Employee Guide

Casual Sessional Academic Timesheets

Table of Contents

1   Background

The Casual Sessional Academic (CSA) timesheet solution allows you to submit timesheets electronically for approval and payment via HORUS.

1.1   Timesheet Cycle

Each timesheet covers a fortnight, known as a timesheet period. The CSA timesheet cycle is the same as the Casual Professional Timesheet cycle.

1.1.1   Timesheet Cut-off Dates

If you have saved but not submitted a timesheet, an automated email will be sent to you as a reminder. 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.

The system will allow you to submit timesheets for the current and previous timesheet periods.

For a list of the timesheet fortnights and approval cut-off dates, please click the following link:

https://services.anu.edu.au/information-technology/software-systems/hr-online-remote-user-system/timesheet-approval-cut-off
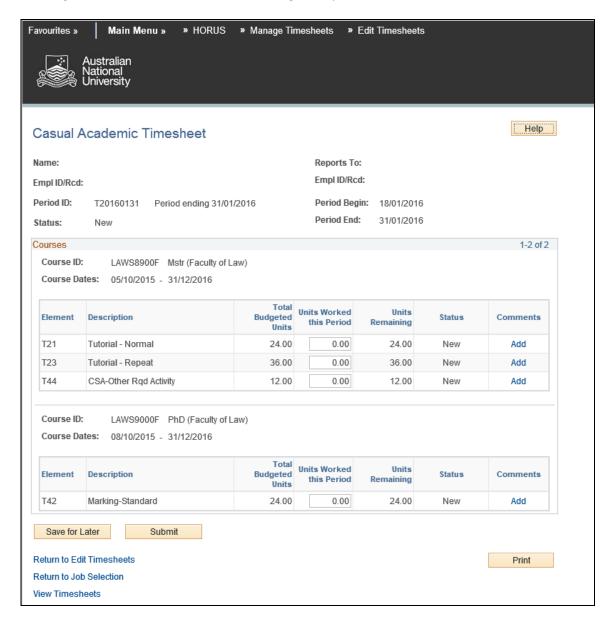
Note: The *Suggested Employee Submission Date* mentioned in the above *Timesheet Approval Cut-off Calendar* is a suggested submission date only. Depending on your circumstances, you can submit your timesheet earlier or later than this date (subject to having recorded **all** units worked for the timesheet period).

2 Timesheet Overview

The timesheet allows employees to record the units worked by T-code during the timesheet period.

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 (this 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.

2.1 Timesheet Fields

Header	
Name	CSA's First Name Last Name
Empl ID / RCD	ID / record number

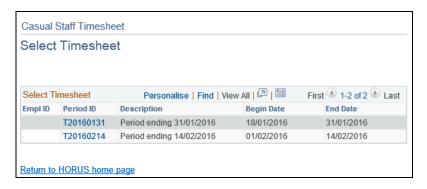| Reports To	Manager's First Name Last Name
Empl ID / RCD	Reports To ID / record number
Period ID	Timesheet Period (Same periods as Casual Professional Timesheets)
Period Begin Date	Start of the timesheet period for the current timesheet
Period End Date	End of the timesheet period for the current timesheet
Status	**New** – New timesheet. Row never saved or submitted. **Submitted** – Submitted for approval by CSA **Saved** – Timesheet saved by CSA **Rework** – Timesheet pushed back by manager **Approved** – Timesheet approved by manager **Cancelled** – Timesheet cancelled by CSA **Processed** – Timesheet PI Upload process has successfully run on the timesheet.

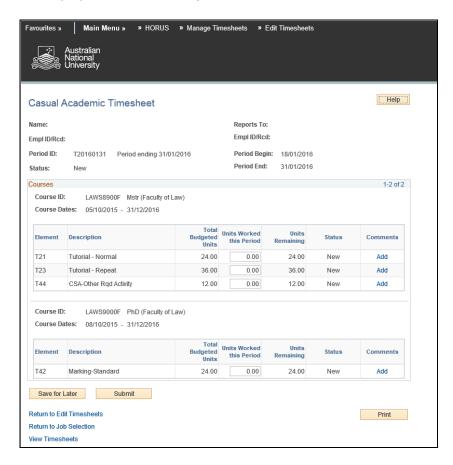| Course Section	
Course	Course code – course Description
Course Dates	Start date of the course
	End date of the course
Element Name	T-Codes Available to the academic when completing the timesheet. A separate row is displayed for each different element
Description	Element description
Total Budgeted Units	The maximum number of units of a specific T-code that can be submitted and approved for payment during the course duration.
Units Worked this Period	The actual units worked by T-code during the timesheet period. **Note:** This refers to *units*, not necessarily *hours*. The nature of these units depends on the T-code. For example, for a basic lecture, 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.
Units Remaining	For each element: Total Units (budget) - total paid – total elements approved - total units worked this timesheet period
Comments	Comments field. Launches comments field/page. Mandatory if manager pushes back for rework.
Status	Status of each row.
Save for Later	Saves any changes. Timesheet can be submitted at a later date.
Submit	Submits the entire timesheet for approval
Help	Launches help page
Print	Launches print version of the timesheet
Return to Edit Timesheets	Returns user to the timesheet/period selection page.
Return to Job Selection	Returns user to the Job Selection page (if the employee has more than one active job)
View Timesheets	Takes user to the View Timesheets page.

3   Submitting Timesheet for Approval

1. Log in to HORUS
2. Navigate to: *HORUS > Manage Timesheets > Edit Timesheets*
3. If you have more than one job, select the relevant job.

Result: The available timesheet periods are displayed:

4. Select the desired timesheet period.

Result: The timesheet is displayed. If you have more than one course for the selected job, the timesheet will display a section for each job.

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

    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.

6. If you wish to save your progress and return to the timesheet at a later time, click **Save for Later**.
7. 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.

4   Warnings and Errors

The system alerts users based on certain events, such as:

- CSA is reaching or has reached the limit of their allocated units of one or more T-Codes.
- The contract end date has been reached or almost been reached.

5   Glossary

Term	Description
Budget	The budgeted number of units per T-Code for a particular course for the period covered by the Course Start Date and Course End Date.
Casual Sessional Academic	A casual sessional academic staff member.
Contract	A contract for services that the CSA is engaged under.
Course	A course offered by the University for which the CSA has been engaged to provide their services.
End Date	End date of the CSA contract which may or may not correspond to the semester dates.
Enterprise Agreement	The Australian National University Enterprise Agreement 2013 - 2016
GL	General Ledger. Consists of HRMS Department, Fund, Project codes.
Job	A job record in HRMS. Each CSA has an employee ID / Employment Record combination for each job they are paid for. A CSA can have more than one job. Additional jobs can be Casual Sessional Academic jobs or some other type of job.
Manager	The person responsible for the day-to-day supervision of the employee.
Start Date	Start date of the CSA contract which may or may not correspond to the semester dates.
T-Code	The earning elements by which CSAs are paid.
Timesheet Period	A two-week period, commencing on a Monday. CSA timesheet periods are the same as those for casual professional timesheets.
Week	A week for the purposes of CSA timesheets is Monday to Sunday.
Working Pattern	The Working Pattern for a CSA describes their contract start and end dates and totals for each applicable T-code. This data is used to pre-populate the CSA's timesheets.