



Changes to Invoicing and Rate Cards

Release Date: September 2020

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The below fixes and changes are part of the next major release in Alloc8.

1. Fix to incorrect Minimum Shift top-up

When travel is charged separately, and a shift is less than the minimum hours specified on the rate card, the hours were being incorrectly topped up with travel hours. Now, when jobs with less than the minimum shift hours are recorded – as well as travel hours – the shift will be topped up and existing travel hours will still be charged for.

Charging Travel

How to charge travel?

Charge travel hours separately

Minimum Billing Hours

4 hours

Employee	Travel Start	Shift Start	Break Start	Break End	Shift End	Travel End
Alexander Smith	6:45	7:00			9:00	9:15
Dutch van der Linde	6:45	7:00			9:00	9:15

06:45-09:15 X 2

2 person crew Day Rate 0-8 hrs

4

Travel Time - 2 person crew Day Rate 0-8 hrs

0.5

Authorised By : Arthur Morgan



2. Removed: Package quantity from invoice

Packages will now only show the packaged time, not the number of items within the package ie. 07:15 - 16:00 X 3. This is to avoid confusion about what is being charged for – the quantity and price for a package listed on an invoice is always for that single package, regardless of how many items are included in it.

07:15-16:00

3 person crew Day Rate 0-8 hrs	7.75
3 person crew Day Rate 8-10 hrs	0.25
Travel Time - 3 person crew Day Rate 0-8 hrs	0.25
Travel Time - 3 person crew Day Rate 8-10 hrs	0.25

3. Change to 'Charge for Equipment Breaks'

Equipment Breaks will be charged for on a separate line and will no longer be averaged out in a package with Employee Breaks, where Equipment Break Hours are charged for and Employee Breaks are not.

Charge for Employee Breaks

07:30-15:45

3 person crew Day Rate 0-8 hrs

8

Charge for Equipment Breaks

12:00-12:15

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0.25

4. Travel Hours for Equipment

Travel time will no longer be split out as a separate line item if Travel is charged separately.

06:45-09:15 X 1

Traffic Controller Day Rate 0-8 hrs

4

Travel Time - Traffic Controller Day Rate 0-8 hrs

0.5

06:45-09:15 X 1

Ute

4.5

Authorised By : Arthur Morgan



5. Change to Packaging preference when charging Travel as Shift Hours

When *Only form packages for shifts with the same Start and Finish times* is checked, shifts with the same recorded *Travel Start* and *Travel Finish* will be packaged when Travel is charged as part of the shift hours.

Only form packages for shifts with the same Start and Finish times

Charging Travel

How to charge travel?

Charge as shift hours

Employee	Travel Start	Shift Start	Break Start	Break End	Shift End	Travel End
Alexander Smith	6:45	7:30	12:00	12:15	16:45	16:30
Beatrice McShane	6:45	7:30	12:00	12:15	16:45	16:30
Arthur Morgan	7:15	7:30	12:00	12:15	16:45	16:00

Although the same start and finish can form a 3 person crew on this job, the 2 person crew is packaged as the *Travel Start* and *Finish times* for the first two workers are the same.

06:45-16:30

2 person crew Day Rate 0-8 hrs

8

2 person crew Day Rate 8-10 hrs

1.5

07:15-16:00

Traffic Controller Day Rate 0-8 hrs

8

Traffic Controller Day Rate 8-10 hrs

0.5

Note: 'Charge Travel Separately' and 'Do Not Charge' behave the same way they currently do in packages.



6. Invoice Group Name now displays in Allowance line items

Allowances will now show the Invoice Group Name in the line item to make it clearer how they are being applied

25/08/20 Docket 91 Edit Ticket • Edit Timesheet	
245 Saint Kilda Road, St Kilda VIC 3182	
06:15-12:45 X 1	
1 person crew Day Rate 0-8 hrs	1.5
06:15-12:45 X 2	
2 person crew Day Rate 0-8 hrs	5
Driver - Meal Allowance	1
Traffic Controller - Meal Allowance	1

7. Removal of Timesheet Adjustments and Allowance settings

We have also phased out a number of Timesheet Adjustments and Allowance options from Rate Card settings. Please note that these options are not currently working in Alloc8. The Timesheet Allowances you will be able to add currently in Alloc8 are:

Per Shift: This type of allowance will be applied for every shift on an invoice

Hourly: This type of allowance will be applied for every hour of every shift

Regarding Timesheet Adjustments, the two options used to say Add or Remove Unpaid break. The work 'Unpaid' has been removed however functionality remains the same.

Edit Rate Card Timesheet Adjustment

Timesheet Adjustment Name

Add 30 min Break (9.5+ hour day shifts)

Add Break

Remove Break

Break Hours

0.5 hrs

Further Rate Card documentation with more information on Allowances and Timesheet Adjustments will be released in October 2020.