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General Timesheets

1. Logging into the Web Kiosk

To access the Web Kiosk put the following web address into your internet browser:
webkiosk.csu.edu.au

This will open the Charles Sturt University Web Kiosk log-in webpage. Enter your Username and Password into the appropriate fields and click the OK button.

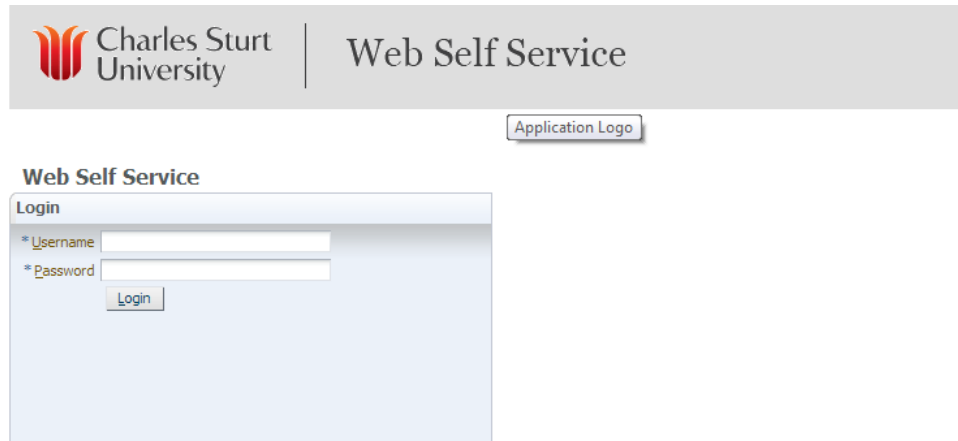


Fig 1

A screen, similar to the screen below (Fig 2), will appear.

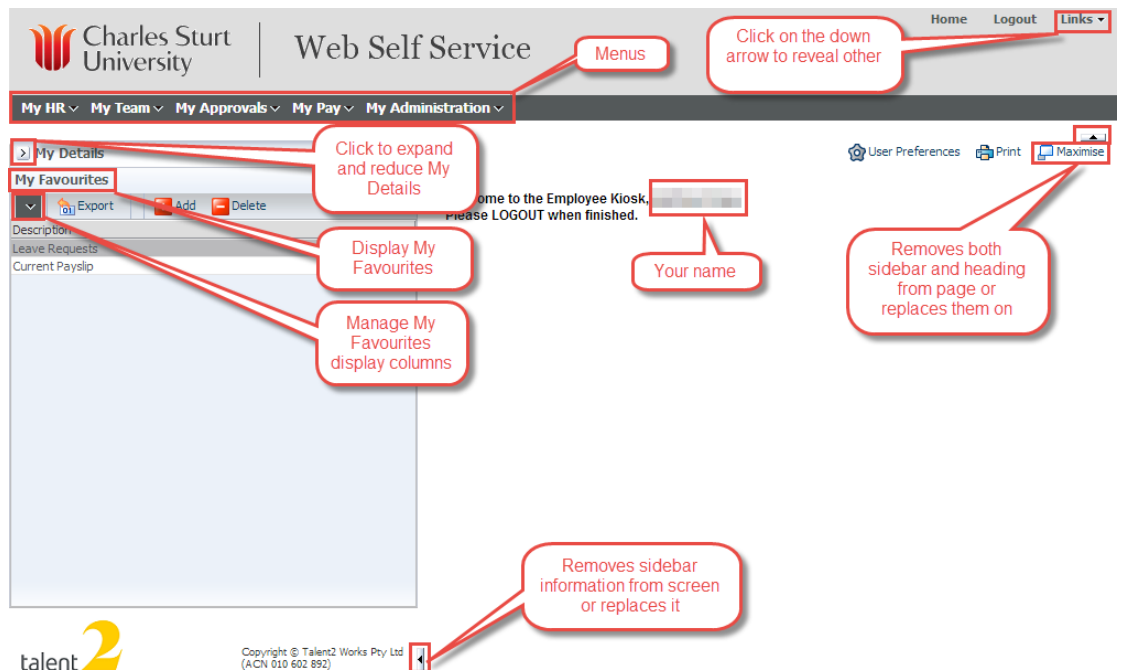


Fig 2

The web kiosk has a tiered menu system that contains information about you. You are also able to view a various things about you and your position at Charles Sturt University. The majority of this document will deal with General Timesheets.

2. Accessing Timesheets

1. Click on the **Timesheets** menu (Fig 3)
2. Click on the **General Timesheet** item

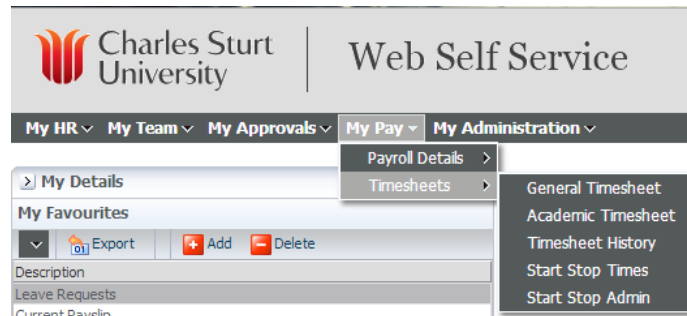


Fig 3

3. After clicking the General Timesheet menu item, the General Timesheet summary page will appear (Fig 4).

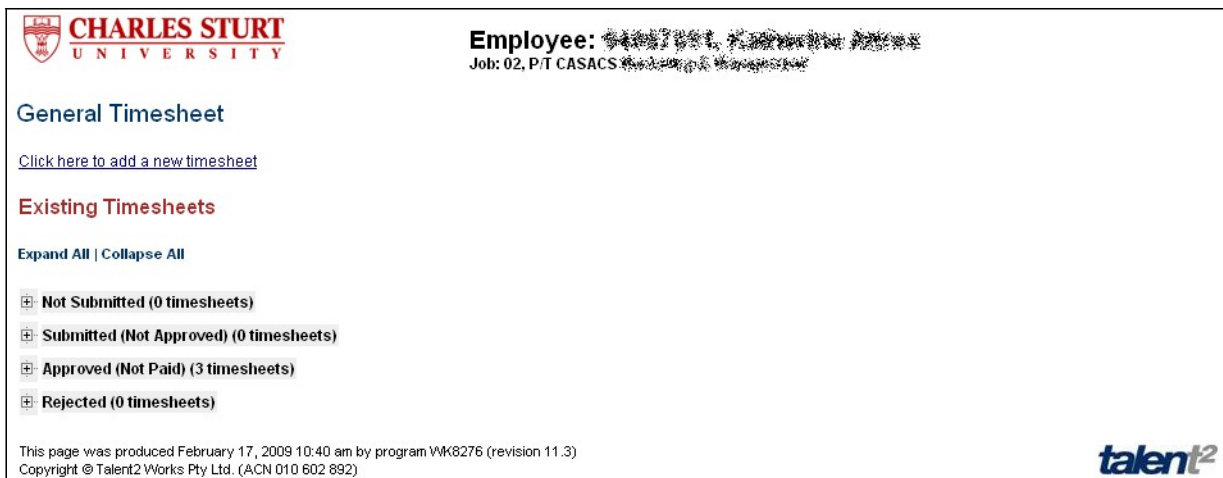



Fig 4

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 (Fig 5).

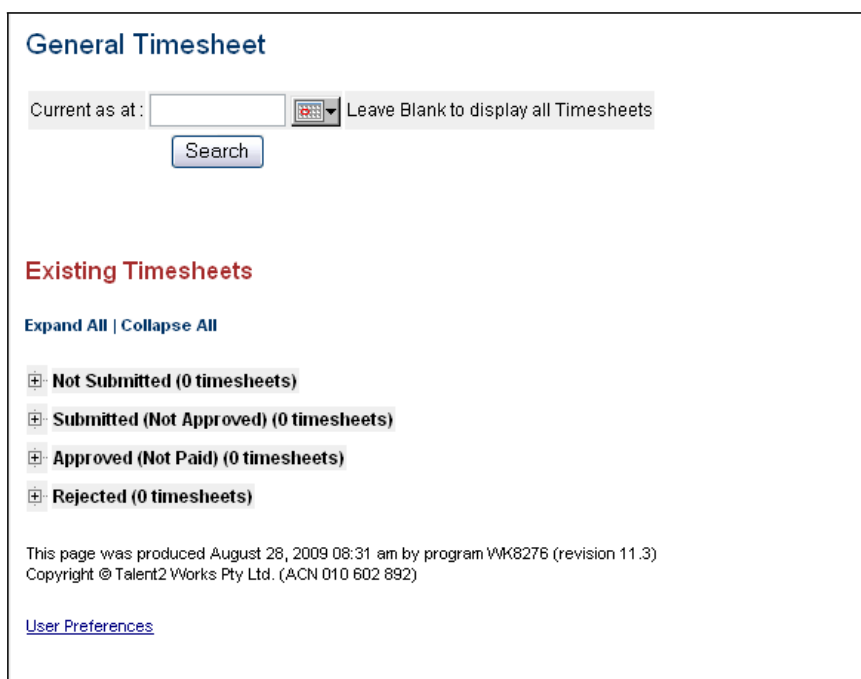


Fig 5

Not Submitted – Timesheets that have been saved by the user but not submitted to the approver

Submitted – Timesheets that have been submitted for Approval

Approved (Not Paid) – Timesheets that have been approved for payment

Rejected – Timesheets that have been rejected by the approver

3. Entering a timesheet

1. To create a new timesheet click on the link at the top of the Timesheet Summary page that says: [Click here to add a new timesheet](#) (Fig 6)

General Timesheet

Current as at: Leave Blank to display all Timesheets

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

Existing Timesheets

Expand All | Collapse All

- Not Submitted (0 timesheets)
- Submitted (Not Approved) (0 timesheets)
- Approved (Not Paid) (0 timesheets)
- Rejected (0 timesheets)

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Fig 6

2. You will be asked to choose a Start date for the timesheet. (Fig 7).

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**.

Click the **Find Employee Jobs** button.

General Timesheet

Add New Timesheet

Start Date:

[Back to Timesheet List](#)

Fig 7

3. You will be presented with a screen where you will need to select a job, before proceeding to the Timesheet entry screen. You can select all your available contracts by clicking the Select all Jobs button. Or you can select an individual job by clicking the tick box in the **Select** column, beside the appropriate job. Then click the continue button.

CHARLES STURT UNIVERSITY

Employee: ~~XXXXXXXXXXXXXXXXXXXX~~
Job: 01, Contract No: 0940-1

General Timesheet

Add New Timesheet

Start Date: 17-Apr-2009

Select	Job No	Position No	Details	School/Section	Employment Status	Start Date	End Date	Account No	Approver
<input type="checkbox"/>	01	625	Contract No: 0940-1	School of Business	Casual	01-FEB-2009	29-OCT-2009	A10:	452144 Secretary/Admin Assistant

[Back to Timesheet List](#)

Fig 8

4. After selecting a valid job, the General Timesheet will open (Fig 9). 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

1. General Timesheet

Job No	Position No	Position Title	School/Section	Employment Status	Start Date	End Date	Account No	Contract Hours	Approver
01	62	Supervisors - External	Student Admin	Casual General	15-NOV-2004	20-AUG-2009	A102	35	45 Mgr.

Start Date for Timesheet: 16-AUG-2009

2. New Timesheet for So [redacted], Ev [redacted] (111 [redacted]) Status = NEW

Delete	Work Date	Day	Units	Pay Code
D				
D				
D				
D				
D				
D				
D				
D				
D				

3. Save Save and Submit Refresh Expand Repeats Add a Row Cancel

4. Timesheet Summary Details

+ show job 01


Fig 9

a) Timesheet Information (Section 1)

Section 1 at the top of the timesheet, 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.

b) Creating your timesheet (Section 2)

Section 2 of the Timesheet screen (Fig 9) is a New Timesheet.

- a. The delete button **D** will delete the entire row of the timesheet
- b. The **Job No** column will only appear if you have selected multiple jobs. You are able to select a particular job number for the particular work date entry.
- c. 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.
- d. 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 hours, you only need to enter the number eg 3 or 7, you do not need to enter 3.0 or 7.0
- e. To select a **Paycode** click on the down-arrow icon  beside the field. This will open a pop-up window that will display all the available paycodes (Fig 10). To select a paycode, click on the paycode and this will place the paycode into your timesheet.

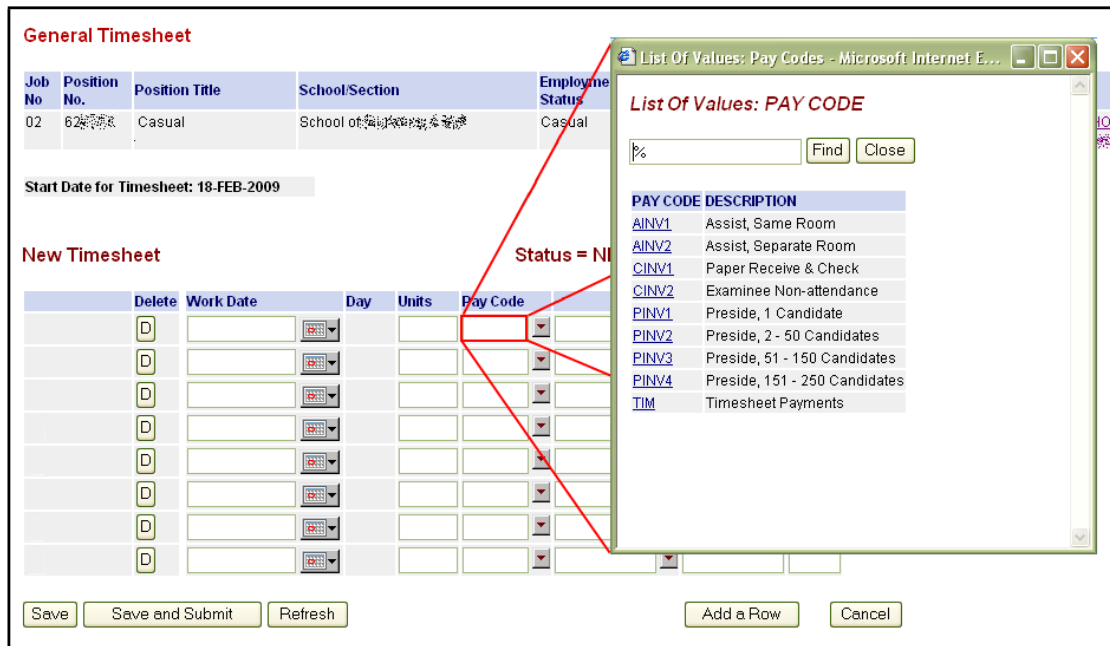


Fig 10

You can also search for a pay code by typing the whole code into the search field at the top of the pop-up window and pushing find or you can search for a range of codes by using a wildcard (%) eg to find all codes that contain the numbers 1 and 5 together (eg 15, 015, 150, 815) you would put %15% (between two wildcard symbols) into the search field and click find. The list will then be reduced to those codes with 15.

c) Saving and Submitting your timesheet (Section 3)

Section 3 of the timesheet screen (Fig 9) there are the following buttons

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 the 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)

After you click **Save and Submit** you should receive a message on the screen telling you that your timesheet has been successfully submitted to the approver (Fig 13). In this example screen shot also contains a Warning message. This is warning message has only been displayed as the staff member has exceeded the allotted number of hours for this particular Paycode. This will not stop the timesheet from being submitted, but the warning will also appear for the approver.

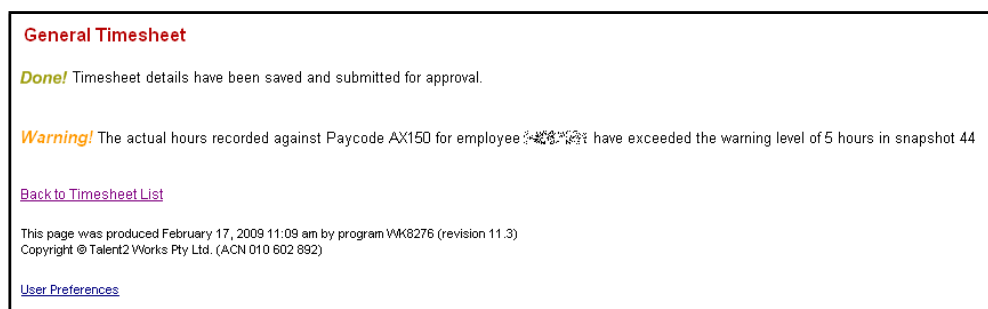



Fig 11

Clicking the [Back to Timesheet List](#) link will take you back to the initial Timesheet page (Existing Timesheets) as seen in Fig 5.

d) Timesheet Summary Details (Section 4)

Section 4 of the Timesheet is a Timesheet Summary. The summary can be viewed by clicking on the **show job** link or

by clicking the plus sign  (Fig 14)

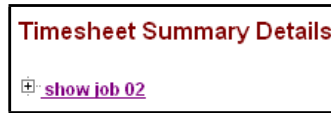


Fig 12

This provides you with a summary of the timesheet. You can add further comments for the approver by adding them to the optional comments box at the bottom of the form.

Timesheet Summary Details					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
02	Casual: Admin Assistant Health	TIM	200 / GS_35 / 01	24.2137	5.00	121.07	0.00	0.00	5.00	121.07		
Totals for Job 02					5.00	121.07	0.00	0.00	5.00	121.07		

Timesheet to be approved by [636230 Health Promotion Officer](#)

Add optional comments for the approver:

Fig 13

e) 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.

i. Modifying timesheets that have not been submitted

From the General Timesheet summary page, to modify a timesheet that has **not been submitted** click on the Record ID number of the time sheet (Fig 16). 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 outline in previous sections.

Existing Timesheets						
Expand All Collapse All						
Not Submitted (1 timesheet)						
Record ID	Job No	Start Date	End Date	Total Units	Delete	
36	02	01-FEB-2009	02-FEB-2009	2	<input type="checkbox"/>	

Fig 14

ii. Modifying timesheets that have been submitted but not approved

From the General Timesheet summary page, to modify a timesheet that has been submitted but not yet approved, first you must unsubmit the timesheet. The quick way to unsubmit a timesheet is to click 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, near the bottom of the page.

Submitted (Not Approved) (1 timesheet)								
Record ID	Job No	Start Date	End Date	Total Units	Type	Delete	Unsubmit	
35	02	09-FEB-2009	09-FEB-2009	1	New	<input type="checkbox"/>	<input type="checkbox"/>	

Fig 15

This will then move the submitted time sheet back to the **Not Submitted** section of the General Timesheet Summary page. The timesheet can then be treated like it had not been submitted.

This method can also be applied to timesheets that have been **Rejected**.

4. Viewing Timesheet information

Once you have **saved** or **saved and submitted** a timesheet or a timesheet has been **approved** or **rejected**, you will be able to view a summary of the timesheet in **Existing Timesheet** page, which was mentioned in the Accessing Timesheets section of this document. This is screen you first view after clicking on General Timesheet from the left hand menu.

From this screen you can perform some quick actions to the timesheet. By using the tick boxes on the far right hand side of the screen and Delete and/or Unsubmit timesheet buttons, you can easily delete or unsubmit timesheets without having to go into the timesheet itself.

NOTE: Once the timesheet has been **deleted**, you cannot retrieve it. However, an unsubmitted timesheet can be resubmitted.

Existing Timesheets

Expand All | Collapse All

Not Submitted (1 timesheet)

Record ID	Job No	Start Date	End Date	Total Units	Delete
36	02	01-FEB-2009	02-FEB-2009	2	<input type="checkbox"/>

Submitted (Not Approved) (1 timesheet)

Record ID	Job No	Start Date	End Date	Total Units	Type	Delete	Unsubmit
35	02	09-FEB-2009	09-FEB-2009	1	New	<input type="checkbox"/>	<input type="checkbox"/>

Approved (Not Paid) (5 timesheets)

Record ID	Job No	Start Date	End Date	Total Units
Details	02	09-JAN-2009	22-JAN-2009	4
Details	02	09-JAN-2009	22-JAN-2009	1
Details	02	23-JAN-2009	05-FEB-2009	1
Details	02	06-FEB-2009	19-FEB-2009	1
Details	02	20-FEB-2009	05-MAR-2009	1

Rejected (1 timesheet)

Record ID	Job No	Start Date	End Date	Total Units	Delete	Unsubmit
34	02	19-FEB-2009	19-FEB-2009	1	<input type="checkbox"/>	<input type="checkbox"/>

Not Submitted –
Timesheets that have been saved by the user but not submitted to the approver

Submitted –
Timesheets that have been submitted for Approval

Approved (Not Paid)
– Timesheets that have been approved for payment

Rejected –
Timesheets that have been rejected by the approver

Fig 16

a) Rejected Timesheets – Approver Comments

Rejected timesheets can be viewed in the Rejected section as per Fig 16. However, to view any comments that the Approver has made, regarding the rejection of the timesheets, can only be viewed in View Transactions (Section 6 – View Transactions of this document).

When you view the timesheet through the View Transaction section of the Web Kiosk, you will then be able to view the Approver's comments (highlighted with the red box below – Fig 17).

Pending Transactions

Delete Clear

Academic Timesheet

Delete	Record ID	Name	Calendar	Total Hours	Created Date	To Be Actioned By	Escalated to you By	Comments	Mgr Comments
<input type="checkbox"/>	61575	2009 Calendar (2009)	2009 Calendar (2009)	10	12-AUG-2009	16-AUG-2009			You are over the maximum hours for this contract 003. This WEB_TIMESHEET record was rejected on 04-SEP-2009.
<input type="checkbox"/>	61578	2009 Calendar (2009)	2009 Calendar (2009)	1	12-AUG-2009	16-AUG-2009			You are over the maximum hours for this contract 003. This WEB_TIMESHEET record was rejected on 04-SEP-2009.
<input type="checkbox"/>	61589	2009 Calendar (2009)	2009 Calendar (2009)	1	12-AUG-2009	16-AUG-2009			Already claimed on 1/8/09 003. This WEB_TIMESHEET record was rejected on 12-AUG-2009.

Delete Clear

Fig 17

You can also view more detailed information by clicking on the corresponding Record ID number (Fig 17). This will then display the extra information in a new pop-up window (Fig 18). Comments are also displayed at the bottom of page.

CHARLES STURT UNIVERSITY Employee: 1 Job: 01, No: 0940-1 **CSUgreen** Sustainability - your actions count!

Pending Transaction
Academic Timesheet

Warning! The actual hours recorded against Paycode AX160 for employee 11337153 have exceeded the warning level of 41 hours in snapshot 1
 The actual hours recorded against Paycode AX160 for employee 11337153 have exceeded the warning level of 49.5 hours in snapshot 1
 The actual hours recorded against Paycode AX200 for employee 11337153 have exceeded the warning level of 13 hours in snapshot 1

Person ID		Name			
Job ID	04				
Occupancy Type	Substantive				
Contract	No: 0940-2	Emp Status	CASAC	Account#	A102... 100%
School/Section	School of...				
Commence Date	01-MAR-2009				
Termination Date	29-OCT-2009				
Academic Calendar	2009 Calendar				
Work Date	Day	Units	Paycode	Subject	
06-AUG-2009	Thu	10	AX160	ITC02C	
TOTAL		10			

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Table Name	WEB_TIMESHEET
Description	Academic Timesheet
Record Id	18196810
Created Date	12-AUG-2009
Approval Id	452144
Appr. Title	Secretary/Admin Assistant
Appr. Status	Rejected
Appr. Level	1
Viewed Comments	N
Comments	You are over the maximum hours for this contract 003: This WEB_TIMESHEET record was rejected on 04-SEP-2009.

Fig 18

5. Viewing Timesheet History

You are able to view your timesheet history by clicking the Timesheet History menu item (Fig 18) in the Timesheet Folder:

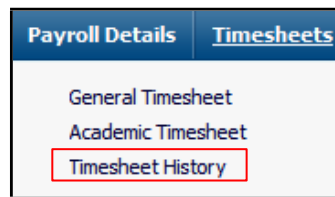


Fig 19

Your timesheet history will then be displayed (Fig 19).

Timesheet History									
Audit ID	Approved	Timesheet#	Contract	Job	Date	Hours	Pay Code	Subject	Paid?
3638166	22-JUN-2009	135	No: 4015	01	18-JUN-2009	1.5	AX160	INF410	Yes
3638166	22-JUN-2009	135	No: 4015	01	17-JUN-2009	1.0	AX160	INF410	Yes
3638166	22-JUN-2009	135	No: 4015	01	16-JUN-2009	1.5	AX160	INF410	Yes
3638166	22-JUN-2009	135	No: 4015	01	15-JUN-2009	1.5	AX160	INF410	Yes
3638166	19-MAY-2009	53	No: 4015	01	12-MAY-2009	1.2	AX160	INF410	Yes
3638166	19-MAY-2009	53	No: 4015	01	11-MAY-2009	1.5	AX160	INF410	Yes
3638166	19-MAY-2009	53	No: 4015	01	08-MAY-2009	2.0	AX160	INF410	Yes
3638166	19-MAY-2009	53	No: 4015	01	07-MAY-2009	2.0	AX160	INF410	Yes

Records 1 to 8 of 8

Fig 20

Column	Description
Audit ID	A system generated audit number.
Approved	The date at which the timesheet entry was approved.
Timesheet	The timesheet number (useful for HR Systems if there is an issue).
Contract	Contract Number the timesheet was claimed against.
Job	The Job number for the contract/position.
Date	The date on the timesheet entry or the work date.
Hours	The number of hours (in decimal format).
Pay Code	The type of payment.
Subject	The CSU Subject code.
Paid?	Whether the timesheet has been paid through a pay run or not.

6. My Requests

You are also able view any pending timesheets (timesheet that are still to be approved) from the My Requests menu item.

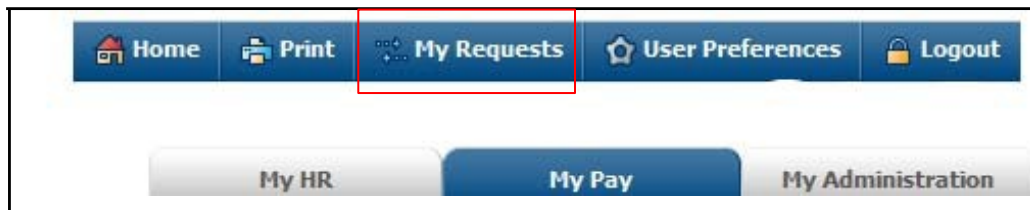


Fig 21

After clicking on the My Requests menu item a screen similar to Fig 21 will appear.

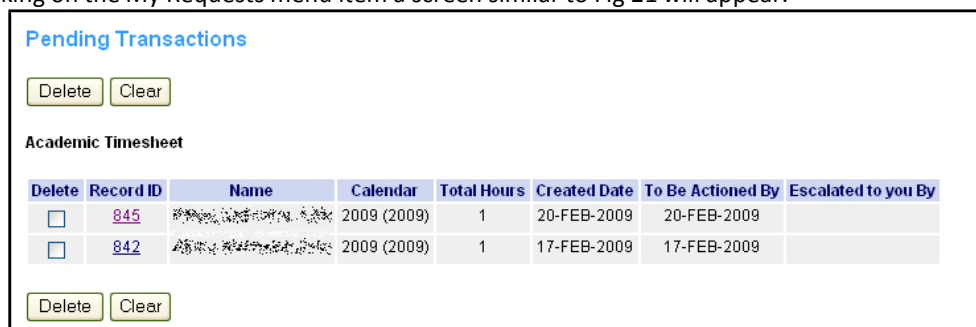


Fig 22

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

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

You are able to 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, similar to Fig 22.



Fig 23