Quick Reference Guide – Approving Academic Timesheets in Web Kiosk

Step One	Step Two	Other Features	
Timesheets online	Approving Timesheets Online	Approval History	Delegating Approval
1. Login to the Web Kiosk 2. Any pending records awaiting your approval will be listed under the 'To Do' area on your dashboard. 3. Select the **relative tile**.	4. Under the heading "Academic Timesheet" you will see a list of all Academic Timesheets which have been submitted to you for approval. 5. To view details of each timesheet click on the **Record ID** number. 6. Check each Timesheet entry. At a minimum, we suggest the following: - The Contract No. against which the timesheet was entered. - The Account number (if this is incorrect, please advise mailto:dpc@csu.edu.au) - Units, Pay Code and Subject. - Overall Estimate, Actual and Remainder figures, if you use the Unit Check Snapshot feature. 7. From the **Approval Status** drop down box select **Rejected, Approved or Escalated**, and then click Update. The employee is automatically notified via email when their timesheet has been actioned.	1. To view any timesheets you have approved, go to Home > My Approvals 2. Select the **Approval History** tile. 3. *To view all Staff Members*: select **Academic Timesheets** from the Transaction Type list, then click **Find**. This will return all employees that you have approved/rejected timesheets for. 4. You can search for specific data by entering the query criteria fields and hit Find. 5. *To view Individual Staff Members*: Enter the staff member's employee number into the **Employee** field then click **Find**.	1. Select Home > **My Approvals.** 2. Select **Approval Delegation.** 3. To set a new delegation click on the **Add new Approval Delegation record** link. 4. Select **Web Timesheets** from the list that appears. 5. Enter the number of the position that is receiving the Approval Delegation and also the start and end dates of the period of delegation.

- **Note: You will need to have approvals completed before 11:00am on the Tuesday before pay day to ensure the timesheets are included in the next pay. You should advise your casual academic staff the deadline you require them to have the timesheets submitted. Eg. You might advise them that all timesheets submitted by Thursday will be actioned – this gives you Friday and Monday up to 11:00am to approve.**

- You cannot change a timesheet that has been submitted – if a change is required you will need to reject the timesheet and the staff member will need make the changes and resubmit.

- The commence date and the termination date are as per the contract but the end date will show as plus one month and then to the following pay date. Staff will not be able to enter timesheets after that end date even for a period worked within the contract dates.

- A comprehensive User Guide is located on the Division of Human Resources website at: https://www.csu.edu.au/division/people-culture/current-staff/my-employment/web-kiosk