Australian Government
Department of Finance
Ministerial and Parliamentary Services

Detailed Guide: Casual Record of Hours (RoH)

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Introduction

This guide explains how to complete, approve, and submit a Casual Record of Hours (RoH) electronically to help ensure payment is processed in the expected pay cycle.

Estimated reading time: 5 minutes

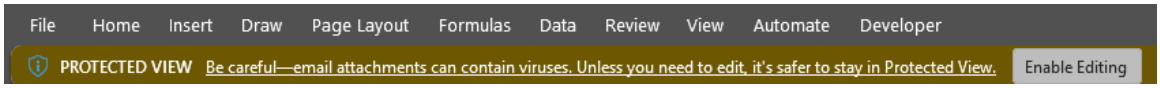
- The Casual Record of Hours (RoH) is used to record and seek payment for casual hours worked under a valid casual employment arrangement.
- Before submitting a Record of Hours:
  - Ensure all hours have been worked
  - Ensure a valid contract is in place
  - Check current payroll cut-off dates
  - ensure the form is approved before submission.

Common Reasons Payment May Be Delayed

- **Missing Payroll Cut-off**
  - Records of Hours received after the published payroll cut-off date are generally processed in the next available pay cycle.
- **Missing Approval**
  - The RoH cannot be processed until approval has been provided.
- **Contract Issues**
  - A valid contract must exist for the entire working period.
- **Incorrect Submission Method**
  - Submitting a link, scanned in copy, or PDF, rather than the Excel workbook may delay processing.
- **Record of Hours submitted before the end of the working period**
  - Do not submit a Record of Hours before the employee has completed their final day worked in the period. Early submissions will be returned and must be corrected and approved again before they can be processed. This creates additional work for the office and may delay payment.

Before you start

If you cannot edit the Record of Hours, you may need to click "Enable Editing" at the top of the workbook. This button is usually displayed below the menu options (e.g. File, Home and Insert), as shown below:



AGS for new employees

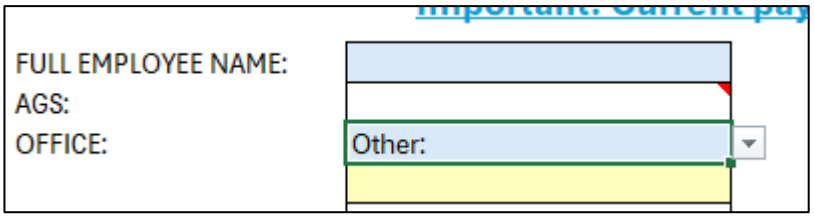
An AGS Number will become available in PEMS, or on the employee's pay slip, after the first approved Record of Hours has been processed and paid.

Record of Hours must not be submitted before the end of the working period

Do not submit the Record of Hours before completing the final day worked in the period. Early submissions will be returned and must be corrected and approved again before they can be processed. This creates additional work for the office and may delay payment.

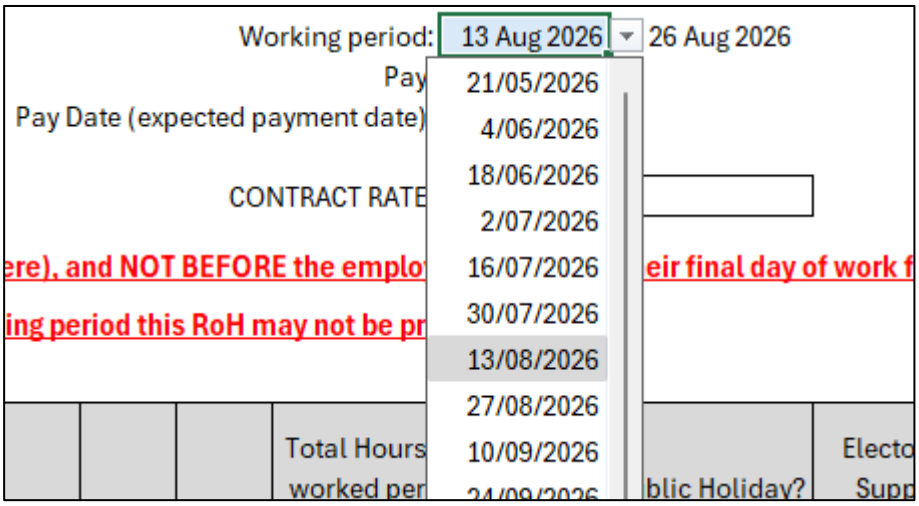
Section 1 - Employee Details

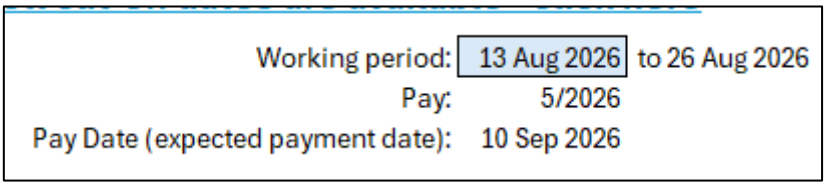
- Enter your full name as it appears on your employment records.
- Enter your AGS Number if known. **For new employees, an AGS Number will become available in PEMS after the first approved Record of Hours has been processed and paid. If an AGS Number has not yet been assigned, the field may be left blank.**
- Providing your AGS Number helps MaPS correctly identify your employee record and can assist with timely processing and payment.
- New employees may not yet have an AGS Number. If your employment has not yet been processed in SAP, you may leave this field blank.
- If you have already been assigned an AGS Number, it can generally be found in:
  - PEMS
  - Your pay slip
- Select your employing Parliamentarian office – if your Parliamentarian is not listed, you can select "Other:", which is at the bottom of the list, and type in the field below.



Section 2 - Working Period and Payment Information

- Select the relevant working period start date using the drop down. Working period, Pay Number and Expected Payment Date will populate automatically.
- To receive payment on the expected payment date:
  - The RoH must be submitted before payroll cut-off.
  - All required approvals must be completed; and
  - A valid contract must be in place.





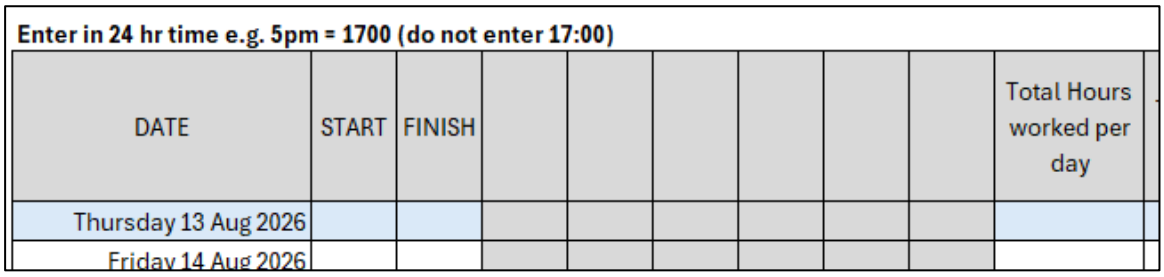
Section 3 - Entering Hours Worked

- Use 24-hour time format (0900, 1230, 1700):

Time	Enter
9:00am	0900
12:30pm	1230
5:00pm	1700

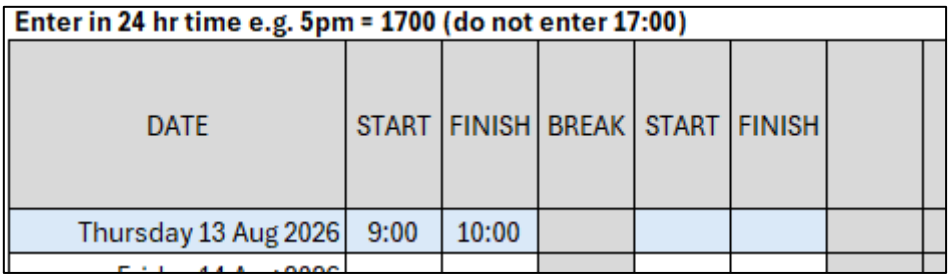
- Do not use 9am, 5pm, or 17:00.
- Where a break is taken, record the next period of work using the additional Start and Finish fields.
- Additional columns can be used where multiple periods of work occur on the same day.
- Hours and payable totals calculate automatically once all fields are completed in the row.

Blank:



Enter in 24 hr time e.g. 5pm = 1700 (do not enter 17:00)										
DATE	START	FINISH							Total Hours worked per day	
Thursday 13 Aug 2026										
Friday 14 Aug 2026										

Work day without break:



Enter in 24 hr time e.g. 5pm = 1700 (do not enter 17:00)							
DATE	START	FINISH	BREAK	START	FINISH		
Thursday 13 Aug 2026	9:00	10:00					

Work day with break:

Enter in 24 hr time e.g. 5pm = 1700 (do not enter 17:00)								
DATE	START	FINISH	BREAK	START	FINISH	BREAK	START	FINISH
Thursday 13 Aug 2026	9:00	10:00		11:00	13:00			

Work day with multiple breaks:

Enter in 24 hr time e.g. 5pm = 1700 (do not enter 17:00)									
DATE	START	FINISH	BREAK	START	FINISH	BREAK	START	FINISH	Total Hou worked p day
Thursday 13 Aug 2026	9:00	10:00		11:00	13:00		13:30	16:00	5.50

Section 4 - Funding Information

- Select Yes or No whether the hours worked are funded from the Electorate Support Budget (ESB).
- If ESB is No, an eligible Position Number must be entered.
- Position numbers can be located in PEMS via the Electorate Staff Workbench.

An employee can only be funded against a position at their classification level or higher. For example, an Electorate Officer B can only be funded against an Electorate Officer B or an Electorate Officer C position.

	Total Hours worked per day	Total Hours Payable	Public Holiday?	Electorate Support Budget (ESB)	Position Number (if ESB is "No")	
	1.00	3.00		Yes		
	3.00	3.00		No	9542685	

Section 5 - Validation Checks

- At the end of the row, there are validation indicators:
  - Green indicators show the row has been completed correctly.
  - Red indicators show information is missing or requires attention.

- Common issues include missing finish times, ESB selections or Position Numbers.

- Where less than three hours are entered, minimum engagement provisions may apply.

Total Hours worked per day	Total Hours Payable	Public Holiday?	Electorate Support Budget (ESB)	Position Number (if ESB is "No")	
1.00	3.00		Yes		
3.00			No		

- The MOPS Enterprise Agreement outlines that a casual employees shall be engaged for at least three hours per engagement, or paid a minimum of three hours per engagement.
- Where less than three hours are entered:
  - the actual hours worked will still display;
  - payable hours may automatically reflect the minimum engagement requirements.

Section 6 - Employee Declaration

- Review all hours entered and complete the Employee Signature field.
- The form cannot be processed without employee certification.

I, Jo Smith, acknowledge that it is my responsibility to ensure that all hours worked and recorded above for this period are correct.

Employee Signature:

Jo Smith

Section 7 - Parliamentarian/Authorised Officer Approval

- The approver must:
  - review the recorded hours;
  - confirm a valid contract is in place;
  - complete the approval section.
- The Record of Hours must be approved before submission.
- The Record of Hours will not be processed until approval from the Parliamentarian or Authorised Officer has been provided.

- Approval can be supplied on the RoH, or in the email sending the RoH to MOPSPayConditions@finance.gov.au, with a statement to the effect of “As the authorised officer, I approve the attached RoH”.

Section 8 - Submitting the Record of Hours

- Save the Excel workbook and email it to MOPSPayConditions@finance.gov.au.
- Ensure both the employee and approver are copied into the email.
- Submit the RoH as an Excel attachment, not a SharePoint, OneDrive or Teams link.
  - Record keeping robustness is met as the sending email will be retained by the sender, so if there are any queries regarding timesheets, the approver can refer to the originally submitted RoH.

Frequently Asked Questions

- When should I submit my Record of Hours?
  After completing the final day worked in the period.

- Where can I find payroll cut-off dates?
  Use the link at the top of the form.

- Why do I have to send the Excel copy, and not a printed copy?
  PDF copies may be attached, however the Excel workbook should always be included. If only PDF copies are attached, there may be delays in accurately processing the submitted Record of Hours.

- Why can't I submit my Record of Hours before the end of the working period?
  A Record of Hours should only be submitted after the employee has completed their final day worked in the period. Early submissions will be returned and must be corrected and approved again before they can be processed. This creates additional work for the office and may delay payment.