

<i>Scenario</i>	<i>Timesheet Process</i>
Staff who are <b>still working</b> and normally complete timesheets	It remains as close as possible to normal process. If you normally complete your timesheet and get your manager to approve (either directly or by sending via your shared services support teams), then this same process applies. If your Manager is 'working from home' and can't physically sign your timesheet (as they normally would), then you need to email your timesheet to your manager and your manager will approve electronically and send to payroll.
As a Manager – your staff are <b>working</b> and normally complete timesheets	You normally receive your team's timesheets and approve each timesheet via a signature. If you still have access to a printer/scanner, then continue the normal process as much as possible. If you are unable to physically sign the timesheet, if you have PDF editor, then you can type your name or insert a digital signature onto the edited digital timesheet as approval. If you don't have this access, then please send the timesheets to payroll <a href="mailto:Payroll.Kiwirail@kiwirail.co.nz">Payroll.Kiwirail@kiwirail.co.nz</a> and indicate in the body of the email the timesheets you are approving (i.e.: I approve the attached timesheets for Joe Bloggs and John Smith).
Staff <b>not working</b> and are at home on Pandemic Paid Special Leave – on standby, and normally complete timesheets	Your manager is responsible for completing a timesheet on your behalf. You do not need to send in a timesheet unless your Manager contacts you directly for your help. You will receive all your rostered hours as per what you were originally rostered to work, <u>excluding</u> reimbursement allowances for expenses not outlaid.
As a Manager – your staff are <b>not working</b> and are at home on Pandemic Paid Special Leave – on standby, and normally complete timesheets	You need to complete a timesheet for all your staff not working. If you are filling these in manually on paper, then sign it to show your approval. If you are completing it in excel or other digital means, then type your name on it to show your approval. Once you have completed the timesheets for your team, then email the timesheets to payroll at <a href="mailto:Payroll.Kiwirail@kiwirail.co.nz">Payroll.Kiwirail@kiwirail.co.nz</a> . For all your staff at home, please complete their timesheet as if they worked <b>all</b> rostered hours to date. Please <b>don't</b> include a leave code for these hours (such as SS or SP). Under the Comments/Remarks column, please write "At Home". If your team has reimbursement allowances, do not add these to the timesheets if the cost was not incurred. For those in 'Operations' if you need any support with this, please contact your shared services support teams.
Neither myself nor my Manager can get a timesheet to Payroll	As per normal process, if a timesheet is not received, you will be paid your standard hours (80hrs for most people) at your base rate. Payroll will require a timesheet to be completed in order to process any additional payments due.
<i>Question</i>	<i>Roster Process</i>
As a roster writer, how should I roster staff who are on Pandemic Paid Special Leave - their normal roster or Monday to Friday?	To enable payroll to calculate relevant daily pay, your roster should look like what it would have been had the team been working. However, from this point on, there will be <b>NO</b> rostered overtime.