

## Regional Advisor – How to submit your pay sheet on WAIVS

When you log into WAIVS, the following links are available:



When you click on **Regional Advisor Area**, you can access your pay sheet here as well as other functions once you have accepted your Regional Advisor appointment:

Regional Advisor can download the Centre Staff List (and view the Inter Centre Timetable) for their region.

The *current* pay period is highlighted yellow.

To create your pay sheet, select the pay period you are submitting the pay sheet for. The row will turn blue when selected. **Ensure that the correct pay period is selected.**

Program Venues		Filter for Programs
Program	Centre	
January Program 1 2016	Broome Aquatic Centre	<a href="#">Centre Staff List PDF</a>
January Program 1 2016	Corrigin Swimming Centre	<a href="#">Centre Staff List PDF</a>
Early Start Program 2016	Derby Memorial Swimming Pool	<a href="#">Centre Staff List PDF</a>
January Program 1 2016	Newman Aquatic Centre	<a href="#">Centre Staff List PDF</a>
January Program 1 2016	Port Hedland - Grathwick Memorial Pool	<a href="#">Centre Staff List PDF</a>
January Program 1 2016	Southern Cross Aquatic Centre	<a href="#">Centre Staff List PDF</a>
January Short Program 2016	Wickham Swimming Pool	<a href="#">Centre Staff List PDF</a>
January Program 2 2016	Broome Aquatic Centre	<a href="#">Centre Staff List PDF</a>
January Program 2 2016	Exmouth Pool	<a href="#">Centre Staff List PDF</a>
January Program 2 2016	Halls Creek Aquatic and Recreation Centre	<a href="#">Centre Staff List PDF</a>
January Program 2 2016	Karratha Leisurplex	<a href="#">Centre Staff List PDF</a>
January Program 2 2016	Kununurra Swimming Pool	<a href="#">Centre Staff List PDF</a>
January Program 2 2016	Laverton Swimming Pool	<a href="#">Centre Staff List PDF</a>
January Program 2 2016	Leinster Swimming Pool	<a href="#">Centre Staff List PDF</a>
January Program 2 2016	Merredin Swimming Pool	<a href="#">Centre Staff List PDF</a>
January Program 2 2016	Newman Aquatic Centre	<a href="#">Centre Staff List PDF</a>
January Program 2 2016	Pannawonica Swimming Pool	<a href="#">Centre Staff List PDF</a>
January Program 2 2016	Paraburdoo Swimming Pool	<a href="#">Centre Staff List PDF</a>
January Program 2 2016	South Hedland Aquatic Centre	<a href="#">Centre Staff List PDF</a>

Pay periods	
Pay Period	
22/05/2016 to 04/06/2016	<a href="#">Create Pay sheet</a>
05/06/2016 to 18/06/2016	<a href="#">Create Pay sheet</a>
19/06/2016 to 02/07/2016	<a href="#">Create Pay sheet</a>
03/07/2016 to 16/07/2016	<a href="#">Create Pay sheet</a>

[Show All](#)

< 1 > Total records: 4

Click on a pay period to see pay sheets in the table below

Pay Sheets				
Lesson Duration	Status	Submitted By	Last Update	Last Updated By
22/05/2016 - 04/06/2016				
No pay sheets				

Only 4 pay periods will be displayed initially with the *current* pay period highlighted yellow. Click on **Show All** to display ALL pay periods.

## To create your Regional Advisor Pay Sheet

Select **Create Pay sheet**

**1.**  
Select your correct position (either Interm or VacSwim Supervisor 11 or more staff)

ADMIN - Regional Advisor Submit Pay Sheet

Pay Sheet Absentees Notes

Pay Period: 22/05/2016 to 04/06/2016 Lesson Duration: 60 mins

**1** Employee: P50020 E50020 (e2001103) Position: VACSWIM - Supervisor (11 or more staff) (ADMIN) Total Lessons: 0 Total Fte: 0

Pay Date 1: 22/05/2016 to 28/05/2016 Total Lessons: 0 Total FTE: 0

SUN	MON	TUE	WED	THU	FRI	SAT	INS Day	INS Lessons
	9							

Pay Date 2: 29/05/2016 to 04/06/2016 Total Lessons: 0 Total FTE: 0

SUN	TUE	WED	THU	FRI	SAT	INS Day	INS Lessons

0.25 selected  
0.5  
0.75  
1  
1.25  
1.5  
1.75  
2  
2.25  
2.5  
2.75  
3  
3.25  
3.5  
3.75  
4  
4.25  
4.5  
4.75  
5  
5.25  
5.5  
5.75  
6  
6.25  
6.5  
6.75  
7  
7.25  
7.5  
7.75  
8

Save Back

Department of Education

**2.**  
To enter your hours worked, select from the drop down list. Your option of hours worked is listed as quarter of the hour. The maximum hours you can claim in one day is 8 hours (i.e. 1 unit). **Reminder:** After 5 hours continuous work, please ensure that you have a 30 minute non-paid break.

**3.**  
**Save** for editing later

or **Submit Pay Sheet** on pay sheet submission day

**Note:**

- Regional Advisor can only access their pay sheet function when they have accepted their regional advisor appointment.
- Ensure that the correct pay period is selected before saving.
- You can edit your paysheet at any time while it is in *Saved* status.
- Once the paysheet has been submitted, it can never be deleted; so it is essential that you check that the paysheet has been created for the correct pay period.
- If your submitted paysheet needs amending, it has to be *Rejected* by Swimming and Water Safety (SWS) to allow you to make any alterations. When your pay sheet is *Rejected*, you will receive
  - an email notification and
  - an item on your to Do list

Rejected pay sheet

1

- Please amend and re **Submit**
- WAIVS pay sheet statuses are
  - *Saved* - you can still edit and/or delete
  - *Submitted*- read only view
  - *Rejected*- your paysheet needs amending and submitting
  - *Checked* – SWS have approved
  - *Closed* - your pay sheet has been uploaded into HRMIS