

Quick Reference Guide

Submitting Casual Academic Timesheets

Steps	Notes
<p>Getting to the timesheet submission screen</p> <ol style="list-style-type: none"> 1. Login to Web Kiosk 2. Select the My Pay tab on the top left of the screen. 3. Select Timesheets then Academic Timesheets <p>Finding your active jobs to enter a timesheet against</p> <ol style="list-style-type: none"> 1. Once in the Academic Timesheet screen click on the link – Click here to add a new timesheet 2. Enter the start date for the timesheet. 3. Select an Academic Calendar from the down arrow icon 4. Select Find Employee Jobs. Select the relevant job for the timesheet you are submitting. Click continue. The Academic Timesheet screen will now appear. <p>New Timesheet entry</p> <ol style="list-style-type: none"> 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. 3. Enter Pay Code or select by clicking on the down-arrow icon and selecting the appropriate code 4. Enter a Subject Code 5. Repeat the process for each day worked in the pay period 6. Check your timesheet entry 7. Click the Save and Submit button 	<p>You will need to use your CSU login and password.</p> <p>If prior to entering a new timesheet you want to check what has been submitted and paid previously select My Pay > Timesheets > Sessional Contract Balances.</p> <p>Note: 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.</p> <p>This should refer to the Academic Session that the work relates to e.g. if you were marking supplementary exams for 201730 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 have been given hours for training you should choose the full year calendar.</p> <p>This will display all current active jobs at the start date. 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 the Casual Academics @ CSU portal . It is handy to have the portal open to check pay and subject codes and units in your contract as well).</p> <p>Note 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 less than 10 hours on any one day. Pay Codes can also be found on your contract.</p> <p>It is important that you enter the subject code. The only time this field should be left blank is if your hours don't relate to a specific subject e.g. Training</p> <p>A message will appear on the screen advising if your timesheet has been submitted successfully or a warning if there are errors in your timesheet submission. You will also receive an email to your CSU email address advising once your timesheet has been actions (i.e. approved or rejected).</p>

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<p>Modifying Timesheets that have been submitted but not approved</p> <ol style="list-style-type: none">1. From the Timesheet summary page, click the box in the unsubmit column for the appropriate timesheet and then click the Unsubmit button.	<p>If your timesheet has been submitted but not yet approved, you have an opportunity to make modifications. Any timesheet that is still in the Not Submitted and Submitted (not approved) section of the timesheet summary page can be modified. You can also modify timesheets that have been Rejected by the approver.</p>
Other Information	
<p>You should make regular fortnightly timesheet claims rather than waiting for all work in your contract to be completed.</p> <p>You can check pay dates by referring to the Pay Day Calendar. You will need to submit your timesheets by COB on the Friday prior to payday to ensure adequate time for approval and payment.</p> <p>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:</p> <ul style="list-style-type: none">• 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. <p>For a more detailed view of what you have previously claimed, select My Pay > Timesheets > Timesheet History.</p> <p>Other resources you may find useful:</p> <ul style="list-style-type: none">• Quick demonstration video• Detailed user guide including screen shots <p>If you are having trouble submitting your timesheet please contact the HR Service Centre via email hr@csu.edu.au or by calling 02 6338 4884.</p>	