# Quick Reference Guide

## Approving General/Professional 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]<br><br>2. If you have pending records awaiting your approval they will display on your dashboard under ‘To Do’.<br><br>3. Select the relative To Do tile to go to **Approve Requests**. | 1. Under the heading “General Timesheet” you will see a list of all General Timesheets which have been submitted to you for approval.<br><br>2. To view details of each timesheet click on the **Record ID** number. This will show you the details of the timesheet.<br><br>3. Check each Timesheet entry.<br>At a minimum, we suggest the following:<br>- The position against which the timesheet was entered.<br>- The Account number (if this is incorrect, please advise dpc@csu.edu.au)<br>- Work date and units (i.e. number of hours worked).<br><br>4. 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**<br><br>2. Click on **Approval History**.<br>You can view approval history for individuals or for all staff members for whom you have approved timesheets. You can also search for specific periods by adding dates into the **Approval Dates** fields.<br><br>3. *To view Individual Staff Members:*<br>• Enter the employee number into the **Employee** field then click **Find**. You can also search by clicking on the drop- down box, and then enter the surname between two wildcards (%), eg. %Smith% and click OK.<br>• This will provide a list of those staff with that name. Click on the applicable employee number then click Find**.**<br><br>4. *To view all Staff Members:*<br>• Click the **Find** button while the **Employee** field is blank. This will return all employees that you have approved/rejected timesheets for. | 1. Select **Home > My Approvals**<br><br>2. Select **Approval Delegation.**<br><br>3. To set a new delegation click on the **Add new Approval Delegation record** link.<br><br>4. Select **Web Timesheets** from the list that appears.<br><br>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. |

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Important information:

- **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 to make the changes and resubmit. **Staff will not be able to enter timesheets after the end date of their appointment, even for a period worked within those 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