

## Supervisor – How to create, edit and submit your WAIVS pay sheet through the instructor portal



Pay Sheets can be accessed by logging in to your instructor portal and clicking on the *Centre Supervisor Area*. This is also where you can view your Intern timetable and view/download your Centre Staff List as a PDF document.

### To create Pay Sheet:

Centre Supervisor Area				
Program	Centre	Timetables	Pay Sheets	Centre Staff List Report
Term 2 2016	Aqualife - Victoria Park	<a href="#">View Intern Timetable</a>	<a href="#">Pay Sheets</a>	<a href="#">Centre Staff List PDF</a>
January Short Program 2017	Riverton Leisureplex (FM)		<a href="#">Pay Sheets</a>	<a href="#">Centre Staff List PDF</a>
January Program 1 2017	Sorrento Beach		<a href="#">Pay Sheets</a>	<a href="#">Centre Staff List PDF</a>

**1.**

Click on [Pay Sheets](#) for the Program. This will take you to the *Pay Sheets* page where you can create your pay sheet. **Please ensure the correct program is selected ( e.g. Interm or VacSwim)**

Pay Sheets

HBF Arena Joondalup

Pay Period Start Date	Pay Period End Date	Pay Sheets
22/05/2016	04/06/2016	1
05/06/2016	18/06/2016	0
19/06/2016	02/07/2016	0
03/07/2016	16/07/2016	0

[Show All](#)

Pay Sheets

19/06/2016 - 02/07/2016

Lesson Duration	Status	Submitted By	Last Update	Last Updated By
No pay sheets				

Create a new Paysheet

Choose a lesson duration: 40 mins [Create Paysheet](#)




Click on *Show All* to display ALL pay periods.

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

**2.** Select the *pay period* - the row will turn blue when selected. **Please ensure the correct dates worked are selected.**

**3.** Select correct lesson duration as agreed by the SWS team, then click on **Create Pay sheet.**

### Please note:

- **Only** instructors appointed to the selected Program Venue will be displayed on the pay sheet;
- Select the correct position to ensure the correct rate is paid;
- If an instructor has not worked in that pay period, delete their entry by clicking ;
- Click on  to view a list of all instructors appointed to your centre for the program. This function is useful when:
  - you accidentally delete an instructor;
  - you need to add an instructor later in the term/program;
  - you need to add a relief instructor that was appointed after you **created** your pay sheet; or
  - you have a different position to enter for any instructor (e.g. relief centre supervisor).
- When entering lessons, use the **Tab** function after entering each days lesson or select lesson numbers from drop down list (otherwise you will get the following notification: **No value selected**);
- Remember to click on **SAVE** each time you are finishing work in your paysheet;
- Remind your instructors to log in and view their pay sheet entry against their lessons worked. They will be able to view their entries each time you save your pay sheet;
-  button is at the top of the screen. Submit your paysheet on the advertised submission date. Once submitted your pay sheet can only be viewed in *Read Only*.

***Any amendments required to your paysheet following submission will require Swimming and Water Safety (SWS) to Reject your pay sheet.***

### Having trouble saving?

- Check that **all** instructors on your pay sheet have **position** selected.
- Check that **all** instructors have at least 2 lessons entered.
- When entering inservice hours, both *INS day* **and** *INS lessons* must be selected.

## Absentees:

Saved

▼ Term 2 2016 - HBF Arena Joondalup

Pay Sheet **Absentees** Notes

Absentee Form

Add Entry

Date	Lessons	Instructor Absent	Replacement	Comment		
No Entries						

Save Back

**All absentees** are recorded on this page:

- Add entry
- Select date (from drop down)
- Lessons (This is a free text box)
- Instructor Absent (Select from list of appointed instructors)
- Replacement (Select from list of appointed instructors)
  - if replaced by deputy, select deputy's name and note this in *Comments*
  - if no replacement, select supervisor's name and note this in *Comments*
- *Comments* e.g.
  - Ben arrived for lessons but went home sick after Lesson 1 – no relief instructor required; Deputy took over. Ben paid two lessons minimum engagement.
- Click on **Done**
- Click on **Save**

***If you don't complete all boxes you will not be able to save.***

## Notes:

Saved

Term 2 2016 - Aqualite - Victoria Park

Submit Pay Sheet

Pay Sheet Absentee **Notes**

Notes

Add Note

Hide system notes

Note	User Name	Date Added
Pay sheet created by e2001103	SYSTEM	25-07-2016 12:40:33

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Save Back Refresh

The *Notes* page captures workflow of the pay sheet for an audit trail. The system automatically captures when the pay sheet was *Saved*, *Submitted*, *Rejected*, *Checked* and *Closed*.

Please use this function if you have additional notes that you need to capture for the pay sheet e.g.

- Only two lessons (5 and 6) worked Friday 29 July 2016 as Warnbro PS (Lessons 1 to 4) had 9 day series finishing Thurs 28 July 2016.
- Burrendah PS bus breakdown Wed 27 July 2016. School attended lessons 2 to 6. All staff undertook PD (management of spinal injury) for Lesson 1.
- Series had 6 lessons a day: 5 instructors work 6 lessons, 2 instructors work 3 lessons each.
- T. Smithers paid an additional lesson a day for travel from HBF Arena.

***SWS will also add notes to this page if your pay sheet is rejected, outlining the reasons why it was rejected.***

### Checklist - Before submitting paysheet:

- Is the correct lesson duration selected?
- Is the correct *Program* selected?
- Is the correct *Pay Period* selected?
- Are **all** discrepancies on lessons worked for any instructor noted in the *Absentees* or *Notes* page?

### Rejected paysheets

- If your submitted pay sheet needs amending, it will be *Rejected* by SWS. If your paysheet is *Rejected*, you will receive
  - an email notification and
  - an item on your *To Do* list

Rejected pay sheet

1

- Please amend and *Submit*

**Note:**

- Supervisors are able to access the pay sheet function once they have accepted their supervisor appointment
  
- WAIVS pay sheet status are
  - *Saved* - you can still edit
  - *Submitted*- read only view
  - *Rejected*- your paysheet needs amending and submitting
  - *Checked* – SWS have approved
  - *Closed* - your pay sheet has been uploaded into HRMIS
  
- ADMIN pay sheets will be created by SWS for
  - Seminars -Interm and VacSwim
  - Kits (supervisor payment for the purpose of collection and drop off of materials, equipment and paperwork) - Interm and VacSwim
  - Timetabling- Interm
  - Late Enrolments -VacSwim



If you have two devices that you can access WAIVS from, just before paysheet submission, log in to both and have one device (e.g. your home computer) displaying your *Pay sheet* page and the other device (e.g. tablet, iPad, smart phone) displaying your *Absentee* page. This makes it easier to check that you have captured all absentees and that all relevant notes are included in your WAIVS pay sheet.