Casual Professional/General Timesheets
Web Kiosk Frequently Asked Questions

Charles Sturt University

How do I get a CSU login?	Once your casual professional/general staff form is received in HR, the details will be entered into the HR system. Your CSU login will be generated automatically through an overnight transfer of data from the HR 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 Staff.CSU (http://staff.csu.edu.au/) and 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 HR system. You should contact your supervisor or Division/School Administrative Assistant who will liaise with HR.
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 code **TIM**. 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 have to unsubmit the appropriate entry.
How do I unsubmit a timesheet?	To unsubmit the timesheet go to Timesheets, open the *Submitted (Not Approved)* timesheets, tick the unsubmit box next to the applicable entry, then click on the unsubmit button. The timesheet will move back up to the "Unsubmitted" section of the summary page. You will then be able to edit the timesheet. Once edited you can submit the timesheet again.
How do I delete a timesheet entry?	To delete a timesheet go to Timesheets, open the *Submitted (Not Approved)* timesheets, tick the delete box next to the applicable entry, then click on the delete button. The timesheet will be deleted. To submit a replacement timesheet you will need to enter a new timesheet.
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 unsubmit the rejected timesheet, edit and re-submit if applicable.

Casual Professional/General Timesheets
Web Kiosk Frequently Asked Questions

Charles Sturt University

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?	Click on Timesheet History in the Timesheets menu under *My Pay*. The Paid Column will display as Yes if it has been paid. You can also view your payslip via the Payroll Details menu under *My Pay*.
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 HR.
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 and you should contact your timesheet approver who will liaise with HR.
Contact details for further assistance	HR Service Centre Email: hr@csu.edu.au Phone (internal): 84884 Phone (external): 02 6338 4884