

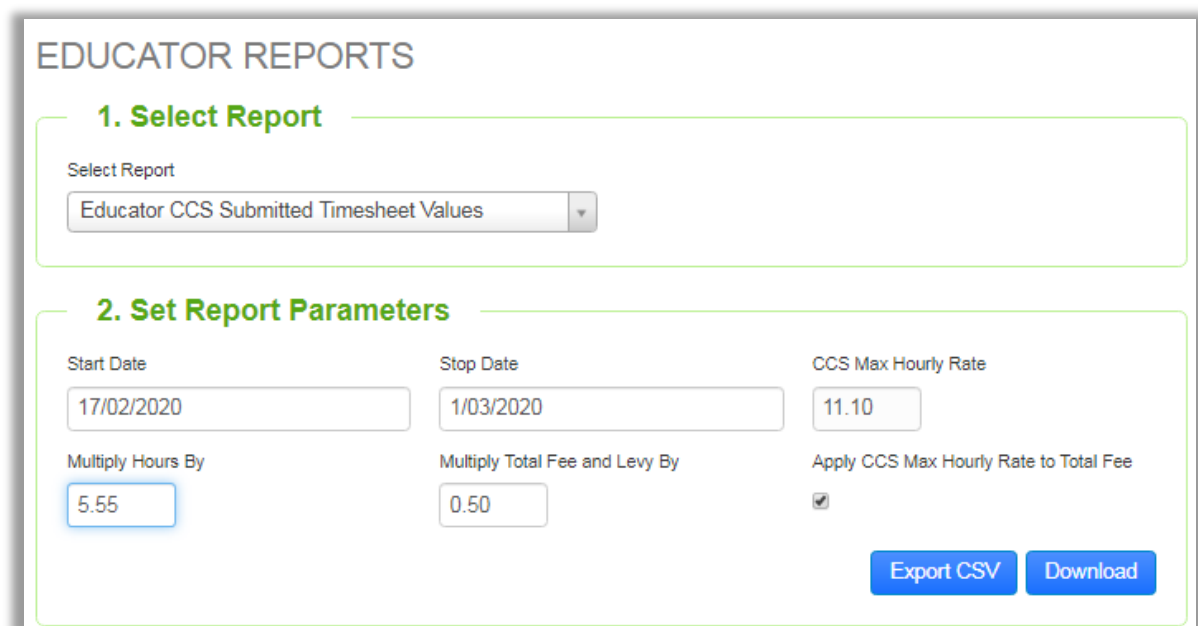
Educator CCS Submitted Timesheet Values Report

This is a new report and is accessed from the Reports, Educator menu.

The report is designed to assist services determine how they might allocate the Business Continuity Payment (BCP) to their educators.

The report allows you to specify a date range, a value to multiply the CCS hours by, and a value to multiply the Total Fee and Levy by.

The BCP is currently based on 50% of the session reports submitted to CCS for the fortnight 17/02/2020 to 01/03/2020.



The field values on the report filter page are initially set to the values CCS are using.

Date Range

- Initially set to 17/02/2020 to 01/03/2020.
- The date range must be a single week or a fortnight.

Multiply Hours By:

- Initially set to 5.55 for FDC and 16.29 for IHC services.
- These values are half the CCS Max Hourly Rate for the service type: \$11.10 for FDC and \$32.58 for IHC.

Tip: If you use ½ the CCS Max Hourly Rate (5.55 for FDC and 16.29 for IHC) you will get an estimate for the fortnight; however, if you use ¼ hourly rate (2.775 for FDC and 8.1475 for IHC), you'll get an estimate for a week and this will roughly match the amount CCS will pay you each week.

NOTE: For FDC services, the submitted hours for all the children are included in the report.

For IHC services, only the submitted hours for the Nominated Child are included in the report.

- The total submitted hours for the date range are added together and multiplied by this value.
- The result will be the theoretical maximum BCP amount you will be paid for the fortnight or week, depending on the value you use.

Multiply Total Fee and Levy By

- Initially set to 0.50 (I.e. 50%).
- This matches what CCS are currently paying the service for BCP for the fortnight.

Tip: If you use 0.50 for the Multiply Total Fee and Levy By you will get an estimate for the fortnight; however, if you use 0.25, you'll get an estimate for a week and this will roughly match what CCS will pay you each week.

- The total Educator fee for the date range are added together and multiplied by this value.
- The total calculated levy for the date range are added together and multiplied by this value.
- If you add the Total Fee and the Levy, you will get roughly what CCS are paying you per fortnight or week depending on the value you use.
- The total fee (educator fee) can be capped to the Max CCS Hourly Rate. See the explanation for the "Apply CCS Max Hourly Rate to Total Fee" checkbox below.

Apply CCS Max Hourly Rate to Total Fee

- Initially checked.
- If this value is checked, when calculating the total fee for each educator, the total educator fee for each timesheet will be capped to the number of hours times the CCS Max Hourly Rate.

For example, for an individual FDC timesheet

Total Hours:	15.00
Educator's Fee:	\$300.00
Average Hourly Rate:	$(\$300.00/15.00) = \20.00 per hour
CCS Max Hourly Rate	\$11.10 (FDC service)

If "Apply CCS Max Hourly Rate to Total Fee" is **unchecked**, \$300.00 is used as the Educator's Fee.

If "Apply CCS Max Hourly Rate to Total Fee" is **checked**, only \$166.50 (15 hours times \$11.10) is used as the Educator's Fee, because the Average Hourly Rate \$20 per hour is greater than the CCS Max Hourly Rate \$11.10 per hour for FDC services.

NOTE: Currently, CCS are only paying services half the submitted fee up to the CCS Max Hourly Rate (\$11.10 for FDC and \$32.58 for IHC) and CCS apply this ceiling for each session

The fee submitted in each session to CCS contains the educator's fee, as well as, any

applicable service levy and these components cannot be separated at the session level.

As a result, if you check the "Apply CCS Max Hourly Rate to Total Fee" checkbox, in the report, the cap is applied to the Educator's Fee at the Timesheet level and not the total fee (educator fee + service levy) for each individual session like CCS are using.

This means the report produces an estimate of the educator fee portion, but it should be good enough for you to make decisions on how you will pay the BCP to your educators.

The service levy is not capped, but is provided because services may find this value useful when deciding how much of the BCP they should withhold for themselves.

Sample Report:

If Apply CCS Max Hourly Rate to Total Fee is unchecked, \$300.00 is used as the Educator's Fee.

CCS Phase 2 Registration														
Educator CCS Submitted Timesheet Values														
Report Options: Multiply Hours By \$5.55, Multiply Total Fee By \$0.50, CCS Max Hourly Rate \$11.10, Apply CCS Max Hourly Rate: False										Date Range: 9/03/2020 to 22/03/2020 (2 weeks)				
Educator	Week 1				Week 2				Total Sub. Hours	Hrs * Rate	Total Tot Fee	Fee * Rate	Total Levy	Levy * Rate
	Child	Hours	Tot Fee	Levy	Child	Hours	Tot Fee	Levy						
AKBAR, Joan	1	20.00	200.00	32.00	4	100.00	1000.00	160.00	120.00	666.00	1200.00	600.00	192.00	96.00
BALDOCK, Pam	1	10.50	105.50	16.80	1	10.00	100.00	16.00	20.50	113.78	205.50	102.75	32.80	16.40
BROWN, Louise	3	59.00	728.50	94.40	2	50.00	500.00	80.00	109.00	604.95	1228.50	614.25	174.40	87.20
WOOD1, Noah	1	50.00	500.00	80.00	1	30.00	300.00	48.00	80.00	444.00	800.00	400.00	128.00	64.00
Total Educators: 4		139.50	1534.00	223.20		190.00	1900.00	304.00	329.50	1828.73	3434.00	1717.00	527.20	263.60

NOTE: As we can't separate the Total Fee from the Levy in the fee submitted for each session to CCS, the "Apply CCS Max Hourly Rate" will be applied at the timesheet level and not each individual session. This means the calculation for the Total Fee and Levy are best guess estimates and not the actual session amount used by CCS to apply the caps.

You can use the "Hrs * Rate", "Fee * Rate", and "Levy * Rate" to assist with your deliberations.

Apart from downloading your report to a PDF, you can export your report to a CSV file that can be opened in Excel.

For example,

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1		Week 1				Week 2										
2	Educator	Child	Hours	Tot Fee	Levy	Child	Hours	Tot Fee	Levy	Tot Hrs	Hrs * Rate	Tot Fee	Fee * Rate	Total Levy	Levy * Rate	
3	AKBAR, Joan	1	20	200	32	4	100	972	160	120	660	1172	586	192	96	
4	BALDOCK, Pam	1	10.5	105.5	16.8	1	10	100	16	20.5	112.75	205.5	102.75	32.8	16.4	
5	BROWN, Louise	3	59	621.9	94.4	2	50	500	80	109	599.5	1121.9	560.95	174.4	87.2	
6	WOOD1, Noah	1	50	500	80	1	30	300	48	80	440	800	400	128	64	
7	Total Educators: 4		139.5	1427.4	223.2		190	1872	304	329.5	1812.25	3299.4	1649.7	527.2	263.6	
8																