



---

## Employee Record of Attendance Policy

---

### 1. Purpose

The WA Country Health Service (WACHS) recognises the importance of implementing effective employee record of attendance processes to ensure accurate employee records are maintained. Accurate employee records benefit both WACHS and its employees by ensuring:

- WACHS employees are paid correctly for their time worked.
- employee leave entitlements are accurately recorded in the Human Resource Information Systems (HRIS).
- overpayments are avoided where employee leave is not recorded in the HRIS.

WACHS is required to implement the minimum requirements of this policy in order to comply with *section 49D(2) of the Industrial Relations Act 1979 (WA)*.

Section 49D(2) of the *Industrial Relations Act 1979* states:

(2) An employer must ensure that details are recorded of —

(a) the employee's name and, if the employee is under 21 years of age, his or her date of birth; and

(b) any industrial instrument that applies; and

(c) the date on which the employee commenced employment with the employer; and

(d) for each day —

(i) the time at which the employee started and finished work; and

(ii) the period or periods for which the employee was paid; and

(iii) details of work breaks including meal breaks; and

(e) for each pay period —

(i) the employee's designation; and

(ii) the gross and net amounts paid to the employee under the industrial instrument;  
and

(iii) all deductions and the reasons for them; and

(f) all leave taken by the employee, whether paid, partly paid or unpaid; and

(g) the information necessary for the calculation of the entitlement to, and payment for long service leave under the *Long Service Leave Act 1958*, the *Construction Industry Portable Paid Long Service Leave Act 1985* or the industrial instrument; and

(h) any other information in respect of the employee required under the industrial instrument to be recorded; and

(i) any information, not otherwise covered by this subsection, that is necessary to show that the remuneration and benefits received by the employee comply with the industrial instrument.

All employees (including Senior Officers) are required to maintain a record of attendance in accordance with this policy.

## 2. Policy

### 2.1 Employees (with the exception of Senior Officers)

Employees are required to maintain a record of attendance including:

- the time at which an employee started and finished work
- all leave taken by an employee, whether paid, partly paid or unpaid.<sup>1</sup>

Certification of an employee record of attendance is required for employees who:

- work flexibly
- have no fixed working hours
- have approval to accrue time off in lieu and/or flexitime.

Employees and managers should refer to the relevant Industrial Instrument to assess if they are entitled to work flexibility.

Employees who maintain a record of attendance on a Health Support Services (HSS) timecard (refer to section 6) or through the HR, Rostering and Payroll solution in accordance with the above requirements are deemed to comply with this policy.

### 2.2 Senior Officers

It is acknowledged that Senior Officers may be required to work in excess of the standard 38-hour week and differing record of attendance requirements are appropriate.

Senior Officers not intending to access flexitime provisions are required to keep a daily diary recording:

- the time at which the Senior Officer started and finished work
- all leave taken by the Senior Officer, whether paid, partly paid or unpaid.

The diary must be available for audit purposes but does not need to be provided for approval by your manager on a regular basis unless requested otherwise.

Senior Officers intending to access flexitime provisions are required to maintain a timecard.

Senior Officers who keep a daily diary or maintain a timecard (as appropriate) in accordance with the above requirements are deemed to comply with this policy.

---

<sup>1</sup> Note: Employees are also responsible for booking leave by completing a leave submission via the HR, Rostering and Payroll solution or informing a manager to ensure the appropriate leave bookings are reflected in the HR, Rostering and Payroll solution (refer to section 4.3 and WACHS Health Leave Management Policy (under development)).

Other record of attendance systems may be implemented by each region to meet workforce / occupational needs provided they meet the minimum requirements outlined above.

Records of attendance for all employees (including Senior Officers) must comply with the requirements detailed in applicable WA health system [industrial instruments](#). Please contact your local Human Resources team for further advice on these requirements.

## 2.3 Recordkeeping

Electronic and hardcopy records of attendance are to be maintained in accordance with:

- [WA Country Health Service Recordkeeping Plan](#)
- [WACHS Corporate Recordkeeping Compliance Policy](#)
- [General Disposal Authority for State Government Information](#)
- [WA Health Code of Conduct Policy](#).

Electronic and hardcopy records of attendance are to be made available upon request for audit purposes.

## 3. Roles and Responsibilities

**Managers / Supervisors** are responsible for:

- ensuring employees record their time worked and all leave (paid, partly paid or unpaid) in an acceptable record of attendance
- if required, promptly reviewing and certifying records of attendance submitted by employees.

**Employees / Senior Officers** are responsible for:

- ensuring their time worked and all leave taken (paid, partly paid or unpaid) is recorded accurately in an acceptable record of attendance (e.g. HR, Rostering and Payroll solution, timecard, diary)
- if required, promptly submitting their record of attendance for certification.

For queries and advice, contact your local Human Resources team.

**All staff** are required to work within policies and guidelines to make sure that WACHS is a safe, equitable and positive place to be.

## 4. Monitoring and Evaluation

### 4.1 Monitoring

Senior Officers and Managers are responsible for monitoring compliance with this Procedure.

Timecards and other recordkeeping processes are required to be monitored in accordance with the applicable Industrial Agreement. Random checks may be carried out to ensure compliance with this Procedure.

Employees are responsible for their own compliance with the requirements of this Policy. This includes keeping accurate records that are submitted in accordance with

the Industrial Agreement provisions. Random checks to ensure compliance may be carried out.

## 4.2 Evaluation

Evaluation of this policy is to be carried out by WACHS People, Capability and Culture Directorate following the full implementation of the new Human Resource Information Management System, HRplus.

## 5. Compliance

This policy is a mandatory requirement under the *Industrial Relations Act 1979* (WA).

Failure to comply with this policy may constitute a breach of the WA Health Code of Conduct (Code). The Code is part of the [Integrity Policy Framework](#) issued pursuant to section 26 of the [Health Services Act 2016](#) (WA) and is binding on all WACHS staff which for this purpose includes trainees, students, volunteers, researchers, contractors for service (including all visiting health professionals and agency staff) and persons delivering training or education within WACHS.

WACHS staff are reminded that compliance with all policies and procedures is mandatory.

## 6. References

[Managing the Accuracy of Leave Records - Western Australian Auditor General's Report \(Report 13: June 2015\)](#)

[Commissioner's Instruction 7: Code of Ethics](#) (to be repealed on 2 October 2023 and replaced with [Commissioner's Instruction 40: Ethical Foundations](#))

WA Department of Health [Awards and Agreements](#)

## 7. Definitions

Term	Definition
<b>Industrial Agreement</b>	Enforceable set of agreed industrial conditions applicable to specific categories of employees. Provide the conditions, considerations, compensation entitlements, rates of pay, and dispute settlement procedures relevant to approving and working additional hours.
<b>Senior Officer</b>	Employees employed at: <ul style="list-style-type: none"> <li>• HSU G9 and above</li> <li>• HSU P4 and above</li> <li>• SRN L4 and above.</li> </ul> Senior Medical Practitioners.

## 8. Document Summary

<b>Coverage</b>	WACHS-wide
<b>Audience</b>	All staff
<b>Records Management</b>	Non Clinical: <a href="#">Corporate Recordkeeping Compliance Policy</a>
<b>Related Legislation</b>	<a href="#">Financial Management Act 2006</a> (WA) <a href="#">Industrial Relations Act 1979</a> (WA) <a href="#">Work Health and Safety Act 2020</a> (WA) <a href="#">Public Sector Management Act 1994</a> (WA) <a href="#">Long Service Leave Act 1958</a> (WA) <a href="#">Construction Industry Portable Paid Long Service Leave Act 1985</a> (WA)
<b>Related Mandatory Policies / Frameworks</b>	MP 0100/18 <a href="#">Management of Accrued Leave Policy</a> MP 0124/19 <a href="#">Code of Conduct</a> MP 0127/20 <a href="#">Discipline Policy</a> <a href="#">Employment Policy Framework</a>
<b>Related WACHS Policy Documents</b>	<a href="#">Corporate Recordkeeping Compliance Policy</a>
<b>Other Related Documents</b>	Nil
<b>Related Forms</b>	<a href="#">Health Support Services M9 Time Card</a> <a href="#">Timesheet Template (Flexible Working Hours)</a>
<b>Related Training Packages</b>	Nil
<b>Aboriginal Health Impact Statement Declaration (ISD)</b>	Aboriginal Health Impact Statement Declaration (ISD) will be undertaken at the next full review of this document.
<b>National Safety and Quality Health Service (NSQHS) Standards</b>	1.7
<b>Aged Care Quality Standards</b>	Nil
<b>National Standards for Mental Health Services</b>	Nil

## 9. Document Control

Version	Published date	Current from	Summary of changes
3.01	28/09/2023	21/01/2021	Minor amendments for HRMIS Project.

## 10. Approval

<b>Policy Owner</b>	Executive Director, People, Capability and Culture
<b>Co-approver</b>	N/A
<b>Contact</b>	Principal Consultant Human Resources
<b>Business Unit</b>	People, Capability and Culture
<b>EDRMS #</b>	ED-CO-17-57539
<p><i>Copyright to this material is vested in the State of Western Australia unless otherwise indicated. Apart from any fair dealing for the purposes of private study, research, criticism or review, as permitted under the provisions of the Copyright Act 1968, no part may be reproduced or re-used for any purposes whatsoever without written permission of the State of Western Australia.</i></p>	

**This document can be made available in alternative formats on request.**