



Pay impacts SmartPay transition & new employees

14:7 fortnightly employees

This Quick Reference Guide outlines the pay impacts associated with transitioning to the SmartPay system, contingent upon the start day of the employee's roster rotation over two pay cycles.

This QRG can be used for:

- Transitioning sites from the legacy system to the SmartPay system
- New employees

This QRG covers all 14:7 (11) roster scenarios

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

- Refer to QRG: [Viewing your pay statement](#)
- Refer to Video: [Pay queries for 14:7](#)

First Pay in SmartPay System

Under the SmartPay system, your pay is across ordinary hours and rostered overtime, in accordance with your contract and enterprise agreement. This transition does not affect your total remuneration.

You must accumulate RNR (Rest and Relaxation) hours, which can only be earned by working your scheduled roster. Consequently, on your initial pay statement, you won't have accrued any RNR. Each hour worked earns you 30 minutes of RNR accrual. Therefore, you will notice an unpaid RNR balance on your pay statement since you have not reached the required 77 hours of RNR for full pay. *(the required amount of RNR accrual will depend on their rostered hours);*

10 hours p/d = 70 RNR accrual required to maintain full pay

11 hours p/d = 77 RNR accrual required to maintain full pay

12 hours p/d = 84 RNR accrual required to maintain full pay

The impact on employees will differ depending on when their scheduled roster begins. The impacts could affect the first fortnight of pay or carry over into the second or third fortnight, depending upon the commencement date of the scheduled roster.

Note: When reviewing the below roster schedules, consider the following.

14:7 = 21 days in scheduled roster (14 days worked + 7 days RNR = 21 days)

- Last day of RNR = 21 day of swing
- First day working = 1 day of swing

Pay Fortnights Schedule

- Monday to Sunday (14 days)

Key for below scenarios

PFN1 - Pay Fortnight 1			
Day 1	Monday	Day 8	Monday
Day 2	Tuesday	Day 9	Tuesday
Day 3	Wednesday	Day 10	Wednesday
Day 4	Thursday	Day 11	Thursday
Day 5	Friday	Day 12	Friday
Day 6	Saturday	Day 13	Saturday
Day 7	Sunday	Day 14	Sunday

PFN2 - Pay Fortnight 2			
Day 1	Monday	Day 8	Monday
Day 2	Tuesday	Day 9	Tuesday
Day 3	Wednesday	Day 10	Wednesday
Day 4	Thursday	Day 11	Thursday
Day 5	Friday	Day 12	Friday
Day 6	Saturday	Day 13	Saturday
Day 7	Sunday	Day 14	Sunday



SmartPay Training – SAP SuccessFactors

First pay in the SmartPay System														
Day of swing	PFN1 Day 1	PFN1 Day 2	PFN1 Day 3	PFN1 Day 4	PFN1 Day 5	PFN1 Day 6	PFN1 Day 7	PFN1 Day 8	PFN1 Day 9	PFN1 Day 10	PFN1 Day 11	PFN1 Day 12	PFN1 Day 13	PFN1 Day 14
21	R&R (0)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)
20	R&R (0)	R&R (0)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)
19	R&R (0)	R&R (0)	R&R (0)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)
18	R&R (0)	R&R (0)	R&R (0)	R&R (0)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)
17	R&R (0)	R&R (0)	R&R (0)	R&R (0)	R&R (0)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)
16	R&R (0)	R&R (0)	R&R (0)	R&R (0)	R&R (0)	R&R (0)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)
15	R&R (0)	R&R (0)	R&R (0)	R&R (0)	R&R (0)	R&R (0)	R&R (0)	R&R (0)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)
14	RH (11)	R&R (5.5)	R&R (0)	R&R (0)	R&R (0)	R&R (0)	R&R (0)	R&R (0)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)
13	RH (11)	RH (11)	R&R (11)	R&R (0)	R&R (0)	R&R (0)	R&R (0)	R&R (0)	R&R (0)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)
12	RH (11)	RH (11)	RH (11)	R&R (11)	R&R (5.5)	R&R (0)	R&R (0)	R&R (0)	R&R (0)	R&R (0)	RH (11)	RH (11)	RH (11)	RH (11)
11	RH (11)	RH (11)	RH (11)	RH (11)	R&R (11)	R&R (11)	R&R (0)	R&R (0)	R&R (0)	R&R (0)	R&R (0)	RH (11)	RH (11)	RH (11)
10	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	R&R (11)	R&R (11)	R&R (5.5)	R&R (0)	R&R (0)	R&R (0)	R&R (0)	RH (11)	RH (11)
9	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	R&R (11)	R&R (11)	R&R (11)	R&R (0)	R&R (0)	R&R (0)	R&R (0)	RH (11)
8	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (5.5)	R&R (0)	R&R (0)
7	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (0)
6	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (5.5)
5	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)
4	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	R&R (11)	R&R (11)	R&R (11)
3	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	R&R (11)	R&R (11)
2	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	R&R (11)
1	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)

First pay in the SmartPay System						
	Paid RH	Paid R&R	Accrued RNR	Un-Paid R&R	Total paid hours	RNR banked
21	143	0	71.5	11	143	71.5
20	132	0	66	22	132	66
19	121	0	60.5	33	121	60.5
18	110	0	55	44	110	55
17	99	0	49.5	55	99	49.5
16	88	0	44	66	88	44
15	77	0	38.5	77	77	38.5
14	77	5.5	38.5	71.5	82.5	33
13	77	11	38.5	66	88	27.5
12	88	16.5	44	60.5	104.5	27.5
11	88	22	44	55	110	22
10	77	27.5	38.5	49.5	104.5	11
9	77	33	38.5	44	110	5.5
8	77	38.5	38.5	38.5	115.5	0
7	88	44	44	22	132	0
6	99	49.5	49.5	5.5	148.5	0
5	110	44	55	0	154	11
4	121	33	60.5	0	154	27.5
3	132	22	66	0	154	44
2	143	11	71.5	0	154	60.5
1	154	0	77	0	154	77



SmartPay Training – SAP SuccessFactors

Second pay in the SmartPay System														
Day of swing	PFN2 Day 1	PFN2 Day 2	PFN2 Day 3	PFN2 Day 4	PFN2 Day 5	PFN2 Day 6	PFN2 Day 7	PFN2 Day 8	PFN2 Day 9	PFN2 Day 10	PFN2 Day 11	PFN2 Day 12	PFN2 Day 13	PFN2 Day 14
21	RH (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)
20	RH (11)	RH (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	RH (11)	RH (11)	RH (11)	RH (11)
19	RH (11)	RH (11)	RH (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	RH (11)	RH (11)	RH (11)	RH (11)
18	RH (11)	RH (11)	RH (11)	RH (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	RH (11)	RH (11)	RH (11)
17	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	RH (11)
16	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	RH (11)
15	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)
14	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)
13	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)
12	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)
11	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	R&R (11)	R&R (11)	R&R (11)
10	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	R&R (11)	R&R (11)
9	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	R&R (11)
8	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)
7	R&R (0)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)
6	R&R (0)	R&R (0)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)
5	R&R (11)	R&R (0)	R&R (0)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)
4	R&R (11)	R&R (11)	R&R (5.5)	R&R (0)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)
3	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (0)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)
2	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (5.5)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)
1	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	R&R (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)	RH (11)

Second pay in the SmartPay System							
	Paid RH	Paid R&R	Accrued RNR	Un-Paid R&R	Total paid hours	RNR banked	
21	77	77	38.5	0	154	33	
20	77	77	38.5	0	154	27.5	
19	77	77	38.5	0	154	22	
18	77	77	38.5	0	154	16.5	
17	77	77	38.5	0	154	11	
16	77	77	38.5	0	154	5.5	
15	77	77	38.5	0	154	0	RNR Bank starts in 3rd pay
14	88	66	11	0	154	0	RNR Bank starts in 3rd pay
13	99	55	22	0	154	0	RNR Bank starts in 3rd pay
12	110	44	33	0	154	0	RNR Bank starts in 3rd pay
11	121	33	44	0	154	0	RNR Bank starts in 3rd pay
10	132	22	55	0	154	0	RNR Bank starts in 3rd pay
9	143	11	66	0	154	0	RNR Bank starts in 3rd pay
8	154	0	77	0	154	77	
7	143	0	71.5	11	143	71.5	
6	132	0	66	22	132	66	
5	121	11	60.5	22	132	60.5	
4	110	27.5	55	16.5	137.5	55	
3	99	44	49.5	11	143	49.5	
2	88	60.5	44	5.5	148.5	44	
1	77	77	38.5	0	154	38.5	



SmartPay Training – SAP SuccessFactors

Pay statement #1 – First pay received

Pay Statement



IFM SERVICES PTY LTD
ABN: 28 608 575 668

Employee ID:
Position: C Service Attendant

Instrument: IFMS RTIO PILB EA
Classification: Catering Ser Att
Roster: IFM 14/7_11.0

Period Starting: 19 Feb 2024
Period Ending: 03 Mar 2024
Pay Date: 07 Mar 2024

Payments	Retro	Hours/Units	Rate	Amount	YTD Amount
Ordinary Hours		56.98	28.28960	1,612.52	1,612.52
Overtime (Rostered)		20.02	43.15680	863.16	863.16
RNR (Taken)		16.50	21.43420	353.67	353.67
RNR (Accrued)		38.50	21.43420	- 825.23	- 825.23
RnR (Unpaid)		60.50			
Total Payments :				2,004.12	
Deductions / Taxes	Retro			Amount	YTD Amount
Full Income tax				- 326.00	- 326.00
Total Deductions :				- 326.00	
NET PAY:				1,678.12	1,678.12

The amount of RNR (Unpaid) and/or RNR (Accrued) will vary based on your roster position in the current pay cycle.

Pay statement #2 – Second pay received – Full pay

Pay Statement



IFM SERVICES PTY LTD
ABN: 28 608 575 668

Employee ID:
Position: C Service Attendant

Instrument: IFMS RTIO PILB EA
Classification: Catering Ser Att
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		81.40	28.28960	2,303.60	3,916.12
Overtime (Rostered)		28.60	43.15680	1,233.08	2,096.24
RNR (Taken)		44.00	21.43420	943.12	1,296.79
RNR (Accrued)		55.00	21.43420	- 1,178.90	- 2,004.13
Total Payments :				3,300.90	
Deductions / Taxes	Retro			Amount	YTD Amount
Full Income tax				- 774.00	- 1,100.00
Total Deductions :				- 774.00	
NET PAY:				2,526.90	4,205.02