

User Guide

Submitting Casual Academic Timesheets

In this user guide you will find instructions on how to [create a new academic timesheet](#), [modify a timesheet](#), [view timesheet history](#) and [sessional contract balances](#).

[Login to the Web Kiosk](#) with the username and password used for most other CSU systems.



The screenshot shows a 'Web Self Service' login form. It has a 'Login' header, a '* Username' field with the text 'mdaniels', a '* Password' field with masked characters, and a 'Login' button.

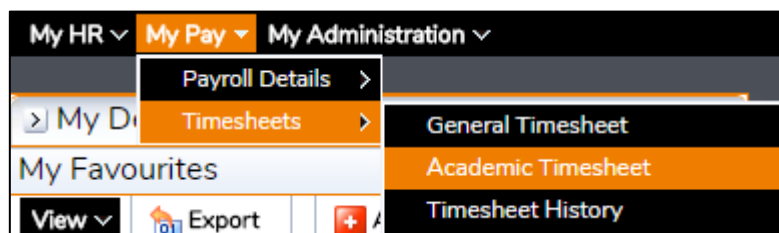
TOP TIP!

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

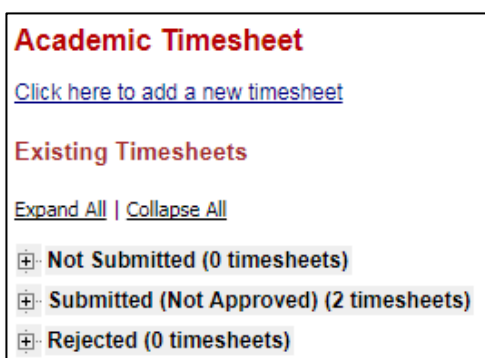
It is also a good idea to check your contract details from within the [Casual Academics @ CSU portal](#). To login you will need to enter your non-CSU email address and the password you have created.

How to Create a New Timesheet

From the menu bar select **My Pay > Timesheets > Academic Timesheet**.



The timesheet summary screen allows you to both enter a new timesheet and view the status of any current timesheets.



The screenshot shows the 'Academic Timesheet' summary screen. It has a link to 'Click here to add a new timesheet', a section for 'Existing Timesheets' with 'Expand All' and 'Collapse All' links, and three expandable sections: 'Not Submitted (0 timesheets)', 'Submitted (Not Approved) (2 timesheets)', and 'Rejected (0 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.

Click on the link to **add a new timesheet**.

User Guide

Submitting Casual Academic Timesheets

Enter a **Start Date** for the work that you are doing and the **Academic Calendar** (session) that the work relates.

Academic Timesheet

Add New Timesheet

Start Date

Academic Calendar:

[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 actually undertaking the work. For example, if you are marking supplementary exams for 201730 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 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. Tick the box against the relevant job and click *Continue*. Otherwise, you will be taken directly to the Academic Timesheet screen to enter the details.



Employee: 88888888, Mike Daniels
Job: 01, 1740999

Academic Timesheet

Job No	Position No.	Contract	School/Section	Employment Status	Start Date	End Date	Account No	Approver
01	626233	1740999	School of Nursing, Midwifery and Indigenous Health	Casual Academic	15-JUL-2017	27-OCT-2017	A102-940-0000-	

Start Date for Timesheet: 31-JUL-2017 Academic Calendar Dates: From 01-May-2017 to 31-Mar-2018
Use Academic Calendar: 201760 2017 Session 2

New Timesheet

Status = NEW

Delete	Work Date	Day	Units	Pay Code	Subject	Attachment
<input type="button" value="D"/>	03-Aug-2017	Thur	1	AX260	MHP209	<input type="button" value="Browse..."/>
<input type="button" value="D"/>	10-Aug-2017	Thur	1	AX260	MHP209	<input type="button" value="Browse..."/>
<input type="button" value="D"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Browse..."/>
<input type="button" value="D"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Browse..."/>
<input type="button" value="D"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Browse..."/>
<input type="button" value="D"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Browse..."/>
<input type="button" value="D"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Browse..."/>
<input type="button" value="D"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Browse..."/>

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 (e.g. Training).

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

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 then a separate timesheet for work completed after the extension date.

You can check your appointment details if you are not sure by selecting:

My HR > Employment > Appointment Details

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 also receive an email to your CSU email address advising once your timesheet has been actioned (i.e. approved or rejected).

Modifying a Timesheet

Before a timesheet is approved you have an opportunity to make modifications to the timesheet. Any timesheet that is still 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.

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
241595	01	07-AUG-2017	07-AUG-2017	5	<input type="checkbox"/>

[+] **Submitted (Not Approved) (2 timesheets)**

[+] **Rejected (0 timesheets)**

Modifying timesheets that have been submitted but not approved or rejected

From the Academic Timesheet summary page, to modify a timesheet that has been submitted but not yet approved first you must unsubmit the timesheet.

Click the box in the **Unsubmit** column for the appropriate timesheet and then click on the **Unsubmit Timesheets** button.

User Guide

Submitting Casual Academic Timesheets

Academic Timesheet

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

Existing Timesheets

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

⊕ Not Submitted (1 timesheet)

⊖ Submitted (Not Approved) (2 timesheets)

Record ID	Job No	Start Date	End Date	Total Units	Type	Delete	Unsubmit
241592	01	06-SEP-2017	13-SEP-2017	4	New	<input type="checkbox"/>	<input checked="" type="checkbox"/>
241593	01	14-JUN-2017	14-JUN-2017	2	New	<input type="checkbox"/>	<input type="checkbox"/>

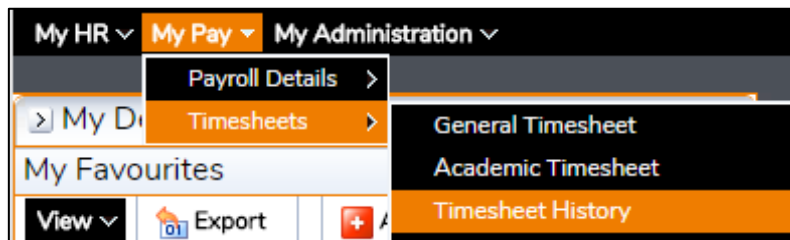
⊕ Rejected (0 timesheets)

DeleteTimesheets UnsubmitTimesheets

This will then move the timesheet back to *Not Submitted* where you can click on the **Record ID** and make the necessary changes.

Viewing your Timesheet History

From the menu bar select **My Pay > Timesheets > Timesheet History**.



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 you are looking for.

Summary

View Clear Query Export

Job	School/Unit	Contract	Work Date	Pay Code	Pay Description	Session	Subject	Units	Pay Date
A8	School of Accou...	No. 1721762	2017-05-17	AX175	Other, Academic...	201730	FIN221	7.00	2017-05-30
A8	School of Accou...	No. 1721762	2017-05-16	AX175	Other, Academic...	201730	FIN221	6.00	2017-05-30
A8	School of Accou...	No. 1721762	2017-05-15	AX175	Other, Academic...	201730	FIN221	7.00	2017-05-30
A8	School of Accou...	No. 1721762	2017-05-12	AX175	Other, Academic...	201730	FIN221	7.00	2017-05-30
A8	School of Accou...	No. 1721762	2017-05-11	AX175	Other, Academic...	201730	FIN221	7.00	2017-05-30
A8	School of Accou...	No. 1721762	2017-05-10	AX175	Other, Academic...	201730	FIN221	8.00	2017-05-30

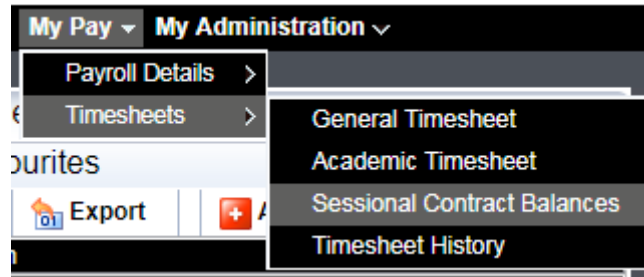
The wild card character % can be used to assist with your search (e.g. %Accounting% in *School/Unit*).

User Guide

Submitting Casual Academic Timesheets

Viewing your Sessional Contract Balances

From the menu bar select **My Pay > Timesheets > Sessional Contract Balances**.



For contracts accepted via the [Casual Academics @ CSU portal](#) 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 for the combination.
- Submitted – timesheet(s) submitted for the combination pending approval.
- Approved – timesheet(s) that have been approved for the combination.
- Paid – timesheet(s) that have been paid previously, or picked up for payment in the current payrun for the combination.
- Unclaimed – the balance remaining for you to claim. Where this value is a negative, you have over claimed this combination.

You are able to filter by entering text into any of the search boxes at the top to find the contract you are looking for.

School	Session	Job	Contract	Pay Code	Work Type	Subject	Contract Units	Submitted	Approved	Paid	Unclaimed
School of Accou...	201730	14	No. 17217278 &...	AX160	Marking, Signifi...	FIN564	20			20	0
School of Accou...	201730	14	No. 17217278 &...	AX175	Other, Academi...	FIN564	40			40	0
School of Accou...	201730	14	No. 17217278 &...	AX160	Marking, Signifi...	FIN380	7			7	0
School of Accou...	201730	14	No. 17217278 &...	AX175	Other, Academi...	FIN380	86			106	-20
School of Accou...	201830	15	182172060	AX175	Other, Academi...	FIN564	10				10
School of Accou...	201830	15	182172060	AX175	Other, Academi...	FIN380	122.4				122.4

The wild card character % can be used to assist with your search (e.g. %564% in Subject).

Other resources you may find useful:

- [Quick demonstration video](#)
- [Quick reference guide](#)

If you are having trouble submitting your timesheet please contact the HR Service Centre via email hr@csu.edu.au or by calling 02 6338 4884.