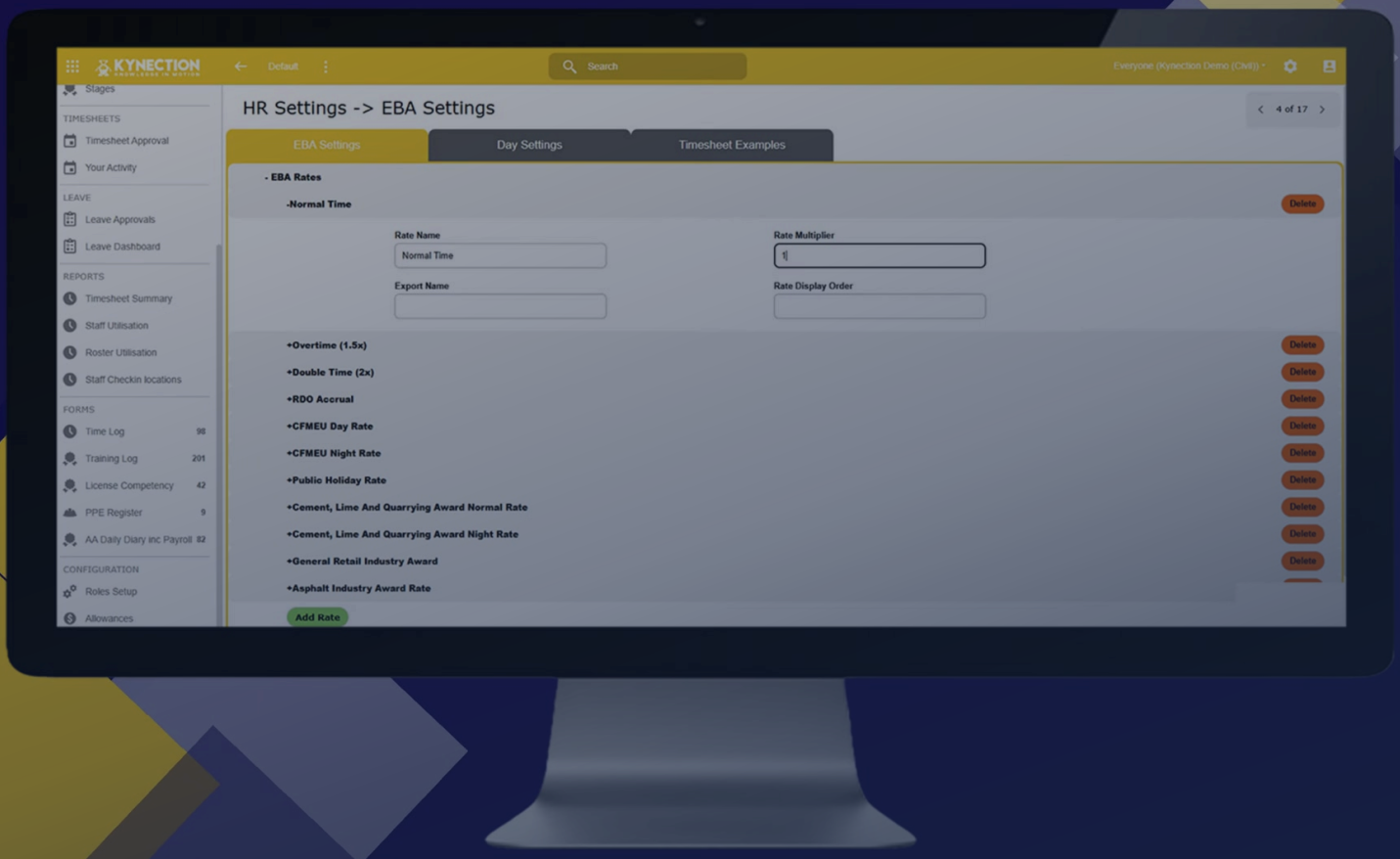




KYNECTION
KNOWLEDGE IN MOTION

FEATURE GUIDE

KYNECTION • HUMAN RESOURCES • HR SETUP

Configure EBAs, *Shifts and Allowances*

Building the pay architecture: enterprise agreement rates and award breaks, the shift structure of a working day, and the allowance categories that attach to them.

4 CHAPTERS

1 MIN 13 SEC

HUMAN RESOURCES

WEB USERS • HR & PAYROLL ADMINS

FEATURE GUIDE • 1 MIN 13 SEC

What this feature covers

Four stages, eight steps: opening EBA settings, defining rates and breaks, building shifts, and configuring allowances.

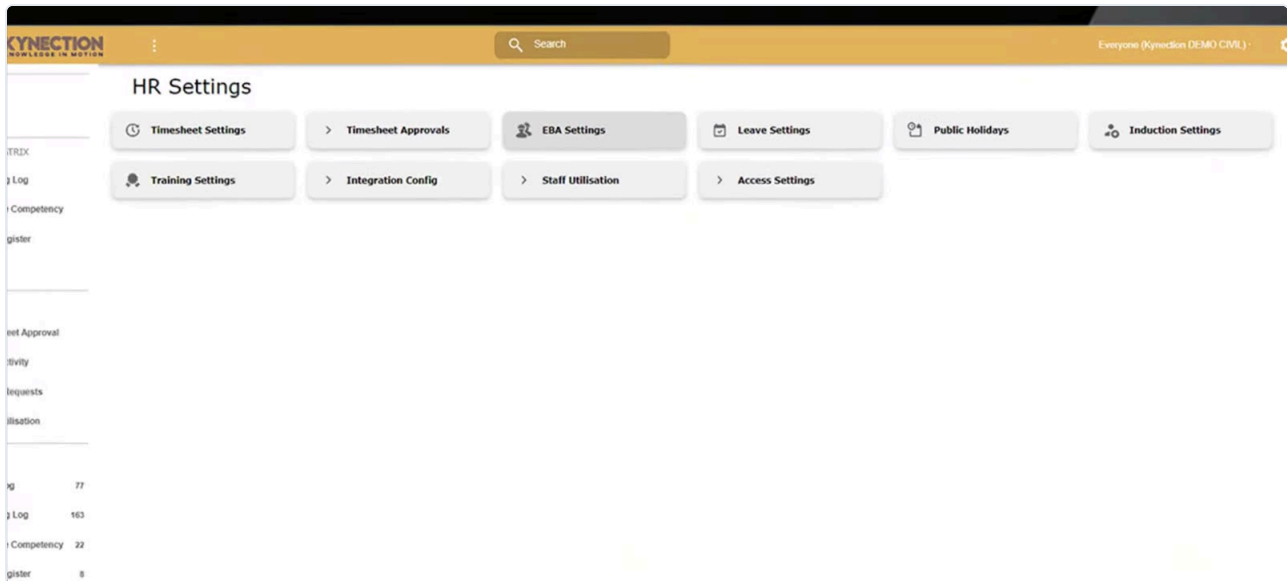
CH 01	Open EBA settings EBA settings sit alongside the other HR configuration tiles.	00:00–00:23
CH 02	Define rates and award breaks Every rate that payroll needs is defined here, against the award it comes from.	00:23–00:45
CH 03	Build shifts and map them to days The agreement is four collapsible sections: rates, breaks, shifts and conditional shifts.	00:45–01:06
CH 04	Configure the allowances Allowances are grouped into categories, then enabled per EBA group.	01:06–01:13

- **Duplicate rather than start over.** An existing agreement can be copied and edited, which is faster and less error-prone than building a new one from scratch.
- **Rates are granular.** Normal time, overtime, double time, RDO accrual, day and night rates and public holiday rates are all set separately, along with the industry awards that apply.
- **EBAs link to roles.** The agreement is attached in role setup, so a person inherits their pay structure from the role they hold.

READ AS Screens are captured from the walkthrough video at the timestamp shown on each step. Names, dates and rates are demonstration data.

Open EBA settings

EBA settings sit alongside the other HR configuration tiles.

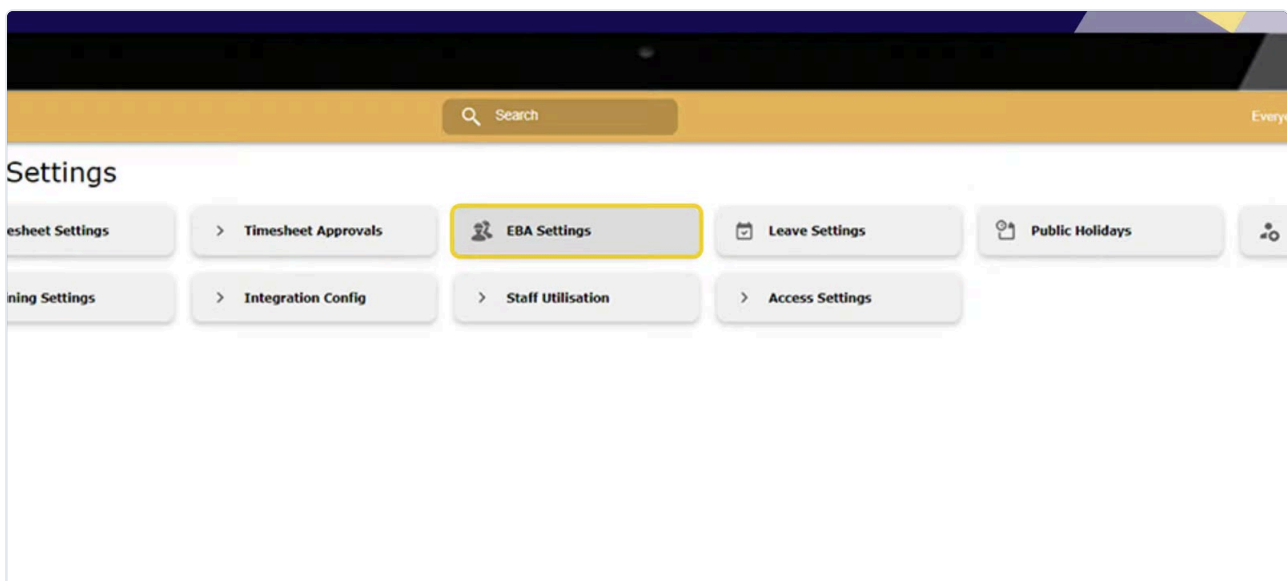


STEP 1 • 00:02 IN THE VIDEO

Open HR settings

HR Settings holds timesheet approvals, EBA settings, leave settings, public holidays, training settings, integration config, staff utilisation, access settings and induction settings.

CHAPTER 01 • STEP 1 OF 2



STEP 2 • 00:08 IN THE VIDEO

Select EBA settings

Choose **EBA Settings**. Existing agreements can be duplicated and edited rather than rebuilt.

CHAPTER 01 • STEP 2 OF 2

Define rates and award breaks

Every rate that payroll needs is defined here, against the award it comes from.

HR Settings -> EBA Settings

EBA Settings | Day Settings | Timesheet Examples

EBA Rates

Normal Time [Delete]

Rate Name: Normal Time | Rate Multiplier: 1 | Export Name: | Rate Display Order:

Overtime (1.5x) [Delete]

Double Time (2x) [Delete]

RDO Accrual [Delete]

CFMEU Day Rate [Delete]

CFMEU Night Rate [Delete]

Public Holiday Rate [Delete]

Cement, Lime And Quarrying Award Normal Rate [Delete]

Cement, Lime And Quarrying Award Night Rate [Delete]

General Retail Industry Award [Delete]

Asphalt Industry Award Rate [Delete]

[Add Rate]

STEP 1 • 00:24 IN THE VIDEO

Set the base rate

EBA Rates starts with normal time: a rate name, a rate multiplier and a rate display order, so the agreement reads in a sensible sequence.

CHAPTER 02 • STEP 1 OF 2

HR Settings -> EBA Settings

EBA Settings | Day Settings | Timesheet Examples

EBA Rates

Normal Time [Delete]

Rate Name: Normal Time | Rate Multiplier: 1 | Export Name: | Rate Display Order:

Overtime (1.5x) [Delete]

Double Time (2x) [Delete]

RDO Accrual [Delete]

CFMEU Day Rate [Delete]

CFMEU Night Rate [Delete]

Public Holiday Rate [Delete]

Cement, Lime And Quarrying Award Normal Rate [Delete]

Cement, Lime And Quarrying Award Night Rate [Delete]

General Retail Industry Award [Delete]

Asphalt Industry Award Rate [Delete]

[Add Rate]

STEP 2 • 00:27 IN THE VIDEO

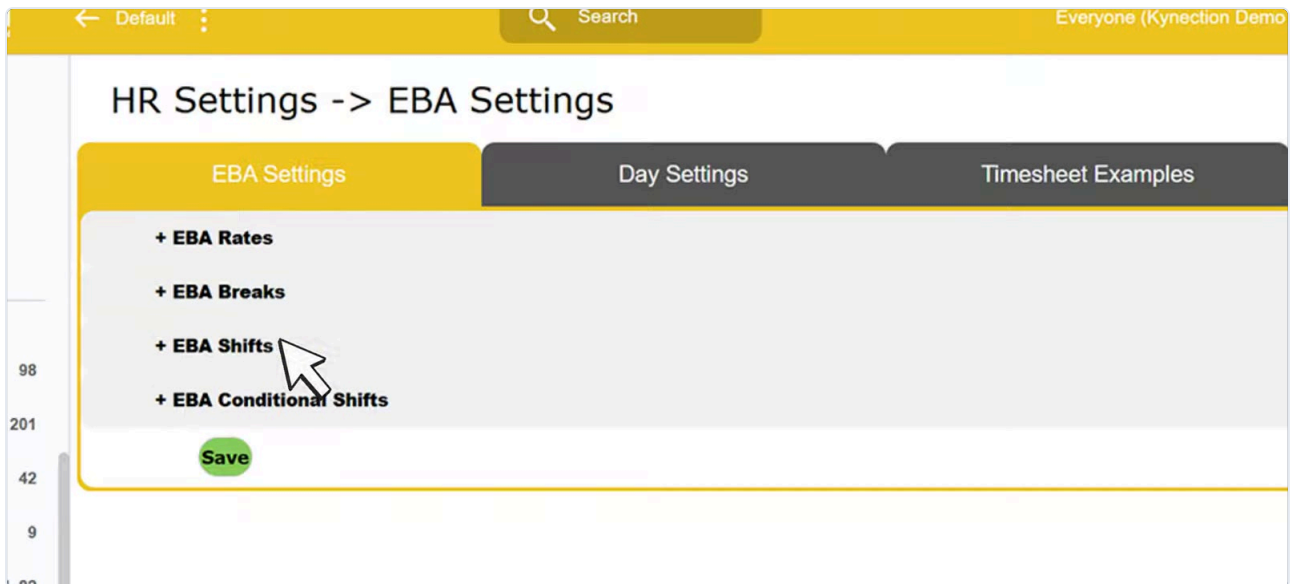
Add the loaded rates

Overtime, double time, RDO accrual, day and night rates and public holiday rates each sit on their own row, alongside the industry awards that apply.

CHAPTER 02 • STEP 2 OF 2

Build shifts and map them to days

The agreement is four collapsible sections: rates, breaks, shifts and conditional shifts.

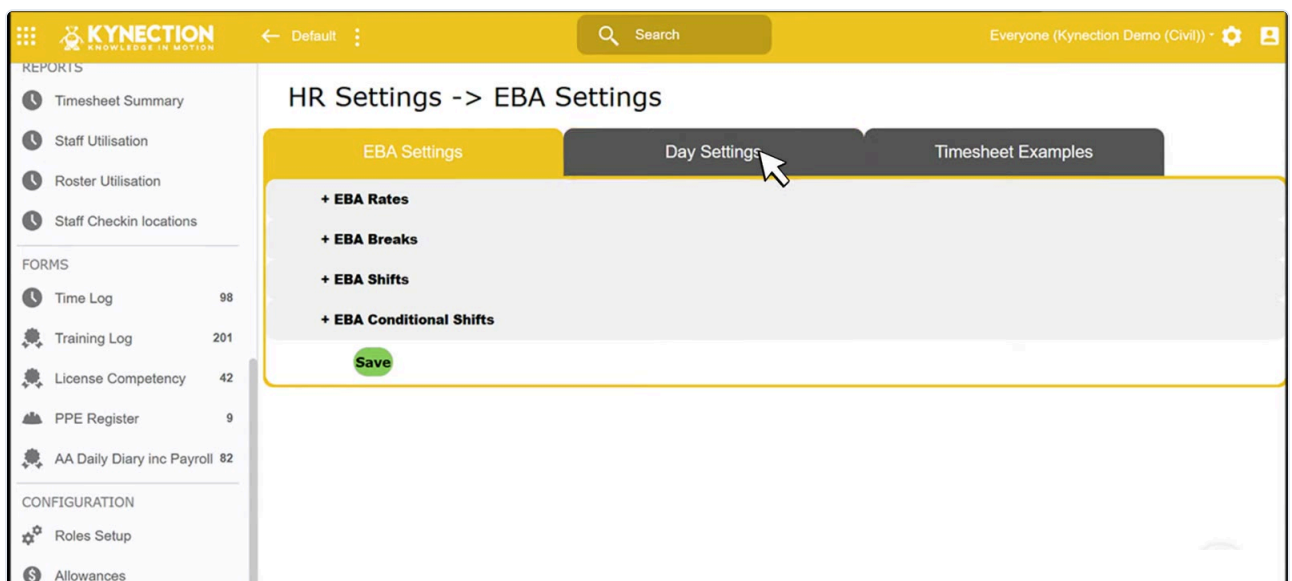


STEP 1 • 00:36 IN THE VIDEO

Open the four sections

EBA Rates, **EBA Breaks**, **EBA Shifts** and **EBA Conditional Shifts** each expand in place. Save when the agreement is complete.

CHAPTER 03 • STEP 1 OF 2



STEP 2 • 00:47 IN THE VIDEO

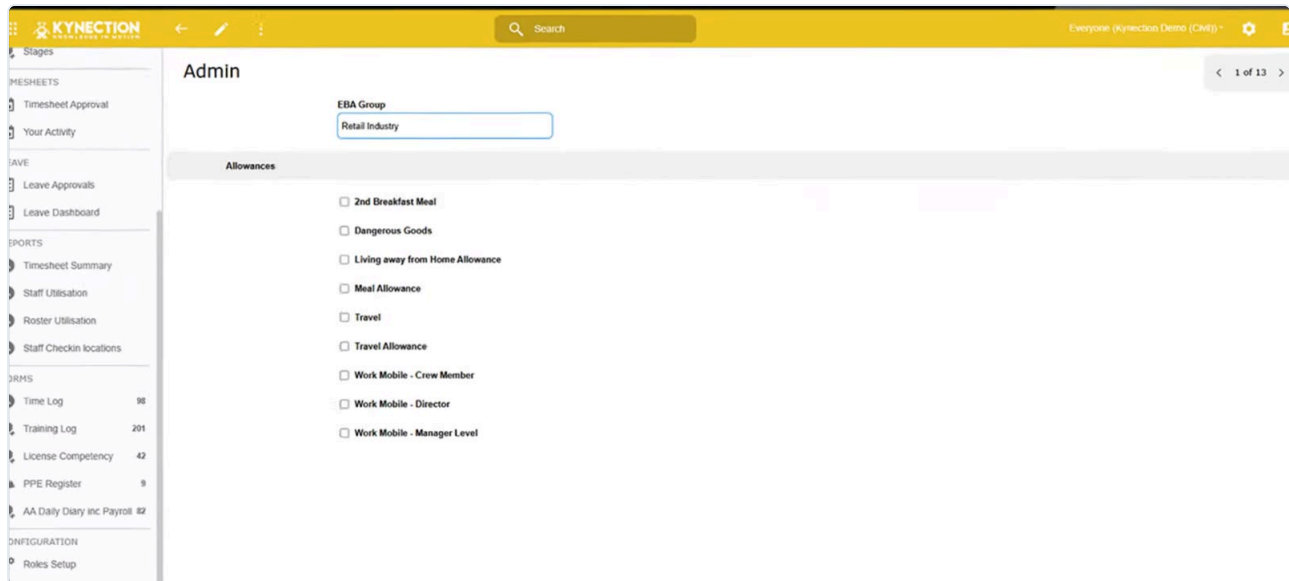
Map shifts to days

The **Day Settings** tab maps shifts to specific days of the week, and **Timesheet Examples** shows how the configuration will read once it is applied.

CHAPTER 03 • STEP 2 OF 2

Configure the allowances

Allowances are grouped into categories, then enabled per EBA group.

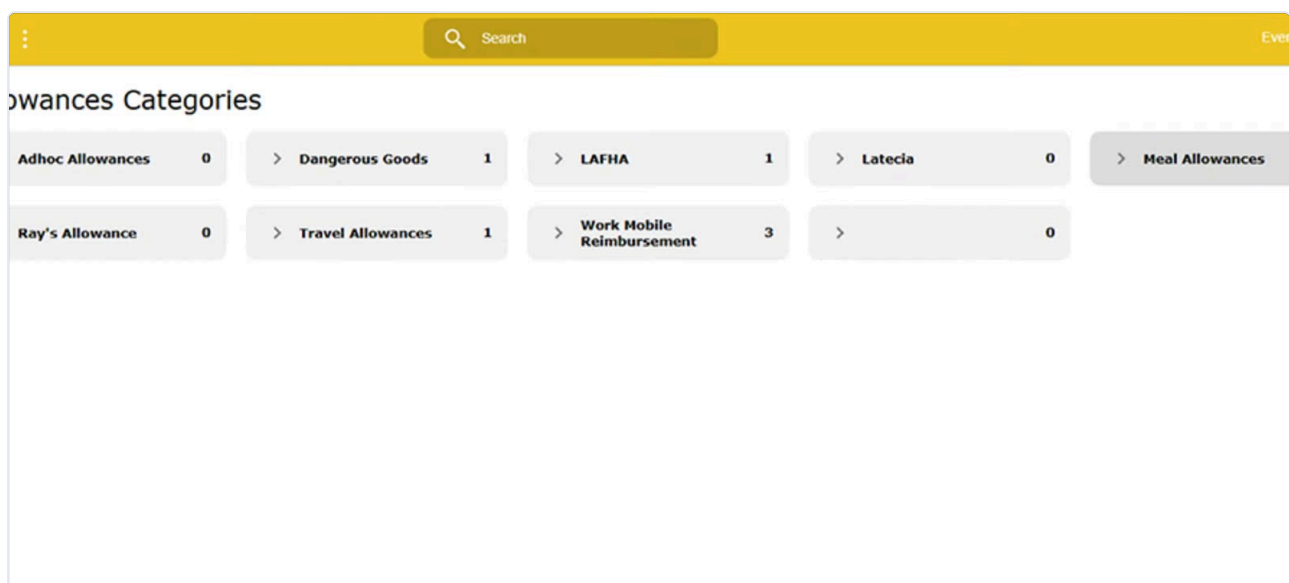


STEP 1 · 01:03 IN THE VIDEO

Enable allowances on the group

Against an EBA group, tick the allowances that apply: second breakfast meal, dangerous goods, living away from home, meal allowance, travel and the work mobile tiers.

CHAPTER 04 · STEP 1 OF 2



STEP 2 · 01:09 IN THE VIDEO

Review the allowance categories

Allowances Categories lists each category with its count, covering adhoc allowances, dangerous goods, LAFHA, meal allowances, travel allowances and work mobile reimbursement.

CHAPTER 04 · STEP 2 OF 2

NEXT

Where to go next

This guide covers one part of the HR module. The rest of the series covers the module end to end.

NEXT UP - HR Setup 04

Track staff compliance, training and pay

BACK TO HR Setup 02

Organise contacts, recruitment stages and inductions

THE REST OF THE HR MODULE

Ask your Kynnection account manager for the other HR setup guides

MORE IN THIS MODULE

HR Setup 01 Set up roles and training requirements (module overview)

HR Setup 02 Organise contacts, recruitment stages and inductions

HR Setup 04 Track staff compliance, training and pay
