

## **Fair Staff Access to MyTime**

***When MyTime was introduced, Ramsay advised that the new system would accurately calculate our pay. We were told this would save staff and management time that would have been spent on filling in hardcopy timesheets and chasing pay discrepancies.***

***However, the MyTime machines do not allow staff the opportunity to view or claim for all overtime, missed breaks and allowances. Feedback from local management is that MyTime has considerably increased their data entry workload, resulting in less clinical management time.***

***Current staff access to MyTime is unsatisfactory for the following reasons:***

- the machines have a small viewing screen, making it difficult to navigate timesheets and not as user-friendly as a computer;***
- the machines do not allow staff to print off hardcopy records like we could with our previous paper timesheets;***
- the machines are located in public areas without privacy;***
- not having external access to MyTime makes it difficult for staff to check the accuracy of their pay if rostered off or on leave at the end of the pay period; and***
- unlike the old paper timesheets, we cannot claim or view all our entitlements, for example overtime meal and In Charge allowances.***

***Other employers, that use Kronos, provide all staff with online access both at work and home to view their timesheets, leave balances and rosters. Some even provide smart phone Apps to make information as accessible as possible.***

***We call on Ramsay to provide MyTime online access to all staff so that we can:***

- 1. view our individual timesheet information when we need to, at home or work on computers and mobile devices;***
- 2. enter claims for employee entitlements, including overtime, missed breaks and all allowances, payable for each shift;***
- 3. reduce payroll errors by viewing in real time what has been approved on our timesheets in the current fortnight, including ordinary hours, overtime, leave, missed breaks and all allowances;***
- 4. resolve errors more quickly by raising a MyTime online query when needed;***
- 5. view and print off any of our timesheets, leave balances and roster schedules; and***
- 6. apply for leave.***