

# Web Kiosk User Guide

## Submitting Casual Academic Timesheets

Prepared by  
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Title: Submitting Casual Academic Timesheets  
 Issue: 2.0  
 Issue Date: July 2022  
 Changes: Update View Sessional Contract Balances. New section timesheet rejections

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Title: Submitting Casual Academic Timesheets  
 Issue: 1.1  
 Issue Date: July 2021  
 Changes: Update TOC

### Top Tip

If you are unsure of what you have previously submitted, you can view your [Timesheet History](#) by selecting: **Home > My Pay > Timesheets > Timesheet History**

**If you are unable to locate the required contract or require further assistance, please contact your Faculty Operations Team:**

- [FOAE-Ops-Admin@csu.edu.au](mailto:FOAE-Ops-Admin@csu.edu.au)
- [FOBJS-Ops-Admin@csu.edu.au](mailto:FOBJS-Ops-Admin@csu.edu.au)
- [FOSH-Ops-Admin@csu.edu.au](mailto:FOSH-Ops-Admin@csu.edu.au)

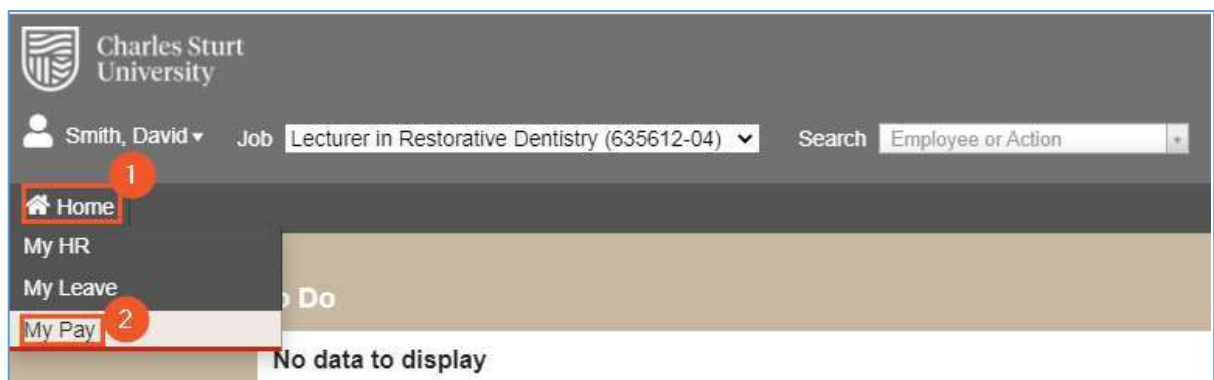
## Creating a New Academic Timesheet

1. From the Web Kiosk dashboard select **My Sessional Contract Balances** from **Favourites**

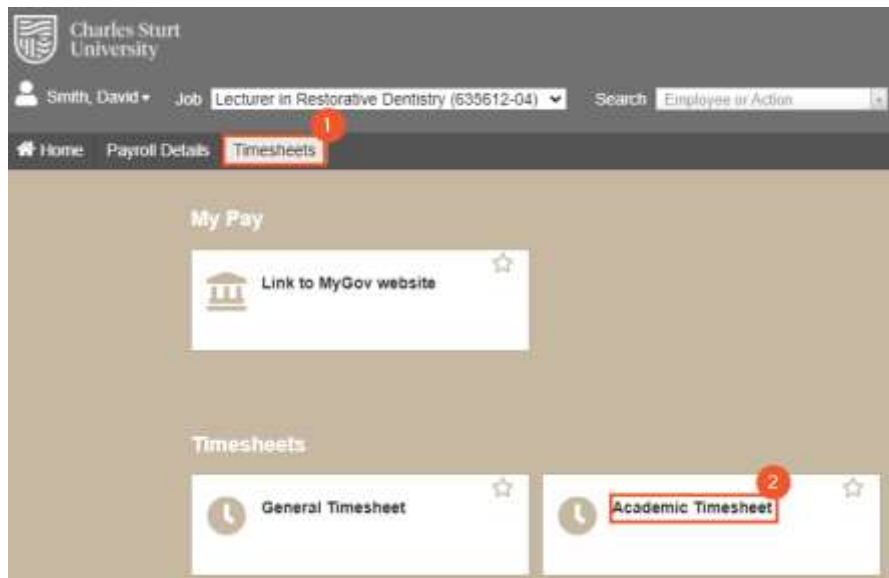


Viewing **My Sessional Contract Balances** will enable you to verify your job#, session, subject and units already claimed before you make today's submission. It may be useful to take a screenshot of this report so that you can have it open and refer to it while you prepare your timesheet for submission. For further information, go to the section for [My Sessional Contract Balances](#)

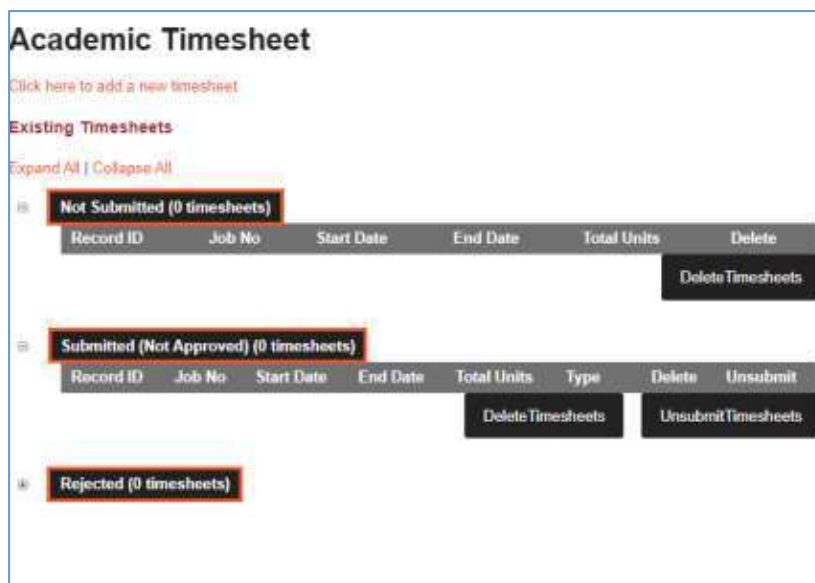
2. From the **Home** menu select **My Pay**



### 3. Select **Timesheets > Academic Timesheet**



4. The Timesheet summary screen allows you to both enter a new timesheet and view the status of any of your existing timesheets.

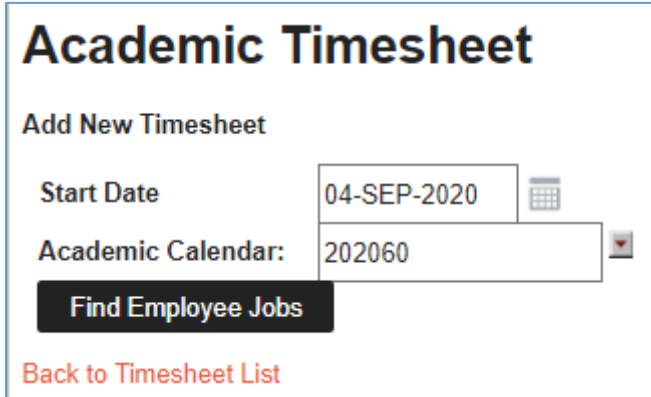


#### Notes:

- Timesheets in the *Not Submitted* section will need to be submitted before they can be approved and paid.
- Timesheets in the *Submitted (Not Approved)* section are with the timesheet approver to review.
- Timesheets in the *Rejected* section indicate that there was a problem such as it has already been claimed or you have not entered the correct number of units, pay code, subject code or session.
- The timesheet can be modified and resubmitted.

## Adding a new timesheet

1. Click on the link to **add a new timesheet**.
2. Enter a **Start Date** for the work that you are claiming and the **Academic Calendar** or session that the work relates.



The screenshot shows a web form titled "Academic Timesheet" with the sub-heading "Add New Timesheet". It contains two input fields: "Start Date" with the value "04-SEP-2020" and a calendar icon, and "Academic Calendar:" with the value "202060" and a dropdown arrow. Below these fields is a black button labeled "Find Employee Jobs" and a red link labeled "Back to Timesheet List".

### Notes:

- The start date for the timesheet is the first day worked in a timesheet period and this date must fall within your contract dates. You can use the calendar drop down box to select a date.
- The session should refer to the academic session that the work refers to, not the session when you were undertaking the work. For example, if you are marking supplementary exams for 202030 then that is the session that you should select, even if you are completing this work six months after session end. If you have been working on preparation for a new subject that doesn't yet relate to a session, or have been given hours for training, you should choose the full year calendar.
- **If your timesheet is for more than one academic session you need to create and submit a new timesheet for each session.**

If you only have one active contract, the Web Kiosk will move automatically to the next screen once the *Academic Calendar* is entered, otherwise click on **Find Employee Jobs** where a list of current jobs within the parameters of the start date and the academic calendar will appear. Select the checkbox against the relevant job and click *Continue*. Otherwise, you will be taken directly to the Academic Timesheet screen to enter the details.

### Top Tip

If your contract has been extended, for example because you were given work for session one and then more work was added later for session two, then you will need to submit a timesheet for the work prior to the extension date **and** a separate timesheet for work completed after the extension date.

You can check your appointment details if you are not sure by selecting:  
**Home > My HR > Employment > Appointment Details**

## Academic Timesheet

Job No	Position No.	Contract	School/Section	Employment Status	Start Date	End Date	Account No	Approver
06	640000	184143553	School of Dentistry and Health Sciences	Casual Academic	11-JUN-2018	07-DEC-2020	A102-4123-40775-	656339 Web Kiosk Timesheet Approver for CASAC

Start Date for Timesheet: 04-SEP-2020      Academic Calendar Dates:      From 01-Apr-2020 to 31-Jan-2021

Use Academic Calendar: 202060 2020 Session 2

### New Timesheet

Status = NEW

Delete	Work Date	Day	Units	Pay Code	Subject	Attachment
D	04-SEP-2020	Fri	1	AX200	DOH243	Choose File No file chosen
D	04-SEP-2020	Fri	2.5	AX165	DOH411	Choose File No file chosen
D						Choose File No file chosen
D						Choose File No file chosen
D						Choose File No file chosen
D						Choose File No file chosen
D						Choose File No file chosen
D						Choose File No file chosen

When pressing **Save and Submit**, please wait for confirmation or instructions

- Enter a **Work Date**, for each day worked, by typing or selecting from the calendar button.
- Enter **Units** in decimal format e.g. 2½ units is entered as 2.5.
  - For some pay codes, hours and units are not the same thing. Please refer to your contract schedule of work if you are unsure. Generally we would expect that you would work less than 10 hours on any one day.
- Enter a Pay Code or select one by clicking on the down-arrow icon and selecting the appropriate code.
  - Pay codes can be found on your contract.
- Enter a **Subject code**.
  - The only time this field should be left blank is if the units you are claiming do not relate to a specific subject (eg. Training).

Repeat the process for each day worked in the period. **Check** your timesheet entry then click on the **Save and Submit** button.

A message will appear on the screen advising if your timesheet has been submitted successfully or a warning if there are errors in your timesheet submission. You will receive a confirmation email once your timesheet has been actioned (ie. approved or rejected).

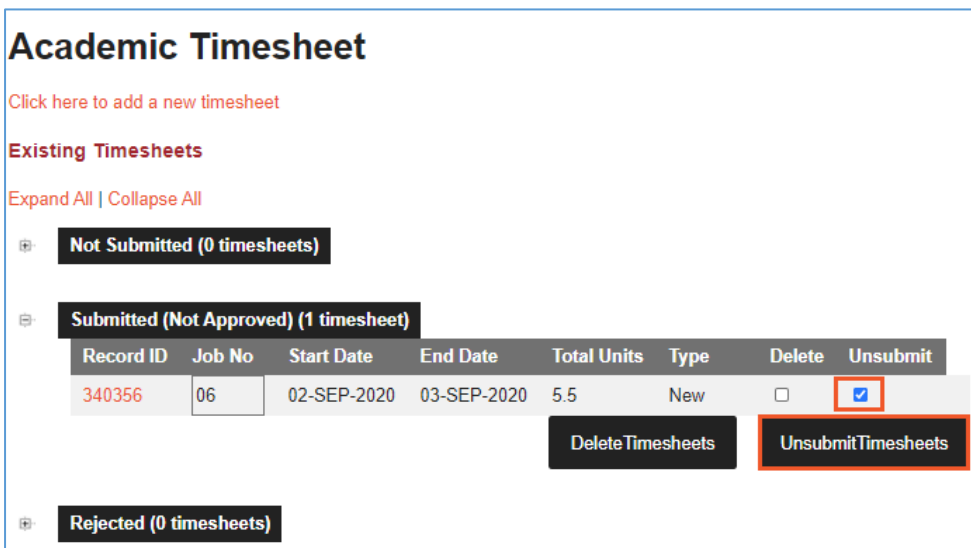
## Modifying a Timesheet

Before a timesheet is approved or after a timesheet has been rejected you have an opportunity to make modifications to the timesheet. Any timesheet that is visible in the *Not Submitted* and *Submitted (Not Approved)* sections of the timesheet summary page can be modified. You can also modify timesheets that have been *Rejected* by the approver.

## Un-submitting Timesheets

To modify a timesheet that is visible in the *Submitted (Not Approved)* or *Rejected* sections you must un-submit the timesheet first.

On the Academic Timesheet summary page, identify the timesheet to be modified. Select the **Un-submit** checkbox and then click on the **Un-submit Timesheets** button.



**Academic Timesheet**

[Click here to add a new timesheet](#)

**Existing Timesheets**

[Expand All](#) | [Collapse All](#)

⊕ **Not Submitted (0 timesheets)**

⊖ **Submitted (Not Approved) (1 timesheet)**

Record ID	Job No	Start Date	End Date	Total Units	Type	Delete	Unsubmit
340356	06	02-SEP-2020	03-SEP-2020	5.5	New	<input type="checkbox"/>	<input checked="" type="checkbox"/>

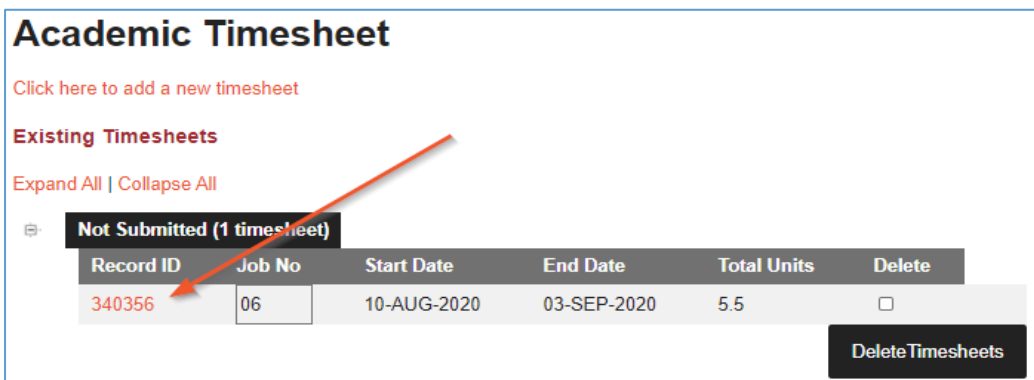
[DeleteTimesheets](#) [UnsubmitTimesheets](#)

⊕ **Rejected (0 timesheets)**

The system will then move the timesheet back to the *Not Submitted* section.

## Modifying timesheets that have not been submitted

From the Academic Timesheet summary page, to modify a timesheet that has not been submitted click on the **Record ID** number of the timesheet. This will open the timesheet and you can make any necessary changes then submit for approval.



**Academic Timesheet**

[Click here to add a new timesheet](#)

**Existing Timesheets**

[Expand All](#) | [Collapse All](#)

⊖ **Not Submitted (1 timesheet)**

Record ID	Job No	Start Date	End Date	Total Units	Delete
340356	06	10-AUG-2020	03-SEP-2020	5.5	<input type="checkbox"/>

[DeleteTimesheets](#)

**Please note: If your timesheet is for more than one academic session you need to create and submit a new timesheet for each session.**

## Timesheet Rejections

When you submit a timesheet the system checks that a valid:

- sessional contract exists for the combination of:  
*employee number/job number/academic session/subject code /paycode*
- the units claimed do not exceed the units contracted.

There are therefore 2 possible reasons that your Timesheet is rejected:

### 1. Contract is not found

The error message you receive will look similar to this:

```
Line 1: Contract not found 12345678-02-2022-AX180-SSS030
Line 2: Contract not found 12345678-02-2022-AX180-SSS030
Line 3: Contract not found 12345678-02-2022-AX180-SSS030
```

The error indicates that the timesheet you have submitted is not valid as the combination of fields is incorrect.

### 2. Units exceed unclaimed balance.

The error message you receive will look similar to this:

```
Line 1: Units exceed unclaimed balance 12345678-01-202160-AX175-HCS303-3.5
Line 2: Units exceed unclaimed balance 12345678-01-202160-AX170-HCS303-2
Line 3: Units exceed unclaimed balance 12345678-01-202160-AX175-HCS303-6
```

The error indicates that the timesheet you have submitted is not valid as the number of units you have entered exceeds the unclaimed balance for entered job, session, paycode and subject combination.

The error messages may be broken down as follows:

Error part	Translated as
12345678	Your employee number
01	Your job number you are attempting to claim against
202160	The academic session you are attempting to claim against
AX175	The paycode you are attempting to claim against
HCS303	The paycode you are attempting to claim against
3.5	The number of units you are attempting to claim for the above: job, session, paycode and subject combination

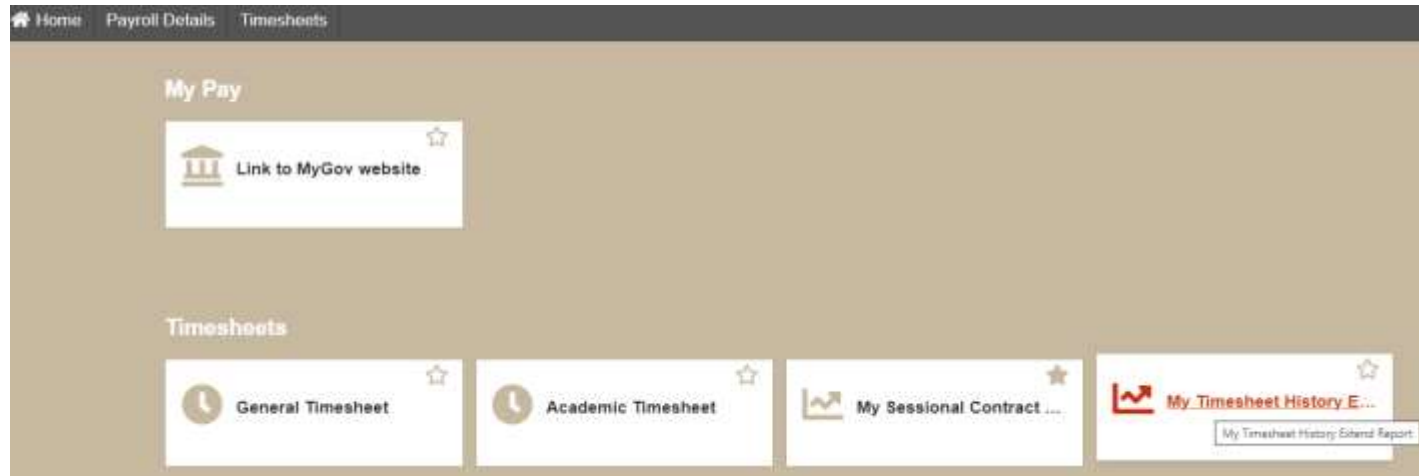
To modify the rejected timesheet compare your timesheet against [My Sessional Contract Balances](#) in Web Kiosk then [re-submit your timesheet](#) for approval.

**Please note: If your timesheet is for more than one academic session you need to create and submit a new timesheet for each session.**

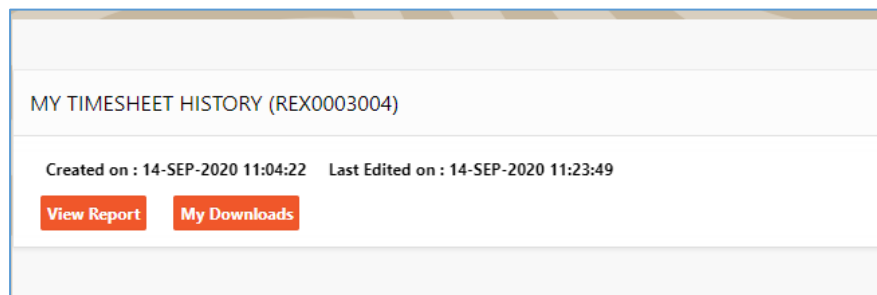


## My Timesheet History

1. From the **Home** menu select **My Pay**
2. Select **Timesheets > My Timesheet History**



3. Select **View Report**.



All timesheets during your employment with CSU, including old contracts, will appear in this list. You are able to filter by entering text into any of the search boxes at the top to find the contract, session or date you are looking for.

TIMESHEET HISTORY (AWM004) (REX0003300)

Created on : 19-JUN-2020 12:32:35 Last Edited on : 04-SEP-2020 10:33:57

[View Report](#)



TIMESHEET HISTORY (AWM004)

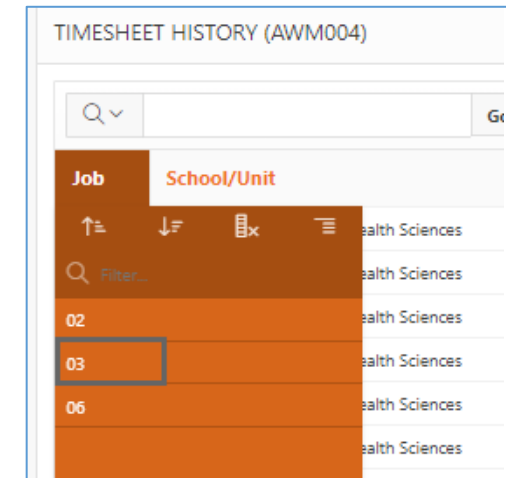
Go Rows: 50 Actions

Job	School/Unit	Contract/Position	Work Date	Pay Code	Pay Description	Session	Subject	Units	Pay Date
02	School of Dentistry and Health Sciences	No. 2013AA-1	14/08/2012	AX284	Clinical Educator, Minimum Higher Level	201280	DOH002	3	14/08/2012
02	School of Dentistry and Health Sciences	No. 2012AA-1	26/09/2012	AX284	Clinical Educator, Minimum Higher Level	201280	DOH002	1	14/08/2012
03	School of Dentistry and Health Sciences	No. 2013AA-1	13/08/2013	AX240	Lecture, Basic	201380	DOH002	1	29/08/2013
03	School of Dentistry and Health Sciences	No. 2013AA-1	13/08/2013	AX240	Lecture, Basic	201380	DOH100	1	29/08/2013

## Filtering My Timesheet History

You can filter your timesheets in a number of ways:

1. Click on the relative *heading* and make a selection from the list provided eg Job 03 or Session 202030.
  - o **sort** on a field by selecting one of the  icons
  - o **create a control break** by selecting the  button. The control break function groups the data by the column selected



2. Enter a value into the *Filter* box eg DOH432, then select 'Go'

TIMESHEET HISTORY (AWM004) (REX0003300)

Created on : 19-JUN-2020 12:32:35 Last Edited on : 04-SEP-2020 10:33:57

[View Report](#)

TIMESHEET HISTORY (AWM004)

Q  Go Rows 100 Actions

Job	School/Unit	Contract/Position	Work Date	Pay Code	Pay Description	Session	Subject	Units	Pay Date

The system will display all records for the subject entered as shown below:

TIMESHEET HISTORY (AWM004)

Q  Go Rows 100

X

Job	School/Unit	Contract/Position	Work Date	Pay Code	Pay Description	Session	Subject	Units	Pay Date
02	School of Dentistry and Health Sciences	No. 2012AA-1	14/08/2012	AX284	Clinical Educator, Minimum Higher Level	201260	DOH302	3	14/03/2013

1 - 1 of 1

#### 4. Select Actions > Filter

TIMESHEET HISTORY (AWM004)

Search:  Go Rows 50 Actions

Job	School/Unit	Cor			
02	School of Dentistry and Health Sciences	No.	Filter		
02	School of Dentistry and Health Sciences	No.	Rows Per Page	>	
03	School of Dentistry and Health Sciences	No.	Format	>	

You can then use the % as a wildcard to enter your filter.  
For example, to see all the timesheets for the 2020 calendar year, select:

- Column = Session
- Operator = like
- Expression = 2018%

Filter

Column Row

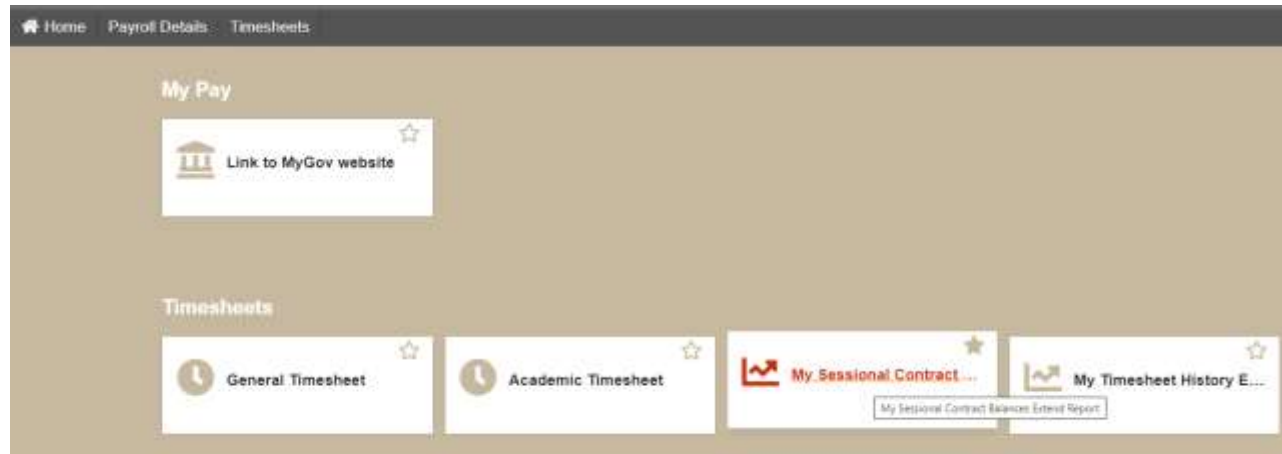
Column Operator Expression

Session like 2018%

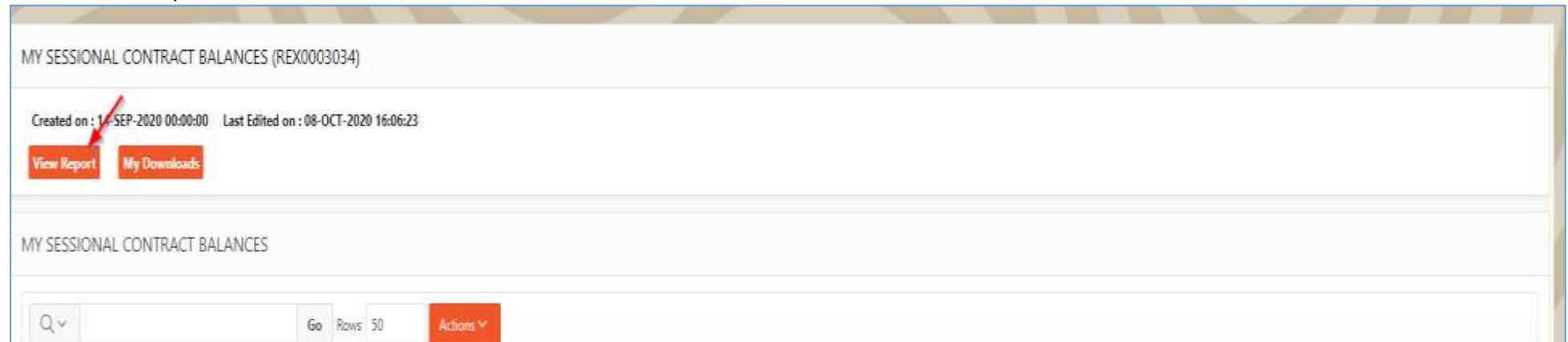
Cancel Apply

## My Sessional Contract Balances

1. From the **Home** menu select **My Pay**
  2. Select **Timesheets > My Sessional Contract Balances.** > View Report
- Alternatively, *My Sessional Contract Balances* report can be found under *Favourites* on the home screen.



3. Click View Report



### Top Tip

If you are unable to locate the required contract or require further assistance, please contact your Faculty Operations Team:

- [FOAE-Ops-Admin@csu.edu.au](mailto:FOAE-Ops-Admin@csu.edu.au)
- [FOBJS-Ops-Admin@csu.edu.au](mailto:FOBJS-Ops-Admin@csu.edu.au)
- [FOSH-Ops-Admin@csu.edu.au](mailto:FOSH-Ops-Admin@csu.edu.au)

4. For contracts accepted via Academic Workload Manager (AWM) the details of the work items can be found here grouped by the combination of session (academic calendar), pay code and subject with the below columns:

- Contract Units – total units contracted
- Submitted – timesheet(s) submitted but pending approval.
- Approved – previously approved timesheet(s)
- Paid – timesheet(s) that have been paid previously or picked up for payment in the current pay run.
- Unclaimed – the balance remaining for you to claim. Where this value is a negative, you have over claimed this combination.

You can filter by entering text into the search box at the top to find the contract you are looking for, or using other filter options as shown in [Filtering](#)

SESSIONAL CONTRACT BALANCES (AWM002)											
<input type="text" value="Q"/> <input type="button" value="Go"/> <span>Rows 50</span> <input type="button" value="Actions"/>											
School	Session	Job	Contract	Pay Code	Work Type	Subject	Contract Units	Submitted	Approved	Paid	Unclaimed
School of Dentistry and Health Sciences	201860	06	184143553	AX150	Marking_Standard	DOH124	52			52	0
School of Dentistry and Health Sciences	201860	06	184143553	AX150	Marking_Standard	DOH243	36			36	0
School of Dentistry and Health Sciences	201860	06	184143553	AX278	Clinical Educator, Maximum	DOH335	21			21	0
School of Dentistry and Health Sciences	201860	06	184143553	AX278	Clinical Educator, Maximum	DOH416	8			8	0
School of Dentistry and Health Sciences	201860	06	184143553	AX150	Marking_Standard	DOH482	75			75	0

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## Still having Trouble

If you are having trouble with the [Web Kiosk](#), [AWM](#) or have any pay enquiries, please contact the DPC Service Centre:

- Email: [dpc@csu.edu.au](mailto:dpc@csu.edu.au)
- Phone (internal): 84884
- Phone (external): 02 6338 4884

Otherwise, timesheet queries should be directed to your timesheet approver, the Faculty Operations or IASP team as follows:

- Faculty of Arts and Education – [FOAE-Ops-Admin@csu.edu.au](mailto:FOAE-Ops-Admin@csu.edu.au)
- Faculty of Business, Justice and Behavioural Sciences – [FOBJSOps-Admin@csu.edu.au](mailto:FOBJSOps-Admin@csu.edu.au)
- Faculty of Science – [FOS-Ops-Admin@csu.edu.au](mailto:FOS-Ops-Admin@csu.edu.au)
  
- IASP – [IASP@csu.edu.au](mailto:IASP@csu.edu.au)