Charles Sturt University

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.

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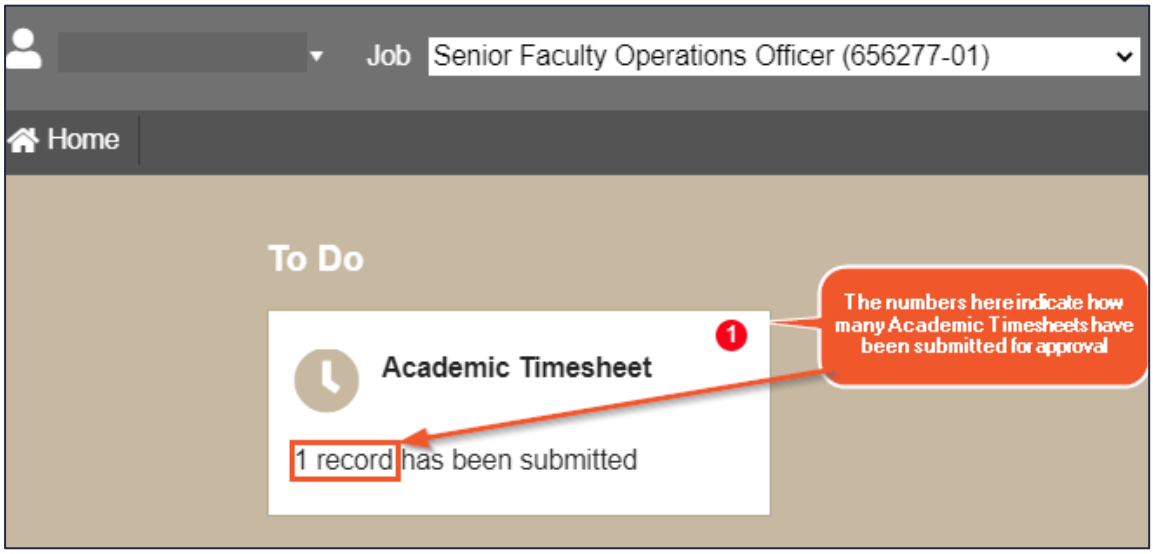
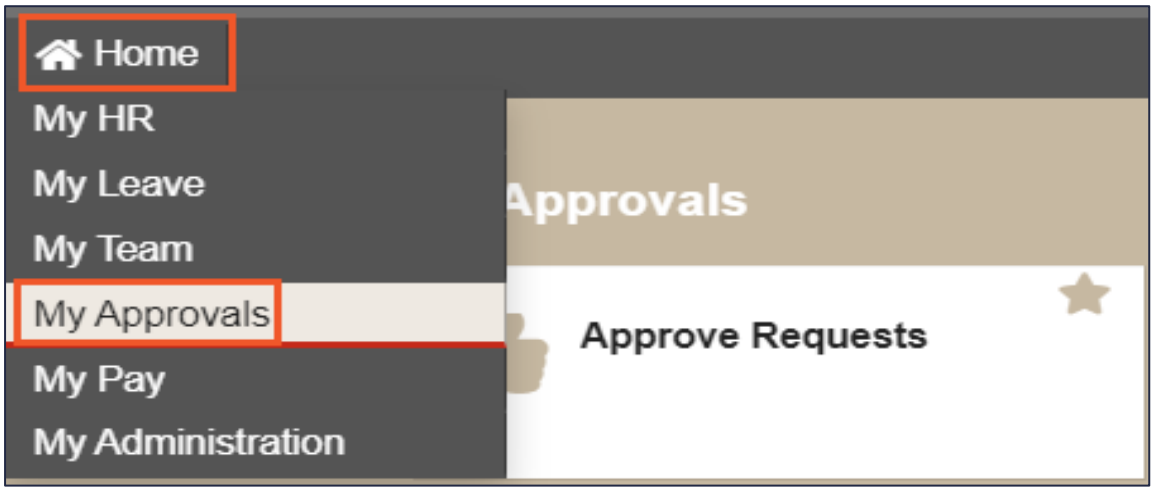
Approving Academic Timesheets

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:



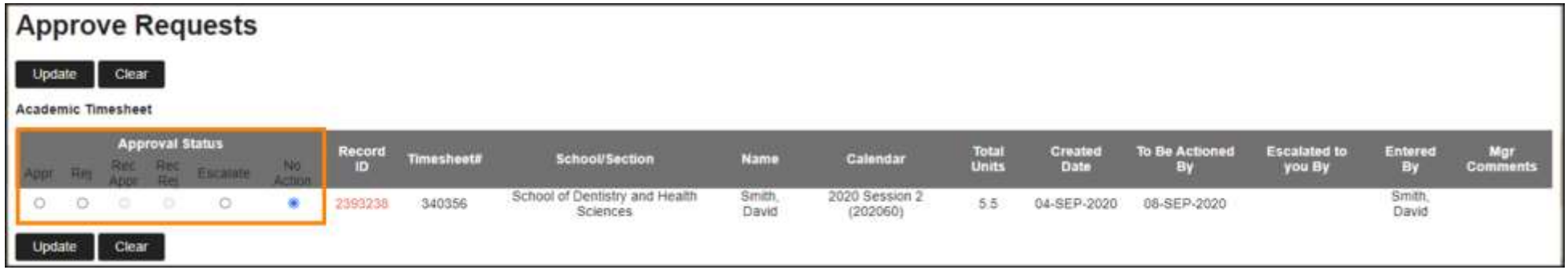
Select the **Academic Timesheet** tile to go straight to approvals.

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.

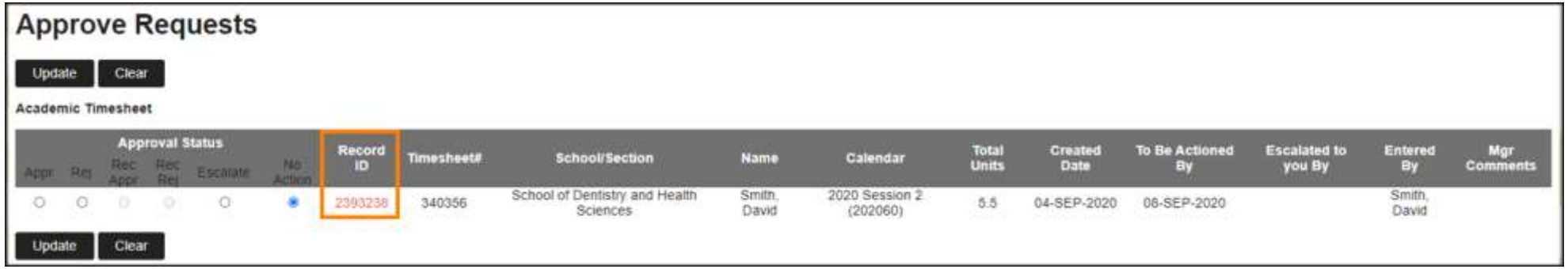


4. Once a timesheet has been Approved or Rejected you will receive one of the following messages:

When Approved

When Rejected

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

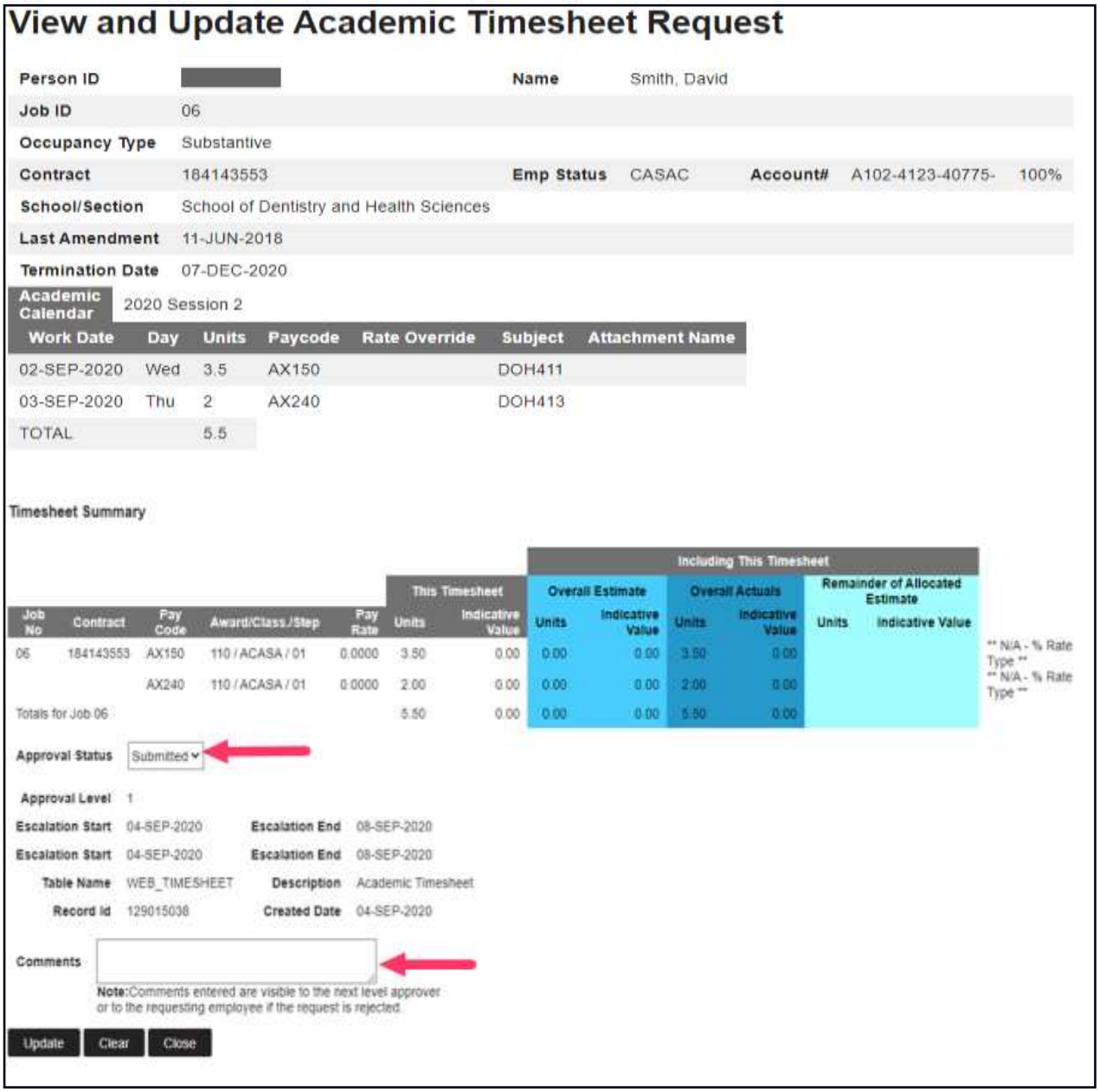


6. When you select the Record Id a pop-up window with the more detailed information. This includes:

   - 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

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

					This Timesheet		Including This Timesheet: Overall Estimate		Overall Actuals		Remainder of Allocated Estimate	
Job No	Contract	Pay Code	Award/Class./Step	Pay Rate	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

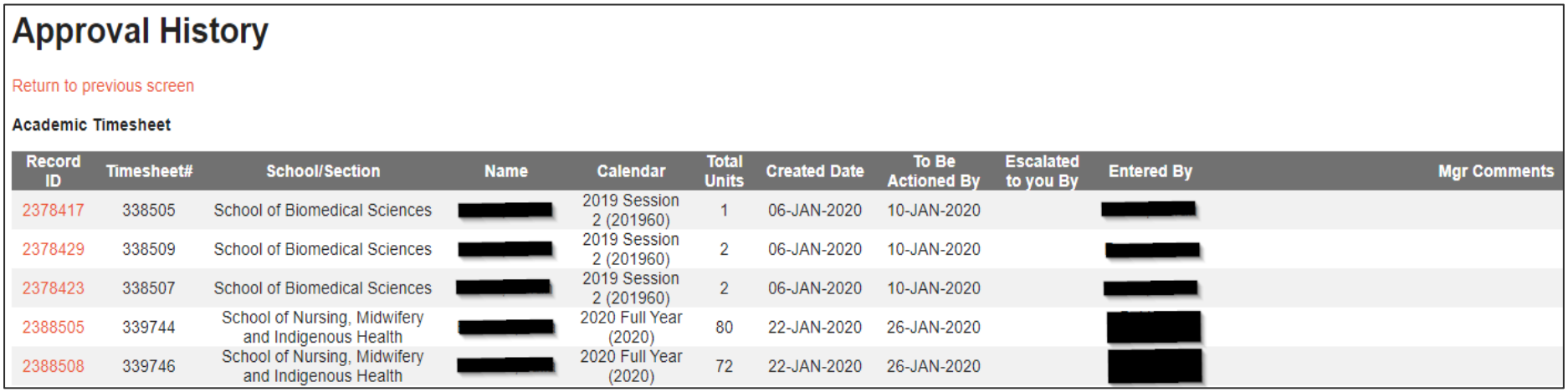
3. The Approval History function provides a query screen where are able to view the approval history for an individual staff member or for all the staff members for whom you (or your group) is responsible for.

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.



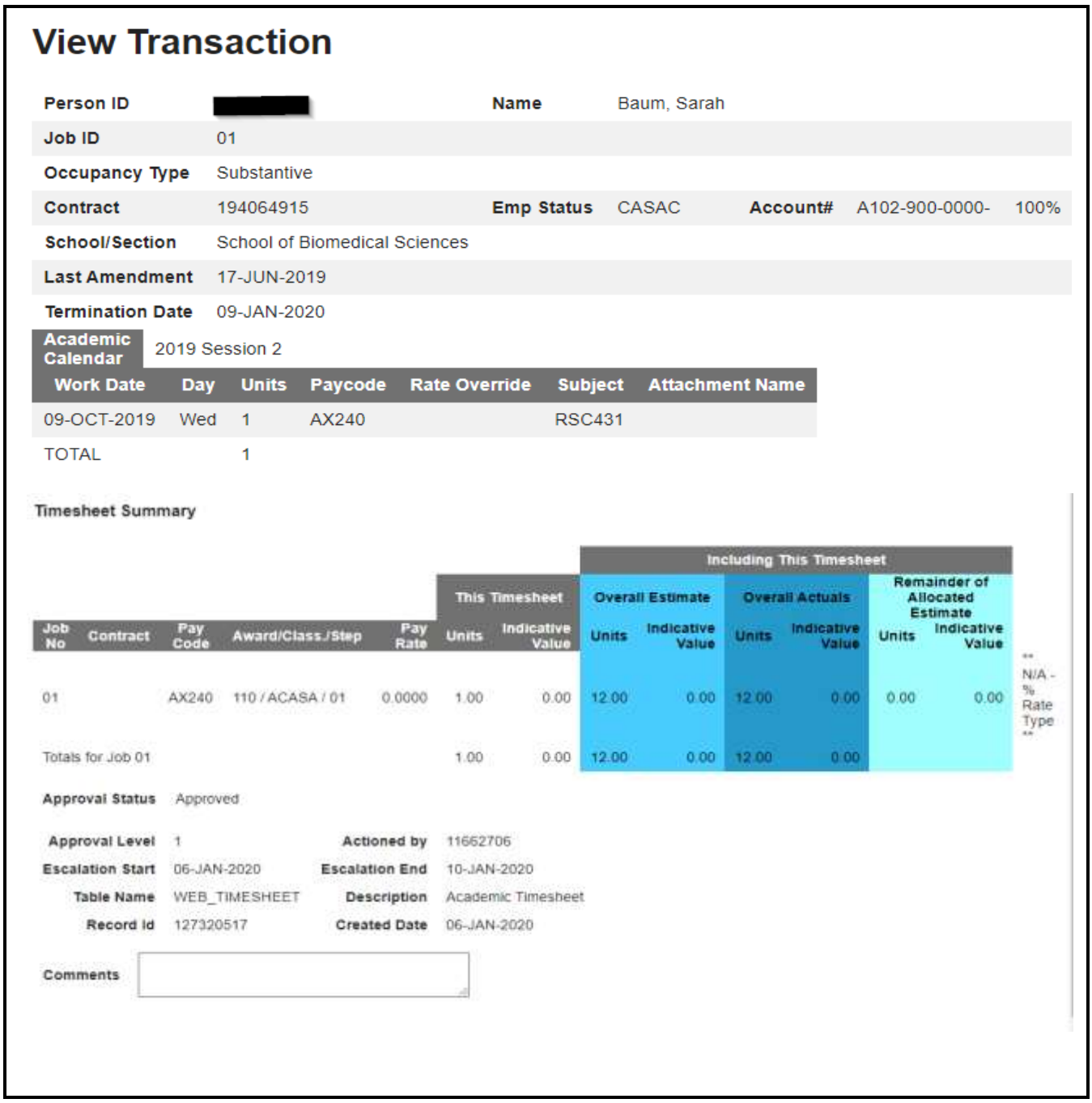
Approval History

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	[redacted]	2019 Session 2 (201960)	1	06-JAN-2020	10-JAN-2020		[redacted]	
2378429	338509	School of Biomedical Sciences	[redacted]	2019 Session 2 (201960)	2	06-JAN-2020	10-JAN-2020		[redacted]	
2378423	338507	School of Biomedical Sciences	[redacted]	2019 Session 2 (201960)	2	06-JAN-2020	10-JAN-2020		[redacted]	
2388505	339744	School of Nursing, Midwifery and Indigenous Health	[redacted]	2020 Full Year (2020)	80	22-JAN-2020	26-JAN-2020		[redacted]	
2388508	339746	School of Nursing, Midwifery and Indigenous Health	[redacted]	2020 Full Year (2020)	72	22-JAN-2020	26-JAN-2020		[redacted]	

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 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

					This Timesheet		Including This Timesheet: Overall Estimate		Including This Timesheet: Overall Actuals		Including This Timesheet: Remainder of Allocated Estimate		
Job No	Contract	Pay Code	Award/Class./Step	Pay Rate	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