

What is it?

Colleagues on this type of contract will have the hours they've agreed to work over one year, averaged into a weekly number of hours and will be paid in 12 equal instalments. The agreed number of hours to be worked should continue to be entered into PeopleAdmin and reviewed annually. This information will automatically feed into Mytime.



Annualised Hours

What do I need to do to set them up?

We need to make sure these colleagues are set up correctly in Mytime to ensure the correct pay codes are generated.

- 1 Any shift that contributes to the colleagues annual target needs to have a contract and schedule shift

| By Employment Terms |            |                  |         |         |                 |            |                |           |        | 28/3 - 03/4 |    |    |    |              |    |    |    |          |    |    |    |
|---------------------|------------|------------------|---------|---------|-----------------|------------|----------------|-----------|--------|-------------|----|----|----|--------------|----|----|----|----------|----|----|----|
| Name                | Break Code | Role             | Cont... | Sche... | Store           | Department | Role Type      | Person ID | Skills | Thu 01/4    |    |    |    | Fri 02/4     |    |    |    | Sat 03/4 |    |    |    |
| 10003019            |            |                  |         |         |                 |            |                |           |        | 04          | 08 | 12 | 16 | 20           | 00 | 04 | 08 | 12       | 16 | 20 | 00 |
| ELLIS, DONNA        | BB         | Pharmacy Advisor | 22.50   | 7.50    | 000848-SCARB... | HEALTHCARE | PHARMACY AD... | 10003019  |        |             |    |    |    | 9:00 - 18:00 |    |    |    |          |    |    |    |
|                     |            |                  |         |         |                 |            |                |           |        |             |    |    |    | 9:00 - 18:00 |    |    |    |          |    |    |    |

- 2 Extra duty shifts need to be planned without a contract shift

| By Employment Terms |            |                  |         |         |                 |            |                |           |        | 28/3 - 03/4 |    |    |    |              |    |    |    |              |    |    |    |
|---------------------|------------|------------------|---------|---------|-----------------|------------|----------------|-----------|--------|-------------|----|----|----|--------------|----|----|----|--------------|----|----|----|
| Name                | Break Code | Role             | Cont... | Sche... | Store           | Department | Role Type      | Person ID | Skills | Thu 01/4    |    |    |    | Fri 02/4     |    |    |    | Sat 03/4     |    |    |    |
| 10003019            |            |                  |         |         |                 |            |                |           |        | 04          | 08 | 12 | 16 | 20           | 00 | 04 | 08 | 12           | 16 | 20 | 00 |
| ELLIS, DONNA        | BB         | Pharmacy Advisor | 22.50   | 7.50    | 000848-SCARB... | HEALTHCARE | PHARMACY AD... | 10003019  |        |             |    |    |    | 9:00 - 18:00 |    |    |    |              |    |    |    |
|                     |            |                  |         |         |                 |            |                |           |        |             |    |    |    | 9:00 - 18:00 |    |    |    |              |    |    |    |
|                     |            |                  |         |         |                 |            |                |           |        |             |    |    |    |              |    |    |    | 9:00 - 18:00 |    |    |    |

(Note: If your colleague works fixed hours you can set up contract and schedule patterns to plan in their regular hours. Please see our How Do I guides on Contract and Schedule Patterns on Boots Learning.)

Where can I view remaining hours?

It is important to monitor the number of hours the employee has worked to ensure they fulfil their annual contract before the end of the contract year.

This can be easily viewed (by both you as line manager and by the colleague themselves) by navigating to their Timecard.

Viewing Annualised hours balance

- 1 Select the "Balances" tab and look in the Accrual Ending Balance column

| Timecard Totals                    |  |  |  |  |  | Balances             |  |  |  |  |  | Contract Hours           |  |  |  |  |  | Historical Corrections |  |  |  |  |  | Audits                  |  |  |  |  |  |
|------------------------------------|--|--|--|--|--|----------------------|--|--|--|--|--|--------------------------|--|--|--|--|--|------------------------|--|--|--|--|--|-------------------------|--|--|--|--|--|
|                                    |  |  |  |  |  | Accrual Code         |  |  |  |  |  | Accrual Reporting Period |  |  |  |  |  | Accrual Taken to Date  |  |  |  |  |  | Accrual Planned Takings |  |  |  |  |  |
| AH Annual Target                   |  |  |  |  |  | Thu 01/4 - Thu 31/3  |  |  |  |  |  |                          |  |  |  |  |  | 0.0                    |  |  |  |  |  | 0.0                     |  |  |  |  |  |
| AH Hours Worked                    |  |  |  |  |  | Thu 01/4 - Thu 31/3  |  |  |  |  |  |                          |  |  |  |  |  | 0.0                    |  |  |  |  |  | 0.0                     |  |  |  |  |  |
| AH Remaining Balance               |  |  |  |  |  | Thu 01/4 - Thu 31/3  |  |  |  |  |  |                          |  |  |  |  |  | 0.0                    |  |  |  |  |  | 0.0                     |  |  |  |  |  |
| AH Total Extra Duty Paid - ED & EN |  |  |  |  |  | Thu 01/4 - Thu 31/3  |  |  |  |  |  |                          |  |  |  |  |  | 0.0                    |  |  |  |  |  | 0.0                     |  |  |  |  |  |
| Holiday                            |  |  |  |  |  | Thu 01/4 - Thu 31/3  |  |  |  |  |  |                          |  |  |  |  |  | 0.0                    |  |  |  |  |  | 0.0                     |  |  |  |  |  |
| Lieu                               |  |  |  |  |  | Sat 01/1 - Thu 31/12 |  |  |  |  |  |                          |  |  |  |  |  | 0.0                    |  |  |  |  |  | 0.0                     |  |  |  |  |  |
|                                    |  |  |  |  |  |                      |  |  |  |  |  |                          |  |  |  |  |  |                        |  |  |  |  |  |                         |  |  |  |  |  |

- 2 The AH Annual Target shows the number of hours the colleague has to work during the year

| Timecard Totals                    |  |  |  |  |  | Balances             |  |  |  |  |  | Contract Hours           |  |  |  |  |  | Historical Corrections |  |  |  |  |  | Audits                  |  |  |  |  |  |
|------------------------------------|--|--|--|--|--|----------------------|--|--|--|--|--|--------------------------|--|--|--|--|--|------------------------|--|--|--|--|--|-------------------------|--|--|--|--|--|
|                                    |  |  |  |  |  | Accrual Code         |  |  |  |  |  | Accrual Reporting Period |  |  |  |  |  | Accrual Taken to Date  |  |  |  |  |  | Accrual Planned Takings |  |  |  |  |  |
| AH Annual Target                   |  |  |  |  |  | Thu 01/4 - Thu 31/3  |  |  |  |  |  |                          |  |  |  |  |  | 0.0                    |  |  |  |  |  | 0.0                     |  |  |  |  |  |
| AH Hours Worked                    |  |  |  |  |  | Thu 01/4 - Thu 31/3  |  |  |  |  |  |                          |  |  |  |  |  | 0.0                    |  |  |  |  |  | 0.0                     |  |  |  |  |  |
| AH Remaining Balance               |  |  |  |  |  | Thu 01/4 - Thu 31/3  |  |  |  |  |  |                          |  |  |  |  |  | 0.0                    |  |  |  |  |  | 0.0                     |  |  |  |  |  |
| AH Total Extra Duty Paid - ED & EN |  |  |  |  |  | Thu 01/4 - Thu 31/3  |  |  |  |  |  |                          |  |  |  |  |  | 0.0                    |  |  |  |  |  | 0.0                     |  |  |  |  |  |
| Holiday                            |  |  |  |  |  | Thu 01/4 - Thu 31/3  |  |  |  |  |  |                          |  |  |  |  |  | 0.0                    |  |  |  |  |  | 0.0                     |  |  |  |  |  |
| Lieu                               |  |  |  |  |  | Sat 01/1 - Thu 31/12 |  |  |  |  |  |                          |  |  |  |  |  | 0.0                    |  |  |  |  |  | 0.0                     |  |  |  |  |  |
|                                    |  |  |  |  |  |                      |  |  |  |  |  |                          |  |  |  |  |  |                        |  |  |  |  |  |                         |  |  |  |  |  |

## Where can I view remaining hours? (Continued)

- 3 As the colleague works the **AH Hours Worked** will increase and the **AH Remaining balance** will decrease

| Timecard Totals                    | Balances                 | Contract Hours        | Historical Corrections  | Audits                 |
|------------------------------------|--------------------------|-----------------------|-------------------------|------------------------|
| Accrual Code                       | Accrual Reporting Period | Accrual Taken to Date | Accrual Planned Takings | Accrual Ending Balance |
| AH Annual Target                   | Thu 01/4 - Thu 31/3      | 0.0                   | 0.0                     | 1170.0                 |
| AH Hours Worked                    | Thu 01/4 - Thu 31/3      | 0.0                   | 0.0                     | 7.5                    |
| AH Remaining Balance               | Thu 01/4 - Thu 31/3      | 0.0                   | 0.0                     | 1162.5                 |
| AH Total Extra Duty Paid - ED & EN | Thu 01/4 - Thu 31/3      | 0.0                   | 0.0                     | 0.0                    |
| Holiday                            | Thu 01/4 - Thu 31/3      | 0.0                   | 0.0                     | 0.0                    |
| Lieu                               | Sat 01/1 - Thu 31/12     | 0.0                   | 0.0                     | 7.5                    |

- 4 If you plan any shifts without a corresponding contract shift the system will generate Extra Duty will appear in the **AH Total Extra Duty Paid – ED & EN**. If the colleague shouldn't have earned any Extra Duty at this point you need to go back into the schedule and check that you have enough contract hours to cover the hours scheduled.

| Timecard Totals                    | Balances                 | Contract Hours        | Historical Corrections  | Audits                 |
|------------------------------------|--------------------------|-----------------------|-------------------------|------------------------|
| Accrual Code                       | Accrual Reporting Period | Accrual Taken to Date | Accrual Planned Takings | Accrual Ending Balance |
| AH Annual Target                   | Thu 01/4 - Thu 31/3      | 0.0                   | 0.0                     | 1170.0                 |
| AH Hours Worked                    | Thu 01/4 - Thu 31/3      | 0.0                   | 0.0                     | 7.5                    |
| AH Remaining Balance               | Thu 01/4 - Thu 31/3      | 0.0                   | 0.0                     | 1162.5                 |
| AH Total Extra Duty Paid - ED & EN | Thu 01/4 - Thu 31/3      | 0.0                   | 0.0                     | 7.5                    |
| Holiday                            | Thu 01/4 - Thu 31/3      | 0.0                   | 0.0                     | 0.0                    |
| Lieu                               | Sat 01/1 - Thu 31/12     | 0.0                   | 0.0                     | 7.5                    |

- 5 If you plan in too many contract hours your remaining balance will go negative.

| Timecard Totals                    | Balances                 | Contract Hours        | Historical Corrections  | Audits                 |
|------------------------------------|--------------------------|-----------------------|-------------------------|------------------------|
| Accrual Code                       | Accrual Reporting Period | Accrual Taken to Date | Accrual Planned Takings | Accrual Ending Balance |
| AH Annual Target                   | Thu 01/4 - Thu 31/3      | 0.0                   | 0.0                     | 1170.0                 |
| AH Hours Worked                    | Thu 01/4 - Thu 31/3      | 0.0                   | 0.0                     | 1177.5                 |
| AH Remaining Balance               | Thu 01/4 - Thu 31/3      | 0.0                   | 0.0                     | -7.5                   |
| AH Total Extra Duty Paid - ED & EN | Thu 01/4 - Thu 31/3      | 0.0                   | 0.0                     | 7.5                    |
| Holiday                            | Thu 01/4 - Thu 31/3      | 0.0                   | 0.0                     | 0.0                    |
| Lieu                               | Sat 01/1 - Thu 31/12     | 0.0                   | 0.0                     | 7.5                    |

If you have planned shifts in the future that count towards the target then remove the contract shift (see setup section). As you do this you should notice the additional Extra Duty being generated in the timecard. If there are no shifts in the future you will need to submit and MCF

| Timecard Totals                    | Balances                 | Contract Hours        | Historical Corrections  | Audits                 |
|------------------------------------|--------------------------|-----------------------|-------------------------|------------------------|
| Accrual Code                       | Accrual Reporting Period | Accrual Taken to Date | Accrual Planned Takings | Accrual Ending Balance |
| AH Annual Target                   | Thu 01/4 - Thu 31/3      | 0.0                   | 0.0                     | 1170.0                 |
| AH Hours Worked                    | Thu 01/4 - Thu 31/3      | 0.0                   | 0.0                     | 1170.0                 |
| AH Remaining Balance               | Thu 01/4 - Thu 31/3      | 0.0                   | 0.0                     | 0.0                    |
| AH Total Extra Duty Paid - ED & EN | Thu 01/4 - Thu 31/3      | 0.0                   | 0.0                     | 15.0                   |
| Holiday                            | Thu 01/4 - Thu 31/3      | 0.0                   | 0.0                     | 0.0                    |
| Lieu                               | Sat 01/1 - Thu 31/12     | 0.0                   | 0.0                     | 7.5                    |

## Managers & Pharmacists

- 6 Extra Duty for Pharmacists & Managers will default to lieu. This will be shown as **AH Total Lieu Earned**.

| Timecard Totals                    | Balances                 | Contract Hours        | Historical Corrections  | Audits                 |
|------------------------------------|--------------------------|-----------------------|-------------------------|------------------------|
| Accrual Code                       | Accrual Reporting Period | Accrual Taken to Date | Accrual Planned Takings | Accrual Ending Balance |
| AH Annual Target                   | Thu 01/4 - Thu 31/3      | 0.0                   | 0.0                     | 1040.0                 |
| AH Hours Worked                    | Thu 01/4 - Thu 31/3      | 0.0                   | 0.0                     | 20.0                   |
| AH Remaining Balance               | Thu 01/4 - Thu 31/3      | 0.0                   | 0.0                     | 1020.0                 |
| AH Total Extra Duty Paid - ED & EN | Thu 01/4 - Thu 31/3      | 0.0                   | 0.0                     | 0.0                    |
| AH Total Lieu Earned               | Thu 01/4 - Thu 31/3      | 0.0                   | 0.0                     | 5.0                    |
| Holiday                            | Thu 01/4 - Thu 31/3      | 0.0                   | 0.0                     | 0.0                    |
| Lieu                               | Sat 01/1 - Thu 31/12     | 0.0                   | 0.0                     | 5.0                    |

If the colleague wants to be paid for this time move the amount from Lieu to Pay before sign off. The hours will then move from **AH Total Lieu Earned** will move to the **AH Total Extra Duty –ED & EN**

| Timecard Totals                    | Balances                 | Contract Hours        | Historical Corrections  | Audits                 |
|------------------------------------|--------------------------|-----------------------|-------------------------|------------------------|
| Accrual Code                       | Accrual Reporting Period | Accrual Taken to Date | Accrual Planned Takings | Accrual Ending Balance |
| AH Annual Target                   | Thu 01/4 - Thu 31/3      | 0.0                   | 0.0                     | 1040.0                 |
| AH Hours Worked                    | Thu 01/4 - Thu 31/3      | 0.0                   | 0.0                     | 20.0                   |
| AH Remaining Balance               | Thu 01/4 - Thu 31/3      | 0.0                   | 0.0                     | 1020.0                 |
| AH Total Extra Duty Paid - ED & EN | Thu 01/4 - Thu 31/3      | 0.0                   | 0.0                     | 5.0                    |
| AH Total Lieu Earned               | Thu 01/4 - Thu 31/3      | 0.0                   | 0.0                     | 0.0                    |
| Holiday                            | Thu 01/4 - Thu 31/3      | 0.0                   | 0.0                     | 0.0                    |
| Lieu                               | Sat 01/1 - Thu 31/12     | 0.0                   | 0.0                     | 0.0                    |

## Things to remember

1. If the employee is working hours towards their annual target you need to make sure you have a contract and schedule shift in place. If the colleague works regular hours the easiest way to do this is to create contract and schedule patterns.
2. Any shifts that do not have a corresponding contract shift will be generated as Extra Duty.
3. Use the Annualised hours tab to keep track of the hours the employee has left to work and any extra duty has been generated.
4. Agree and enter all holidays into Mytime at the beginning of the holiday year. This will mean that your balances will be as accurate as possible.

## What do I need to do when Scheduling/reviewing Timekeeping for these colleagues?



**Holidays:** Holiday entitlement is calculated automatically by PeopleAdmin (based on the colleague's contracted hours). To ensure the worked hours are calculated correctly all holidays should be agreed and entered onto Mytime at the beginning of the holiday year in April. This will ensure your balances are as accurate as possible and you know exactly what hours the colleague has left to work.



**Bank Holidays:** If a colleague normally works on the day on which the Bank Holiday falls, you will need to enter Holiday for the number of hours they normally work. If you schedule the colleague and they work, Mytime will generate any additional pay at the rate that the colleague is entitled to.



**Lieu Time:** If a colleague wants to take Time off in Lieu, as long as they have sufficient balance to do this, Mytime will allow them to request the time off which you then accept/reject, as appropriate.



**Absence:** Where you know about the absence in advance, add a Pay Code to the schedule. Where you've not entered a pay code in the Schedule Mytime will highlight an Exception. In this case, you simply enter the relevant Pay Code in the Timecard. Mytime will send the information to PeopleAdmin for any adjustments to pay to be calculated accordingly. Always enter any advance sickness that you're aware of ahead of time to ensure payroll cut off is met (and colleagues are therefore paid correctly).

**Extra Duty:** If you schedule a colleague for more hours than they're contracted to work for the selected week, Mytime raises the appropriate pay code which will be approved as part of the Timecard sign-off process. Where the colleague works more hours than you Scheduled for them, Mytime will raise an Exception for you to review and process as you wish

## Need to know more?

| Info on                               | Can be found here ...                                                       |
|---------------------------------------|-----------------------------------------------------------------------------|
| Setting up Contract/Schedule Patterns | How Do I Guide: Scheduling–Contract & Schedule Patterns (on Boots Learning) |
| HR Policies                           | HR Manual (on BootsLive)                                                    |

