
Table of Contents

Approving Academic Timesheets	1
1. Approving Academic Timesheets	1
2. Approval History	3
i. Viewing Individual Staff Members	3
ii. Viewing all Staff Members.....	3
3. Timesheet Unit Check Snapshot	5
a. Creating a Snapshot – Unit Check Group	5
b. Creating a Snapshot – Unit Check Snapshot	8
4. Timesheet reports	11
a. Logging into the Timesheet reports	11
i. Creating a connection	12
b. Using/Running timesheet reports	13

Approving Academic Timesheets

Log on to the Web Kiosk as you normally would. When you put the following URL into the address bar of your internet browser you will be taken directly to the Web Kiosk: <http://webkiosk.csu.edu.au>

1. Approving Academic Timesheets

- a) When you open the web kiosk there might be timesheets waiting for approval. If this the case you will see a message similar to the screen shot below, just after you log into the Web Kiosk



Fig 1

- b) To approve the timesheets click on the **Approvals** then click on the **Approve Requests** menu item (Fig 2) or click on the pending approvals message

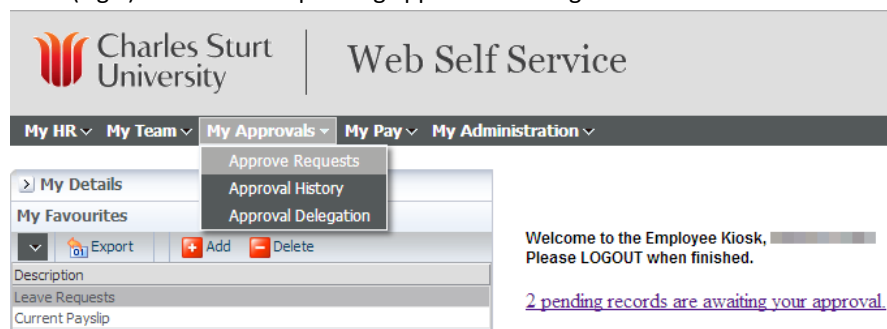


Fig 2

This will then open the **Approve Requests** screen (Fig 3).

- c) On the initial Approve Request screen (Fig 3) you are able to view:
- who has submitted a timesheet
 - the number of total hours for the timesheet
 - when it was created and when it needs to Actioned by

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.

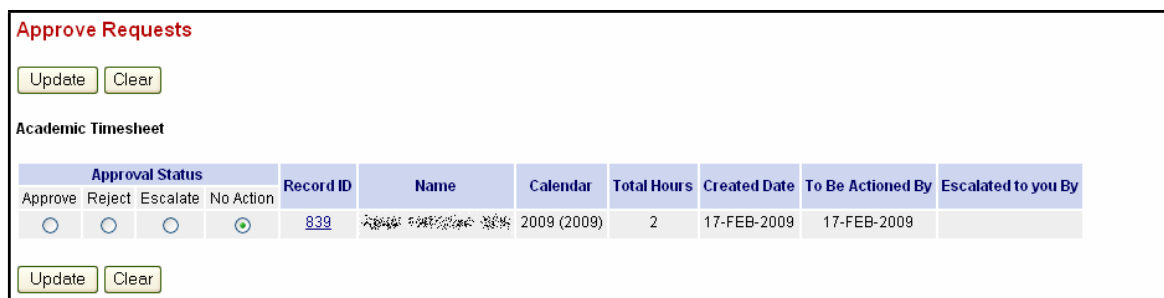
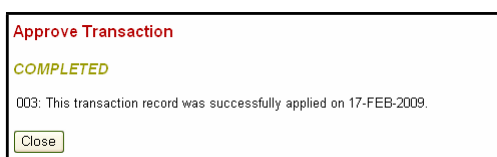
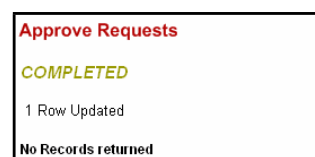


Fig 3

- d) Once a timesheet has been **Approved** or **Rejected** you will receive one of the following messages:
- When Approved



When Rejected



- e) You are also able to view more detailed information by clicking on the Record ID number (Fig 3) for each of the Requests. After clicking the Record ID number, a new window will pop-up with the more detailed information (Fig 4).

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 labeled **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.

CHARLES STURT UNIVERSITY Employee: [REDACTED]
Job: 01.HOS. [REDACTED]

View and Update Request

Academic Timesheet

Warning! The actual hours recorded against Paycode AX150 for employee [REDACTED] have exceeded the warning level of 5 hours in snapshot 44

Person ID	[REDACTED]	Name	[REDACTED]		
Job ID	02				
Occupancy Type	Substantive				
Position Title	PIT CASACS [REDACTED]	Emp Status	CASAC	Account#	A1029910000 100%
School/Section	School of [REDACTED]				
Commence Date	01-JAN-2007				
Termination Date	28-FEB-2009				

Academic Calendar 2009

Work Date	Day	Units	Paycode	Subject Code	Subject Details
19-FEB-2009	Thu	1	AX150	MKT510	
20-FEB-2009	Fri	1	AX150	MKT510	
TOTAL		2			

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Approval Status: Submitted

Approval Level 1

Escalation Start	17-FEB-2009	Escalation End	17-FEB-2009
Table Name	WEB_TIMESHEET	Description	Academic Timesheet
Record Id	16222728	Created Date	17-FEB-2009

Comments: [REDACTED]

Note: Comments entered are visible to the next level approver or to the requesting employee if the request is rejected.

Update Clear Close

Fig 4

- f) If the timesheet is approved or reject 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 the original record will be "greyed-out" (Fig 5)

Approve Requests

Update Clear

Academic Timesheet

Approval Status				Record ID	Name	Calendar	Total Hours	Created Date	To Be Actioned By	Escalated to you By
Approve	Reject	Escalate	No Action							
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	838	[REDACTED]	2009 (2009)	2	17-FEB-2009	17-FEB-2009	

Update Clear

Fig 5

2. Approval History

- a) To view any timesheets you have approved, can be viewed under the Approval History menu item in the Approvals folder.



Fig 6

- b) After clicking the **Approval History** menu item the Query screen will appear (Fig 7)

The screenshot shows the 'Approval History' query screen. It has a title 'Approval History' in red. Below the title is the text 'Enter query criteria'. There are two main input fields: 'Employee' and 'Approval Date'. The 'Employee' field has a dropdown arrow. The 'Approval Date' field has a date picker icon and a 'to' label. Below these fields are two buttons: 'Find' and 'Clear'.

Fig 7

From this query screen you are able to view the approval history for an individual staff member or for all the staff members for whom you have approved timesheets.

i. Viewing Individual Staff Members

Enter the staff member's employee number into **Employee** field or you can perform a search by clicking on the drop-down button, then putting the employee's surname into the search box between two wildcards (%) eg %Smith% and pushing OK. 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. Then push the **Find** button. You can also add dates into the **Approval Dates** fields.

ii. Viewing all Staff Members

Simply push the Find button while the **Employee** field is blank. This will return all the employees that you have approved/rejected timesheets for (Fig 8). You can also add dates into the **Approval Dates** fields.

The screenshot shows the 'Approval History' table with the title 'Academic Timesheet'. The table has the following columns: Record ID, Name, Calendar, Total Hours, Created Date, To Be Actioned By, and Escalated to you By. The data is as follows:

Record ID	Name	Calendar	Total Hours	Created Date	To Be Actioned By	Escalated to you By
803	[Name]	2009 (2009)	2	20-JAN-2009	20-JAN-2009	
800	[Name]	2009 (2009)	4	19-JAN-2009	19-JAN-2009	
845	[Name]	2009 (2009)	1	20-FEB-2009	20-FEB-2009	
839	[Name]	2009 (2009)	2	17-FEB-2009	17-FEB-2009	
860	[Name]	2009 (2009)	1	06-MAR-2009	06-MAR-2009	
851	[Name]	2009 (2009)	1	05-MAR-2009	05-MAR-2009	
854	[Name]	2008 (2008)	2	05-MAR-2009	05-MAR-2009	
836	[Name]	2009 (2009)	2.25	13-FEB-2009	13-FEB-2009	
809	[Name]	2009 (2009)	-2	20-JAN-2009	20-JAN-2009	
806	[Name]	2009 (2009)	4	20-JAN-2009	20-JAN-2009	
833	[Name]	2009 (2009)	7	12-FEB-2009	12-FEB-2009	

Fig 8

- c) You can view the each of the records by clicking the Record ID number. This provides you with a summary of the timesheet (Fig 9).

View Transaction

[Click here to return to Approval History list](#)

Academic Timesheet

Person ID	94016644	Name	Mashman, Andrew Iain			
Job ID	01					
Occupancy Type	Substantive					
Position Title	P/T CASACS Marketing & Management	Emp Status	CASAC	Account#	A1029910000	100%
School/Section	School of Marketing & Mgt					
Commence Date	01-JAN-2007					
Termination Date	28-FEB-2010					

Academic Calendar 2009

Work Date	Day	Units	Paycode	Subject Code	Subject Details
19-JAN-2009	Mon	2	AX150	MKT510	
20-JAN-2009	Tue	1	AX240	MKT531	
27-JAN-2009	Tue	1	AX240	MKT531	
TOTAL		4			

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Approval Status Approved

Approval Level	1		
Escalation Start	20-JAN-2009	Escalation End	20-JAN-2009
Table Name	WEB_TIMESHEET	Description	Academic Timesheet
Record Id	16222457	Created Date	20-JAN-2009

Comments

Fig 9

3. Timesheet Unit Check Snapshot

Once created Unit Check Snapshot provides a snapshot of the current status of a Unit's hours used/spent in a tabular form. The Timesheet Unit Check Snapshot menu can be accessed from the Timesheets link.

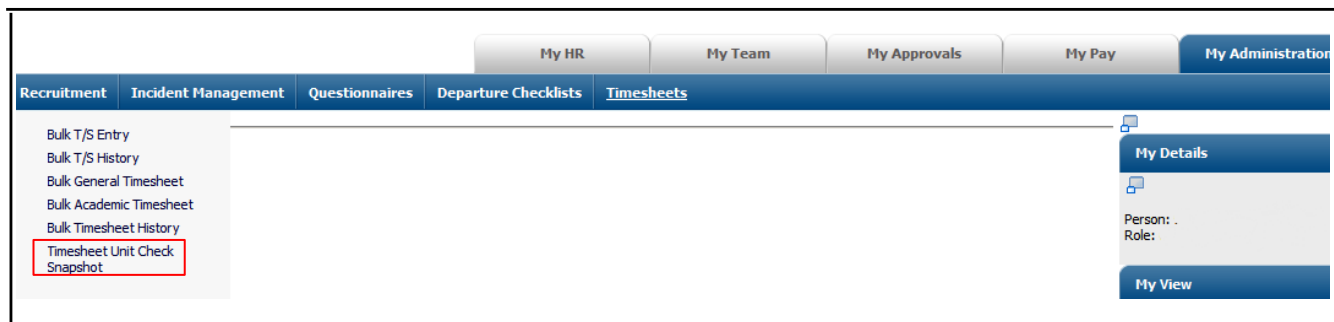


Fig 10

After clicking the Timesheet Unit Check Snapshot menu item, the initial Timesheet Unit Check Snapshot screen will appear.

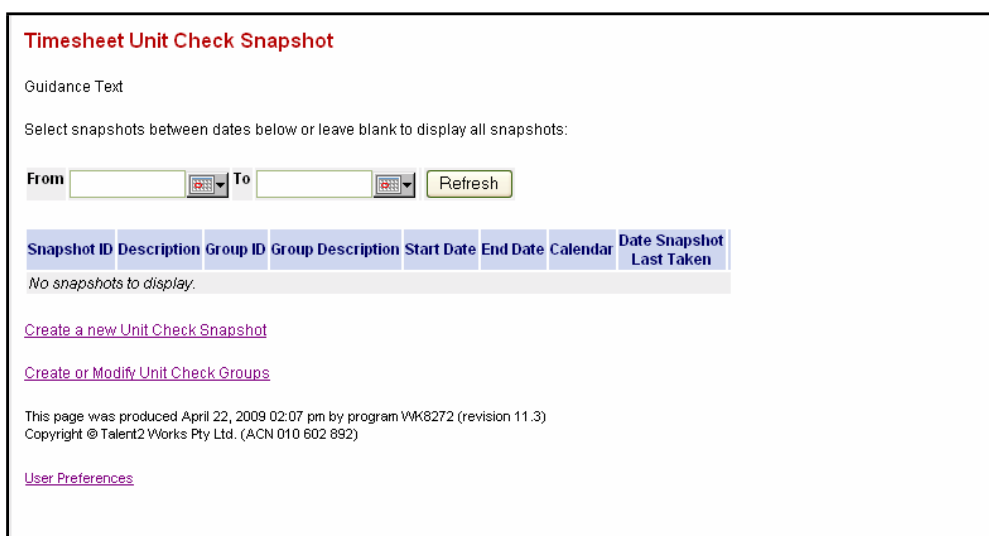


Fig 11

PLEASE NOTE: To Create a Unit Check Snapshot you have first create a **Unit Check Group**, then create the **Unit Check Snapshot**

a. Creating a Snapshot – Unit Check Group

- i. To create a snapshot you must first create a **Unit Check Group**. To create a **Unit Check Group**, click the **Create or Modify Unit Check Groups** link (Fig 11)
- ii. After clicking the link, the Unit Check Groups screen will appear (Fig 12). This screen will display all of the current Unit Check Groups, once they have been created. Click on **Create a new Unit Check Group** link, to setup a group.

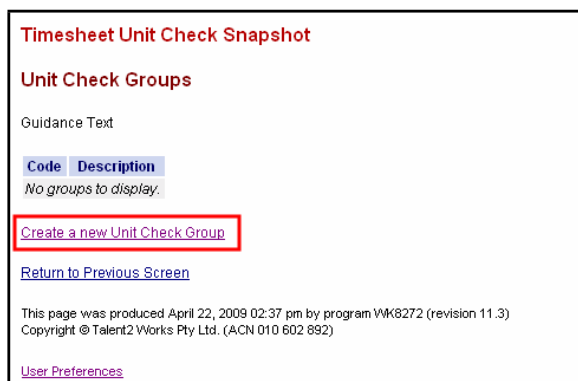


Fig 12

- iii. The New Unit Check Group screen will appear (Fig 13).
 - a. You will need to enter a **Description (Max. of 100 Characters)** of the group. This description, for example, could be the Academic Session that this Check Group will be created for. Accordingly, for the 2009 Autumn Session the Description could be 2009 Autumn Session or the code 0940 to represent the session
 - b. There are three options for the **Group Selection Type**. Generally, the recommended option to is **Direct From Team List**
 - c. Click **Next**

Timesheet Unit Check Snapshot

New Unit Check Group

Group ID: 7

Group Description:

Group Selection Type:

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Fig 13

- iv. You will now need to choose the employees you **WANT/NEED** to exclude from this snapshot group. To exclude employees, tick the box in the **Exclude** column relevant to the employees. Then click **Next**.

Timesheet Unit Check Snapshot

New Unit Check Group: 7 2009 Autumn Session

Choose employees to Exclude from the group by checking the box in the exclude column.

Instruction Text

Person Id	Job No	Name	Position No	Position title	Clevel Description	Exclude
60999999	10	B...	626242	Contract No: 4...	School of ...	<input type="checkbox"/>
11999999	01	B...	626242	Contract No: 4...	School of ...	<input type="checkbox"/>
99999999	03	K...	626242	Contract No: 4...	School of ...	<input type="checkbox"/>
99999999	01	K...	626242	Contract No: 4...	School of ...	<input type="checkbox"/>
94999999	03	L...	626242	Contract No: 4...	School of ...	<input type="checkbox"/>
99999999	01	P...	626242	Contract No: 4...	School of ...	<input type="checkbox"/>
11999999	01	B...	626242	Contract No: 4...	School of ...	<input type="checkbox"/>
99999999	27	C...	626242	Contract No: 4...	School of ...	<input type="checkbox"/>
99999999	01	R...	626242	Contract No: 4...	School of ...	<input type="checkbox"/>
99999999	01	S...	626242	Contract No: 4...	School of ...	<input type="checkbox"/>
99999999	01	S...	626242	Contract No: 4...	School of ...	<input type="checkbox"/>
94999999	02	B...	626242	Contract No: 4...	School of ...	<input type="checkbox"/>
94999999	01	B...	626242	Contract No: 4...	School of ...	<input type="checkbox"/>
11999999	01	F...	626242	Contract No: 4...	School of ...	<input type="checkbox"/>

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Fig 14

- v. After clicking next, a summary of the employees to that will be included in the snapshot will be displayed. If this is incorrect, you can click the **Back** to add or remove further employees. When you are satisfied with the list of employees, click the **Finish** button.

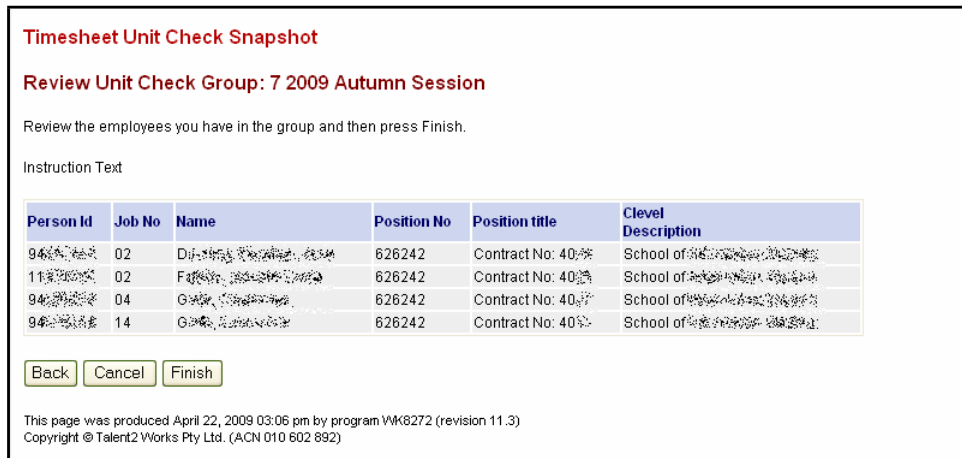


Fig 15

- vi. When the Group has been successfully created you will receive the **Success!** screen (Fig 16).



Fig 16

- vii. Then click on the Timesheet Unit Check Snapshot menu item on the main menu (Fig 17), on the left hand side to navigate back to initial Timesheet Unit Check Snapshot screen (Fig 11).

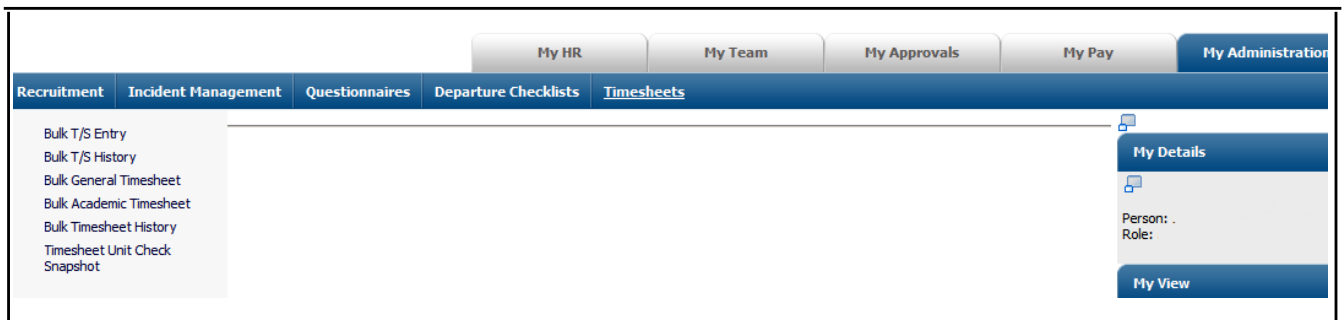


Fig 17

- viii. If you need to modify the Snapshot Group you can click the **Create or Modify Unit Check Groups** link (Fig 11), then click the Code number beside the appropriate Group (Fig 18). You will then be able to make any modifications as required.

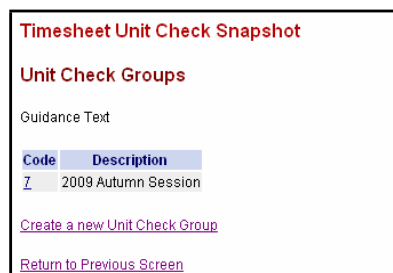


Fig 18

b. Creating a Snapshot – Unit Check Snapshot

- i. To create a **Unit Check Snapshot**, click the **Create new Unit Check Snapshot** link (Fig 11) on the initial Timesheet Unit Check Snapshot screen
- ii. The Unit Check Snapshot parameter screen will open (Fig 19).

Fig 19

- a. Add a **Snapshot Description (Max. of 100 Characters)**. The description needs to be relevant for you. This is to ensure you know what will be displayed when you choose the particular snapshot. For example, **2009 Autumn - All Paycodes** or **2009 Autumn Marking - AX150 to AX170**.
- b. If you have more than one Unit Check Group, that field will be displayed as a drop-down list. You can then choose the appropriate **Unit Check Group** from the list.
- c. Choose **Start** and **End Dates**. Ensure you have enough leeway in the dates to cover any eventualities. For example you might want to have the **End Date** a few weeks past the end of the semester.
- d. Choose a **Calendar** from the calendar list.
- e. The recommended **Group By** option in most situations is Paycode.
- f. Then click **Next**
- iii. The next stage of the setting the Snapshot involves choosing Paycodes that are used when the employees enter their timesheets. To choose the paycodes, click the down arrow and choose the Paycode from the list provided. Alternatively, if you know the paycode you can type the code into the each of the paycode fields. Then click the **Finish** button

Fig 20

- iv. When the Snapshot has been successfully created you will receive the **Success!** screen (Fig 21).

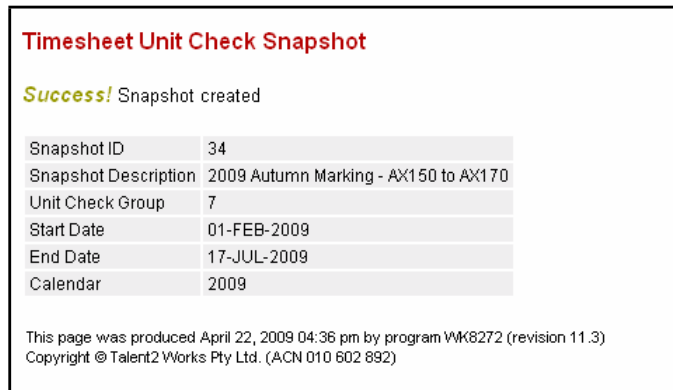


Fig 21

- v. Then click on the Timesheet Unit Check Snapshot menu item on the main menu (Fig 21), on the left hand side to navigate back to initial Timesheet Unit Check Snapshot screen (Fig 11).

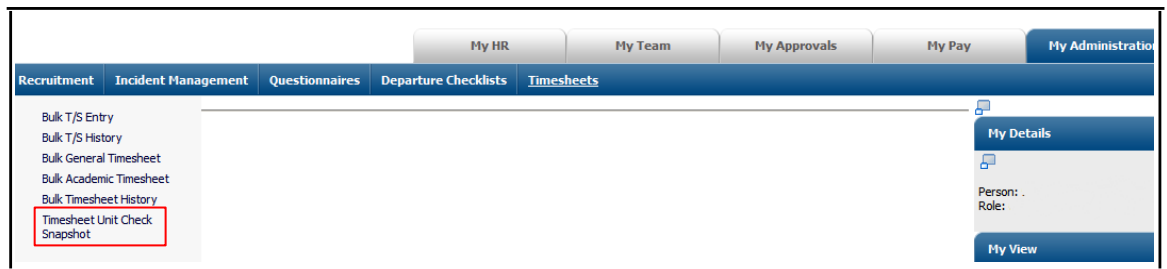
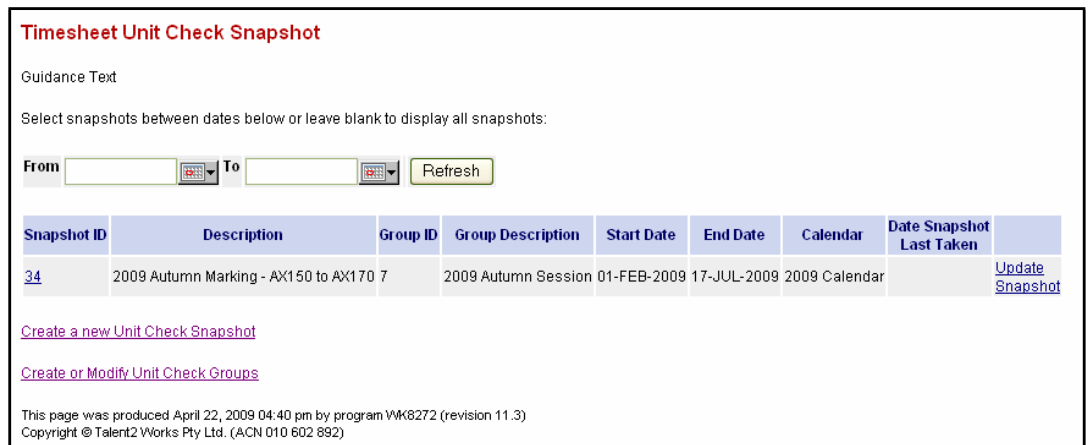


Fig 22

- vi. You can then view then snapshot that was created (Fig 23)



- vii. To edit the Snapshot, click the **Snapshot ID** number. To view the Snapshot, click the **Update Snapshot** link. By clicking the **Update Snapshot** link, the Snapshot will be displayed as it was setup in the previous steps (Fig 23).
- viii. You will now be able to enter specific hours into the snapshot for the staff member and their particular paycodes. Once these hours have been entered, this will enable you to use the snapshot as a useful monitoring tool.

Column Heading	Description
Estimate	Insert the number of Estimated hours for this Staff member, for this paycode.
Warning	Insert the number hours when a Warning will be given for this Staff member, for this paycode.
Submitted	Number of hours Submitted for this Staff member, for this paycode.
Approved	Number of hours Approved for this Staff member, for this paycode.
Paid	Number of hours Paid for this Staff member, for this paycode.
Actuals	Number of Actual hours for this Staff member, for this paycode.
Remainder	Number of Remaining hours – Calculated from the Estimated hours.

When hours have been added to the Snapshot, click the **Save** button at the bottom of the page. The **Save** button can be clicked at any time to save any progress you have made.

The **Refresh** button will refresh any changes you might have made.

There is also a tick-box option that will only display entries that have estimates in them. This will reduce the overall size of the snapshot. That is, (using Fig 23 below) if you only enter an estimate in paycode AX150 and AX155, then click the tick-box, only AX150 and AX155 will be displayed for that staff member.

Please Note: This image has had a number of staff members removed, so the image is easier to display

Timesheet Unit Check Snapshot

Snapshot: 34 - 2009 Autumn Marking - AX150 to AX170
 Start Date: 01-FEB-2009
 End Date: 17-JUL-2009
 Calendar : 2009 - 2009 Calendar Dates: From 01-Jan-2009 to 31-Dec-2009

Only display entries that have estimates

Refresh

Employee#	Name#	Job#	Paycode	Estimate	Warning	Submitted	Approved	Paid	Actuals	Remainder
112222	F. JONES	02	AX150			0	0	0	0	
			AX155			0	0	0	0	
			AX160			0	0	0	0	
			AX165			0	0	0	0	
			AX170			0	0	0	0	
Total for Employee/Job						0	0	0	0	
Totals for Clevel			Paycode	Estimate	Warning	Submitted	Approved	Paid	Actuals	Remainder
FF2222	School of		AX150			0	0	0	0	
			AX155			0	0	0	0	
			AX160			0	0	0	0	
			AX165			0	0	0	0	
			AX170			0	0	0	0	
Total for Clevel						0	0	0	0	
Totals for Snapshot			Paycode	Estimate	Warning	Submitted	Approved	Paid	Actuals	Remainder
			AX150			0	0	0	0	
			AX155			0	0	0	0	
			AX160			0	0	0	0	
			AX165			0	0	0	0	
			AX170			0	0	0	0	
Total for Snapshot						0	0	0	0	

Save

Fig 23

4. Timesheet reports

Two timesheet reports have been created to display timesheet information for your school/section. The reports are accessed through the timesheet folder within the web kiosk.

After you clicking the **Timesheet Reports** menu item you will receive a security warning. Simply click the **Yes** button.

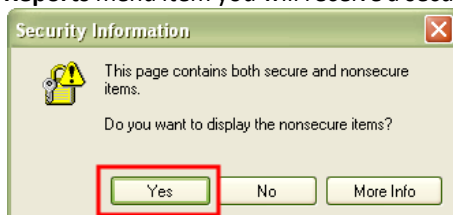


Fig 25

This will then open the Discoverer Viewer, within the Web Kiosk.

a. Using/Running timesheet reports

- i. After successfully logging into the Timesheet Reports section of your web kiosk, there will be a list of reports that you can use. Initially, you will be presented with the **Payroll – Timesheets – Period Payments** workbook. You will need to expand this workbook to be able to view the reports. To expand the workbook, click on the small blue triangle ▶ to the left of the workbook.

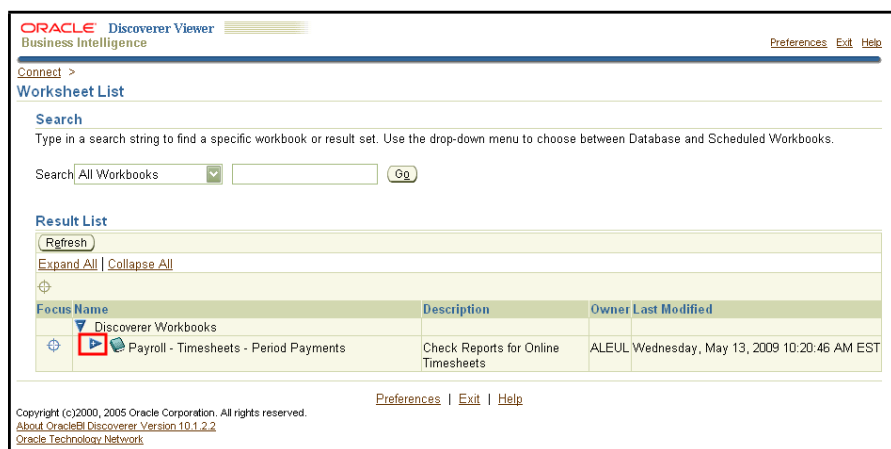


Fig 30

- ii. You will then be able to view the reports within the Payroll – Timesheets – Period Payments workbook. The reports will appear below the workbook, as they do in Fig 31.

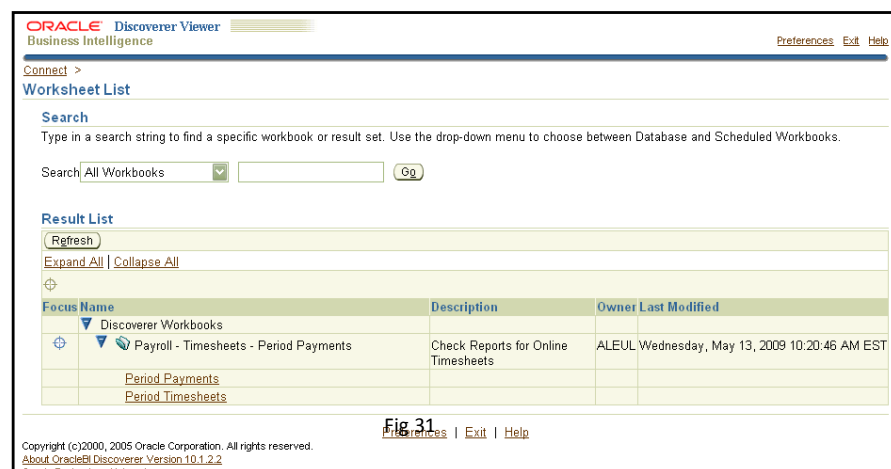


Fig 31

- iii. To use/view a report, click on the report name. This will open a parameter screen (Fig 32). On this parameter screen you will need to enter two dates, then click **Go**. Generally, these dates will be from the day after the previous pay date to the latest pay date. However, the reports do not need to be limited this time frame.

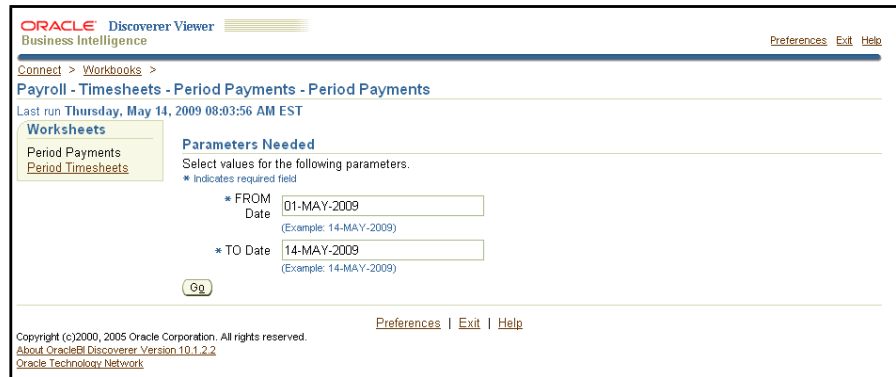


Fig 32

- iv. After clicking **Go**, the report will begin processing and gathering the relevant data. During this processing you will see a screen similar to Fig 33.

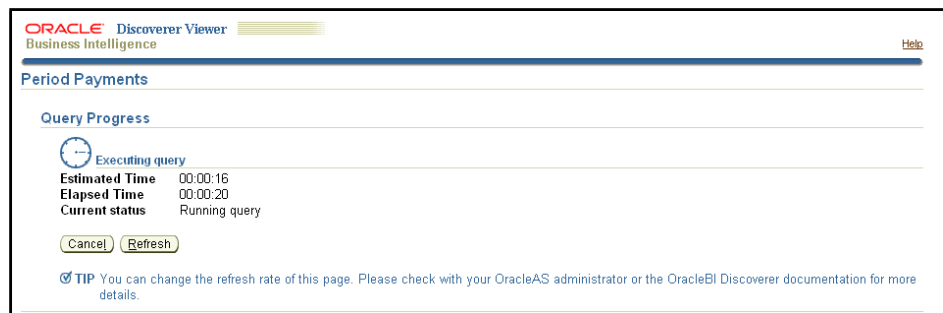


Fig 33

- v. When the report has finished processing, it will appear within the Web Kiosk. If you need to you can change the parameters, you can change them at the top of the page and click **Go**, to re-run the report. Due space restrictions within the Kiosk, the entire report may not display on one page. Accordingly, you can transfer the report to a printable PDF or export it to Excel.

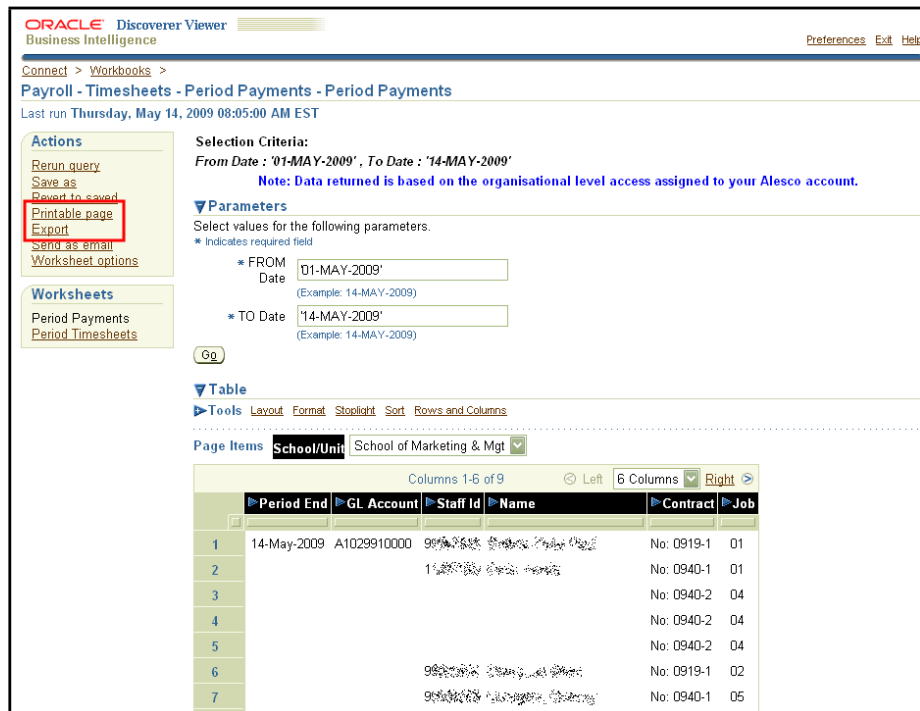


Fig 34

- vi. To transfer the report to a Printable PDF, click the **Printable page** option in the **Actions** menu in the top left hand corner of the page (Fig 34).
- vii. On the page that opens, click the **Printable PDF** button in the top right corner

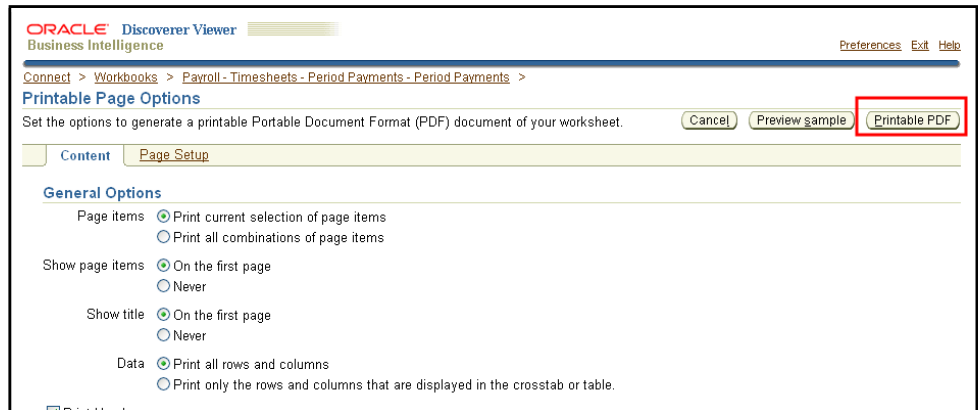


Fig 35

- viii. This will then process the report into a PDF file. Click the **Click to view or save** option to view the report.

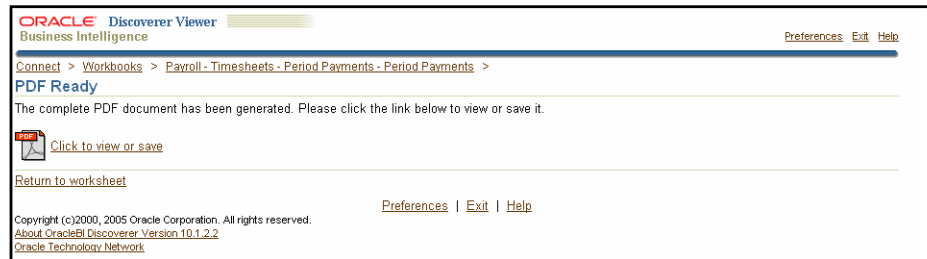


Fig 36

- ix. A new Adobe Acrobat Reader window will open containing your report.

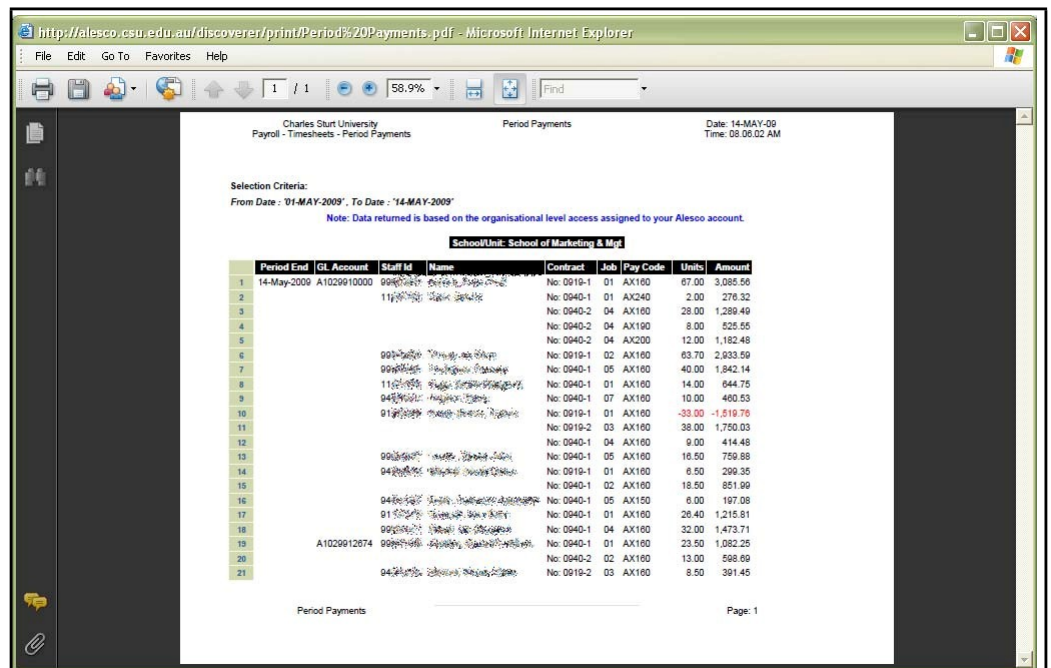


Fig 37

- x. You will then be able to save or print this report.

- xi. To run another report, click back to the web kiosk. Then click the Workbooks option at the top of the page. This will take you back to the Workbook that contains the timesheet reports.

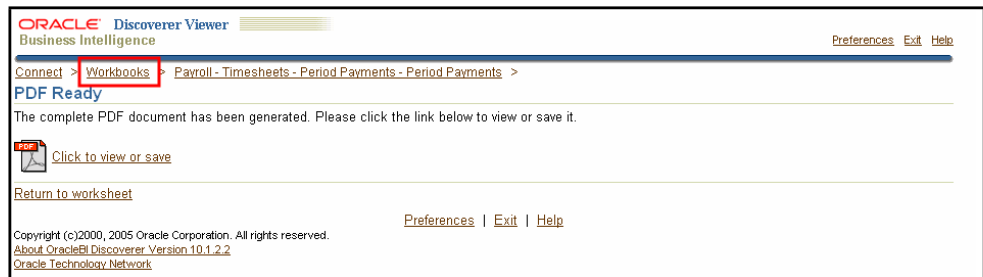


Fig 38

- xii. Click the report that you want run. However, please note the report will be run using the same parameters that you entered previously.

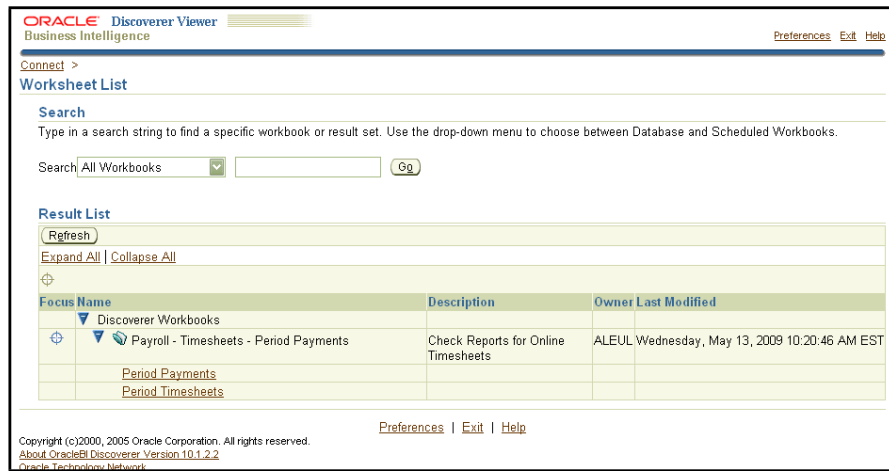


Fig 39

- xiii. After the report has been run, if necessary, you will be able to change the parameters at top of the page. Then click Go to run the report with the new parameters.

