

Web Kiosk User Guide

Submitting Bulk General Timesheets

Division of People and Culture

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

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Entering Bulk Timesheets

1. Select **Home > My Administration**

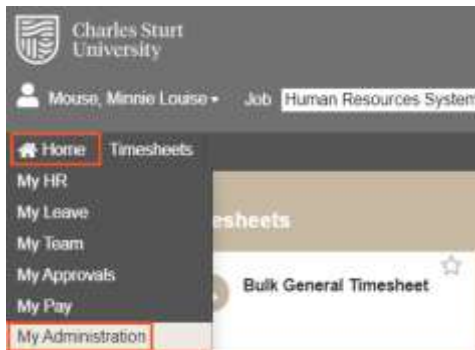


Figure 1: Home > My Administration > Bulk General Timesheet

2. Select **Bulk General Timesheet**

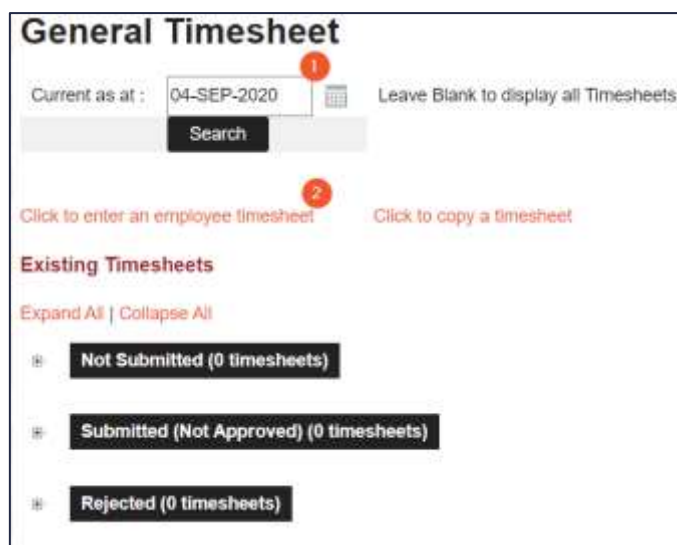



Figure 2: Bulk General Timesheet Summary

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.

1. Before creating a new bulk timesheet and with reference to Figure 2 above, you will need to:
 - 1 Enter a date in the **Current as at:** field that will encompass the timesheets you need to enter
 - 2 Select **Click to enter an employee timesheet**
2. You will then be presented with a current list of staff who work in your area and have valid occupancies. The list will look similar to the screen shot in Figure 3: Employee Selection List. Select a staff member by clicking on their Person Id number.

General Timesheet

Active Jobs Displayed

Current as at: 04-SEP-2020

Please select the employee you wish to enter a timesheet for

Person Id	Job No	Name	Position No	Position Title	School/Section	Employment Status	Account No
11130589	04	Duck, Donald	650650	Associate Teachers	A&E, Workplace Learning Team	CASN	A102-3104-0000-
11130588	04	Mary, Donald Mary	650650	Associate Teachers	A&E, Workplace Learning Team	CASN	A102-3104-0000-
11130586	01	James, Mary James	650650	Associate Teachers	A&E, Workplace Learning Team	CASN	A102-3104-0000-

Figure 3: Employee Selection List

- After selecting a valid job, the General Timesheet will display. The timesheet can be separated into 3 sections:

General Timesheet

Job No	Position No.	Position Title	School/Section	Employment Status	Start Date	End Date	Account No	Contract Hours	Approver
04	650650	Associate Teachers	A&E, Workplace Learning Team	Casual Supervising Teacher	17-OCT-2016	30-SEP-2020	A102-3104-0000-	35	655660 Manager, Workplace Learning

Start Date for Timesheet: 04-SEP-2020

New Timesheet for Duck, Donald (11130589) Status = NEW

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

Save Save and Submit Refresh Add a Row Cancel

Timesheet Summary Details

Show Job 04


Figure 4: General Timesheet Entry

Section 1 – Job details

Provides is a summary of the employee's job information and the start date for the timesheet.

Section 2 – The timesheet entry matrix

- The delete button **D** will delete the entire row of the timesheet

- 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 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. The units will be hours in decimal format. For example 1 hour and 15 minutes will be 1.25 units or 1 hour and 45 minutes will be 1.75 units. To enter whole hours, you only need to enter the number eg 3 or 7, you do not need to enter 3.0 or 7.0
- 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. To select a paycode, click on the paycode and this will place the paycode into your timesheet.

Section 3 – The Timesheet Summary details

The summary can be viewed by clicking on the **show job** link or by clicking the plus sign .

As shown in Figure 5, this provides you with a summary of the timesheet. You can include comments for the approver by adding them to the optional comments box at the bottom of the form.

Timesheet Summary Details												
<div>Hide Job 04</div>												
							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 04												
Timesheet to be approved by							655660 Manager Workplace Learning					
Add optional comments for the approver:												

Figure 5: Timesheet Summary Details

4. Select **Save** after completing the timesheet. You will receive the following message.

General Timesheet

Timesheet for Duck, Donald

Done. Timesheet details have been saved.

[Back to Employee List](#)
[Back to Timesheet List](#)

Figure 6: General Timesheet Saved

At this point you can go back to the Timesheet List (Figure 2: Bulk General Timesheet Summary), or return the Employee List to enter a timesheet for another employee (Figure 3: Employee Selection List).

5. Selecting **Save and Submit** will elicit the following message:

General Timesheet

Timesheet for Duck, Donald

Done. Timesheet details have been saved and submitted for approval.

[Back to Employee List](#)
[Back to Timesheet List](#)

Figure 7: General Timesheet Saved and Submitted for Approval

Any warnings received **will not stop the timesheet from being submitted.**

Timesheet Maintenance

Maintenance can be performed on the timesheets from the timesheet list.

Deleting Timesheets

To remove one or more timesheets, select the **Delete** checkbox against the timesheets that are to be deleted.

Select the **Delete Timesheets** button below the listed timesheets. A dialog window will be displayed to confirm the deletion.

Existing Timesheets

Expand All | Collapse All

☒ Not Submitted (3 timesheets)

Record ID	Job No	Employee No	Name	Start Date	End Date	Total Units	Submit	Approver	Delete
831	01	HES016	Bobers, Garfield St Auburn	30-JAN-2009	12-FEB-2009	76	<input type="checkbox"/>	HES015 Boycott, Geoffrey	<input type="checkbox"/>
832	01	HES027	Kirsten, Gary	30-JAN-2009	12-FEB-2009	78	<input type="checkbox"/>	HES015 Boycott, Geoffrey	<input type="checkbox"/>
834	01	HES034	Sakura, Momoko	30-JAN-2009	12-FEB-2009	74	<input type="checkbox"/>	HES015 Boycott, Geoffrey	<input type="checkbox"/>

Mark All Timesheets for Submission Submit Selected Timesheets Delete Timesheets

☒ Submitted (Not Approved) (4 timesheets)

Record ID	Job No	Employee No	Name	Start Date	End Date	Total Units	Type	Delete	Unsubmit
824	01				09 29-JAN-2009	76	New	<input type="checkbox"/>	<input type="checkbox"/>
826	01				09 29-JAN-2009	68	New	<input type="checkbox"/>	<input type="checkbox"/>
827	01				09 29-JAN-2009	70	Updated	<input type="checkbox"/>	<input type="checkbox"/>
828	01				09 29-JAN-2009	68	Updated	<input type="checkbox"/>	<input type="checkbox"/>
829	01	HES027	Kirsten, Gary	16-JAN-2009	29-JAN-2009	69	New	<input checked="" type="checkbox"/>	<input type="checkbox"/>
830	01	HES028	Hammond, Wally	30-JAN-2009	12-FEB-2009	79	New	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Delete Timesheets Unsubmit Timesheets

Figure 8: Deleting Timesheets

Click OK to confirm. A confirmation message will be displayed:



Figure 9: Delete Timesheet Success

Editing Timesheets

Submitted and Rejected timesheets cannot be edited directly. Only Not Submitted timesheets may be modified. To change Submitted or Rejected timesheets, they must first be switched back to a status of Not Submitted. This can be achieved by Unsubmitting the timesheet - this option is only available for Submitted / Rejected timesheets.

Select the **Unsubmit** checkbox against the timesheets that are to be unsubmitted, then click the **Unsubmit Timesheets** button below the listed timesheets. A dialog window will be displayed to confirm the unsubmit.

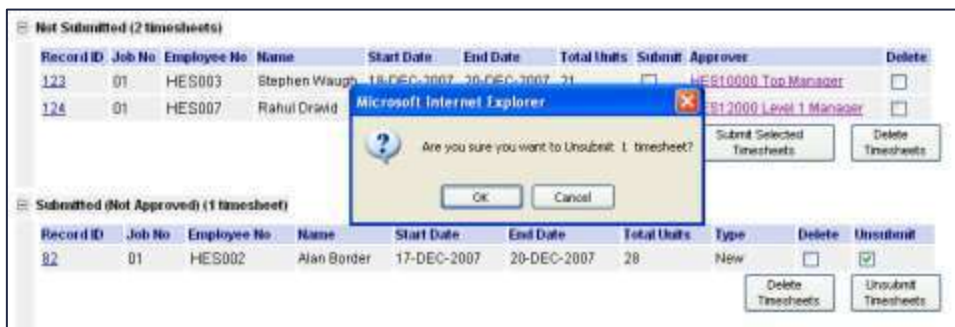


Figure 10: Unsubmitting Timesheets

Click OK to confirm. A confirmation will be displayed.

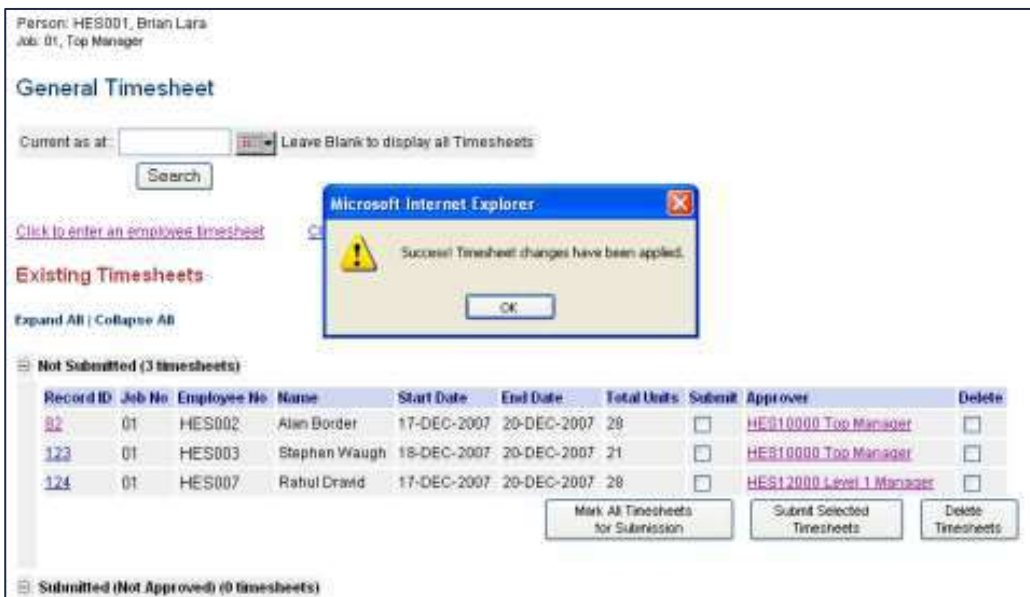


Figure 11: Unsubmit Timesheets Success

To submit one or more timesheets, select the **Submit** checkbox against the timesheets that are to be submitted. Click the 'Submit Selected Timesheets' button below the listed timesheets. A confirmation message will be displayed.

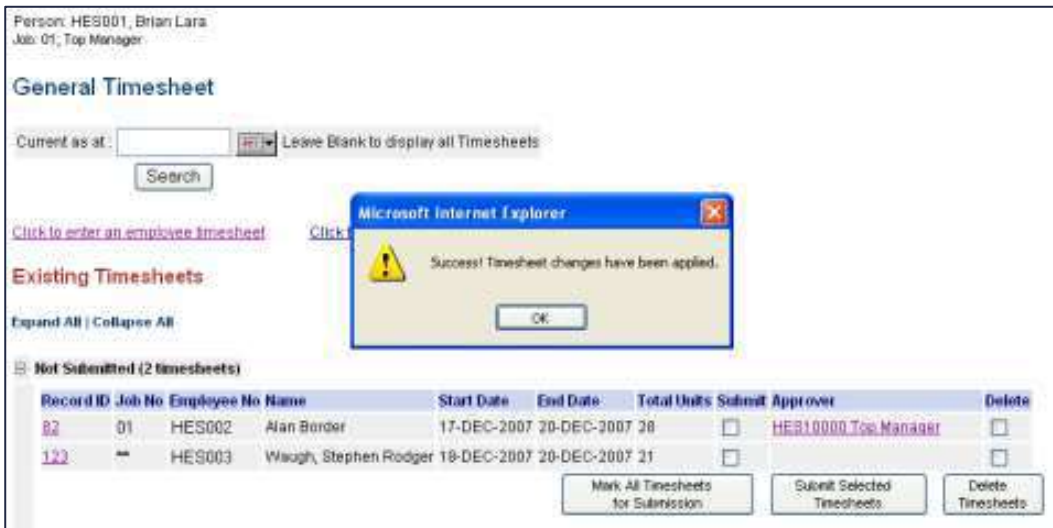


Figure 12: Submit Timesheet Success

Timesheets that have been unsubmitted and subsequently re-submitted will be highlighted in the Submitted section as updated.

Person: HES001, Brian Lara
Job: 01, Top Manager

General Timesheet

Current as at: Leave Blank to display all Timesheets

[Click to enter an employee timesheet](#) [Click to copy a timesheet](#)

Existing Timesheets

Expand All | Collapse All

☒ Not Submitted (2 timesheets)

☐ Submitted (Not Approved) (1 timesheet)

Record ID	Job No	Employee No	Name	Start Date	End Date	Total Units	Type	Delete	Unsubmit
124	01	HES007	Rahul Draiid	17-DEC-2007	20-DEC-2007	28	Updated	<input type="checkbox"/>	<input type="checkbox"/>

Figure 13: Timesheet Summary - Submitted Timesheets

View/Edit a Timesheet

To view or edit a Not Submitted timesheet, click on the appropriate Record ID link. This will re-display the job selection screen. Any jobs for which entries have already been made in the timesheet will already have the Select checkbox checked. These selections cannot be unchecked. However, additional jobs can be selected to be included in the timesheet.

Person: HES001, Brian Lara
Job: 01, Top Manager

General Timesheet

Modify Timesheet for Waugh, Stephen Rodger (HES003)

Current as at: 01-JUL-2008

Select	Job No	Position No	Position Title	CLevel	Employment Status	Award	Classification	Start Date	End Date	Subject	Account No	Contract Hours	Approver
<input checked="" type="checkbox"/>	01	HES12000	Level 1 Manager	HES Projects Clevel	Permanent	Executive	Manager	01-JAN-2006	31-DEC-2049		123456	40	HES10000 Top Manager
<input checked="" type="checkbox"/>	02	HES12110	Employee	HES Projects Clevel	Casual	Administration Award	Clerical Officer	01-SEP-2007	31-DEC-2049		AAAAA	37.5	HES12100 Level 2 Manager

[Back to Employee List](#)
[Back to Timesheet List](#)

Figure 14: View or Edit a Not Submitted Timesheet

If the employee has only one job at the recorded Start Date or all jobs already have entries in the timesheet, the job selection screen will not be displayed. Instead, the timesheet entry screen will be displayed directly.

Person: HES012, Alec Stewart
Job: 01, Level 2 Manager

General Timesheet

Job No	Position No	Position Title	Level	Employment Status	Award	Classification	Start Date	End Date	Subject	Account No	Contract Hours	Approver
01	HES0001	Admin Officer	Higher Ed Services Project	Casual	HES Award	HES1 Classification	01-JUL-2009	31-DEC-2049		****	37.5	

Start Date for Timesheet: 10-MAY-2010

New Timesheet for TinkyWinky Tellytubby (HES103) Status = NEW

Copy New Timesheet	Delete	Work Date	Day	Start Time	Finish Time	Break	Units	Award	Classification	Step	Pay Code	Rate Override	GL Override	Activity	Repeat	Attach
<input type="checkbox"/>	<input type="checkbox"/>	10-MAY-2010	Mon	09:30	18:30	01:00	8				SAL					
<input type="checkbox"/>	<input type="checkbox"/>	11-MAY-2010	Tue	09:30	18:30	01:00	8				SAL					
<input type="checkbox"/>	<input type="checkbox"/>															
<input type="checkbox"/>	<input type="checkbox"/>															
<input type="checkbox"/>	<input type="checkbox"/>															

Save Save and Submit Refresh Expand Repeats Add a Row Cancel

Timesheet Summary Details

Hide Job 01

		This Timesheet		Including This Timesheet			
Job No	Position Title	Pay Code	Award/Class/Step	Pay Rate	Units	Indicative Value	Overall Estimate
01	Admin Officer	SAL	HES / HES1 / 03	50.9521	18.00	814.43	0.00
Totals for Job 01					36.00	814.43	0.00

Figure 15: Timesheet Entry Display

The timesheet entry screen can be used in the same way as when first entering the timesheet.

Submitted Timesheets

On submitting a timesheet, it will be split into a separate entry per job as each job may have a different approver.

General Timesheet

Current as at: Leave Blank to display all Timesheets

[Click to enter an employee timesheet](#) [Click to copy a timesheet](#)

Existing Timesheets

Expand All | Collapse All

☐ Not Submitted (2 timesheets)

☒ Submitted (Not Approved) (3 timesheets)

Record ID	Job No	Employee No	Name	Start Date	End Date	Total Units	Type	Delete	Unsubmit
124	01	HES007	Rahul Dravid	17-DEC-2007	20-DEC-2007	28	Updated	<input type="checkbox"/>	<input type="checkbox"/>
441	01	HES003	Waugh, Stephen Rodger	01-JUL-2008	01-JUL-2008	5	New	<input type="checkbox"/>	<input type="checkbox"/>
441	02	HES003	Waugh, Stephen Rodger	02-JUL-2008	02-JUL-2008	5	New	<input type="checkbox"/>	<input type="checkbox"/>

☐ Rejected (1 timesheet)

Figure 16: Submitted Timesheet with Different Approvers

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To view a Submitted or Rejected timesheet, click on the appropriate Record ID column.

This will re-display the timesheet entry screen in a read only mode. Only the timesheet entries relevant to the selected job will be displayed.

Person: HES012, Alec Stewart
Job: 01, Level 2 Manager

General Timesheet

Job No	Position No	Position Title	Classif	Employment Status	Award	Classification	Start Date	End Date	Subject	Account No	Contract Hours	Approved
01	HES12220	Supervisor	Higher Ed Services Project	Permanent	HES Award	HES1 Classification	01-JAN-2008	31-DEC-2048	----	----	36	

Start Date for Timesheet: 10-JUL-2009

Submitted Timesheet for Geoffrey Boycott (HES015) Status = SUBMITTED

Work Date	Day	Start Time	Finish Time	Break	Units	Award	Classification	Stop	Pay Code	Rate Override	SL Override	Activity	Report	Attachment
10-JUL-2009	Fri	08:00	17:00	01:00	8				SAL					8m
17-JUL-2009	Fri	08:00	17:00	01:00	8				SAL					8m
24-JUL-2009	Fri	08:00	17:00	01:00	8				SAL					8m
31-JUL-2009	Fri	08:00	17:00	01:00	8				SAL					8m
07-AUG-2009	Fri	08:00	17:00	01:00	8				SAL					8m
14-AUG-2009	Fri	08:00	17:00	01:00	8				SAL					8m

Unsubmit Refresh Cancel

Timesheet Summary Details

Hide Job 01

				This Timesheet		Including This Timesheet			
Job No	Position Title	Pay Code	Amount (Units/Rate)	Pay Code	Units Indicative Value	Overall Estimate	Overall Actuals	Remainder of Allocated Estimate	
					Units	Indicative Value	Units	Indicative Value	Units Indicative Value
01	Supervisor	SAL	HES / HES1 / 03 38.4775 48.00		2692.00	0.00	0.00	2692.00	
Totals for Job 01					48.00	2692.00	0.00	0.00	2692.00

Figure 17: View a Submitted or Rejected timesheet

To unsubmit the timesheet, click the **Unsubmit** button. This option will only be available for Submitted or Rejected timesheets.

Once a timesheet is approved, it will appear in the **Timesheet History** option, which is available from the menu.

Copy a Timesheet

Bulk timesheets also includes a facility to copy timesheets. To copy a timesheet record, a Start Date must have been entered. Select **Click to copy a timesheet** and the following screen will be displayed:

Person: HES012, Alec Stewart
Job: 01, Level 2 Manager

General Timesheet

Current as at: 10-Jul-2010

Copy From	Copy To
Employee: <input type="text"/>	Employee: <input type="text"/>

[Back to Timesheet List](#)

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[User Preferences](#)

Figure 18: Copy a Timesheet

To select an employee to copy from (i.e. a current team member having a timesheet covering the selected start date), enter the required employee or select from the Copy From Employee drop down list and the following screen will be displayed:

Person: HES012, Stewart, Alec
Job: 01, Level 2 Manager

[hes testing of links](#)

General Timesheet

Current as at: 10-JUL-2009

Copy From	Employee:

[Back to Timesheet List](#)

This page was produced November 02, 2010 07:34 am by prog

[User Preferences](#)

List Of Values: Employee - Microsoft Internet Ex...

Back Forward Stop Home Search

List Of Values: Employee

% Find Close

Person Id	Name	Position Title	Level Description
HES020	Langer, Justin Lee	Technical Consultant	Higher Ed Services Project

Done Local intranet

Figure 19: Select an employee to copy from

To select an employee to copy to (i.e. a current team member), enter the required employee or select from the Copy To Employee drop down list and a dialog screen will be displayed similar to Figure 19 above.

Select a Copy To employee or tab off the Copy To Employee once an employee number has been entered and a summary of the Copy From Employee's timesheet(s) by job will be displayed:

Person: HES012, Stewart, Alec
Job: 01, Level 2 Manager

[hes testing of links](#)

General Timesheet

Current as at: 10-JUL-2009

Copy From	Copy To
Employee: HES020	Employee: HES015

Job No	Title	Level Description	Account No	Record ID	Start Date	End Date	Total Units	Copy to Job No
01	Technical Consultant	Higher Ed Services Project	*****	348	10-JUL-2009	14-AUG-2009	48	

[Copy Timesheet](#)

[Back to Timesheet List](#)

Figure 20: Copying a Timesheet summary

Enter a job number for the Copy To Employee against one or more of the Copy From job summary lines. Alternatively, select from the Copy to Job No drop down list and the following screen will be displayed:

Person: HES012, Stewart, Alec
Job: 01, Level 2 Manager

[hes testing of links](#)

General Timesheet

Current as at: 10-JUL-2009

Copy From		Copy To	
Employee:	HES020	Employee:	HES015

Job No	Title	Copy to Job No
01	Technical Consultant: High	

Copy Timesheet

[Back to Timesheet List](#)

This page was produced November 01, 2009

[User Preferences](#)

Microsoft Internet Explorer

Back Forward Stop Home Search

List Of Values: Job

% Find Close

JOB	POSITION NO	POSITION TITLE	CLEVEL
01	HES12220	Supervisor	Higher Ed Services Project

Done Local intranet

Figure 21: Copying a Timesheet - Job Selection

Each Copy To Employee job can only be assigned to one job summary line.

To copy the Copy From Employee's timesheet entries to the Copy To Employee, click on the **Copy Timesheet** button. This will open the timesheet entry screen and load it with the Copy From Employee's timesheet details but against the Copy To Employee:

Person: HES012, Stewart, Alec
Job: 01, Level 2 Manager

[hes testing of links](#)

General Timesheet

Job No	Position No	Position Title	Clevel	Employment Status	Award	Classification	Start Date	End Date	Subject	Account No	Contract Hours	Approver
01	HES12220	Supervisor	Higher Ed Services Project	Permanent	HES Award	HES2 Classification	01-JAN-2008	31-DEC-2049		****	30	HES004 Tendulkar, Sachin Ramesh

Start Date for Timesheet: 10-JUL-2009

New Timesheet for Boycott, Geoffrey (HES015) Status = NEW

Copy Line above	Delete	Work Date	Day	Start Time	Finish Time	Break	Units	Award	Classification	Stop	Pay Code	Rate Override	GL Override	Activity	Repeat
	D	10-JUL-2009	Fri	08:00	17:00	01:00	8				SAL				
	D	17-JUL-2009	Fri	08:00	17:00	01:00	8				SAL				
	D	24-JUL-2009	Fri	08:00	17:00	01:00	8				SAL				
	D	31-JUL-2009	Fri	08:00	17:00	01:00	8				SAL				
	D	07-AUG-2009	Fri	08:00	17:00	01:00	8				SAL				

Figure 22: Editing the Copied Timesheet

From this point, the process operates as per a standard General Timesheet entry.

However, an important point on the copy is that the entire timesheet will have been copied for the Copy From Employee job and may include entries that are prior to the selected start date. These entries will need to be corrected or removed from the copied to timesheet.