

Web Kiosk User Guide

Submitting General Timesheets

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Division of People & Culture

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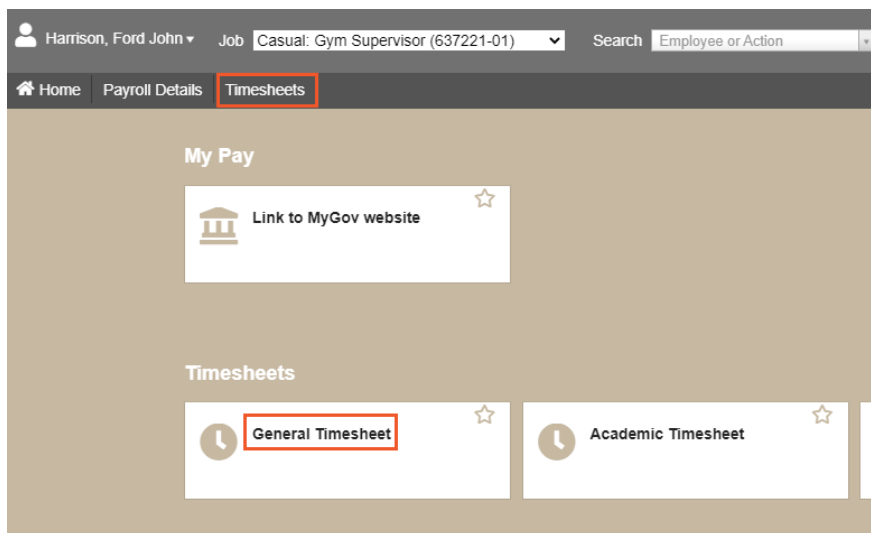
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Accessing Timesheets

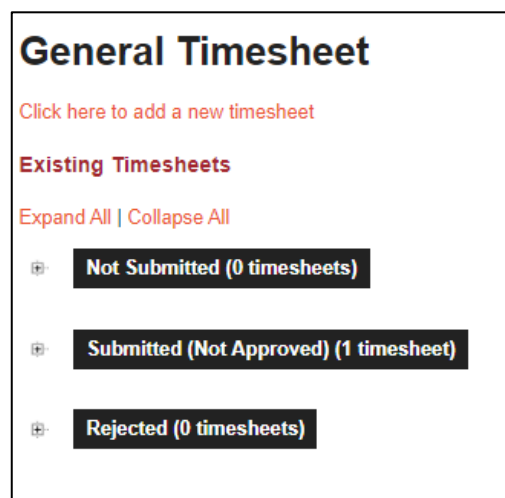
1. From the Home menu, select My Pay



2. Select Timesheets > General Timesheet

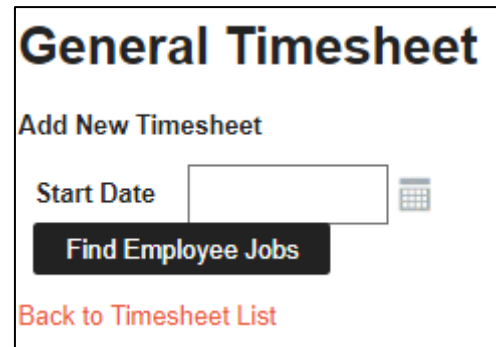


3. The General Timesheet menu will appear
4. The menus below the heading **Existing Timesheets** can be expanded by clicking on the Expand All option or by clicking the plus sign  to expand individual menus.
 - **Not Submitted** – Timesheets that have been saved by the user but not submitted to the approver
 - **Submitted (Not Approved)** – Timesheets that have been submitted for Approval
 - **Rejected** – Timesheets that have been rejected by the approver




Entering a Timesheet

1. Click on the link to **add a new timesheet**.
2. Enter a **Start Date** for the timesheet
You can type the date into the date field or select a date using the calendar button, located beside the date field. The date that is selected for the Start Date, will be the earliest date that can entered onto a Timesheet. PLEASE NOTE: You cannot enter a date that is earlier than the contract Start Date



General Timesheet

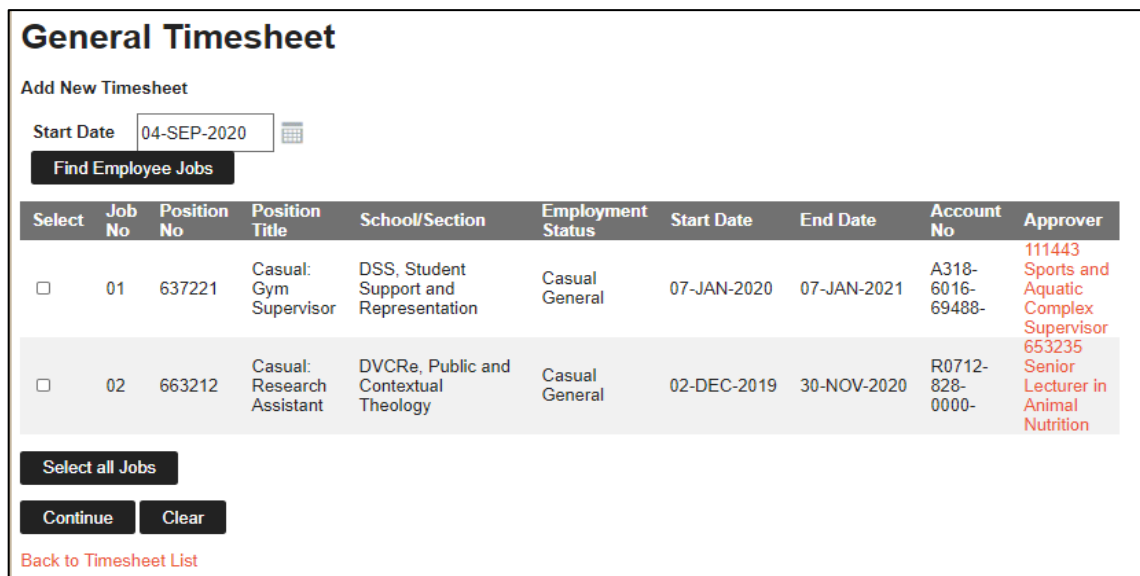
Add New Timesheet

Start Date 

Find Employee Jobs


[Back to Timesheet List](#)

3. You will be presented with a screen where you will need to select a job, before proceeding to the Timesheet entry screen.



General Timesheet

Add New Timesheet

Start Date 

Find Employee Jobs

Select	Job No	Position No	Position Title	School/Section	Employment Status	Start Date	End Date	Account No	Approver
<input type="checkbox"/>	01	637221	Casual: Gym Supervisor	DSS, Student Support and Representation	Casual General	07-JAN-2020	07-JAN-2021	A318-6016-69488-	111443 Sports and Aquatic Complex Supervisor
<input type="checkbox"/>	02	663212	Casual: Research Assistant	DVCRc, Public and Contextual Theology	Casual General	02-DEC-2019	30-NOV-2020	R0712-828-0000-	653235 Senior Lecturer in Animal Nutrition

Select all Jobs

Continue **Clear**

[Back to Timesheet List](#)

You can select:

- all your available contracts by clicking the Select all Jobs button
- an individual job by clicking the tick box beside the appropriate job.

Then click the continue button.

4. After selecting a valid job, the General Timesheet will open. The timesheet can be separated into four sections:
 - Section 1 – Your details and the timesheet details
 - Section 2 – The timesheet entry matrix
 - Section 3 – the Action buttons
 - Section 4 – The Timesheet Summary details

General Timesheet

Job No	Position No.	Position Title	School/Section	Employment Status	Start Date	End Date	Account No	Approver
02	663212	Casual: Research Assistant	DVCRc, Public and Contextual Theology	Casual General	02-DEC-2019	30-NOV-2020	R0712-828-0000-	653235 Senior Lecturer in Animal Nutrition 1

Start Date for Timesheet: 04-SEP-2020

New Timesheet
Status = NEW
2

Copy line above	Delete	Work Date	Day	Units	Pay Code	Repeat
	D		📅			▼
C	D		📅			▼
C	D		📅			▼
C	D		📅			▼
C	D		📅			▼
C	D		📅			▼
C	D		📅			▼
C	D		📅			▼

When pressing **Save and Submit**, please wait for confirmation or instructions

Save
Save and Submit
Refresh
Add a Row
Cancel
3

Timesheet Summary Details
4

🔍 Show Job 02

Section 1: Your Position Information

Section 1 is a summary of your information, including your general information, the Start Date for the timesheet and the calendar you have selected for this timesheet.

Section 2: The new Timesheet.

- The delete button **D** will delete the entire row of the timesheet
- The **Job No** column will only appear if you have selected multiple jobs (not currently shown). Enables you to select a job number for the work date entry.
- The **Work Date** field can be entered by typing or selecting from the calendar button. This date must be from the start date of the timesheet and within the selected Calendar dates and the Start and End dates of the job. After entering the date, if you use the Tab button the keyboard, the Day will appear.
- The **Units** that you enter are appropriate to the pay code. Generally, the units will be hours in decimal format. For example, 1 hour and 15 minutes will be 1.25 hours/units or 1 hour and 45 minutes will be 1.75 hours/units. To enter a whole hour, you only need to enter the number e.g. 3 or 7
- To select a **Paycode** click on the down-arrow icon beside the field. Select from the available paycodes.

List Of Values: PAY CODE

PAY CODE	DESCRIPTION
ESASS	Exam Assistant Supervisor
ESNON	Exam Candidate Non Attendance
ESPR1	Exam Presiding Supervisor Lvl 1 (0-249 Candidates)
ESPR2	Exam Presiding Supervisor Lvl 2 (250+ Candidates)
ESSUP	Exam Supervisor
ESTRN	Exam Supervision Training
N032	Practicum, E Child/Primary, TAS, DD
N033	Practicum, Teach Co-ord
TIM	Timesheet Payments

Section 3: Saving and Submitting your timesheet

Button	Function
<input type="button" value="Save"/>	Saves the timesheet. This allows you to return to the timesheet later to either add or delete entries.
<input type="button" value="Save and Submit"/>	Saves the timesheet and also submits the timesheet for approval.
<input type="button" value="Refresh"/>	Refresh will update the timesheet. If you added some information that is not displaying the in the Timesheet summary details and you don't want to save the timesheet, click the refresh button to update the information
<input type="button" value="Add a Row"/>	Adds a row to bottom of the timesheet.
<input type="button" value="Cancel"/>	Cancels any entries made. Then takes you back to the initial General Timesheet screen (Fig 4)

Section 4: Timesheet Summary Details

The summary can be viewed by clicking on the show job link or by clicking the plus sign . This provides you with a summary of the timesheet. You can add further comments for the approver by entering them into the optional comments box at the bottom of the form.

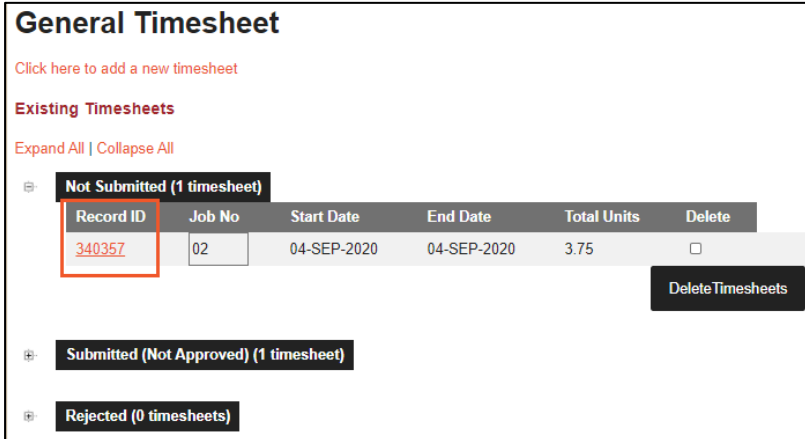
Hide Job 02

							Including This Timesheet					
					This Timesheet		Overall Estimate		Overall Actuals		Remainder of Allocated Estimate	
Job No	Position Title	Pay Code	Award/Class/Step	Pay Rate	Units	Indicative Value	Units	Indicative Value	Units	Indicative Value	Units	Indicative Value
Totals for Job 02												
Timesheet to be approved by		653235 Senior Lecturer in Animal Nutrition										
Add optional comments for the approver:		<input type="text"/>										

Modifying a Timesheet

Before a timesheet is approved you have an opportunity to make modifications to the timesheet. 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.

1. **Modifying timesheets that have not been submitted** - From the General Timesheet List page, select the Record Id of the relative timesheet from the Not Submitted section. This will open the timesheet and you can make any necessary modifications. Modifications are made using the same steps you would use to create a timesheet, as outlined in previous sections.



General Timesheet

[Click here to add a new timesheet](#)

Existing Timesheets

[Expand All](#) | [Collapse All](#)

⊕ **Not Submitted (1 timesheet)**

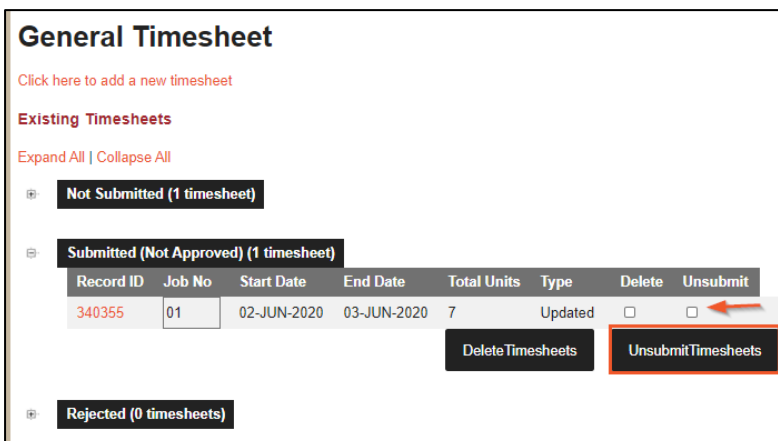
Record ID	Job No	Start Date	End Date	Total Units	Delete
340357	02	04-SEP-2020	04-SEP-2020	3.75	<input type="checkbox"/>

Delete Timesheets

⊕ **Submitted (Not Approved) (1 timesheet)**

⊕ **Rejected (0 timesheets)**

2. **Modifying timesheets that have been submitted but not approved** - From the General Timesheet List page, to modify a timesheet that has been submitted but not yet approved, first you must unsubmit the timesheet. Tick 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, as illustrated below. The submitted time sheet will be moved back to the Not Submitted section of the General Timesheet Summary page. Select the timesheet to make required modifications and re-submit



General Timesheet

[Click here to add a new timesheet](#)

Existing Timesheets

[Expand All](#) | [Collapse All](#)

⊕ **Not Submitted (1 timesheet)**

⊕ **Submitted (Not Approved) (1 timesheet)**

Record ID	Job No	Start Date	End Date	Total Units	Type	Delete	Unsubmit
340355	01	02-JUN-2020	03-JUN-2020	7	Updated	<input type="checkbox"/>	<input type="checkbox"/>

Delete Timesheets **Unsubmit Timesheets**

⊕ **Rejected (0 timesheets)**

- Modifying timesheets that have been rejected by the approver** - From the General Timesheet List page, to modify a timesheet that has been rejected by your approver, first you must unsubmit the timesheet. 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 as illustrated below. The submitted time sheet will be moved back to the Not Submitted section of the General Timesheet Summary page. Select the timesheet to make required modifications and re-submit.

General Timesheet

[Click here to add a new timesheet](#)

Existing Timesheets

[Expand All](#) | [Collapse All](#)

- Not Submitted (1 timesheet)**
- Submitted (Not Approved) (0 timesheets)**
- Rejected (1 timesheet)**

Record ID	Job No	Start Date	End Date	Total Units	Delete	Unsubmit
340358	01	07-SEP-2020	07-SEP-2020	1	<input type="checkbox"/>	<input type="checkbox"/>

DeleteTimesheets UnsubmitTimesheets

My Requests

Viewing Approver Comments of a Rejected Timesheet

View any pending timesheets (timesheet that are still to be approved) from the My Requests menu item. Pending Requests (or My Requests) can be accessed via the **Global Menu**

Harrison, Ford John ▾

Pending Requests

User Preferences

Logout

Or from **My Favourites** on the **Home** menu

Home

To Do

No data to display

Favourites

Approve Transactions ★

Current Payslip ★

Leave Requests ★

My Requests ★

Recently Visited Pages

Academic Timesheet ☆

General Timesheet ☆

My Requests ☆

View Rejected General Timesheets under the My Requests heading

My Requests

[Delete](#) [Clear](#)

General Timesheet

Delete	Record ID	Timesheet#	Name	Total Units	Created Date	To Be Actioned By	Escalated to you By	Entered By	Mgr Comments	Approver	Status	View WorkFlow
<input type="checkbox"/>	2393241	340358	Harrison, Ford John	1	04-SEP-2020	08-SEP-2020		Harrison, Ford John	003: This WEB_TIMESHEET record was rejected on 04-SEP-2020.	Sports and Aquatic Complex Supervisor	Rejected	

[Delete](#) [Clear](#)

You are able to delete the timesheet by clicking the tick box under the Delete column and selecting the delete button.

PLEASE NOTE: you can only delete timesheet from My Requests, you cannot unsubmit them.

You can view the detail of the timesheet by clicking on the Record ID number, which will then open a pop-up window with the information on the timesheet. See sample of depicted screenshot below.

Pending Transaction

Person ID [REDACTED] **Name** Harrison, Ford John
Job ID 01
Occupancy Type Substantive
Position Title Casual: Gym Supervisor **Emp Status** CASG **Account#** A318-6016-69488- 100%
School/Section DSS, Student Support and Representation
Commence Date 07-JAN-2020
Termination Date 07-JAN-2021

Work Date	Day	Units	Paycode	Rate Override	Attachment Name
07-SEP-2020	Mon	1	TIM		
TOTAL		1			

Timesheet Summary

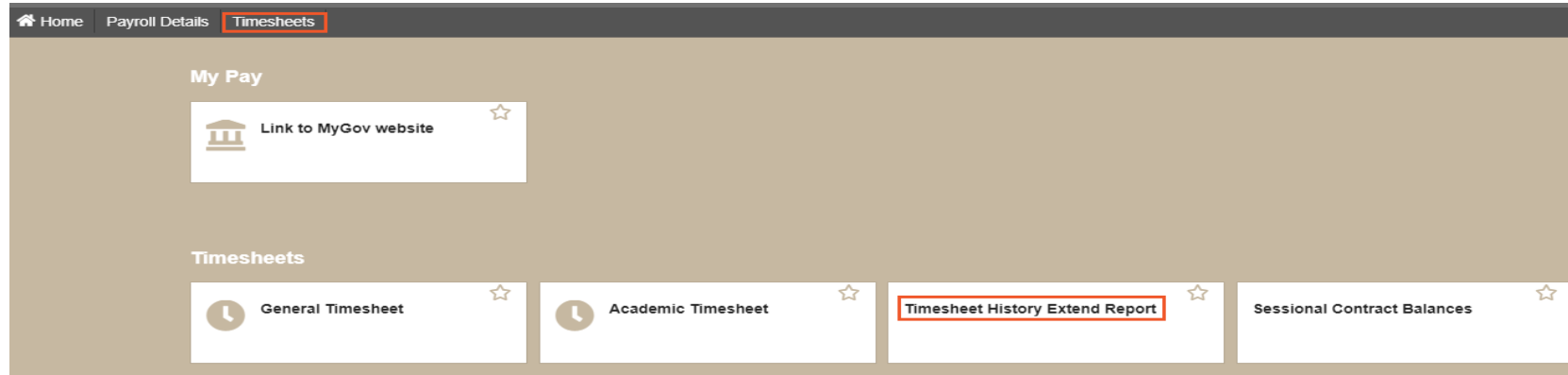
Job No	Position Title	Pay Code	Award/Class/Step	Pay Rate	This Timesheet		Including This Timesheet			
					Units	Indicative Value	Overall Estimate		Overall Actuals	
					Units	Indicative Value	Units	Indicative Value	Units	Indicative Value
01	Casual: Gym Supervisor	TIM	CSU / GSR02 / 01	25.9200	1.00	25.92	0.00	0.00	1.00	25.92
Totals for Job 01					1.00	25.92	0.00	0.00	1.00	25.92

Table Name WEB_TIMESHEET
Description General Timesheet
Record Id 129015134
Created Date 04-SEP-2020
Approval Id 111443
Appr. Title Sports and Aquatic Complex Supervisor
Appr. Status Rejected
Appr. Level 1
Viewed Comments

Comments 003: This WEB_TIMESHEET record was rejected on 04-SEP-2020.

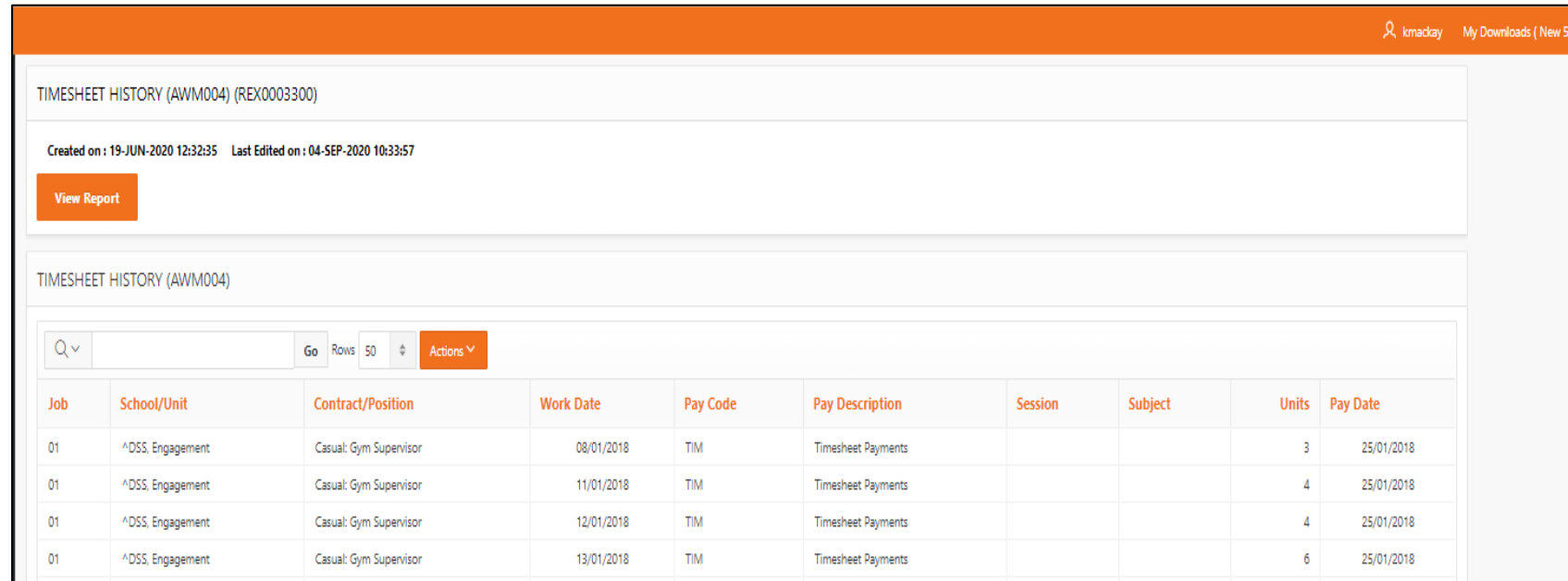
View Timesheet History

- From the **Home** menu, select **My Pay > Timesheets > Timesheet History Extend Report**



The screenshot shows a web interface with a top navigation bar containing 'Home', 'Payroll Details', and 'Timesheets'. Below this is a 'My Pay' section with a 'Link to MyGov website' button. Underneath is a 'Timesheets' section with four buttons: 'General Timesheet', 'Academic Timesheet', 'Timesheet History Extend Report' (highlighted with a red box), and 'Sessional Contract Balances'.

- Select View Report. All timesheets during your employment with CSU will appear in this list.





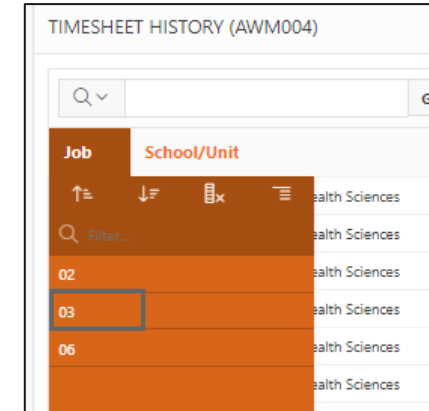
The screenshot displays the 'Timesheet History Extend Report' page. At the top, there is a search bar and a user profile icon for 'kmackay'. Below this, the report title 'TIMESHEET HISTORY (AWM004) (REX0003300)' is shown, along with creation and last edit timestamps. A 'View Report' button is present. The main content area features a table with the following data:

Job	School/Unit	Contract/Position	Work Date	Pay Code	Pay Description	Session	Subject	Units	Pay Date
01	^DSS, Engagement	Casual: Gym Supervisor	08/01/2018	TIM	Timesheet Payments			3	25/01/2018
01	^DSS, Engagement	Casual: Gym Supervisor	11/01/2018	TIM	Timesheet Payments			4	25/01/2018
01	^DSS, Engagement	Casual: Gym Supervisor	12/01/2018	TIM	Timesheet Payments			4	25/01/2018
01	^DSS, Engagement	Casual: Gym Supervisor	13/01/2018	TIM	Timesheet Payments			6	25/01/2018

Filtering Your Timesheet History

You can filter your timesheets in several ways:

- Click on the relative heading and select from the list provided e.g. Job 03
 - sort** on a field by selecting one of the  icons
 - create a control break by selecting the  button. The control break function groups the data by the column selected
- Enter a value into the Filter box e.g. DSS, STUDENT, then select 'Go'



TIMESHEET HISTORY (AWM004)

Search: Go Rows: 50 Actions

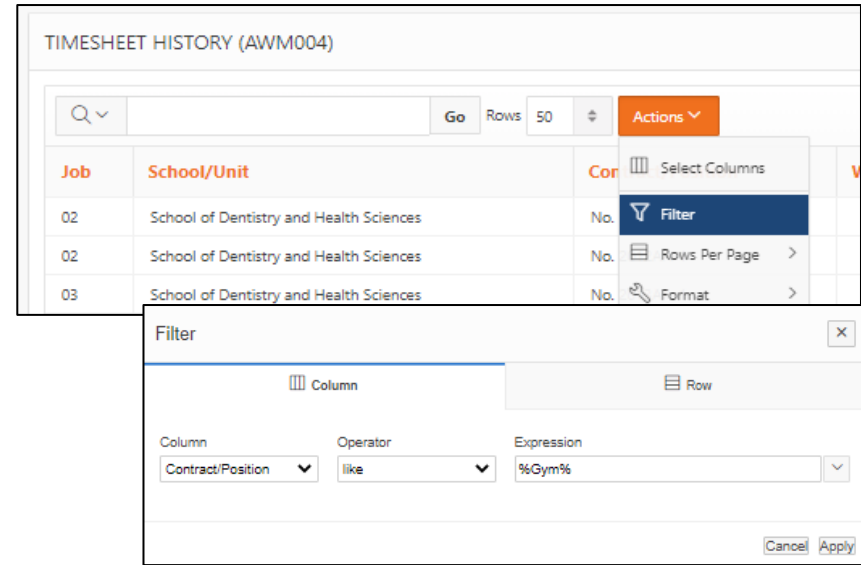
Filter: Row text contains 'DSS, STUDENT'

Job	School/Unit	Contract/Position	Work Date	Pay Code	Pay Description	Session	Subject	Units	Pay Date
01	DSS, Student Support and Representation	Casual: Gym Supervisor	04/08/2019	TIM	Timesheet Payments			6	08/08/2019
01	DSS, Student Support and Representation	Casual: Gym Supervisor	05/08/2019	TIM	Timesheet Payments			5	08/08/2019
01	DSS, Student Support and Representation	Casual: Gym Supervisor	11/08/2019	TIM	Timesheet Payments			6	22/08/2019
01	DSS, Student Support and Representation	Casual: Gym Supervisor	12/08/2019	TIM	Timesheet Payments			5	22/08/2019

Change the number of records displayed

Click on the cross to remove the filter

3. Select Actions > Filter



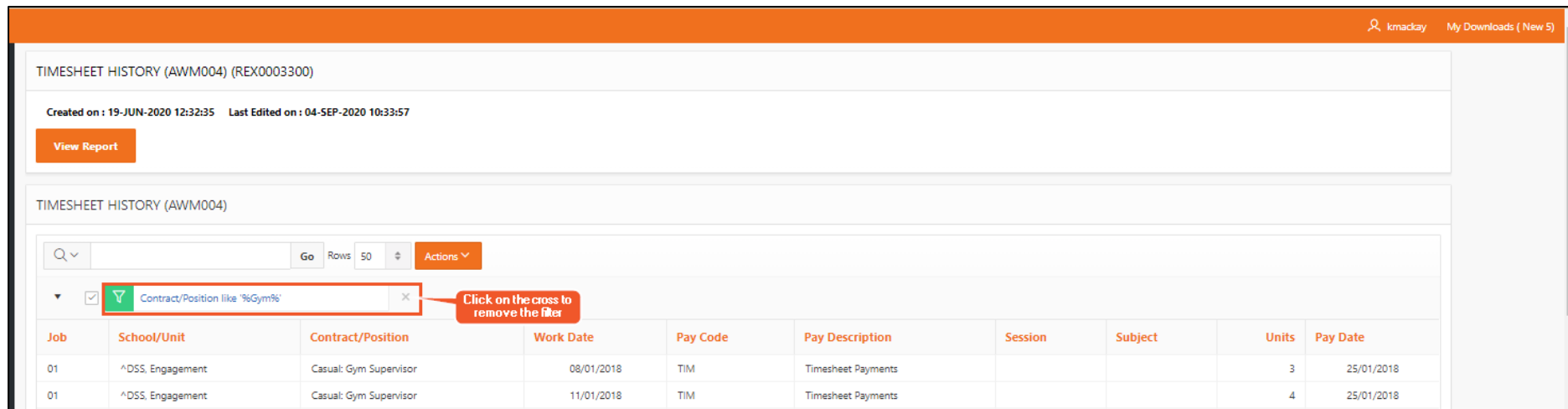
The screenshot shows the 'TIMESHEET HISTORY (AWM004)' interface. The 'Actions' menu is open, and the 'Filter' option is selected. The 'Filter' dialog box is displayed, showing the following configuration:

Column	Operator	Expression
Contract/Position	like	%Gym%

You can then use the % as a wildcard to enter your filter.

For example, to see all the timesheets for the Gym Supervisor position, select:

- Column = Contract/Position
- Operator = like
- Expression = %Gym%



The screenshot shows the 'TIMESHEET HISTORY (AWM004)' interface with the filter 'Contract/Position like %Gym%' applied. The table displays the following data:

Job	School/Unit	Contract/Position	Work Date	Pay Code	Pay Description	Session	Subject	Units	Pay Date
01	^DSS, Engagement	Casual: Gym Supervisor	08/01/2018	TIM	Timesheet Payments			3	25/01/2018
01	^DSS, Engagement	Casual: Gym Supervisor	11/01/2018	TIM	Timesheet Payments			4	25/01/2018

4. Select a Work Date in the last Month

Job	School/Unit	Contract/Position	Work Date	Pay Cod
01	^DSS, Engagement	Casual: Gym Supervisor	<div style="background-color: #8B4513; color: white; padding: 5px;"> ↑ ↓ ✕ ☰ Filter... Last 5 Years Last 2 Years Last Year Last Month Last Week </div>	
01	^DSS, Engagement	Casual: Gym Supervisor		
01	^DSS, Engagement	Casual: Gym Supervisor		
01	^DSS, Engagement	Casual: Gym Supervisor		
01	^DSS, Engagement	Casual: Gym Supervisor		
01	^DSS, Engagement	Casual: Gym Supervisor		
01	^DSS, Engagement	Casual: Gym Supervisor		
01	^DSS, Engagement	Casual: Gym Supervisor		