



Getting to the timesheet submission screen

To submit your timesheet via [Web Kiosk](#) you will need to use your Charles Sturt login and password.

1. Log in to Web Kiosk
2. From your dashboard under **Favourites**, select **My Sessional Contract Balances** to verify your job#, session, subject and units already claimed
3. Hover over the **Home** menu, Select **My Pay**
4. Select the **Timesheets** tab, then click on the **Academic Timesheet** tile which appears towards the middle of the screen

Finding your active jobs to enter a timesheet against

NOTE: You may also need to refer to your contract to enter your timesheet correctly. Use the [AWM](#) portal using your personal email address to check pay codes, subject codes and units in your contract.

1. Once in the Academic Timesheet screen select – **Click here to add a new timesheet**
2. Enter the **Start Date** for the timesheet
 - The Start Date for the timesheet is the first day worked in a timesheet period and this date must fall within your contract dates. You can use the calendar drop down box to select a date.
3. Select an **Academic Calendar** from the down arrow icon
 - The **Academic Calendar** refers to the Academic Session that the work relates to eg. if you were marking supplementary exams for 202130 then that is the session you should select even if you are completing this work 6 months after session end. If you have been working on a preparation for a new subject that doesn't yet relate to a session or you have been given hours for training, you should choose the full year calendar (e.g. 2021).

If your timesheet is for more than one academic session you need to create and submit a new timesheet for each session.

4. Select **Find Employee Jobs**. Select the relevant job for the timesheet you are submitting then select **continue**. The Academic Timesheet screen will now appear.
 - All current active jobs as at the start date entered will now be displayed. It is important you choose the correct job to make a pay claim against (if you are not sure which job to choose you can see the contract numbers in [AWM](#)).

New timesheet entry

1. Enter a **Work Date** (for each day worked) by typing or selecting from the calendar button
2. Enter **Units** in decimal format e.g. 2 ½ units is entered as 2.5
 - For some pay codes *Units* and *Hours* are not the same thing. Please refer to your contract if you are unsure. Generally, we would expect no more than 10 units on any one day.
3. Enter **Pay Code** or select by clicking on the down-arrow icon and selecting the appropriate code
 - Pay codes can be found on your contract.
4. Enter a **Subject Code**
 - It is important that you enter the subject code correctly. The only time this field should be left blank is if your hours don't relate to a specific subject e.g. Training.
5. Repeat the process for each day worked in the pay period
6. Check your timesheet entry
7. Click the **Save and Submit** button
 - A message will appear on the screen advising if your timesheet has been submitted successfully.



Warning and Error Messages when attempting to submit

If you receive a “**Warning**” message, read the message carefully and follow the instructions. You should then be able to save and submit.

If you receive an “**Error**” message, read the message carefully. You will only be able to save and submit once you have corrected the error on the timesheet. The error message will indicate what the issue is. The most common error displays when your casual academic job has had a change or been extended.

Error! Work Date: Date may not be after the employee occupancy end date DD-MMM-YYYY

You will need to submit your timesheet in two parts:

1. All hours worked up to and including the end date shown in the error message (it is also in the table at the top of the timesheet screen).
2. All hours after the above timesheet. When creating this timesheet, ensure the start date is at least the day after the end date of the timesheet listed in point 1. You will see the next end date of your contract in the table at the top of the timesheet screen.

NOTE: Always create your timesheet with the first day you want to claim as your start date and pay attention to the dates in the box at the top of the timesheet screen. You will encounter the above *Work Date* error if you try and claim for anything outside of these dates.

3. To check if your contract extension has been processed, select the relevant job in the drop-down to the right of your name. Hover over Home, select **My HR, Employment** then **Appointment Details**. Select **Show Occupancy** to see the end date of the contract. If it appears incorrectly go to [AWM](#) to verify if you have any new work or changes to be accepted. After you have accepted, you will need to wait up to 48 hours for these changes to take effect before being able to see the changes in Web Kiosk and submit your timesheet for the new work.

Confirmation of Approval/Rejection

Once your timesheet approver “approves” or “rejects” your timesheet you will receive an email to confirm. Your timesheet will be processed into the next available pay.

Un-Submitting timesheets

If your timesheet has been submitted but not yet approved OR your timesheet has been rejected, you have an opportunity to make modifications. Any timesheet that is still in either the **Not Submitted** or **Submitted (not approved)** section of the timesheet summary page can be modified.

If you are advised you entered the wrong session, you will need to delete the timesheet and start a new timesheet.

From the timesheet summary page, **click the box in the un-submit column** for the appropriate timesheet and then click the **Un-submit** button. The system will move the timesheet back to the *Not Submitted* section ready for modification.



Rejected Timesheets

There are therefore 2 possible reasons that your Timesheet is rejected:

1. Contract is not found

The error message you receive will look similar to this:

Line 1: Contract not found 12345678-02-2022-AX180-SSS030

It indicates that the timesheet you have submitted is not valid as the combination of fields entered is incorrect.

2. Units exceed unclaimed balance.

The error message you receive will look similar to this:

Line 1: Units exceed unclaimed balance 12345678-01-202160-AX175-HCS303-3.5

It indicates that the number of units you have entered in your timesheet exceeds the unclaimed balance for entered job, session, paycode and subject combination.

To modify the rejected timesheet compare your timesheet against *My Sessional Contract Balances* (located on your dashboard under **Favourites**) [then re-submit your timesheet](#) for approval.

Please note: If your timesheet is for more than one academic session you need to create and submit a new timesheet for each session.

Other information

You are required to claim for work completed on a regular basis, eg. if you work each fortnight then you should make regular fortnightly timesheet claims rather than waiting for all work in your contract to be completed.

You can check pay dates by referring to the [pay day calendar](#). **You will need to submit your timesheets by COB on Thursday prior to payday to ensure adequate time for approval and payment.**

If your contract is extended (e.g. you were offered work for session one and then later offered work for session two), it will be necessary for you to submit your Web Kiosk timesheet in two parts, i.e. for hours worked both prior to and from the extension date. To do this:

- Submit a timesheet for any hours worked (and not previously claimed) up to and including the original end date.
- Submit a subsequent timesheet for any hours worked from (and including) the start of the extension.

Other resources you may find useful:

- [Detailed user guide including screen shots](#)

Contact

If, after reviewing the information provided on this guide and in the [detailed user guide](#), you are still having trouble submitting your timesheet, contact the:

Division of People and Culture
Employee Services
Email: dpc@csu.edu.au
Phone: 02 6338 4884.