Charles Sturt University

Casual Professional / General Timesheets
Web Kiosk Frequently Asked Questions

Division of People and Culture

For further information please contact dpc@csu.edu.au

How do I get a CSU login?	Once your casual professional/general staff form is received by Employee Services, the details will be entered into the People Management system. Your CSU login will be generated automatically through an overnight transfer of data from the People Management system to the Division of Information Technology. Your timesheet approver will receive an email notification when this has occurred.
How do I activate my login?	To activate your login you need to go to the login page of CSU Staff (http://staff.csu.edu.au/), click on the "Activate My Account" link and follow the prompts.
What does it mean if I don't have the link "Click here to add a new timesheet"?	This means that you do not have any current appointments in the People Management System. You should contact your supervisor or Division/School Administrative Assistant who will liaise with Employee Services.
When should I submit my timesheets?	You should submit your timesheets on a regular basis, preferably fortnightly. Pay day is every second Thursday per the Pay Day Calendar. You should discuss with your timesheet approver the deadline to have your timesheet submitted to ensure it will be paid in the next available pay.
Who is my timesheet approver?	In most Divisions/Schools the timesheet approver is your supervisor, but you should check with your supervisor or Division/School Administrative Assistant.
What happens to my timesheet after I have submitted it?	The timesheet will be submitted to the timesheet approver who may approve the timesheet for payment or escalate it to their supervisor for approval. Once the timesheet has been approved it will be paid in the next available pay.
How will I know if my timesheet has been approved or rejected?	Once the timesheet has been approved/rejected you will receive an automatic email notification, or you can check in the Web Kiosk.
Can the email notification be sent to me at a different email address?	The notification will be automatically sent to your CSU email address. However, you could apply a rule to your CSU email which will automatically forward these emails to your nominated email address.
How do I know which pay code to use?	All casual professional/general staff will use the pay codes **ON-C** and **OFF-C** depending on where the work was performed (On Campus or Off). You can either choose the pay code from the list or enter the code manually.
If I want to make a change to my timesheet once it has been submitted, prior to being approved, can it be edited?	Yes, but you first must un-submit the appropriate entry.
How do I un-submit a timesheet?	From the General Timesheet page, select the box in the unsubmit column for the appropriate timesheet and then click the Unsubmit button. You can also click on the Record ID number and unsubmit the timesheet by clicking the Unsubmit button.
How do I delete a timesheet entry?	From the Pending Requests / My Requests page you can delete the timesheet by clicking the tick box under the Delete column and selecting the delete button.

Can I delete my timesheet after it has been approved or paid?	No, you will need to submit a negative timesheet for the appropriate number of hours. After this has been approved, you will then need to submit a new timesheet entry for the correct number of hours.
What should I do if my timesheet has been rejected?	You should check the comments field which should explain the reason for the timesheet being rejected. If you require further clarification on the rejected timesheet, you should contact the person who rejected the timesheet, i.e. your timesheet approver. You can then un-submit the rejected timesheet, edit and re-submit if applicable.
Can I submit a timesheet after my appointment has ended?	You can submit a timesheet up to the end date of your appointment. You will see the final date you can submit the timesheet in the Web Kiosk. You will need to contact your timesheet approver if you need to claim after this time.
How can I check if my timesheet has been paid?	From My Pay > Timesheets > Timesheet History Extend Reports
Will I be able to submit a timesheet against a job which has an end date which is prior to the date I am entering the timesheet for?	No, you will receive an error message after you have entered the timesheet and clicked on save and submit. You will need to contact your timesheet approver who will liaise with Employee Services.
What does it mean if the end date of the job I want to enter a timesheet against is prior to the date I am entering the timesheet for?	This means that the appointment has ended. Please contact your timesheet approver who will liaise with Employee Services.
Contact details for further assistance	People and Culture Employee Services Email: dpc@csu.edu.au Phone (internal): 84884 Phone (external): 02 6338 4884