

Web Kiosk User Guide Submitting General Timesheets

Division of People and Culture



Charles Sturt University - TEQSA Provider Identification: PRV12018 (Australian University). CRICOS Provider: 00005F.

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## **Accessing Timesheets**

1. From the Home menu, select My Pay



#### 2. Select Timesheets > General Timesheet

🔒 Hambon, Ford John	Job Casual: Gym Supervisor (637/2214	21) 🔶
A Home Payroll Deta	dis Tarreshoets	
	My Pay	
	Link to MyGov website	
8	Timesheets	
	General Timesheet	C Academic Timesheet
		1

- 3. The General Timesheet menu will display
- - 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



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## **Entering a Timesheet**

- 1. Click on the link to Add a new timesheet.
- 2. Enter a Start Date for the timesheet
- 3. The **Start Date** is the earliest date that can entered onto a Timesheet. PLEASE NOTE: You cannot enter a date that is earlier than the contract Start Date

Genera	I Timesheet										
Add New Timesheet											
Start Date											
Find Emplo	Find Employee Jobs										
Back to Timesh	neet List										

- 4. If you only have one active contract, Web Kiosk will move automatically to the next screen. Otherwise click on **Find Employee Jobs** where a list of current jobs within the parameters of the start date will display. Tick the box against:
  - all your available contracts by clicking the **Select all Jobs** button
  - an individual job by clicking the tick box beside the appropriate job.

Click the continue button.

Gen	era	l Time	sheet						
Add New	v Times	sheet							
Start Da		)4-SEP-202 yee Jobs	0						
Select	Job No	Position No	Position Title	School/Section	Employment Status	Start Date	End Date	Account No	Approver
	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
	02	663212	Casual: Research Assistant	DVCRe, Public and Contextual Theology	Casual General	02-DEC-2019	30-NOV-2020	R0712- 828- 0000-	653235 Senior Lecturer in Animal Nutrition
Select Contin	all Job nue	s Clear							
Back to T	imeshe	eet List							

5. After selecting a valid job, the General Timesheet will open.

Ge	neral	Timesh	eet								
Job No	Position No.	Position Title	School/Sect	ion	Emj Stat	ployment tus	Start D	ate	End Date	Account No	Approver
02	663212	Casual: Research Assistant	DVCRe, Publ Contextual TI		Cas Gen	ual eral	02-DEC	C-2019	30-NOV-2020	R0712- 828- 0000-	653235 Senio Lecturer in Animal Nutrition
Start	Date for Ti	mesheet: 04-SE	EP-2020								
New	Timeshe	et					Status	s = NE	w		2
Copy line abov	Delete	Work Dat	e	Day	Units	Pay Co	de	Repeat			
000	D						۲				
С	D										
С	D						*				
С	D						*				
С	D						*				
С	D						*				
С	D										
С	D										
When	pressing Sa	ve and Submit,	please wait for	confirmati	on or instru	ctions					
Sav	e Save	e and Submit	Refresh			Add	a Row		Cancel		3
	sheet Sum	mary Details									4

6. The timesheet can be separated into four sections:

#### **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.

- Button **D** will delete the entire row of the timesheet
- The **Job No** column will only display 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 display.
- 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, otherwise enter the whole number e.g. 3 or 7

• To select a **Paycode** click on the down-arrow icon beside the field. Select from the available paycodes.

csuq.as	cenderpay.com/ords/wss_csuq/WK8276\$ATS.L
ESPR2	(250+ Candidates)
ESSUP	Exam Supervisor
ESTRN	Exam Supervision Training
N032	Practicum, E Child/Primary, TAS, DD
N033	Practicum, Teach Co-ord
N045	DOE Psychology Supervisors
OFF-C	Work was performed off campus
ON-C	Work was performed on campus
OXOFF	FDV Leave - Work was performed off campus
OXON	FDV Leave - Work was performed on campus
PAN	Pandemic Timesheet Payments

#### Section 3: Saving and Submitting your timesheet

Button	Function
Save	Saves the timesheet. This allows you to return to the timesheet later to either add or delete entries.
Save and Submit	Saves the timesheet and also submits the timesheet for approval.
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
Add a Row	Adds a row to bottom of the timesheet.
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 B. 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.

				lak	duding This Times	heet	iet .		
	This Timesheet	Ov	erall Estimate	:0	recall Actuals	Remainder o	Allocated Estimate		
Job No Position Title Pay Code Award/Class/Step Pay Rate I	Units Indicative Value	Units	Indicative Value	Units	Indicative Value	Units	Indicative Value		
Totals for Job 02	1								
Timesheet to be approved by 653235 Senior Lecturor in Animal Nutrition				_					
Add optional comments for the approver:									

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# Modifying a Timesheet

Before a timesheet is approved you have an opportunity to make modifications to the timesheet. Any timesheet that is sections **Not Submitted and Submitted (Not Approved)** 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 <u>create a timesheet</u>, as outlined in previous sections.

ire to add a new	CONTRACT DATES				
	Smesheet.				
ng Timesheets					
All   Collapse Al	ŧ				
Not Submitted	(1 timesheet)				
Record ID	Job No	Start Date	End Date	Total Units	Deletter
340357	0.2	04-SEP-2020	04-SEP-2020	3.75	
					Doloto Timeshoots
		Contraction of the local division of the loc			
Submitted (Not	Approved) (1	timesheet)			
Rejected (0 tim	eshoets)				
	Al   Collegen Al Not Submitted Record ED 300357 Submitted (Not	Al   Collegne Al Not Submitted (1 timesheet) Record 10 Job No <u>JUD357</u> 02	Al   Colleges Al Not Submitted (1 timesheet) Record ID Job No Start Date 300357 02 04:SEP-2020 Submitted (Not Approved) (1 timesheet)	Al   CoEpper Al Not Submitted (1 timesheet) Record ED Job No. Start Data End Date 340357 02 04-SEP-2020 04-SEP-2020 Submitted (Not Approved) (1 timesheet)	Al   CoEpper Al Not Submitted (1 timesheet) Record E0 Job No. Start Data End Date Total Units Jd0357 02 04-SEP-2529 04-SEP-2629 3.75 Submitted (Not Approved) (1 timesheet)

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
- 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** timesheet 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

#### 3. Modifying timesheets that have been rejected by the approver

From the General Timesheet List page, unsubmit the timesheet that has been rejected by your approver

- o Select the box in the unsubmit column for the appropriate timesheet
- Click the Unsubmit Timesheets 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.

Ge	eneral Ti	meshe	eet				
Click	here to add a new	w timesheet					
Exis	ting Timeshee	ts					
Expe	nd All   Collapse /	All					
	Not Submittee	d (1 timeshe	eQ.				
	Submitted (No	ot Approved	) (0 timesheets)				
e	Rejected (1 til	mesheet)					
	Record ID	Job No	Start Date	End Date	Total Units	Dolete	Unsubmit
	340358	01	07-SEP-2020	07-SEP-2020	1		-
				De	alete Timesheets	Uns	ubmit Timeshaeta

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## **Viewing Approver Comments of a Rejected Timesheet**

View any pending timesheets (timesheet that are still to be approved) from the **Pending Requests** accessed via the **Global Menu** 

### Or from My Favourites on the Home menu

A Home		
	Το Do	
	No data to display	Ī
	Favourites	
	Approve Transactions Current Payslip Leave Requests	
	Approve transactions Current Paysip	



View Rejected General Timesheets under the My Requests heading

My R	Reque	sts										
Delete	Clear											
General T	limesheet											
Delete	Record	Timesboet#	Name	Total Units	Created Date	To Be Actioned By	Escalated to you By	Entered By	Mgr Commonts	Approver	Status	View WorkFlow
	2353241	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	1
Delete	Clear											

You can 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 timesheet details. See sample of depicted screenshot below.

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Person ID		N	ame	Harrison, Fo	ord John						
Job ID	01										
Occupancy Type	Substantive										
Position Title	Casual: Gym Supervisor	E	mp Status	CASG	Accoun	# A31	8-6016-69488-	100%			
School/Section	DSS, Student Support and	Representation									
Commence Date	07-JAN-2020										
Termination Date	07-JAN-2021										
Work Date Day	y Units Paycode Rate	e Override Attacl	ment Name								
07-SEP-2020 Mor	ו 1 TIM										
TOTAL	1										
mesheet Summa	ary							Inc	cluding This Times	heet	
mesheet Summa	ary			Thi	s Timesheet	Ov	erall Estimate		cluding This Times verall Actuals		of Allocated Estima
	-	Award/Class./St	ep Pay Ra	_	s Timesheet Indicative Value	Ove	erall Estimate Indicative Value	0			of Allocated Estima Indicative Val
Job No Pos	-	Award/Class./Si CSU / GSR02 / 0		te Units				0	verall Actuals	Remainder	
Job No Pos D1 Casual: G	ition Title Pay Code			te Units	Indicative Value	Units	Indicative Value	O Units 1.00	verall Actuals Indicative Value	Remainder	
Job No Pos 01 Casual: G Totals for Job 01	ition Title Pay Code			te Units	Indicative Value 25.92	Units 0.00	Indicative Value 0.00	O Units 1.00	verall Actuals Indicative Value 25.92	Remainder	
Job No Pos 01 Casual: G Totals for Job 01	ition Title Pay Code Sym Supervisor TIM WEB_TIMESHEET			te Units	Indicative Value 25.92	Units 0.00	Indicative Value 0.00	O Units 1.00	verall Actuals Indicative Value 25.92	Remainder	
Job No Pos 01 Casual: G Totals for Job 01 Table Name Description	ition Title Pay Code Sym Supervisor TIM WEB_TIMESHEET			te Units	Indicative Value 25.92	Units 0.00	Indicative Value 0.00	O Units 1.00	verall Actuals Indicative Value 25.92	Remainder	
Job No Pos D1 Casual: G Totals for Job 01 Table Name Description	ition Title Pay Code Sym Supervisor TIM WEB_TIMESHEET General Timesheet 129015134			te Units	Indicative Value 25.92	Units 0.00	Indicative Value 0.00	O Units 1.00	verall Actuals Indicative Value 25.92	Remainder	
01 Casual: G Totals for Job 01 Table Name Description Record Id	ition Title Pay Code Sym Supervisor TIM WEB_TIMESHEET General Timesheet 129015134 04-SEP-2020			te Units	Indicative Value 25.92	Units 0.00	Indicative Value 0.00	O Units 1.00	verall Actuals Indicative Value 25.92	Remainder	
Job No Pos 01 Casual: G Totals for Job 01 Table Name Description Record Id Created Date	ition Title Pay Code Sym Supervisor TIM WEB_TIMESHEET General Timesheet 129015134 04-SEP-2020 111443	CSU / GSR02 / 0		te Units	Indicative Value 25.92	Units 0.00	Indicative Value 0.00	O Units 1.00	verall Actuals Indicative Value 25.92	Remainder	
Job No Pos 01 Casual: G Totals for Job 01 Table Name Description Record Id Created Date Approval Id	ition Title Pay Code Sym Supervisor TIM WEB_TIMESHEET General Timesheet 129015134 04-SEP-2020 111443 Sports and Aquatic Comp	CSU / GSR02 / 0		te Units	Indicative Value 25.92	Units 0.00	Indicative Value 0.00	O Units 1.00	verall Actuals Indicative Value 25.92	Remainder	
Job No Pos 01 Casual: C Totals for Job 01 Table Name Description Record Id Created Date Approval Id Appr. Title	ition Title Pay Code Sym Supervisor TIM WEB_TIMESHEET General Timesheet 129015134 04-SEP-2020 111443 Sports and Aquatic Comp Rejected	CSU / GSR02 / 0		te Units	Indicative Value 25.92	Units 0.00	Indicative Value 0.00	O Units 1.00	verall Actuals Indicative Value 25.92	Remainder	

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## **View Timesheet History**

1. From the Home menu, select My Pay > Timesheets > Timesheet History Extend Report

My Pay			
Paystip History(Email)	☆ <u> Link to MyGov wetrsite</u>		
Timesheets			
General Timesheet	Academic Timesheet	My Sessional Contract	My Timesheet History

2. Select View Report. All timesheets during your employment with CSU will display in this list.

MY TIM	ESHEET HISTORY (REX0003004)								
Created View Re	on : 14-SEP-2020 11:04:22 Last Edited on : 14-SE part My Downloads	P-2020 11:23:49							
MY TIM	ESHEET HISTORY								
Q٣	Go	ows SO Actions							
Q.+ Job	School/Unit 17	So Actions M Contract/Position	Work Date	Pay Code	Pay Description	Semion	Subject	Units	Period End Date
9890			Work Date	Pay Code ON-C	Pay Description Work was performed on campus	Session	Subject	Units 2	Period End Data
det	School/Unit 🕼	Contract/Position		Second American State	CONTRACTOR CONTRACTOR	Session	Subject		
det 20	School/Unit 17	Contract/Position	22/06/2024	ON-C	Work was performed on campus	Session	Subject		29/08/2024

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### 3. 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

TIMESHE	ET HISTORY (	AWM004)
Qv	G	
Job	School/Uni	t
↑≞	↓≓ ∎×	alth Sciences
Q Filter.		ealth Sciences
02		ealth Sciences
03		ealth Sciences
06		ealth Sciences
		ealth Sciences

• Enter a value into the Filter box e.g. OFF-C, then select 'Go'

MY TIM	ESHEET HISTORY (REX0003004)								
Created	on : 14-SEP-2020 11:04:22 Last Edited on : 14-SEP-	2020 11:23:49							
Vinw Re	port Ny Downloads	Modify the number							
MV TIM	ESHEET HISTORY	of records displayed							
WIT THM									
Q.~	Ge Row	s 50 Actions ~ Click	on the 'X' to						
•	Row text contains 'off-c'	remo	ove the filter						
Job	School/Unit 17	Contract/Position	Work Date	Pay Code	Pay Description	Session	Subject	Units	Period End Date
01	CX, Future Student Engrit & Uni Events	Cesual: Student Ambassador	23/08/2024	OFF-C	Work was performed off campus			4.45	29/08/2024
									1 - 1 of 1

### • Select Actions > Filter

Job       School/Unit↓≓       IIII Select Columns         D2       SX, Student Life       Casual:       ✓ Filter         D2       SX, Student Life       Casual:       IIII Rows Per Page         D1       CX, Future Student Engmt & Uni Events       Casual:       IIII Select Columns         D1       CX, Future Student Engmt & Uni Events       Casual:       IIIII Select Columns         D1       CX, Future Student Engmt & Uni Events       Casual:       IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Q~	Go Rows	50	Actions 🗸
D2       SX, Student Life       Casual:       ■ Rows Per Page         D1       CX, Future Student Engmt & Uni Events       Casual:       > Format         D1       CX, Future Student Engmt & Uni Events       Casual:       > Flashback         D1       CX, Future Student Engmt & Uni Events       Casual:       > Flashback         D1       CX, Future Student Engmt & Uni Events       Casual:       > Save Report         D1       CX, Future Student Engmt & Uni Events       Casual:       Save Report         D1       CX, Future Student Engmt & Uni Events       Casual:       Save Report         D1       CX, Future Student Engmt & Uni Events       Casual:       ■ Reset	Job	School/Unit ↓ <b>=</b>		E Select Columns
01       CX, Future Student Engmt & Uni Events       Casual:       Promat         01       CX, Future Student Engmt & Uni Events       Casual:       Prishback         01       CX, Future Student Engmt & Uni Events       Casual:       Save Report         01       CX, Future Student Engmt & Uni Events       Casual:       Reset         01       CX, Future Student Engmt & Uni Events       Casual:       Reset         01       CX, Future Student Engmt & Uni Events       Casual:       Casual:	)2	SX, Student Life	Casual:	<b>∏</b> Filter
01       CX, Future Student Engmt & Uni Events       Casual:       P Flashback         01       CX, Future Student Engmt & Uni Events       Casual:       Save Report         01       CX, Future Student Engmt & Uni Events       Casual:       Reset         01       CX, Future Student Engmt & Uni Events       Casual:       Reset         01       CX, Future Student Engmt & Uni Events       Casual:       Casual:	)2	SX, Student Life	Casual:	Rows Per Page
01       CX, Future Student Engmt & Uni Events       Casual:       □       Save Report         01       CX, Future Student Engmt & Uni Events       Casual:       □       Reset         01       CX, Future Student Engmt & Uni Events       Casual:       □	)1	CX, Future Student Engmt & Uni Events	Casual:	Format
CX, Future Student Engmt & Uni Events     Casual:       CX, Future Student Engmt & Uni Events     Casual:	)1	CX, Future Student Engmt & Uni Events	Casual:	G Flashback
CX. Future Student Engmt & Uni Events Casual:	)1	CX, Future Student Engmt & Uni Events	Casual:	Save Report
	)1	CX, Future Student Engmt & Uni Events	Casual:	Reset
L C Help	)1	CX, Future Student Engmt & Uni Events	Casual:	<ol> <li>Help</li> </ol>

• Select the report column that you wish to filter on: eg Work Date

F	Filter					×
	⊞ c	Column		Row		
	Column Job Displayed Job	Operator =	Expression			~
	School/Unit Contract/Position				Cancel	Apply
1	Work Date					
	Pay Code Pay Description Session Subject Units					
	Period End Date					

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

For example, to see all the timesheets for your Position with 'student' in the position name select::

- Column = Contract/Position
- Operator = like
- Expression = %Student%. Click Apply

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Contract of			
1	TT Column	E Row	
Column	Operator	Expression	
Contract/Position	like	%Student%	
			Canod App

## This filter has reduced the results to this employee's Job 01 only

MY TIM	ESHEET HISTORY								
۹~	<b>60</b> 80	ws 50 Actions~							
•	Contract/Position like %Student%								
Job	School/Unit 1 =	Contract/Position	Work Date	Pay Code	Pay Description	Session	Subject	Units	Period End Date
01	CX, Future Student Engmt & Uni Events	Casual: Student Ambassador	23/08/2024	OFF-C	Work was performed off campus			4.45	29/08/2024
01	CX, Future Student Engmt & Uni Events	Casual: Student Ambassador	18/08/2024	ON-C	Work was performed on campus			9.5	29/08/2024
.01	CK, Future Student Engmt & Uni Events	Cexual: Student Ambeisador	24/07/2024	ON-C	Work was performed on campus				01/08/2034
01	CX, Future Student Engmt & Uni Events	Casual: Student Ambassador	14/08/2024	ON-C	Work was performed on campus			1	29/06/2024
01	OK, Future Student Engmt & Uni Events	Cesual: Student Ambassador	07/08/2024	ON-C	Work was performed on campus			2	15/08/2024
01	CX, Future Student Engmt & Uni Events	Casual: Student Ambiassador	16/08/2024	ON-C	Work was performed on campus			4	29/08/2034

• Other ways to filter report results are to select any column header, then make a selection from the data provided. So by selecting **Work Date**, then **in the last Month** for example



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