deductions :				- 1,500.00	
NET PAY:				3,144.39	6,531.21

→ Annual Leave – Paid at daily base ordinary hours 9.5 per annual leave day taken at the blended ordinary rate.

R&R is accrued on annual leave based on ordinary hours of 9.5 and does not include rostered overtime.

Mon 16/10 - Sun 22/10							Mon 23/10 - Sun 29/10						
Mon 16/10	Tue 17/10	Wed 18/10	Thu 19/10	Fri 20/10	Sat 21/10	Sun 22/10	Mon 23/10	Tue 24/10	Wed 25/10	Thu 26/10	Fri 27/10	Sat 28/10	Sun 29/10
08:30 - 20:30	08:30 - 20:30	R N R [11.00]	R N R [11.00]	R N R [11.00]	R N R [11.00]	R N R [11.00]	R N R [11.00]	Annual Leave					
								Approved					



SmartPay Training – SAP SuccessFactors

Pay statement 3: Leave taken during previous pay period – Effects on R&R accrual

Pay Statement



IFM SERVICES PTY LTD
ABN: 28 608 575 668

Employee ID:	Instrument: IFMS WEST EA	Period Starting: 30 Oct 2023
Position: Head Chef/Chef Manager	Classification: Cook/Chef-HeadCh/Mng	Period Ending: 12 Nov 2023
	Roster: IFM 8/6_11.0 (1xSa/1xSu)	Pay Date: 16 Nov 2023

Payments	Retro	Hours/Units	Rate	Amount	YTD Amount
Ordinary Hours		57.00	40.43570	2,304.84	6,146.24
Overtime (Rostered)		9.00	57.71790	519.48	1,385.28
Allowance (Tool)		1.00	15.29000	15.29	30.58
RNR (Taken)		57.03	24.45280	1,394.54	4,622.30
RNR (Accrued)		63.76	24.45280	- 1,559.14	- 4,622.64
Above EA/Award Ordinary		76.00	11.17360	849.19	2,547.57
IFMS Chef Allowance				384.62	1,153.86
Annual Leave		19.00	40.43570	768.28	3,073.12
RnR (Unpaid)		8.97			
Total Payments :				4,677.10	
Deductions / Taxes	Retro			Amount	YTD Amount
Super EE Pre tax				- 400.00	- 1,200.00
Full Income tax				- 1,110.00	- 3,438.00
Total Deductions :				- 1,510.00	
NET PAY:				3,167.10	9,698.31

→ Unpaid R&R (Rest and Relaxation) arises when the employee took annual leave in the previous pay period. The accrued R&R during that time was calculated solely on ordinary hours. (9.5 x 0.75)

Mon 30/10 - Sun 05/11							Mon 06/11 - Sun 12/11						
Mon 30/10	Tue 31/10	Wed 01/11	Thu 02/11	Fri 03/11	Sat 04/11	Sun 05/11	Mon 06/11	Tue 07/11	Wed 08/11	Thu 09/11	Fri 10/11	Sat 11/11	Sun 12/11
Annual Leave		R N R [11.00]	R N R [11.00]	R N R [11.00]	R N R [11.00]	R N R [11.00]	R N R [11.00]	Allowance-Week...	08:30 - 20:30	08:30 - 20:30	08:30 - 20:30	08:30 - 20:30	08:30 - 20:30
✓ Approved								08:30 - 20:30					



SmartPay Training – SAP SuccessFactors

Pay statement 4: Resumption of regular pay

Pay Statement



IFM SERVICES PTY LTD
ABN: 28 608 575 668

Employee ID:	Instrument: IFMS WEST EA	Period Starting: 13 Nov 2023
Position: Head Chef/Chef Manager	Classification: Cook/Chef-HeadCh/Mng	Period Ending: 26 Nov 2023
	Roster: IFM 8/6_11.0 (1xSa/1xSu)	Pay Date: 30 Nov 2023

Payments	Retro	Hours/Units	Rate	Amount	YTD Amount
Ordinary Hours		76.00	40.43570	3,073.12	9,219.36
Overtime (Rostered)		12.00	57.71790	692.64	2,077.92
Allowance (Tool)		1.00	15.29000	15.29	45.87
RNR (Taken)		66.00	24.45280	1,613.88	6,236.18
RNR (Accrued)		66.00	24.45280	- 1,613.92	- 6,236.56
Above EA/Award Ordinary		76.00	11.17360	849.19	3,396.76
IFMS Chef Allowance				384.62	1,538.48
Total Payments :				5,014.82	
Deductions / Taxes	Retro			Amount	YTD Amount
Super EE Pre tax				- 400.00	- 1,600.00
Full Income tax				- 1,228.00	- 4,666.00
Total Deductions :				- 1,628.00	
NET PAY:				3,386.82	13,085.13

This pay statement shows that full payment will be received after two full pay periods.

Mon 13/11 - Sun 19/11							Mon 20/11 - Sun 26/11						
Mon 13/11	Tue 14/11	Wed 15/11	Thu 16/11	Fri 17/11	Sat 18/11	Sun 19/11	Mon 20/11	Tue 21/11	Wed 22/11	Thu 23/11	Fri 24/11	Sat 25/11	Sun 26/11
08:30 - 20:30 ☺	08:30 - 20:30 ☺	R N R [11.00]	R N R [11.00]	R N R [11.00]	R N R [11.00]	R N R [11.00]	R N R [11.00]	Allowance-Week...	08:30 - 20:30 ☺	08:30 - 20:30 ☺	08:30 - 20:30 ☺	08:30 - 20:30 ☺	08:30 - 20:30 ☺
☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺	☺