



RDO's (rostered days off)

A very common request is “How do set up and use RDO's in SmoothPay?”

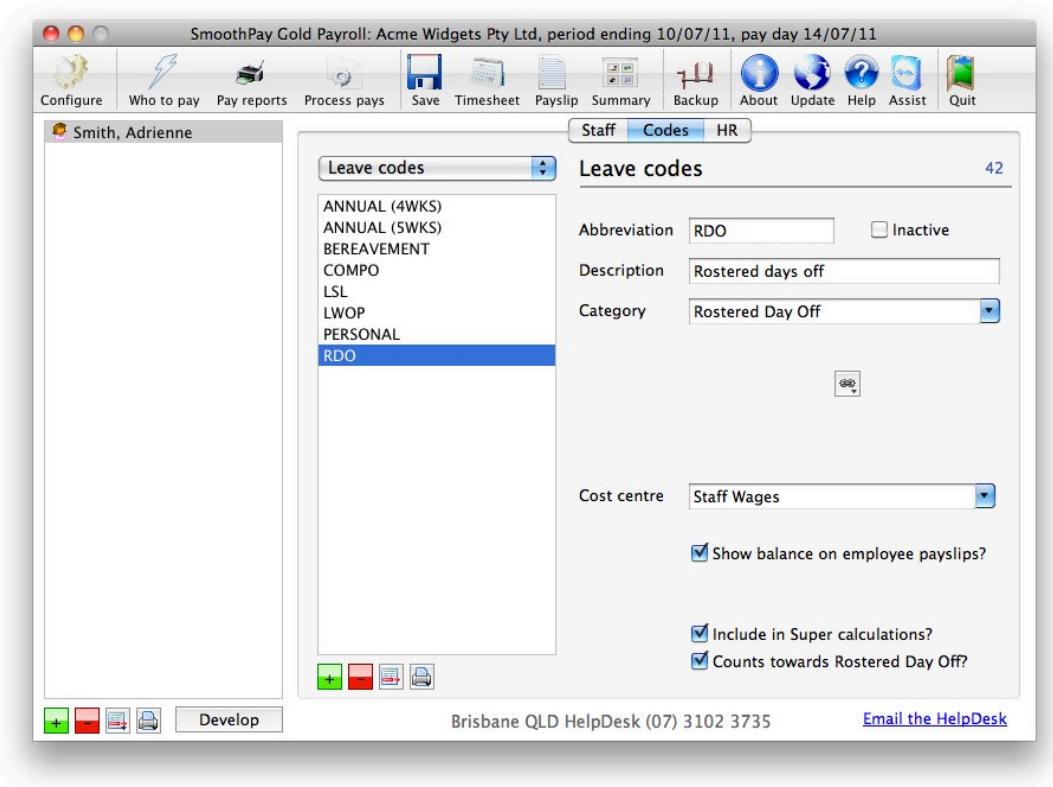
For those who don't know, RDO's are a way of accruing excess time worked towards time off later. For instance, employees might usually work 80 hours per fortnight, and 2 of those hours (or the excess above 80) are transferred to RDO. The following example illustrates how this works in practice.

Note, some employers accrue RDO's using different rules (like a standard accrual regardless of hours worked). If this applies to you then you should define your RDO leave settings using Other leave category and accruals that suit the way you want to use them. These examples do NOT apply to you.

RDO leave code

All coding structures used in SmoothPay are located in the *Codes* tab.

Select the *Leave Codes* option (*SmoothPay is distributed with most common leave codes already established - you can edit these to suit the way you want them to work*)



Please note the following:

Category	The Category is extremely important, not only for leave codes but allowances, deductions etc, as these may affect the way payments are recorded on Payment Summaries.
----------	---

Cost centre	The default cost centre for this type of leave when taken - you can change it to the employee's or any cost centre when it's used
Show balance on employee payslips	It's up to you if you want to show the running balance - this is desirable for annual and RDO leave accruals, perhaps not so desirable for sick, long service etc leave)
Include in Super calculations	YES! Super is payable on anything that would otherwise be ordinary time earnings
Counts towards RDO	Probably yes (it's up to you). RDO leave being taken is instead of ordinary time hours, therefore it's probably liable to RDO just as most other time types would be (see <i>Codes..Time codes</i>)

Setting RDO default settings

This should be done before adding any employees, so that they “inherit” your preferred settings.

However, RDO's don't always apply to all staff, and SmoothPay allows you to set RDO's up per employee as well.

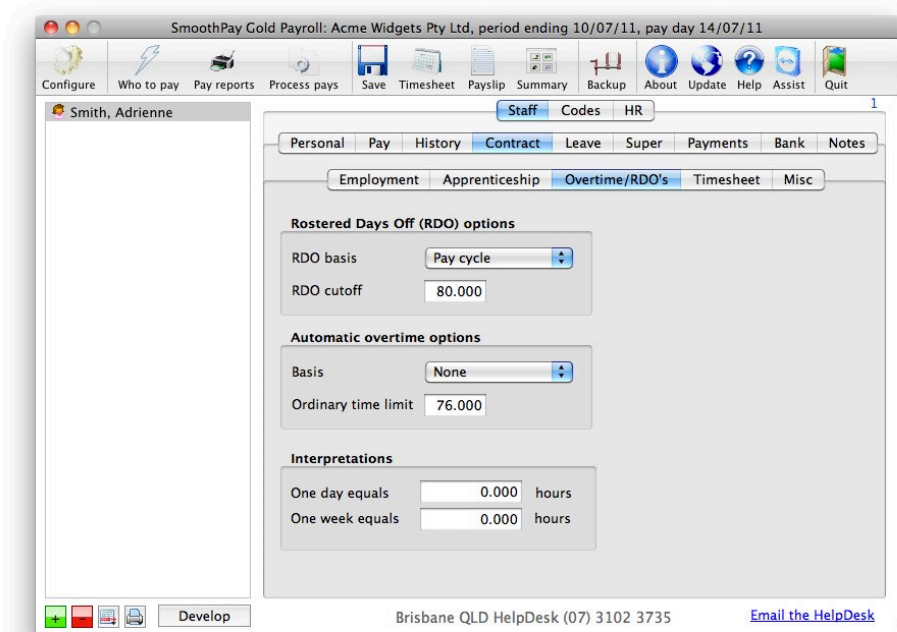
Config..Options provides for a default setting for new employees.

The screenshot shows a dialog box titled "Rostered Days Off (RDO) options". It contains two settings:

- RDO basis:** A dropdown menu currently showing "Pay cycle".
- RDO cutoff:** A text input field containing the number "80" followed by the text "hours".

Setting RDO's per employee

Each employee's RDO settings can be edited in *Staff..Contract..Overtime & RDO's*



In this case we've set Adrienne's RDO's to begin after 80 hours of "RDO liable time" (determined from the time and leave codes that are set to count towards RDO).

Therefore, if we enter 80 hours of time, no RDO time will accrue.

However, as soon as we exceed that threshold, the balance above the threshold will be accrued as RDO by generating an RDO credit for the excess.

Here's an example with 82 hours of time entered, showing the RDO reversal (the accrual):

Acme Widgets Pty Ltd ABN: 99-999-999-999
 Payslip for Smith, Adrienne to 10/07/2011 payday 14/07/2011

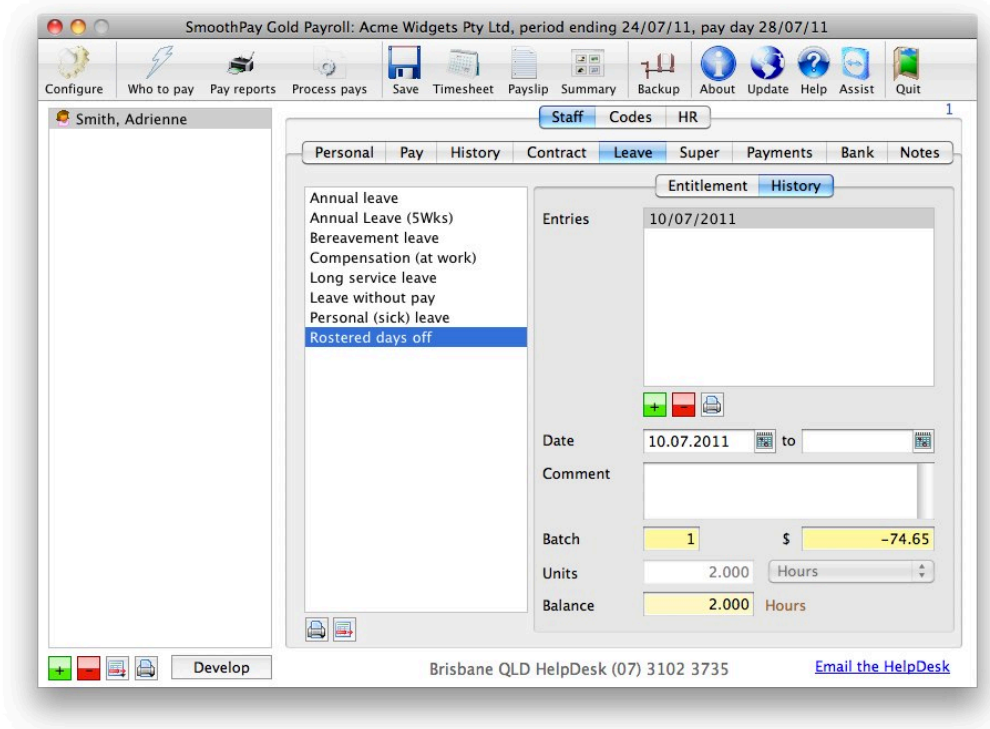
Page 1
 2011-07-08 15:14:29
 2.0.8

Adrienne Smith 4096 Fitzherbert Avenue Wopwops QLD 4811	Pay for 1 Fortnight Period ending 10/07/2011 Pay day 14/07/2011 Pay group Head office
--	--

Tax code: No TFN (Not exempt), Tax free threshold, LL

Time	Date	Units	Rate	Value
Ordinary time	26/06/2011	80.00	37.3271	2986.17
Ordinary time	26/06/2011	2.00	37.3271	74.65
Rostered days off	10/07/2011	-2.00	37.3271	-74.65
				2986.17

The negative RDO reduces Adrienne's earnings, and after the pay has been processed she will have an extra 2 hours accrued towards her RDO balance.



Taking RDO leave

Using *Staff..Pay..Leave*, add an RDO leave entry for the hours, rate and cost centre (etc.).

Make sure any other contributing time has been reduced appropriately (*don't leave her ordinary time at 80 AND have 8 hours of RDO taken, otherwise 8 hours will be taken as the excess and the net result will be no change*). Try it, you'll see what happens.

Feedback

We're always keen to do better!

Any and all feedback is appreciated and if you feel we could include better examples, provide more explanation, provide references to additional information, make a process easier to use, or you spot something that isn't working the way it's supposed to - please let us know.