

Web Kiosk User Guide Submitting General Timesheets

Division of People and Culture

For further information please contact [Employee Services](#)

Charles Sturt University - TEQSA Provider Identification:
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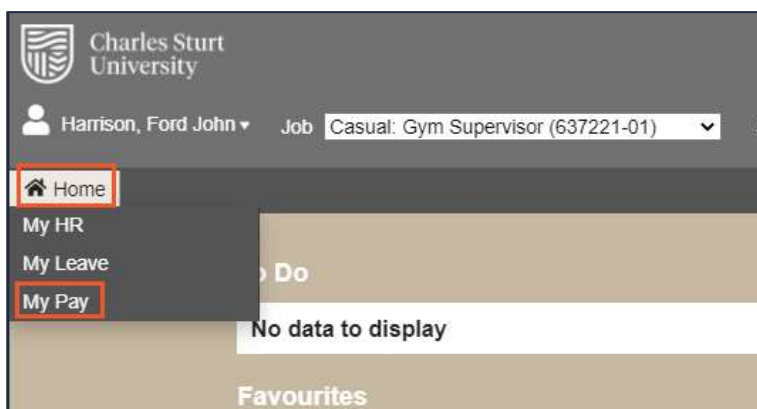
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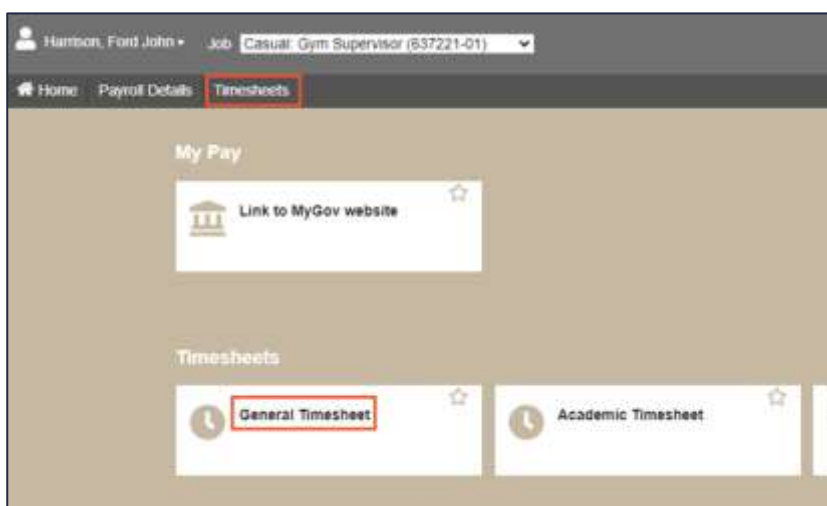
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Accessing Timesheets

1. From the Home menu, select My Pay



2. Select Timesheets > General Timesheet




3. The General Timesheet menu will display
4. The sections 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


General Timesheet


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

Existing Timesheets

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

 **Not Submitted (0 timesheets)**

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

 **Rejected (0 timesheets)**

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

General Timesheet

Add New Timesheet

Start Date

Find Employee Jobs

[Back to Timesheet 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.

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 653235
<input type="checkbox"/>	02	663212	Casual: Research Assistant	DVCRe, Public and Contextual Theology	Casual General	02-DEC-2019	30-NOV-2020	R0712-828-0000-	Senior Lecturer in Animal Nutrition

Select all Jobs

Continue **Clear**

[Back to Timesheet List](#)

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

General Timesheet

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

Start Date for Timesheet: 04-SEP-2020

New Timesheet

Status = NEW

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

Timesheet Summary Details

Show Job 02

6. The timesheet can be separated into four sections:

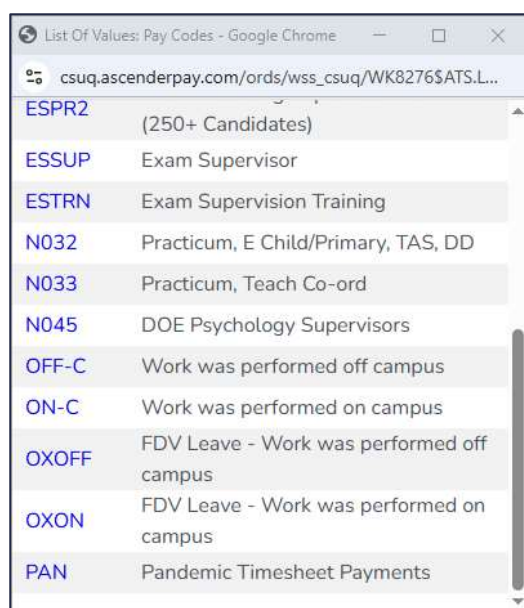
Section 1: Your Position Information

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.



Section 3: Saving and Submitting your timesheet

Button	Function
	Saves the timesheet. This allows you to return to the timesheet later to either add or delete entries.
	Saves the timesheet and also submits the timesheet for approval.
	Refresh will update the timesheet. If you added some information that is not displaying in the Timesheet summary details and you don't want to save the timesheet, click the refresh button to update the information
	Adds a row to bottom of the timesheet.
	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.

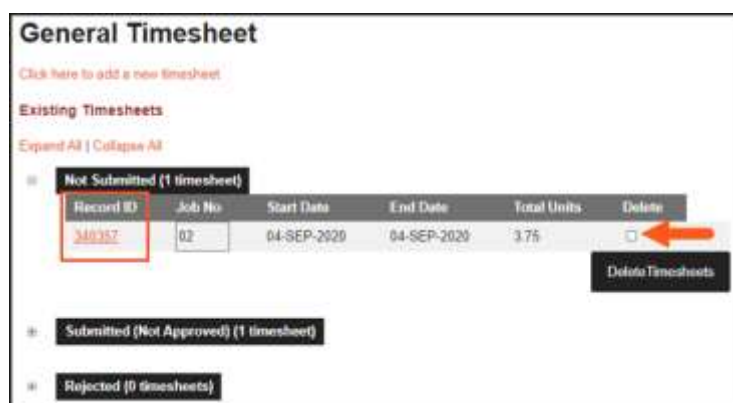
							Including This Timesheet					
This Timesheet							Overall Estimate		Overall Actuals		Remainder of Allocated Estimate	
Job No	Position Title	Pay Code	Award/Class/Step	Pay Rate	Units	Indicative Value	Units	Indicative Value	Units	Indicative Value	Units	Indicative Value
Totals for Job 02												
Timesheet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

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 [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"/>

Submitted (Not Approved) (1 timesheet)

Rejected (0 timesheets)

Delete 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
- 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

- 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.

General Timesheet

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

Existing Timesheets

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

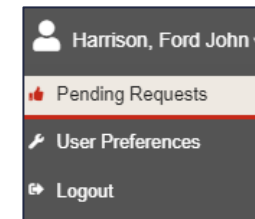
- * **Not Submitted (1 timesheet)**
- = **Submitted (Not Approved) (0 timesheets)**
- = **Rejected (1 timesheet)**

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 checked="" type="checkbox"/>

[Delete Timesheets](#)
[Unsubmit Timesheets](#)

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



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 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.

Revision 2.0

Last Modified 02 April 2025

Asset id= 149867

Pending Transaction

Person ID		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

							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
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		

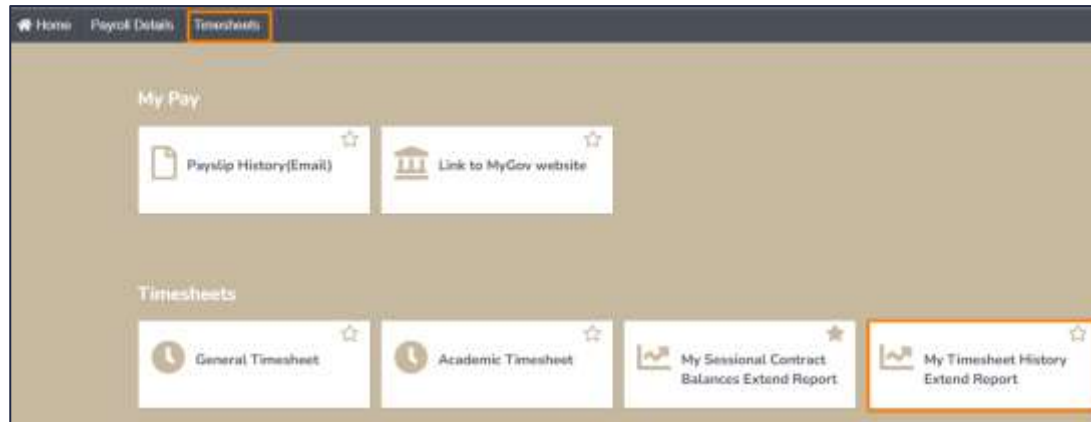
Table Name	WEB_TIMESHEET
Description	General Timesheet
Record Id	129015134
Created Date	04-SEP-2020
Approval Id	111443
Appr. Title	Sports and Aquatic Complex Supervisor
Appr. Status	Rejected
Appr. Level	1
Viewed Comments	<input type="checkbox"/>

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

Update Delete Clear Close

View Timesheet History

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





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

MY TIMESHEET HISTORY (REX0003004)									
Created on : 14-SEP-2020 11:04:22 Last Edited on : 14-SEP-2020 11:23:49									
View Report My Downloads									
MY TIMESHEET HISTORY									
<input type="text"/> Go Rows: 50 Actions									
Job	School/Unit	Contract/Position	Work Date	Pay Code	Pay Description	Session	Subject	Units	Period End Date
02	SX, Student Life	Casual Vibrancy Assistant	22/08/2024	ON-C	Work was performed on campus			2	29/08/2024
02	SX, Student Life	Casual Vibrancy Assistant	26/08/2024	ON-C	Work was performed on campus			1	29/08/2024
01	CX, Future Student Engmt & Uni Events	Casual Student Ambassador	16/08/2024	ON-C	Work was performed on campus			4	29/08/2024
01	CX, Future Student Engmt & Uni Events	Casual Student Ambassador	14/08/2024	ON-C	Work was performed on campus			1	29/08/2024

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

TIMESHEET HISTORY (AWM004)

Q

Job	School/Unit
02	Health Sciences
03	Health Sciences
06	Health Sciences

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

MY TIMESHEET HISTORY (REX0003004)

Created on : 14-SEP-2020 11:04:22 Last Edited on : 14-SEP-2020 11:23:49

[View Report](#) [My Downloads](#)

MY TIMESHEET HISTORY

Q Go Rows: 50 Actions

Row text contains 'off-c' X

Modify the number of records displayed

Click on the 'X' to remove the filter

Job	School/Unit	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

1 - 1 of 1

- Select Actions > Filter

MY TIMESHEET HISTORY

<input type="text" value="Q"/>	<input type="button" value="Go"/>	Rows 50	<input type="button" value="Actions"/>
Job	School/Unit		
02	SX, Student Life	Casual:	<input type="button" value="Filter"/>
02	SX, Student Life	Casual:	<input type="button" value="Rows Per Page"/>
01	CX, Future Student Engmt & Uni Events	Casual:	<input type="button" value="Format"/>
01	CX, Future Student Engmt & Uni Events	Casual:	<input type="button" value="Flashback"/>
01	CX, Future Student Engmt & Uni Events	Casual:	<input type="button" value="Save Report"/>
01	CX, Future Student Engmt & Uni Events	Casual:	<input type="button" value="Reset"/>
01	CX, Future Student Engmt & Uni Events	Casual:	<input type="button" value="Help"/>
01	CX, Future Student Engmt & Uni Events	Casual:	<input type="button" value="Download"/>

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

Filter

Column	Operator	Expression
<input type="text" value="Job"/> <ul style="list-style-type: none"> Displayed Job School/Unit Contract/Position Work Date Pay Code Pay Description Session Subject Units Period End Date 	=	<input type="text"/>
		<input type="button" value="Cancel"/> <input type="button" value="Apply"/>

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

Filter

Column

Row

Column

Operator

Expression

Contract/Position

like

%Student%

Cancel

Apply

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

<div> <div>Q</div> <div>Go</div> <div>Rows 50</div> <div>Actions</div> </div> <div> <div>Contract/Position like %Student%</div> </div>									
Job	School/Unit	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	CX, Future Student Engmt & Uni Events	Casual: Student Ambassador	24/07/2024	ON-C	Work was performed on campus			1	01/08/2024
01	CX, Future Student Engmt & Uni Events	Casual: Student Ambassador	14/08/2024	ON-C	Work was performed on campus			1	29/08/2024
01	CX, Future Student Engmt & Uni Events	Casual: 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 Ambassador	16/08/2024	ON-C	Work was performed on campus			4	29/08/2024

- 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

