

## Instructor Portal – How to view your pay history in WAIVS

You can now view your pay history when you log in to WAIVS.

***It is the instructor's responsibility to verify correct paysheet entry against their lessons worked before paysheet submission by the supervisor.***



Click on *Pay History*, and this will take you to the *Instructor Pay Entries* screen:

Only 4 pay periods will be displayed initially with the *current* pay period highlighted yellow.

**1.**  
**Select** the pay period to view. The row will turn blue when selected.

**2.**  
**Check** your pay entries for the selected pay period. This can be viewed as soon as your supervisor **saves** the paysheet. **Contact your supervisor immediately if your lessons worked do not match those entered in the Pay Entries table.**

Pay Period	Pay Entries
27/03/2016 to 09/04/2016	0
10/04/2016 to 23/04/2016	4
24/04/2016 to 07/05/2016	12
08/05/2016 to 21/05/2016	20
22/05/2016 to 04/06/2016	16
05/06/2016 to 18/06/2016	8
19/06/2016 to 02/07/2016	0
03/07/2016 to 16/07/2016	0
17/07/2016 to 30/07/2016	0
31/07/2016 to 13/08/2016	0
14/08/2016 to 27/08/2016	0
28/08/2016 to 10/09/2016	0
11/09/2016 to 24/09/2016	0
25/09/2016 to 08/10/2016	4
09/10/2016 to 22/10/2016	6
23/10/2016 to 05/11/2016	0
06/11/2016 to 19/11/2016	0
20/11/2016 to 03/12/2016	0
04/12/2016 to 17/12/2016	0
18/12/2016 to 31/12/2016	0

  

Pay Sheet Status	Location	Position	Week	SUN	MON	TUE	WED	THU	FRI	SAT	In Service	Units
Saved	Seminars	INTERM - Supervisor (1 - 5 staff)	25/09/2016 - 01/10/2016	5								0.63
Saved	Altone Leisure Centre (PM)	Instructor (Levels 1, 2 & 3)	25/09/2016 - 01/10/2016			4	4	4	4		MON:2	2.05
Saved	Seminars	INTERM - Supervisor (1 - 5 staff)	02/10/2016 - 08/10/2016									0
Saved	Altone Leisure Centre (PM)	Instructor (Levels 1, 2 & 3)	02/10/2016 - 08/10/2016		4	4	4	4	4			2.25

**3.**  
**Please note:** If the pay sheet is in *Submitted*, *Checked* or *Closed* Status the supervisor is unable to make any amendments.

Your total lessons worked are displayed as Units as per your payslip.

Click on Show All to display ALL pay periods.

### Lesson to Unit Conversion Table

<b>INTERM SWIMMING</b>	
40 Minutes	
Lessons	Units
1	0.13
2	0.25
3	0.38
4	0.50
5	0.63
6	0.75
7	0.88

<b>INSERVICE (INTERM &amp; VACSWIM)</b>	
Hour	Units
1	0.13
1.5	0.19
2	0.25

<b>VACSWIM</b>					
35 Minutes		40 Minutes		45 Minutes	
Lessons	Units	Lessons	Units	Lessons	Units
1	0.11	1	0.12	1	0.13
2	0.20	2	0.22	2	0.24
2L*	0.22	2L*	0.24	2L*	0.26
3	0.29	3	0.32	3	0.35
3L*	0.31	3L*	0.34	3L*	0.38
4	0.41	4	0.45	4	0.49
5	0.50	5	0.55	5	0.60
6	0.59				

\*L denotes long break (i.e. 20 minutes) between the 2 or 3 lessons worked