

Web Kiosk User Guide Approving Academic Timesheets

Division of People and Culture

For further information please contact Employee Services

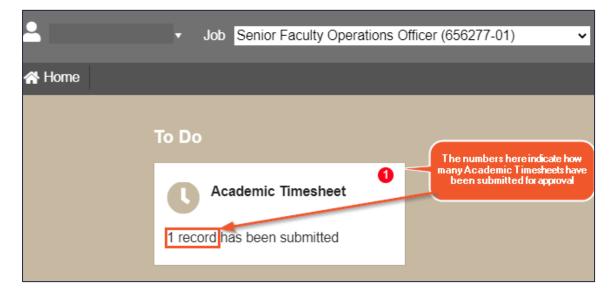
Charles Sturt University - TEQSA Provider Identification: PRV12018 (Australian University). CRICOS Provider: 00005F.

Contents

Approving Academic Timesheets	. 3
Approval History	. 8

Approving Academic Timesheets

1. When you log into Web Kiosk there may be timesheets waiting for approval and you will see them listed on your 'To Do' tiles from the Home screen, as shown in the example below:



Select the Academic Timesheet tile to go straight to approvals.

2. Alternatively, select Home > My Approvals > Approve Requests



- 3. On the initial Approve Request screen you can:
 - view who has submitted a timesheet
 - view the number of total units for the timesheet
 - view when it was created and when it needs to be Actioned
 - quickly action the timesheet by clicking on one of the radio buttons below the appropriate Approval Status, then click the Update button.

Approve Requests											
Update Clear Academic Timesheet											
Approval Status	Record ID	Timesheet#	School/Section	Name	Calendar	Total Units	Created Date	To Be Actioned By	Escalated to you By	Entered By	Mgr Comments
00000.	2393238	340356	School of Dentistry and Health Sciences	Smith, David	2020 Session 2 (202060)	5.5	04-SEP-2020	08-SEP-2020		Smith, David	
Update Clear											

4. Once a timesheet has been Approved or Rejected you will receive one of the following messages:

When Approved

When Rejected

Approv	ve Tra	nsaction
--------	--------	----------

COMPLETED

003 This transaction record was successfully applied on 08-SEP-

Close

Approve Requests	
COMPLETED	
1 Row Updated	
No Records returned	

5. You are also able to view more detailed information by clicking on the Record ID number for each of the Requests.

App	oro	ve F	Req	uests												
Upda	tei	Clea	r.													
Academ	nic Ti		WITH MARKEN			Management of the local division of the loca										
Appr	Bet	and the second	roval S Rec		No Adlian	Record	Timesheet#	School/Section	Name	Calendar	Total Units	Created Date	To Be Actioned By	Escalated to you By	Entered By	Mgr Comments
0	0	0	0	0	•	2393238	340356	School of Dentistry and Health Sciences	Smith, David	2020 Session 2 (202060)	5.5	04-SEP-2020	08-SEP-2020		Smith, David	
Upda	der.	Clea														

- 6. When you select the Record Id a pop-up window with the more detailed information. This includes:
 - Further information on the staff member (Staff ID number, Name, Occupancy type, etc.) :
 - Breakdown of the total hours into Work Dates, Paycodes and the Subjects the staff member is claiming with this timesheet

You can approve/reject a timesheet from this screen. Near the bottom of the screen there is a drop-down box labelled **Approval Status**. If you select either **Approved or Rejected**, then you can add a comment to the **Comments** field (if required), then click the Update button.

You can also leave the approval status at **Submitted**, if you do not want to do anything with the timesheet at that time.

View and Update Academic Timesheet Request Smith, David Person ID Name Job ID 06 Substantive Occupancy Type Contract 184143553 Emp Status CASAC Account# A102-4123-40775- 100% School/Section School of Dentistry and Health Sciences Last Amendment 11-JUN-2018 Termination Date 07-DEC-2020 Academic Calendar 2020 Session 2 Work Date Units Paycode Rate Override Subject Attachment Name Day 02-SEP-2020 3.5 Wed AX150 DOH411 03-SEP-2020 Thu 2 AX240 **DOH413** TOTAL 5.5 Timesheet Summary ncluding This Tin Remainder of Allocated **Overall Estimate** Overall Actuals Indicative Award/Class/Step Units Indicative Value 6.6 Units Units Value ** N/A - % Rate 184143553 AX150 110/ACASA/01 0.0000 3.50 0.00 0.00 3.50 06 0.00 Type ** 110/ACASA/01 0.00 0.00 0.00 AX240 0.0000 2.00 0.00 Totals for Job 06 5.50 0.00 0.00 0.00 Approval Status Submitted Y Approval Level 1 Escalation Start 04-SEP-2020 Escalation End 08-SEP-2020 Escalation Start 04-SEP-2020 Escalation End 08-SEP-2020 Table Name WEB_TIMESHEET Description Academic Timesheet Record ld 129015038 Created Date 04-SEP-2020 Comments Note:Comments entered are visible to the next level approver or to the requesting employee if the request is rejected Update Clear Close

Revision 1.0 Last Modified 09 September 2020 Asset Id=149878 If the timesheet is approved or rejected using the more detailed method (above), as this timesheet has been approved in a separate window, when you return to the main web kiosk screen select the:

- Close button to exit
- Update button to continue reviewing other requests

lies.							1000			21		0 10	PR TO V	intos P	-
Арр	rove	Reg	uests												1
Upris	-	-													
Aceder	III Timesh	200													
NH.	-	py model 1	ERCHON P	190	Record ID	Timesheeld	Schoel Sector	Name	Catendar	Total Livita	Greated Date	To Be Actioned Dy	Coculated to you By	Entered Dy	Mgr Comments
D	G 1		0	•	2001236	345356	School of Oenthity and Health Sciences	David David	2020 Sension 3 (202060)	5.5	ILL-SEP-2028	18-SEP-2020		Smith David	

Approval History

- 1. Select Home > My Approvals
- 2. Select the Approval History tile

🖀 Home				
	provals Approve Requests	Approval History	÷	Approval Delegation
E.C.				

3. The Approval History function provides a query screen where are able to view the approval history for an individual staff member or for all the staff members for whom you (or your group) is responsible for.

Approval H	istory
Enter query criteria	
Employee	×
Transaction Type	~
Approval Date	to 📰
Include Delegation	□ Tick If You Want To View Approval History During Delegation
Find Clear	

i. Viewing Individual Staff Members

- Enter the staff member's employee number into Employee field shown above
- perform an employee search by clicking on the drop-down arrow on the Employee field, then
 entering the employee's surname into the search box between two wildcards(%) eg
 %Smith%. This will provide you with a list of those staff members with that surname. Then if
 you click on their employee number, this will place the number into the Employee field.
- Select Academic Timesheet from the Transaction Type field
- Approval dates (optional)
- Include Delegation (optional) tick if you want to view the Approval History during delegation
- Select the Find button.

ii. Viewing all Staff Members

- Employee field leave blank
- Select Academic Timesheet from the Transaction Type field
- Approval dates (optional)
- Include Delegation (optional) tick if you want to view the Approval History during delegation
- Select the **Find** button.

Approval History

Return to previous screen

Academic Timesheet

Record ID	Timesheet#	School/Section	Name	Calendar	Total Units	Created Date	To Be Actioned By	Escalated to you By	Entered By	Mgr Comments
2378417	338505	School of Biomedical Sciences		2019 Session 2 (201960)	1	06-JAN-2020	10-JAN-2020			
2378429	338509	School of Biomedical Sciences		2019 Session 2 (201960)	2	06-JAN-2020	10-JAN-2020			
2378423	338507	School of Biomedical Sciences		2019 Session 2 (201960)	2	06-JAN-2020	10-JAN-2020			
2388505	339744	School of Nursing, Midwifery and Indigenous Health		2020 Full Year (2020)	80	22-JAN-2020	26-JAN-2020			
2388508	339746	School of Nursing, Midwifery and Indigenous Health		2020 Full Year (2020)	72	22-JAN-2020	26-JAN-2020			

4. You can view the each of the records by clicking the Record ID number. This provides you with a summary of the timesheet.

View Tran	sactio	n								
Person ID			N	ame	Baum, Sarah					
Job ID	01									
Occupancy Type	Substantive	е								
Contract	194064915	j	E	mp Status	CASAC	Acco	unt# A	102-90	0-0000-	100%
School/Section	School of E	Biomedical Scier	nces							
Last Amendment	17-JUN-20	19								
Termination Date	09-JAN-20	20								
Academic Calendar 2019	Session 2									
Work Date Da	ay Units	Paycode Ra	ite Overri	ide Subje	ect Attachm	ent Nam	e			
09-OCT-2019 We	ed 1	AX240		RSC4	31					
TOTAL	1									
Timesheet Summary										
					Inc	cluding Tr	us Timeshe	oot	-	
						Party and a state		Ash City		
			This Tin	nesheet 🚺	overall Estimate		Actuals	Rema	ainder of ocated	
Job Contract Pay	Award/Cla	ss/Step Pay		ndicative	nite Indicative	Overall	Actuals	Rema	ocated timate Indicative	
Job Contract Pay No Contract Cod	/ Award/Cla	ss/Step Pay Rate		ndication		Overall	Actuals	Rem: All Es	ocated	** N/A -
	e Awardroia			ndicative Value	nite Indicative	Overall	Actuals	Rem: All Es	ocated timate Indicative	N/A - % Rate
01 AX24	e Awardroia		Units 1	ndicative u Value u	nits Indicative Value	Overall Units 12.00	Actuals Indicative Value 0.00	Rem; All Es Units	ocated timate Indicative Value	N/A - %
No Contract Cod	e Awardroia		Units ^I	ndicative u Value u	nits Indicative Value	Overall	Actuals Indicative Value	Rem; All Es Units	ocated timate Indicative Value	N/A - % Rate
No Contract Cod	e Awardroia		Units 1	ndicative u Value u	nits Indicative Value	Overall Units 12.00	Actuals Indicative Value 0.00	Rem; All Es Units	ocated timate Indicative Value	N/A - % Rate
No Contract Cod	6 110/ACAS		Units 1	ndicative Value 0.00 11 0.00 11	nits Indicative Value	Overall Units 12.00	Actuals Indicative Value 0.00	Rem; All Es Units	ocated timate Indicative Value	N/A - % Rate
No Contract Cod 01 AX24 Totals for Job 01 Approval Status App Approval Level 1 Escalation Start 06-J	6 110 / ACAS 10 110 / ACAS roved	Actioned by Escalation End	Units ¹ 1.00 1.00 11662706 10-JAN-2	ndicative U 0.00 11 0.00 11 0.00 11	nits Indicative Value	Overall Units 12.00	Actuals Indicative Value 0.00	Rem; All Es Units	ocated timate Indicative Value	N/A - % Rate
No Contract Cod 01 AX24 Totals for Job 01 Approval Status App Approval Level 1 Escalation Start 06-J Table Name WEB	to 110 / ACAS noved IAN-2020 B_TIMESHEET	A / 01 0.0000 Actioned by Escalation End Description	Units ¹ 1.00 1.00 11662706 10-JAN-2 Academik	ndicative U 0.00 11 0.00 11 0.00 11 5 1020 5 Timesheet	nits Indicative Value	Overall Units 12.00	Actuals Indicative Value 0.00	Rem; All Es Units	ocated timate Indicative Value	N/A - % Rate
No Contract Cod 01 AX24 Totals for Job 01 Approval Status App Approval Level 1 Escalation Start 06-J Table Name WEB	6 110 / ACAS 10 110 / ACAS roved	Actioned by Escalation End	Units ¹ 1.00 1.00 11662706 10-JAN-2 Academik	ndicative U 0.00 11 0.00 11 0.00 11 5 1020 5 Timesheet	nits Indicative Value	Overall Units 12.00	Actuals Indicative Value 0.00	Rem; All Es Units	ocated timate Indicative Value	N/A - % Rate
No Contract Cod 01 AX24 Totals for Job 01 Approval Status App Approval Level 1 Escalation Start 06-J Table Name WEB	to 110 / ACAS noved IAN-2020 B_TIMESHEET	A / 01 0.0000 Actioned by Escalation End Description	Units ¹ 1.00 1.00 11662706 10-JAN-2 Academik	ndicative U 0.00 11 0.00 11 0.00 11 5 1020 5 Timesheet	nits Indicative Value	Overall Units 12.00	Actuals Indicative Value 0.00	Rem; All Es Units	ocated timate Indicative Value	N/A - % Rate
No Contract Cod 01 AX24 Totals for Job 01 Approval Status App Approval Level 1 Escalation Start 06-J Table Name WEF Record Id 1273	to 110 / ACAS noved IAN-2020 B_TIMESHEET	A / 01 0.0000 Actioned by Escalation End Description	Units ¹ 1.00 1.00 11662706 10-JAN-2 Academik	ndicative U 0.00 11 0.00 11 0.00 11 5 1020 5 Timesheet	nits Indicative Value	Overall Units 12.00	Actuals Indicative Value 0.00	Rem; All Es Units	ocated timate Indicative Value	N/A - % Rate
No Contract Cod 01 AX24 Totals for Job 01 Approval Status App Approval Level 1 Escalation Start 06-J Table Name WEF Record Id 1273	to 110 / ACAS noved IAN-2020 B_TIMESHEET	A / 01 0.0000 Actioned by Escalation End Description	Units ¹ 1.00 1.00 11662706 10-JAN-2 Academik	ndicative U 0.00 11 0.00 11 0.00 11 5 1020 5 Timesheet	nits Indicative Value	Overall Units 12.00	Actuals Indicative Value 0.00	Rem; All Es Units	ocated timate Indicative Value	N/A - % Rate