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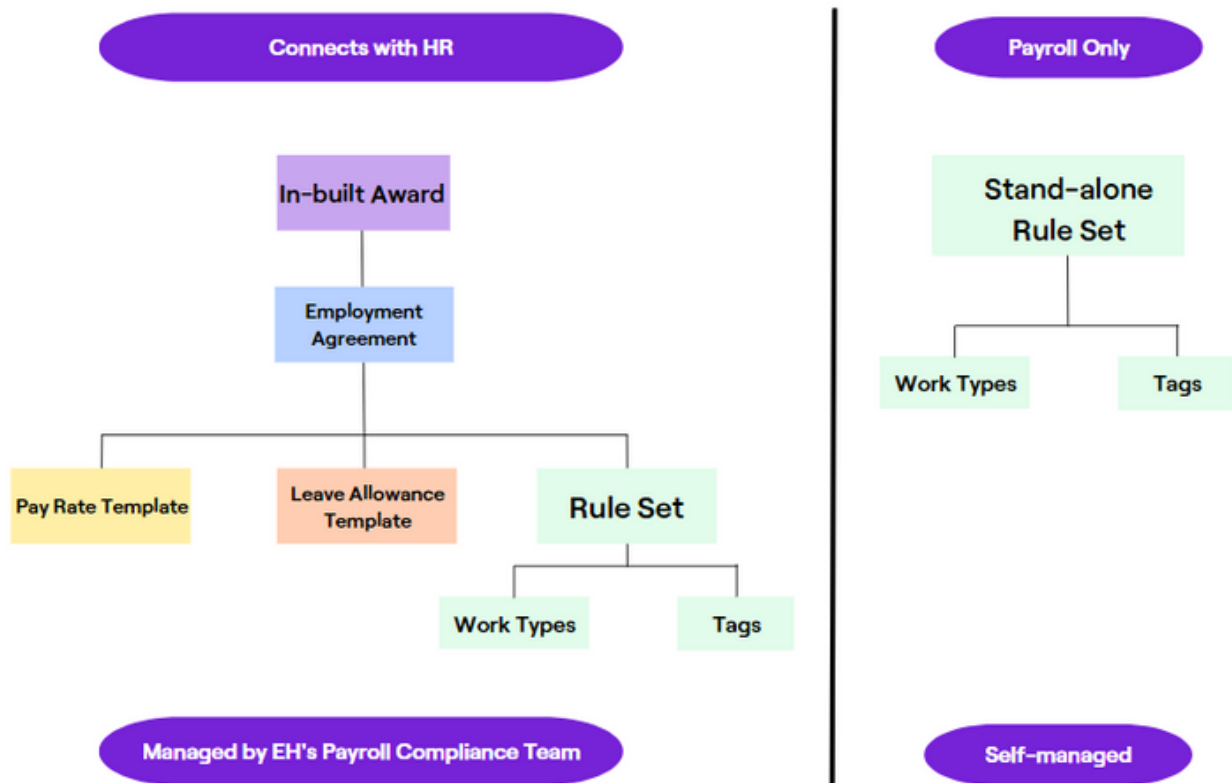
Payroll, made easy

Rules - Glossary

Worktypes	Work Types are used when entering timesheets and can be mapped to pay categories or leave categories. They provide extra information to the system regarding a timesheet that can not be determined by time based or unit based information alone, e.g. the Work Type "First Aid Allowance" tells the system that this employee is to receive a first aid allowance for this specific shift only.
Tags	Tags are words or phrases that are assigned to an employee that can be used for identifying certain scenarios within pay condition rules, criteria when setting up employee groups and/or reporting. Tags are used in Rule Sets to ensure a rule is applied regardless of the Work Type selected or other pay condition, e.g. permanent allowances, role types or business conditions.
Employment Agreement	Employment agreements combine the rule set, leave allowance templates and pay rate templates. Also, pay increases will happen automatically on employee birthdays and/or anniversary dates if they are assigned an agreement.
Pay Conditions	Are the different scenarios, e.g. allowances, overtime, TIL, which an employee is entitled to be paid under certain conditions. These can be automated through the use of rule sets and are applied to a pay run when timesheets are imported.
Rule Sets	Are a group of rules that combine to form a rule set. Employee's can only be linked to one rule set, the point of this being that each rule set will cater to a different group of employees.
Rules	These are the individual instructions (rules) that exist within a rule set. Each rule will have a set of conditions/criteria that will be triggered if/when timesheet data matches.

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Rules - Workflows

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Connects with HR

- In-built Award
- Employment Agreement
  - Pay Rate Template
  - Leave Allowance Template
  - Rule Set
    - Work Types
    - Tags

Managed by EH's Payroll Compliance Team

Payroll Only

- Stand-alone Rule Set
  - Work Types
  - Tags

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Rules - Diagnosing Issues

Diagnosing Pay Condition Issues

- ☐ Review the 'rules applied' hyperlink in the pay run.

- ☐ Identify which rule is being applied vs which rule should be applied. Use the 'Test Rules' feature to assist in this process.

- ☐ Confirm all timesheets have been entered correctly, if not previously done.

- ☐ Compare the rule conditions to the timesheet, e.g. Is the correct Work Type selected or Tag applied?

- ☐ Check the employee has access to the relevant Tags, Work Types, Pay Categories etc.

- ☐ Check the Rule Set Settings are correct.

Support Template - complete this before submitting a support ticket.

- Pay run that it relates to (URL link)
- Employee that it relates to
- Pay period that it relates to
- Specific date that it relates to (if applicable)
- The actual problem VS the expected behaviour
- What is the shift period for the rule set in question?
- Link for the rules testing results
- What rules are triggering that you believe are related to the issue?
- What you think is happening, or any causes that you have eliminated?
- Screenshots

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Rules - Additional Resources

Video Resources (hyperlinked)
Installing Awards in the Payroll Platform	Video
Apply updates to an Award in the Payroll platform	Video
Automate public holidays using rule sets	Video
Automate time in lieu using rule sets	Video

Additional Resources (hyperlinked)	
Pre-Built Awards	Check here for a list of pre-built awards, details on what has been included in each update and a list of associated Tags.
Annualised Wage Agreements	This article details best practice methods in setting up a full time salaried employee covered by a modern award containing annualised wage arrangement provisions.
Pay Condition Rules	This article outlines the Conditions and Actions available when creating rules as well and how/when to use them.
Rule Sets - Overview and FAQ's	In this article we look at pay condition settings, what these settings mean, and also go through a few common scenarios that might help you work out how/why a timesheet has been interpreted the way that it has.