

Reserve Attendance Diary

Instructions for completion

1. No posting, no pay.

Before performing work for which payment is to be claimed by way of form AB 157 - *Reserve Attendance Diary*, the member and that person's supervisor **must** ensure that there is a posting for that member which has been promulgated by LOP/LSP, signal or email.

Payment for work performed before the date of commencement (retrospective) of the posting cannot be claimed.

2. Entitlement to payment.

Members are entitled to submit an AB 157, claiming payment at any time; however, the payment will not normally be paid until the promulgated monthly pay date. An exception to this is that once 5 or more consecutive calendar days (the first 4 days must be full days) have been worked under a promulgated posting, then payment will be processed on receipt and paid. In these circumstances an out of cycle automatic payment will be generated which will also include any other previous unpaid diary entries.

3. Completing the form.

Part A

- The member is responsible for accurate completion of personal details and of any allowances claimed.
- Members must ensure that, in each AB 157 submitted:
 - the correct Posting Authority (LOP/LSP) is quoted in the place provided (members should use a different AB 157 for duty undertaken by each posting);
 - the form is signed in the correct place (if submitted via hard copy);
 - the correct Paystation and Activity codes (as stated in the relevant LOP/LSP) are quoted - 'Attended paystation' is the paystation that would normally action the member's AB 157 and promulgated in a posting. 'Sponsor paystation' may be the paystation that actions a particular AB 157 occurrence because the member is working interstate or within the jurisdiction of another paystation; and
 - attendance allowance has only been claimed where there is an entitlement (ie the member has attended a specified place to carry out Reserve service). [PACMAN](#) provides details of what constitutes a 'specified place'. Working from home is not a specified place.

Part B

- The person completing Part B must ensure that the member has completed Part A fully.
- The person completing Part B must ensure that the member has completed Part A legibly if handwritten and that all sections of Part A are completed correctly.
- The final line of the form is for pay centre staff action only.

4. Submitting the form.

Members are encouraged to use the electronic submission procedure as follows:

- Submit an electronic copy of AB 157 to their supervisor including the statement: 'I certify that the entries in this diary are a correct record of my Reserve service for the dates shown'.
- The Supervisor (or Authorising Officer) will forward the AB 157 and member's original email to Bandiana pay centre (cc the member) with the statement: 'I certify the Reserve member has properly performed Reserve service on the dates shown, in an approved FRC, PN vacancy or Project position and is entitled to payment for the attendances shown.'