Online Timesheets Quick Guide - Casual Academic Staff Quick Guide

This Quick Guide will provide users with the steps to complete casual academic timesheets.

Steps for claiming Casual Sick Leave have been added to this guide.

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

<u>Section 1:</u> Submitting Ordinary Hours
<u>Section 2:</u> Submitting Sick Leave (Clause 35.10 to 35.12)
<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
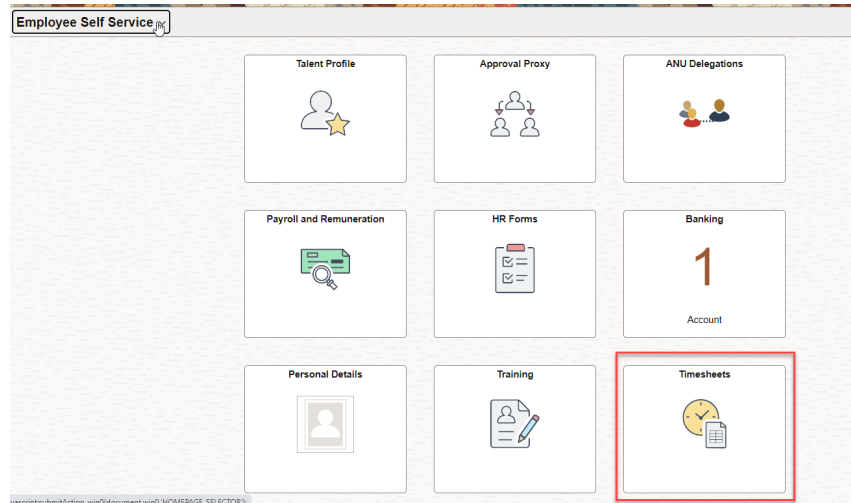Remunerations & Conditions (Payroll): employment.services@anu.edu.au

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Section 1:

Timesheet submission

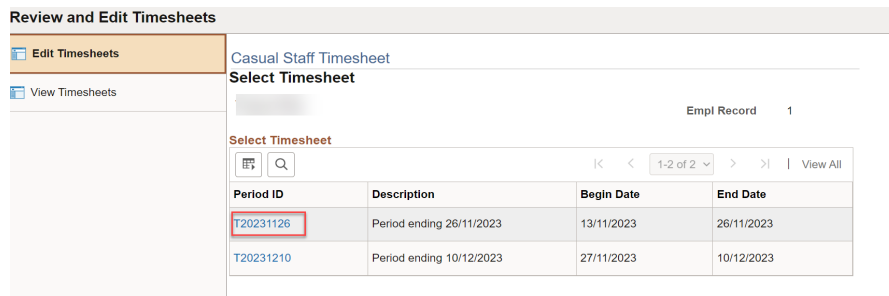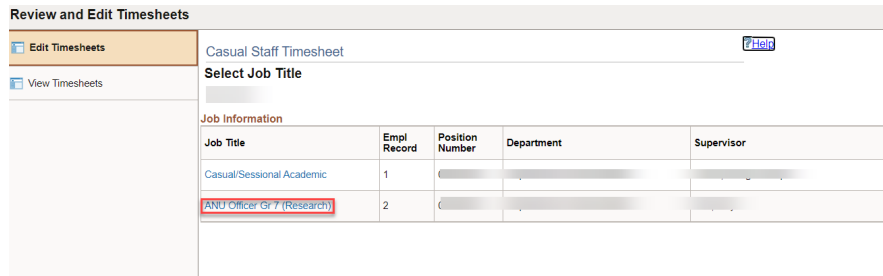|	
Timesheet Navigate to the Timesheets tile in HORUS	
1.1 Select the relevant Job/employment record **1.2** Select the relevant timesheet period (Period ID) that you are entering hours in *Please note: you only have access to edit timesheets for the current period and the one previous. In the current timesheet you will not be able to make future-dated entries.*	

1.3 The timesheet is displayed. If you have more than one course for the selected job/employment record, the timesheet will display a section for each. An example is shown here;

Casual Academic Timesheet *Help*

Name:
Empl ID/Rcd:
Period ID:
Status:

Reports To:
Empl ID/Rcd:
Period Begin:
Period End:

Courses 1 of 2 ⌄

Course Code:
Course Dates: 24/07/2023 10/12/2023

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	Worked to Date	Sick Leave to Date	Units Paid To-Date
T21A	Tutorial-Normal Experience	11.00	0.00		2.00	New	Add	9.00		
T23A	Tutorial-Repeat Experience	11.00	0.00		2.00	New	Add	9.00		
T42A	Marking-Standard Experience	40.00	0.00		30.00	New	Add	10.00		
T44A	CSA-Oth Rqd Act Experience	10.00	0.00		8.50	New	Add	1.50		

Course Code:
Course Dates: 24/07/2023 10/12/2023

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	Worked to Date	Sick Leave to Date	Units Paid To-Date
T42	Marking-Standard	30.00	0.00		30.00	New	Add			

View/Add Leave Attachments

1.4 Against each relevant row, enter the units worked during that fortnight.

Element	Description	Total Budgeted Units	Units Worked this Period	On Sick Leave	Units Remaining	Status	Comments	Worked to Date	Sick Leave to Date	Units Paid To-Date
T21A	Tutorial-Normal Experience	11.00	2.00		0.00	New	Add	9.00		
T23A	Tutorial-Repeat Experience	11.00	1.00	1.00	0.00	New	Add	9.00		
T42A	Marking-Standard Experience	40.00	0.00		30.00	New	Add	10.00		
T44A	CSA-Oth Rqd Act Experience	10.00	0.00		8.50	New	Add	1.50		

Note: The units entered correspond with Schedule 2 of the ANU Enterprise Agreement, and depend on the nature of the work being performed. For example, if one lecture was delivered in the fortnight, only 1 unit should be entered (the system will automatically include payment for the 1 hour of delivery and 2 hours associated working time). However, if 3 hours of marking were performed, 3 units should be entered.

Section 2:

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

2.1 If you are sick and unable to perform the work, enter the relevant units of Sick Leave in the "On Sick Leave" column.

2.2 To upload your required documentation - select **View/Add Leave Attachment** at the bottom of the timesheet

2.3 Attach the Medical Certificate/Statutory Declaration as per clause 35.14. Then press upload.

2.4 Submit your timesheet to your supervisor for approval

For further information on sick leave please see additional items below.

Element	Description	Total Budgeted Units	Units Worked this Period	On Sick Leave	Units Remaining	Status	Comments	Worked to Date	Sick Leave to Date	Units Paid To-Date
T21A	Tutorial-Normal Experience	11.00	2.00		0.00	New	Add	9.00		
T23A	Tutorial-Repeat Experience	11.00	1.00	1.00	0.00	New	Add	9.00		
T42A	Marking-Standard Experience	40.00	0.00		30.00	New	Add	10.00		
T44A	CSA-Oth Rqd Act Experience	10.00	0.00		8.50	New	Add	1.50		

View/Add Leave Attachments

Save for Later   Submit

Return to Edit Timesheets

ANU TS Attachment

File Attachment   ×

Choose file   Blank test doc.pdf

Upload   Cancel

Attach Leave D

Cancel

Section 3: Additional items	
Comments field You may leave comments for your supervisor to read once the timesheet has been submitted.	
Save for Later	If you wish to save your progress and return to the timesheet at a later time, click **Save for Later**. **Note:** It is important that once you have recorded **all** units worked for the timesheet period, you submit your timesheet for approval **as soon as possible** to ensure that your supervisor can approve it in a timely manner.
Submit	If you wish to submit your timesheet for approval, click **Submit**. Note that this will submit the entire timesheet for approval. *You will not be able to make any more entries or edit the timesheet once you do this.* If you are not ready to do this, click **Save for Later** instead and complete the timesheet later. **Note:** The system will give you a warning when: • You are reaching the limit of your allocated units of one or more T-Codes. • The contract end date has been reached or almost been reached. The system will display an error if you try to claim more than the budgeted units for the teaching period.
Timesheet Period	You may view the current timesheet periods and cut-off <u>dates here;</u>
Viewing old timesheets	The *Edit Timesheets* page will only let you access timesheets for the current and previous timesheet periods. You can access all of your historical timesheet records by reviewing the *View Timesheets* page: 1. Log into HORUS using your University ID and password. http://horus.anu.edu.au/ If you have any problems, please contact your local IT support. 2. Navigate to: *Employee Self Service > Timesheets > View Timesheets* 3. The system will display all of your historical timesheets by timesheet period.

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| Casual Sick Leave | The total instances of sick leave is capped at three in a calendar year, per employee. If you take sick leave from multiple casual jobs on the same day, it is counted as one instance. If you have both worked hours and sick leave hours on the same day, it is counted as one instance regardless of the number of hours you worked. Refer to EA Clause 35.10 to 35.12 |