

Sleepovers

Publish a Sleepover rule so BondiByte can price the sleepover allowance on timesheets, and see how a manager chooses the item when no rule matches.

WHO IT IS FOR Owner, Admin, Manager	TIME NEEDED About 15 minutes	LAST REVIEWED 2 October 2026
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Who this is for

Permissions: You need **Can manage pay levels** to publish a Sleepover rule. Owners and Admins have it as standard. To choose a sleepover item on a timesheet you also need **Can generate timesheets**, and the timesheet must be submitted or returned for changes.

Before you begin

- Pay Levels must be switched on first. An Owner or Admin switches it on in **Account settings > Automation & Capacity Controls > Pay Levels and automatic interpretation**, by choosing **Enable**. See **Enable Pay Levels**. Until it is on, the **Pay Levels** page says **Pay Levels are not enabled for this organisation**. and timesheets show no **Pay interpretation** section.
- You are signed in to BondiByte on a computer as an Owner or Admin, or as someone with the **Can manage pay levels** permission.
- The sleepover allowance is a rate line on the Pay Level with the unit **Unit**, or you add it in step 2. See **Edit rates on a Pay Level**.
- You have your pay agreement to hand. BondiByte does not check the sleepover amount for you.
- Sleepover shifts have their active and sleep times set in Rostering. This guide does not cover that setup; the note at the end says what the timesheet shows when they are missing.
- The Pay Level says **Interpretation enabled**. See step 10 of **Weekday, weekend and Public Holiday rules**.
- The staff member has a dated assignment to the Pay Level. See **Understand Pay Rules**.
- The staff member has a payroll jurisdiction on an **Active** contract. See **Payroll jurisdiction**.



Steps

1 Go to **Administration > Pay Levels > Pay Rules** and preview

- 1 In the left menu, under **Administration**, choose **Pay Levels**. The **Staff Pay Levels** page opens.
- 2 Find the Pay Level you want to add a sleepover rule to and choose **Pay Rules and preview** on its card. In this guide we use a Pay Level called **Sample Level 1**. The **Pay Rules** window opens on the **Rules** part.

Check the heading under the three buttons. A level prices timesheets only while it says **Interpretation enabled**. See Understand Pay Rules.

Staff Pay Levels

UN-Care Allowance
Sample Allowance pay rule.

Day \$75.00 Yes [Edit line](#)

Public Holiday Team Lead Work
Sample Penalty pay rule.

Hour \$116.50 Yes [Edit line](#)

Saturday Team Lead Work
Sample Penalty pay rule.

Hour \$72.80 Yes [Edit line](#)

Sunday Team Lead Work
Sample Penalty pay rule.

Hour \$93.60 Yes [Edit line](#)

Travel Kilometre Reimbursement
Sample Allowance pay rule.

Kilometre \$0.95 Yes [Edit line](#)

Sample Level 1
Sample Group Active \$12.50

2 [Pay Rules and preview](#) [Edit pay level](#) [Deactivate](#) [Clone](#)

NAME	UNIT	RATE	ACTIVE	ACTIONS
Sample Level 1 base weekday Base weekday rate created from pay level setup.	Hour	\$12.50	Yes	Edit line

Support Worker Level 1
Support Worker Active \$38.50

[Pay Rules and preview](#) [Edit pay level](#) [Deactivate](#) [Clone](#)

NAME	UNIT	RATE	ACTIVE	ACTIONS
Base Weekday Support Work Sample Standard pay rule.	Hour	\$38.50	Yes	Edit line
Evening Support Work Sample Penalty pay rule.	Hour	\$42.35	Yes	Edit line

Choose **Pay Levels** under **Administration** (1), then **Pay Rules and preview** (2) on the level you want.



2 Choose the sleepover rate line

Choose **Add rule line**. A form titled **Publish dated rule version** opens under the table.

- 1 In **Pay level rate line**, choose the sleepover allowance line. Its entry in the list ends with the line's unit, which must be **Unit**. If the level has no sleepover line yet, choose **New rate line for this pay level** instead.
- 2 For a new line, type a **Stable item code** in capitals, numbers and underscores, such as `SAMPLE_SLEEP`OVER.
- 3 For a new line, type the **Display name**, such as Sample sleepover allowance. Managers see it in the **Pay item** list and the **Rules** table; the tables on a timesheet show the code.

Pay level rate line: Required. The rate line this rule prices. The list shows every active rate line on the level as its name, unit, rate and code. A line whose unit is not Unit cannot take a Sleepover classification, so a sleepover line should show Unit. The one exception is a line with the code SLEEPOVER from an older starter setup. The last choice, **New rate line for this pay level**, adds a new line as you publish.

Selected rate line: Appears after you choose an existing line. You cannot type in it. It repeats the line's name, code and unit so you can check you picked the right one.

Stable item code: Appears only for a new rate line. Required. Capital letters, numbers and underscores only, up to 80 characters. It identifies the line, so choose it carefully.

Display name: Appears only for a new rate line. Required. Up to 200 characters. It is the name shown for the line in the **Pay item** list and the **Rules** table. The tables on a timesheet show the item code instead.

Important: A sleepover line must have the unit **Unit**. A line with the code SLEEPOVER from an older starter setup can still take a Sleepover rule, even when the **Unit** column on the **Pay Levels** page shows something else, such as **Shift**. For any other line the unit must be **Unit**. Correct it with **Edit line** first, as long as it has no published rule, or add a new line here.

Pick one of this pay level's rate lines, then say when it applies. Names do not imply conditions; configure every matching condition explicitly.

1 Pay level rate line New rate line for this pay level... Choosing a line fills its code, unit and rate.	2 Stable item code SAMPLE_SLEEP	3 Display name Sample sleepover allowance	Classification Active work
Calculation unit Hour	Configured rate (AUD)	Effective from dd/mm/yyyy	Effective to (exclusive, optional) dd/mm/yyyy
Holiday condition Any day, independent of holiday stat	Applies to Matching time band only	Window start (optional) --:-- --	Window end (optional) --:-- -- 00:00 is midnight; leave both times blank for all day.

Choose the rate line or a new line (1), then type the item code (2) and the display name (3).



3 Set the classification, rate and dates

- 1 In **Classification**, choose **Sleepover**. Its full label ends with the words one existing allowance component.
- 2 For a new line, check that **Calculation unit** says **Unit**. It changes to **Unit** by itself when you choose **Sleepover**.
- 3 In **Configured rate (AUD)**, type the allowance for one sleepover, as a number such as 120 with no dollar sign. For an existing line it is already filled in.
- 4 In **Effective from**, choose the first day the rule applies.
- 5 In **Effective to (exclusive, optional)**, choose the day the rule stops applying, or leave it blank for no end date.

Classification: **Active work** is ordinary paid hours, **Sleepover** is the single allowance for one sleepover, and **Separate allowance** is another extra amount added on top of pay. Choose **Sleepover** here. The timesheet prices its **Sleepover allowance** part only from a rule with this classification. Starts as **Active work**.

Calculation unit: Appears only for a new rate line. **Hour** or **Unit**. A Sleepover rule needs **Unit**, so the box sets itself to **Unit** when you choose **Sleepover**.

Configured rate (AUD): Required. The dollars for one sleepover, with up to four decimal places and no dollar sign. A missing rate is not treated as zero.

Effective from: Required. The first day the rule applies. A rate line can have only one version starting on any one date, and a published date can never be used again for a different rate.

Effective to (exclusive, optional): The day the rule stops applying. That day is not covered. It must be after **Effective from**. Leave it blank for a rule with no end date.

Pick one of this pay level's rate lines, then say when it applies. Names do not imply conditions; configure every matching condition explicitly.

Pay level rate line New rate line for this pay level...	Stable item code SAMPLE_SLEEP OVER	Display name Sample sleepover allowance	Classification Sleepover — one existing allowance
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Choosing a line fills its code, unit and rate.

Calculation unit Unit	Configured rate (AUD) 120	Effective from 05/10/2026	Effective to (exclusive, optional) dd/mm/yyyy
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Holiday condition Any day, independent of holiday stat	Applies to Matching time band only	Window start (optional) --:-- --	Window end (optional) --:-- --
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00:00 is midnight; leave both times blank for all day.

Choose **Sleepover** (1), check the unit (2), type the rate (3), then set **Effective from** (4) and, if needed, **Effective to** (5).



4 Say when the rule applies

- 1 In **Holiday condition**, choose **Any day, independent of holiday status** unless your allowance is different on public holidays.
- 2 Leave **Applies to** as it is. For a sleepover it does not change the result.
- 3 Leave **Window start (optional)** and **Window end (optional)** blank, so the rule covers the whole day.
- 4 Under **Applicable weekdays**, tick every day a sleepover can fall on.

Holiday condition: Any day, independent of holiday status applies the rule on every day. **Verified public holiday** applies it only on a public holiday for the staff member's payroll jurisdiction. **Verified non-holiday** applies it only on days confirmed as not public holidays. The two verified choices need the staff member's payroll jurisdiction and BondiByte's public holiday information. Starts as **Any day, independent of holiday status**.

Applies to: Matching time band only or Whole shift. A sleepover rule is judged by the day of the sleepover, so leave it as **Matching time band only**. If you choose **Whole shift**, a **Whole-shift condition** box also appears.

Window start (optional): A time of day. Leave both window boxes blank for a sleepover rule so it covers the whole day.

Window end (optional): A time of day. Leave it blank together with **Window start (optional)**.

Applicable weekdays: Tick boxes for **Sun, Mon, Tue, Wed, Thu, Fri** and **Sat**. Tick at least one. Only Monday to Friday start ticked, so tick **Sat** and **Sun** as well if sleepovers happen on weekends.

Note: If you need a different amount on public holidays, publish two Sleepover rules: one with **Verified non-holiday** and one with **Verified public holiday**. Two rules that both say **Any day** would match the same sleepover.

Holiday condition: Any day, independent of holiday stat

Applies to: Matching time band only

Window start (optional): --:-- --

Window end (optional): --:-- --

00:00 is midnight; leave both times blank for all day.

Replacement group: BASE

Priority within the same group: 0

Applicable weekdays: ☒ Sun ☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☒ Sat

☐ Add this allowance separately, once under its configured applicability

Competing matches without an explicit replacement relationship remain unresolved. Preview published rules before enabling interpretation.

Choose the holiday condition (1) and what the rule applies to (2), leave the window blank (3) and tick the weekdays (4).



5 Set the replacement group and priority

- 1 In **Replacement group**, type a short name such as sleepover. It starts as BASE.
- 2 Leave **Priority within the same group** at 0.
- 3 Leave **Add this allowance separately, once under its configured applicability** unticked. It is greyed out for a Sleepover rule.

Replacement group: Required. A short name for the rule's group. Starts as BASE. Use one name, such as sleepover, for all Sleepover rules on the level.

Priority within the same group: Required whole number. Starts at 0. If two Sleepover rules match the same sleepover, BondiByte does not choose between them, so make sure only one matches each day.

Add this allowance separately, once under its configured applicability: A tick box that is only available for **Separate allowance**. Leave it unticked for a sleepover.

Note: The form ends with a reminder that competing matches without an explicit replacement relationship remain unresolved. **Preview** only runs for a staff member whose assigned level already says **Interpretation enabled**.

Any day, independent of holiday stat

Matching time band only

--:-- --

00:00 is midnight; leave both times blank for all day.

Replacement group

1

sleepover

Priority within the same group

2

0

Applicable weekdays

☒ Sun

☒ Mon

☒ Tue

☒ Wed

☒ Thu

☒ Fri

☒ Sat

☐ Add this allowance separately, once under its configured applicability

3

Competing matches without an explicit replacement relationship remain unresolved. Preview published rules before enabling interpretation.

Type a replacement group (1), leave the priority at 0 (2) and leave the allowance tick box (3) alone.



6 Choose Publish version

Check the form against your pay agreement first. Published rules cannot be edited afterwards.

- 1 Choose **Publish version**. The window shows **Published a dated rule version. Existing approved earnings remain unchanged**. The rule appears in the table with the type **SLEEPOVER** and the unit **UNIT**.
- 2 Choose **Cancel** instead to close the form without publishing anything.

Warning: A published rule cannot be edited or deleted. To change it, publish a new dated version with **New version**, or retire it. Choose the dates and the amount carefully before you publish.

Choose Publish version (1) to publish the rule, or Cancel (2) to close the form without publishing.

7 Go to Timesheets > Review on the person's row

- 1 In the left menu, choose **Timesheets**. The **Timesheet review** page opens on a pay period.
- 2 Use **Previous** and **Next** to reach the period you want.
- 3 Choose a status button such as **Submitted**, then choose **Review** on the person's row. For any timesheet that is not submitted the button says **View**. The review window opens.



8 Check the sleepover allowance on the timesheet

- 1 Scroll to **Pay interpretation**, below **Manager review**. A sleepover shift is shown in three parts: **Active hours before sleepover**, **Sleepover allowance** and **Active hours after sleepover**. Find the **Sleepover allowance** heading.
- 2 Read the table under it. The **Local interval** is the sleep time, **Quantity** is 1 **UNIT** (the table may show it with decimals, such as 1.000000), and **Item**, **Rate** and **Amount** are filled in when a Sleepover rule matched.
- 3 Read the **Explanation** column. **CONFIGURED_RULE_MATCH** means BondiByte matched a rule, and **MANAGER_SELECTION** means a manager chose the item. Amounts BondiByte could not work out are blank, with the reason in this column and in a list above the table.

Note: The **Pay interpretation** section is not shown when Pay Levels is switched off. Without **Can view pay levels** it says **Detailed pay interpretation requires Staff Pay view permission; hours review remains available**.

Demo User

Timesheet · 17/08/2026 to 30/08/2026

Submitted

1 Sleepover allowance

3

2

LOCAL INTERVAL	ITEM	QUANTITY	RATE	AMOUNT	EXPLANATION
2026-08-29T22:00:00 – 2026-08-30T06:00:00		1.00 UNIT			LEGACY_SUBMITTED_RATE_NOT_PRESERVED

Manager selection and allocation

Pay item

Keep configured selection

Allocate a recorded break

Reason

The Sleepover allowance heading (1) and its table (2), with the Explanation column (3). This sample timesheet was submitted before interpretation was switched on, so its amounts are blank.



9 Choose the sleepover item when no rule matched

If no Sleepover rule matched, the list above the table says **Sleepover pay item not configured** and **manager selection required**. A manager can choose the item. Under the **Sleepover allowance** table, find **Manager selection and allocation**.

- 1 In **Pay item**, choose the sleepover rule. The list shows the rules of the Pay Levels the person is assigned to, each with its unit, rate and dates. It starts on **Keep configured selection**.
- 2 In **Reason**, type why you chose it. A reason is required.
- 3 Choose **Save pay review**. The button stays greyed out until you have typed a **Reason** and chosen a **Pay item** other than **Keep configured selection**. BondiByte then works the timesheet out again with your choice and the section shows the new revision.

Pay item: The rule to use for this part of the timesheet. For a sleepover only a rule classified **Sleepover** is accepted. **Keep configured selection** leaves BondiByte's own choice in place.

Allocate a recorded break: Adds a row with **Break start** and **Break end** for a break that crosses rates. It is not used for the sleepover allowance.

Reason: Required. Your reason for the selection. It is kept with the timesheet.

Note: **Save pay review** is only available while the timesheet is submitted or returned for changes. Once it is approved, the section is read-only. See Approval and frozen interpretation.

LOCAL INTERVAL	ITEM	QUANTITY	RATE	AMOUNT	EXPLANATION
2026-08-29T22:00:00 – 2026-08-30T06:00:00		1.00 UNIT			LEGACY_SUBMITTED_RATE_NOT_PRESERVED

Manager selection and allocation

Pay item
Keep configured selection

Allocate a recorded break

Reason

Save pay review

Choose the Pay item (1), type the Reason (2) and choose Save pay review (3).



What happens next

A published Sleepover rule is saved with its dates and appears in the table of the **Rules** part, with the type **SLEEPOVER** and the unit **UNIT**. It cannot be edited or deleted. To change the amount from a later date, choose **New version** on its row.

From then on, a sleepover on a timesheet is priced at one allowance when exactly one Sleepover rule on the person's assigned Pay Level matches the day of the sleepover. The person also needs a dated assignment to the level, and interpretation must be enabled for it. See How pay interpretation works.

Timesheets that are already approved keep the pay they were approved with. Publishing a rule does not change them.

Important notes

Important: BondiByte applies the rules your organisation configures. It does not check a sleepover allowance against an Award or agreement, and your organisation is responsible for checking every rule.

Note: A sleepover shift is only priced as three parts when its active and sleep times were set when the shift was rostered. If they are missing, the timesheet says **This sleepover shift has not been split into first active work, one sleepover allowance and second active work**. and tells you to correct the roster sleepover times and regenerate the draft.

Good practice

- Keep exactly one Sleepover rule matching each day. Two matching rules leave a manager to choose by hand on every timesheet.
- Leave the time window blank on a Sleepover rule, and tick every day sleepovers can fall on, so the allowance never misses a night.
- Choose an **Effective from** date that starts a pay period, so a period is not split between two allowance amounts.
- Check the first timesheet that has a sleepover after you publish the rule, and look for the amount under **Sleepover allowance** before approving.
- Give the rate line a clear display name, such as Sleepover Allowance, because managers see it in the **Pay item** list.



Troubleshooting

I cannot see **Add rule line**, **New version** or **Retire**.

Why it happens: Your role does not have the **Can manage pay levels** permission. The window shows **Read-only access. Managing rules and staff payroll configuration requires Staff Pay management permission**.

What to do: Ask an Owner or Admin to give you the permission, or to publish the rule for you.

A general message says **We could not complete that request. Please try again, or contact support if it keeps happening**. when I choose **Publish version**.

Why it happens: The classification does not suit the rate line's unit. A **Sleepover** rule needs a line whose unit is **Unit**, and **Active work** needs a line whose unit is **Hour**.

What to do: Choose a line whose unit is **Unit**, or choose **New rate line for this pay level**. A line with the code SLEEPOVER from an older starter setup can still take a Sleepover rule even when it shows **Shift**. For any other line that shows another unit, correct it with **Edit line** first, as long as it has no published rule.

A message says **A pay rate for this item is already published effective from this date, and a published date can never be reused for a different rate. Choose a later effective date for this change, or wait until tomorrow to republish**.

Why it happens: A version of this rate line already starts on the **Effective from** date you chose. A date that has been used cannot be used again, even if that version was later retired.

What to do: Choose a later **Effective from** date and publish again.

The **Sleepover allowance** table on a timesheet says **Sleepover pay item not configured and manager selection required**.

Why it happens: No Sleepover rule on the person's assigned Pay Level matched the day of the sleepover, or the person has no dated assignment to a level with interpretation enabled.

What to do: Publish a Sleepover rule that covers the day, check the person's assignment on the **Staff assignment** part of **Pay Rules and preview**, or choose the item by hand as in step 9.

A message says **Select an explicitly classified Sleepover item**. when I choose **Save pay review**.

Why it happens: The **Pay item** you chose for the sleepover allowance is not a rule with the **Sleepover** classification.

What to do: Choose a rule whose type is **SLEEPOVER**, or leave **Keep configured selection** and publish one.

Save pay review is greyed out.

Why it happens: It stays unavailable until you have typed a **Reason** and either chosen a **Pay item** other than **Keep configured selection** or added a break with **Allocate a recorded break**.

What to do: Do both, then choose **Save pay review**. A break does not apply to the sleepover allowance, so choose a **Pay item** here. If a message ever says **Record a reason for the pay selection or break allocation**., the **Reason** box is empty.

A message says **Pay review changed. Reload before saving**.

Why it happens: Someone else saved a pay review on the same timesheet after you opened it.

What to do: Close the review window, open it again, check the new revision and then make your choice.



The **Manager selection and allocation** box is missing.

Why it happens: The timesheet is approved, or it is still a draft that the staff member has not submitted, or you do not have **Can generate timesheets** and **Can manage pay levels**.

What to do: Ask the staff member to submit the timesheet, or ask an Owner or Admin to make the choice.

The sleepover allowance is unresolved with a reason such as **sleepover selection ambiguous** or **sleepover effective boundary review**.

Why it happens: More than one Sleepover rule matched the same sleepover, or a rule date or an assignment date falls inside the sleepover.

What to do: Choose the right item by hand as in step 9, then correct the overlapping rules so that only one matches each day. See Troubleshoot an unresolved interpretation.

Need more help?

Guides: bondibyterobotics.com.au/guides | Support: support@bondibyterobotics.com.au

*Screens show a demonstration organisation with made-up names and may differ slightly as BondiByte is updated.
Last reviewed 2 October 2026.*