

## JobKeeper Payments – Managing Part-time and Casual Hours

### Steps

1. Develop JobKeeper Payment Policy
2. Communication with team regarding Policy
3. Request team to nominate availability and preferences.
4. Collate available and preferences of shifts and match to operational needs.
5. Check discrepancies against standard terms and discuss where needed.
6. Release roster.
7. Monitor and manage.

*Note: repeat steps 3-7 on a monthly basis.*