

## Instructions – How to Enter Excess Flex Credit

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### Crown Employees (Child Protection Workers) Award 2025

11 March 2026

#### Excess Flex Credit Processes

Clause 12 of the new CPW Award strengthens requirements for both the Child Protection Worker (CPW) and supervisor to monitor and manage hours worked over the settlement period, to ensure the CPW does not work more than the flexible working hours credit allowable under the Flexible Working Hours Agreement. This monitoring must also ensure that client outcomes are achieved.

- If it is likely that the CPW will have a credit balance of more than 14 hours at the end of the settlement period, this requires the CPW and their supervisor to document strategies to ensure credit balance is below 14 hours by the end of the settlement period.
- If at the end of the settlement period total credit balance exceeds 14 hours, the CPW and supervisor are to determine if additional flex leave can be accessed in the next period. This review needs to consider planned work in the next period and booked leave to ensure excessive hours are not worked in the next period.
- If it is not possible to reduce excess hours in the next flex period, the balance greater than 14 hours credit can be paid as overtime (time and one half for the first two hours and double time thereafter, actual hours paid i.e. there is no minimum number of hours). The provision enables payment only, not Time In Lieu.
- For employees whose salary rate exceeds Clerk Grade 8 (e.g. MCW), payment shall be made at the rate of Clerk Grade 8 plus \$1 for all overtime worked.
- All written strategies to reduce balance prior to the end of the settlement period need to be forwarded to the Director CS.
- Supervisors will need to work with the CPW to prioritise tasks and actively manage working hours. By regularly reviewing and discussing, you should be able to eliminate the need for a documented strategy.

At the end of a settlement period, if a CPW has an amount of time in excess of 14 hours recorded in the “**BALANCE (+VE)**” field, they can claim this time as follows:

- **Additional flex leave in the next settlement period.** This flex leave must be entered in MWZ as per normal flex leave request, with the following text included in the comment box: *“Additional Flex Leave taken for excess hours worked settlement period ending [DATE]”*.

- **Overtime.** If agreement can't be made to take additional flex leave in the next settlement period, the excess balance above 14 hours credit may be paid as overtime. This is to be entered in MWZ – see *step by step instructions starting on next page of this document*.
- If excess hours are taken as overtime, then there needs to be the following adjustment on the flex sheet:
  - The total balance in excess of 14 hours credit must be manually entered in the field beside “EXCESS FLEX HOURS TAKEN AS OVERTIME”. This will automatically adjust the hours carried forward and into the next flex settlement period.

BROUGHT FORWARD (+VE)	0:00
BROUGHT FORWARD (-VE)	
TOTAL TIME WORKED:	161:00
CONTRACT HOURS:	140:00
BALANCE (+VE)	21:00
BALANCE (-VE)	
EXCESS FLEX HOURS TAKEN AS OVERTIME:	7:00
CARRIED FORWARD (+VE)	14:00
CARRIED FORWARD (-VE)	

← 7 hours above max. credit of 14 hours.

← Enter the 7:00 hours that will be claimed as overtime here.

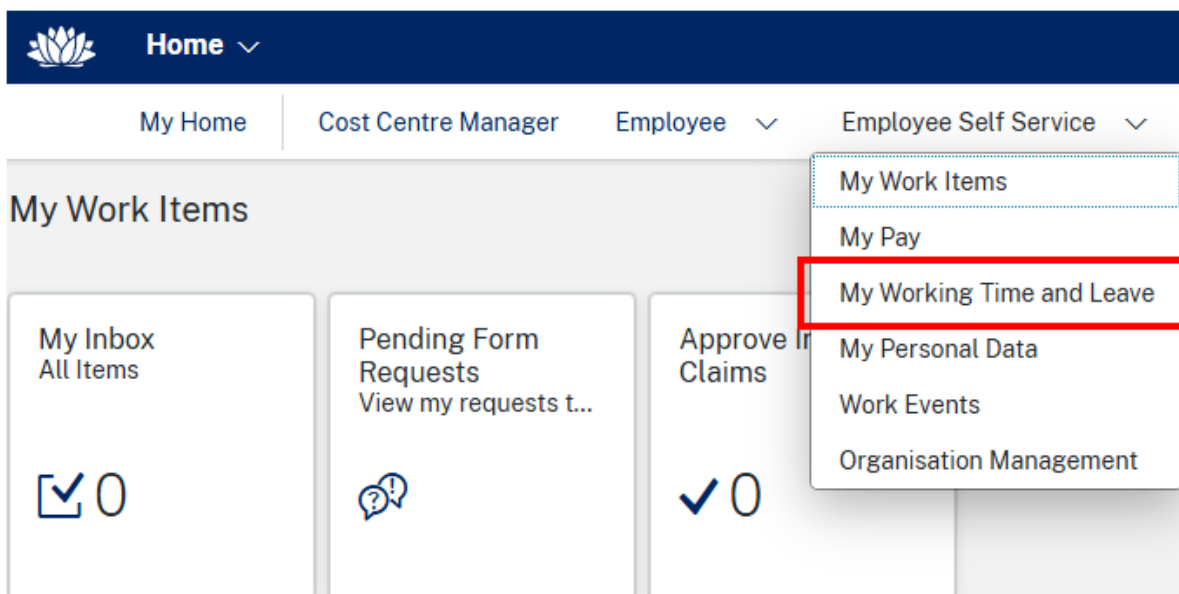
← Carried forward balance automatically adjusts.

\* Example of how to record Excess Flex Credit claimed as **overtime** on flex sheet.

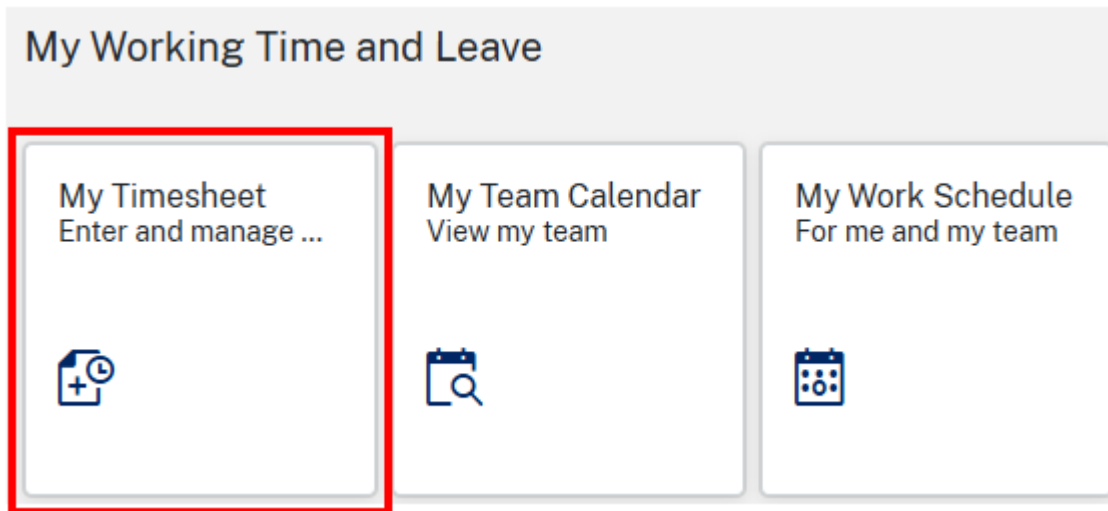
## Steps for claiming Excess Flex Credit as Overtime in MWZ

The following steps provide the process for correctly claiming Excess Flex Credit as Overtime in MWZ. **Please take special note of steps 5 & 6 as they are very important for correct reporting and tracking.**

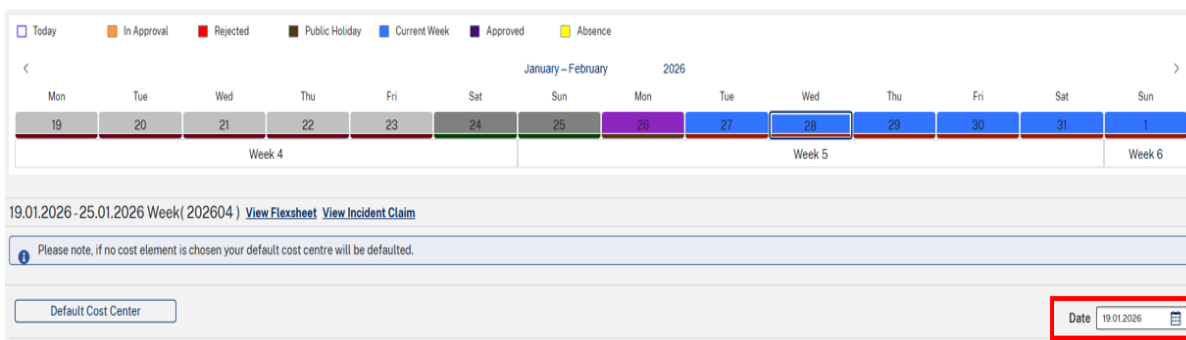
1. Log into MWZ. From the **Employee Self Service** menu, select **My Working Time and Leave**.



2. Select the **My Timesheet** tile.



3. Once the Timesheet has opened, select the date that the settlement period ends (e.g. the last Friday of the flex period). This will bring up your timesheet for that week.



You will now enter the overtime type and a start/end time to claim the total Excess Flex Credit hours. It is best to use the Saturday fields as this will ensure overtime is correctly calculated *i.e.* time and one half for the first two hours and double time for the remainder. If however you have actually been called in to work overtime on that Saturday, you should select a previous Saturday etc within the same settlement period.

4. From the drop down options in the **Attendances** field, select **Overtime (9001)**. Then enter a **Start** and **End** time that equates to the total number of hours being claimed. In the following example, 7 total hours are being claimed, so the start time is entered as 7:00AM and the end time as 14:00PM. You do not need to enter break times. You also do not need to make a selection for Cost Object Type.

Date	Attendances	Allowances	Start Time	End Time	Break Start	Break End	Cost Object Type
Mo 19.01.2026	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tu 20.01.2026	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
We 21.01.2026	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Th 22.01.2026	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fr 23.01.2026	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sa 24.01.2026	Overtime (9001)	<input type="text"/>	07:00	14:00	e.g. ...	e.g. ...	<input type="text"/>
Su 25.01.2026	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. On the right hand side of your overtime entry, there are 3 icons. Select the **Additional Information** icon.



6. The **Additional Information** box appears. Type the following text into the **Additional Note** field in **exactly** this format:

**“Excess Flex hours taken as overtime period ending [DATE]”**

Then click the **Add** button.

Additional Information

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**Additional Note**

**Cost Center**

**Fund Code**

7. Once all steps have been completed, you can click on the **Submit** button at the bottom of the screen to complete your claim.

