Australian
National
University

Online Timesheets Quick Guide - Casual Academic Supervisors

This Quick Guide will provide users with the steps to approve casual Academic timesheets.

Casual Academic staff supervisors are to approve timesheets in HORUS:
https://selfservice.horus.anu.edu.au/

<u>Section 1:</u> Timesheet approval
<u>Section 2:</u> Reviewing sick leave
<u>Section 3:</u> Additional items

For technical assistance in relation to HORUS please contact HR Systems.
Email: hrsystems@anu.edu.au
Phone: +61 2 6125 9622
Website: HR Systems - Staff Services - ANU

For general IT enquires please contact the ANU Service Desk.
Email: servicedesk@anu.edu.au
Phone: +61 2 612 54321
Website: Service Portal - ANU

For general Human Resources advice or queries please contact the relevant team below.
College of Arts & Social Sciences: hr.cass@anu.edu.au
College of Asia & the Pacific: cap.hradvisory@anu.edu.au
College of Engineering, Computing and Cybernetics: hradvisory.cecc@anu.edu.au
College of Health and Medicine: hr.chm@anu.edu.au
College of Science: hr.cos@anu.edu.au
HR Business Partners – P&C (Central Portfolios): hrbp.pc@anu.edu.au
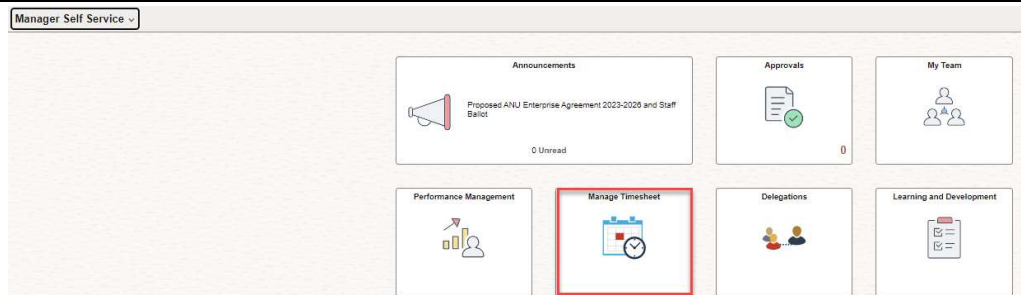Remunerations & Conditions (Payroll): employment.services@anu.edu.au

Section 1:

Timesheet approval

Timesheet Navigate to the Manage Timesheets tile in HORUS > Manger Self Service	
1.1 Select the relevant employee's name.	
1.2 Review the values in the *units worked* column. If units claimed are correct click the approve button. *Please note: you only have access to approve timesheets from the current period and one prior.*	

1.3 If there are any values that are not correct, you can push the timesheet back to the employee to correct them:

You may enter comments prior to the push back by the comments box beside the push back button.

Repeat for each row that is incorrect indicating the nature of the error in the comments field.

The system will send an email to the employee for action and changes the status of the line item to Rework.

Name:			Reports To:	
Empl ID/Rcd:			Empl ID/Rcd:	
Period ID:	T20231210	Period ending 10/12/2023	Period Begin:	27/11/2023
Status:	Submitted		Period End:	10/12/2023

Courses — 1 of 1 ▾

Course Code:		Total Budget:	$5,060.26
		Total Expenditure:	$0.00
Course Dates:		Total Remaining:	$5,060.26

Note: The units entered depend on the type of element. For example, a single lecture should be entered as one unit (one unit is equivalent to one hour of delivery and two hours of associated working time); marking should be entered as actual hours of marking performed; lump sum amounts are actual dollars acquitted.

Element	Description	Total Budgeted Units	Units Worked this Period	On Sick Leave	Units Remaining	Status	Comments	Push Back	Worked to Date	Sick Leave to Date	Units Paid To-Date
T23	Tutorial - Repeat	50.00	5.00		45.00	Submitted	View/Edit	Push Back	5.00		

View GL Distributions   Override Timesheet GL Distributions

View/Add Leave Attachments

View Timesheet Workflow History

Approve   Print

Return to Approve Timesheets

1.4 Override GL distributions.
If you wish to split any GL charging, click the *Override Timesheet GL Distributions* link:

A. Enter the *Fund*.
B. Enter the *Department*.
C. Enter the *Project*. If there is no project code, enter N/A.
D. Enter the *Percentage* allocation. If you have multiple rows, these must add up to 100.
E. To enter more distributions, click the plus icon ➕ and repeat steps a) to d) above.

Name:			Reports To:	
Empl ID/Rcd:			Empl ID/Rcd:	
Period ID:	T20231210	Period ending 10/12/2023	Period Begin:	27/11/2023
Status:	Submitted		Period End:	10/12/2023

Courses — 1 of 1 ▾

Course Code:		Total Budget:	$5,060.26
		Total Expenditure:	$0.00
Course Dates:		Total Remaining:	$5,060.26

Note: The units entered depend on the type of element. For example, a single lecture should be entered as one unit (one unit is equivalent to one hour of delivery and two hours of associated working time); marking should be entered as actual hours of marking performed; lump sum amounts are actual dollars acquitted.

Element	Description	Total Budgeted Units	Units Worked this Period	On Sick Leave	Units Remaining	Status	Comments	Push Back	Worked to Date	Sick Leave to Date	Units Paid To-Date
T23	Tutorial - Repeat	50.00	5.00		45.00	Submitted	View/Edit	Push Back	5.00		

View GL Distributions   Override Timesheet GL Distributions

View/Add Leave Attachments

View Timesheet Workflow History

Approve   Print

Return to Approve Timesheets

F. When finished, click **OK**.

	Override GL Distributions	✕

Period ID: T20231210   Period ending 10/12/2023   Contract ID:

Course Code:

Fund	Department	Project	Percentage		
🔍	🔍	🔍		+	−

[OK]   [Cancel]

Section 2:

Viewing Casual Sick Leave (Enterprise Agreement [Clause 35.10 to 35.12](#))

Timesheets have a column to claim sick leave hours to a maximum of three instances per calendar year.

Further Information can be found below In the Additional Information section of this guide.

2.1 Review the sick leave hours entered.

Name:					Reports To:	
Empl ID/Rcd:					Empl ID/Rcd:	
Period ID:	T20231210	Period ending 10/12/2023			Period Begin:	27/11/2023
Status:	Submitted				Period End:	10/12/2023

Courses   1 of 1 ∨

Course Code:				Total Budget:	$5,060.26
Course Dates:				Total Expenditure:	$0.00
				Total Remaining:	$5,060.26

Note: The units entered depend on the type of element. For example, a single lecture should be entered as one unit (one unit is equivalent to one hour of delivery and two hours of associated working time); marking should be entered as actual hours of marking performed; lump sum amounts are actual dollars acquitted.

Element	Description	Total Budgeted Units	Units Worked this Period	On Sick Leave	Units Remaining	Status	Comments	Push Back	Worked to Date	Sick Leave to Date	Units Paid To-Date
T23	Tutorial - Repeat	50.00	5.00		45.00	Submitted	View/Edit	Push Back	5.00		

View GL Distributions   Override Timesheet GL Distributions

View/Add Leave Attachments

View Timesheet Workflow History

Approve   Print

Return to Approve Timesheets

2.2 Review the supporting documentation provided is relevant to the leave request via the **view/add leave attachments** button

Name:		Reports To:
Empl ID/Rcd:		Empl ID/Rcd:
Period ID:	T20231210 Period ending 10/12/2023	Period Begin: 27/11/2023
Status:	Submitted	Period End: 10/12/2023

Courses   1 of 1 ⌄

Course Code:		Total Budget: $5,060.26
		Total Expenditure: $0.00
Course Dates:		Total Remaining: $5,060.26

Note: The units entered depend on the type of element. For example, a single lecture should be entered as one unit (one unit is equivalent to one hour of delivery and two hours of associated working time); marking should be entered as actual hours of marking performed; lump sum amounts are actual dollars acquitted.

Element	Description	Total Budgeted Units	Units Worked this Period	On Sick Leave	Units Remaining	Status	Comments	Push Back	Worked to Date	Sick Leave to Date	Units Paid To-Date
T23	Tutorial - Repeat	50.00	5.00		45.00	Submitted	View/Edit	Push Back	5.00		

View GL Distributions   Override Timesheet GL Distributions

View/Add Leave Attachments

View Timesheet Workflow History

[Approve]   [Print]

Return to Approve Timesheets

ANU TS Attachment   ✕

View Attachments

	Delete ?	Leave Attachment
1	☐	_test.docx

[Attach Leave Document]   [Delete Leave Document]

[Cancel]

Section 3:
Additional items

Timesheet Period	You may view the current timesheet periods and cut-off dates here;
Viewing old timesheets	The *Approve Timesheets* page will only let you access timesheets for the current and one prior timesheet periods. You can access ll of your historical timesheet records by reviewing the *View Timesheets* page:
Casual Sick Leave	The total instances of sick leave is capped at three in a calendar year, per employee. If staff take sick leave from multiple casual jobs on the same day, it is counted as one instance. If staff have both worked hours and sick leave hours on the same day, it is counted as one instance regardless of the number of hours worked. Refer to EA Clause 35.10 to 35.12
Timesheet workflow history	This page details the workflow, timing and current status of the staff members timesheet