

Web Kiosk User Guide

Approving Academic Timesheets

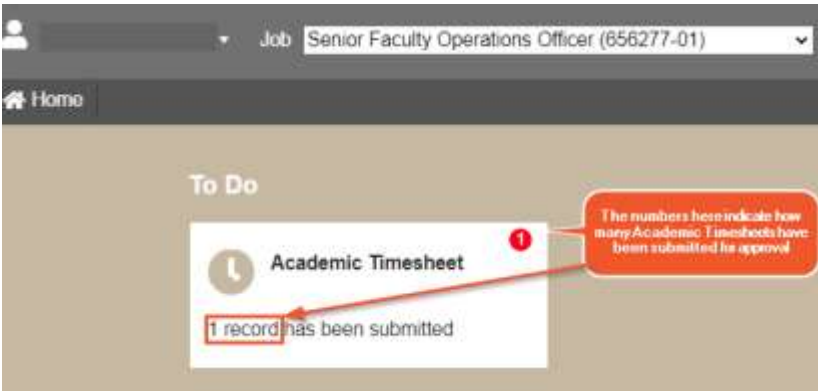
Prepared by
DPC, Systems
Division of People & Culture

Contents

- Approving Academic Timesheets 2
- Approval History 5
 - i. Viewing Individual Staff Members 6
 - ii. Viewing all Staff Members 6

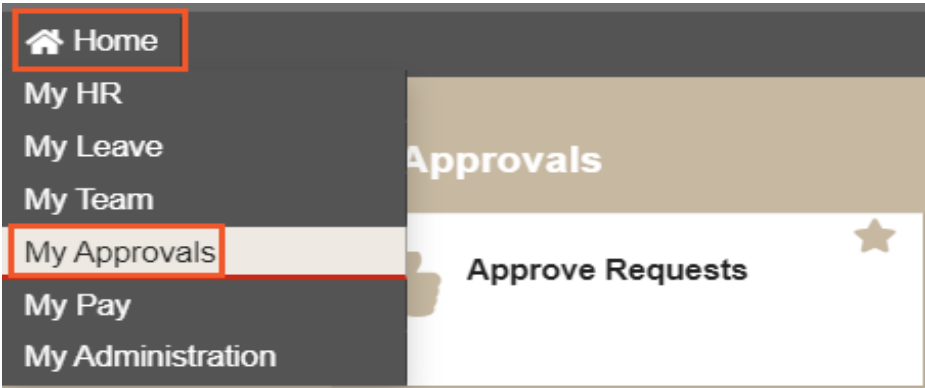
Approving Academic Timesheets

- 1. When you log into Web Kiosk there may be timesheets waiting for approval. If this is the case you will see them listed on your 'To Do' tiles, as shown in the example below:



You can select the **Academic Timesheet** tile to go straight to approvals.

- 2. Otherwise, select **Home > My Approvals**



3. Select **Approve Requests**
4. On the initial Approve Request screen you are able to view:
 - who has submitted a timesheet
 - the number of total units for the timesheet
 - when it was created and when it needs to be Actioned

| Approve Requests | | | | | | | | | | | | | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|----------------------------------|-----------|------------|---|--------------|-------------------------|-------------|--------------|-------------------|---------------------|--------------|--------------|
| 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 |
| Appr | Req | Rec Appr | Rec Rej | Escalate | No Action | | | | | | | | | | | |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | 2993238 | 340356 | School of Dentistry and Health Sciences | Smith, David | 2020 Session 2 (202060) | 5.5 | 04-SEP-2020 | 08-SEP-2020 | | Smith, David | |

You can also quickly Approve, Reject, Escalate by clicking on one of the radio buttons below the appropriate Approval Status, then click the Update button.

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

When Approved

Approve Transaction

COMPLETED

003: This transaction record was successfully applied on 08-SEP-2020.

When Rejected

Approve Requests

COMPLETED

1 Row Updated

No Records returned

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

A new window will pop-up 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 are also able to 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. The Timesheet will then be approved or rejected.

You are also able to 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

| | | | | | | |
|--------------------------|---|-------------------|-------------|-----------------|------------------|------|
| Person ID | [REDACTED] | | Name | Smith, David | | |
| Job ID | 06 | | | | | |
| Occupancy Type | Substantive | | | | | |
| 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 | Day | Units | Paycode | Rate Override | Subject | Attachment Name |
|-------------|-----|-------|---------|---------------|---------|-----------------|
| 02-SEP-2020 | Wed | 3.5 | AX150 | | DOH411 | |
| 03-SEP-2020 | Thu | 2 | AX240 | | DOH413 | |
| TOTAL | | 5.5 | | | | |

Timesheet Summary

| Job No | Contract | Pay Code | Award/Class./Step | Pay Rate | This Timesheet | | Including This Timesheet | | | | | |
|-------------------|------------------|----------|-------------------|----------|------------------|------------------|--------------------------|------|-----------------|------|---------------------------------|--|
| | | | | | Units | Indicative Value | Overall Estimate | | Overall Actuals | | Remainder of Allocated Estimate | |
| Units | Indicative Value | Units | Indicative Value | Units | Indicative Value | Units | Indicative Value | | | | | |
| 06 | 184143553 | AX150 | 110 / ACASA / 01 | 0.0000 | 3.50 | 0.00 | 0.00 | 0.00 | 3.50 | 0.00 | | |
| | | AX240 | 110 / ACASA / 01 | 0.0000 | 2.00 | 0.00 | 0.00 | 0.00 | 2.00 | 0.00 | | |
| Totals for Job 06 | | | | | 5.50 | 0.00 | 0.00 | 0.00 | 5.50 | 0.00 | | |

** N/A - % Rate Type **
** N/A - % Rate Type **

Approval Status Submitted ▼

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 Id 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

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



Approval History

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



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 History

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**
- 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 | | ██████████ | |

Revision 1.0

Last Modified 09 September 2020

Asset Id=149878

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

View Transaction

| | | | | | | |
|--------------------------|-------------------------------|-------------------|----------------|----------------------|----------------|------------------------|
| Person ID | [REDACTED] | | Name | Baum, Sarah | | |
| Job ID | 01 | | | | | |
| Occupancy Type | Substantive | | | | | |
| Contract | 194064915 | Emp Status | CASAC | Account# | A102-900-0000- | 100% |
| School/Section | School of Biomedical Sciences | | | | | |
| Last Amendment | 17-JUN-2019 | | | | | |
| Termination Date | 09-JAN-2020 | | | | | |
| Academic Calendar | 2019 Session 2 | | | | | |
| Work Date | Day | Units | Paycode | Rate Override | Subject | Attachment Name |
| 09-OCT-2019 | Wed | 1 | AX240 | | RSC431 | |
| TOTAL | 1 | | | | | |

Timesheet Summary

| Job No | Contract | Pay Code | Award/Class/Step | Pay Rate | This Timesheet | | Including This Timesheet | | | | | | Rate Type |
|-------------------|----------|----------|------------------|----------|----------------|------------------|--------------------------|------------------|-----------------|------------------|---------------------------------|------------------|-------------------------|
| | | | | | Units | Indicative Value | Overall Estimate | | Overall Actuals | | Remainder of Allocated Estimate | | |
| | | | | | Units | Indicative Value | Units | Indicative Value | Units | Indicative Value | Units | Indicative Value | |
| 01 | | AX240 | 110 / ACASA / 01 | 0.0000 | 1.00 | 0.00 | 12.00 | 0.00 | 12.00 | 0.00 | 0.00 | 0.00 | ** N/A - % Rate Type ** |
| Totals for Job 01 | | | | | 1.00 | 0.00 | 12.00 | 0.00 | 12.00 | 0.00 | | | |

Approval Status: Approved

Approval Level: 1 **Actioned by:** 11662706

Escalation Start: 06-JAN-2020 **Escalation End:** 10-JAN-2020

Table Name: WEB_TIMESHEET **Description:** Academic Timesheet

Record Id: 127320517 **Created Date:** 06-JAN-2020

Comments: