HRMS User Guide

Employees

Online Timesheets for Casual Professional Staff

(Version 1.1 September 2017)

HRMS Copyright Information

Table of Contents

Introduction

The purpose of online timesheets is to automate the processing and payment of payments for casual staff.

Employees will have access to timesheets for the current and previous timesheet period only. Attendances for timesheet periods other than these will need to be entered into the online timesheet system by the relevant HR administrator.

Benefits for employees:

- Timesheets will be available online 24 hours a day through employee self-service in HORUS
- There will be automatic workflow between the employee and their supervisor with email notifications
- Transparency in the status of the timesheet
- Ability to view historical timesheets
- Clarity when timesheets are paid.
- Automatic application of penalties for most categories of casual staff.
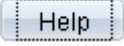
Timesheet features

Some of the main features of the timesheet are:

- fortnightly timesheet periods which run from Monday to Sunday
- use of the 24 hour clock
- summary of **Hours Paid** and **Hours Worked** for the timesheet period.
- warning message to flag more than five hours continuous duty has been entered
- error message will appear when duplicate times have been entered on a timesheet for another employment record
- easy identification of weekends and public holidays
- ability to enter up to three attendance sessions on the one day.

Timesheet explained

General terms

Terms	Explanations
Timesheet Period	A 14 day period from Monday to Sunday.
Period ID	The timesheet period ID for the timesheet. The format of the timesheet period ID is TYYYYMMDD egT20120916 represents a timesheet period ending on 16/9/2012
Timesheet Entry	The times entered as an attendance on a specific day
Timesheet	Collection of up to 14 entries for a timesheet period.
Reports To	Details of the supervisor
Department	The department the employee is working in.
Help button Help	There is a Help button available on every page that provides detailed information applicable to that page.

Timesheet header

The timesheet header provides a summary of information relating to the timesheet including information about the employee, their current supervisor and the hours worked and paid.

Terms	Explanations
Ordinary Hours	Total number of hours at ordinary time
Penalty Hours	Total number of hours at penalty rates
Time & One Half	Total number of hours at time and a half
Double Time	Total number of hours at double time
Double Time & One Half	Total number of hours at double time and a half
Total Hours Paid	Total hours processed for the timesheet

Total Hours Worked:	Total hours worked by the employee for the timesheet period. **Note:** The **Total Hours Worked** may vary from the **Total Hours Paid** if the ordinary hours for a timesheet entry have been amended by the manager or administrator. This may occur, for example, to ensure minimum payment for an attendance.
Processed	The date the timesheet was uploaded into the payroll system
Period ID	The timesheet period ID for the timesheet. The format of the timesheet period ID is TYYYYMMDD e.g. T20120916 represents a timesheet period ending on 16/9/2012

Timesheet tab

The **Timesheet** tab is the main section of the timesheet where times are entered.

Day	Date	Total	Time In	Time Out	Time In	Time Out	Time In	Time Out	Status	Comments	
Mon	17/09/2012	4.00	13:00	17:00					Approved	Add	Cancel
Tue	18/09/2012	4.00	15:00	19:00					Approved	Add	Cancel
Wed	19/09/2012	6.00	09:00	12:00	13:00	16:00			Approved	Add	Cancel
Thu	20/09/2012								New	Add	Cancel
Fri	21/09/2012	2.00	09:00	11:00					Submitted	Add	Cancel
Sat	22/09/2012								New	Add	Cancel
Sun	23/09/2012	4.00	11:00	15:00					Approved	Add	Cancel
Mon	24/09/2012								New	Add	Cancel
Tue	25/09/2012								New	Add	Cancel
Wed	26/09/2012								New	Add	Cancel
Thu	27/09/2012								New	Add	Cancel
Fri	28/09/2012								New	Add	Cancel
Sat	29/09/2012								New	Add	Cancel
Sun	30/09/2012								New	Add	Cancel

Terms	Explanations
Day	Day of the week for the timesheet entry – this will be shaded if the day is on a weekend or public holiday
Date	The date for the timesheet entry – this will be shaded if the date is on a weekend or public holiday
Total	Total hours worked by the employee for the day/timesheet entry

Time In	Start time for the attendance – up to three **Times In** can be entered. Each **Time In** must have a **Time Out** in order for the timesheet to be submitted.
Time Out	End time for the attendance – up to three **Times Out** can be entered. Each **Time Out** must have a **Time In** in order to be submitted.
Status	This is the status applicable to the timesheet entry. Values are: • **New** – no times have been entered. This status will also appear against cancelled entries. • **Approved** – the entry has been approved • **Rework** – the entry has been pushed back to the employee by the supervisor for rework or cancellation. • **Ready for Processing** – the administrator has checked the timesheet and approved the timesheet for upload into payroll. • **Processed** – the timesheet has been uploaded into payroll.
Comments	The **Comments** field gives employees the option to explain the timesheet entry. It is also used by the supervisor if they push back a timesheet. The field may also be used by managers/ school administrators to alert the HR administrator to particular payment conditions which should apply to the timesheet entry.
Cancel Button	The **Cancel** button allows for the entry to be removed from the timesheet. The cancel button is only able to be used for timesheet entry statuses of **Saved**, **Submitted** and **Approved**

Hours Summary tab

The **Hours Summary** tab provides details on any applicable overtime and/or penalty hours.

Day	Date	Total	Time In	Time Out	Time In	Time Out	Time In	Time Out	Attendance Type	Ordinary Hours	Time & One Half	Double Time	Double Time & One Half	Penalty Hours
Mon	17/09/2012	4.00	13:00	17:00					CAS	4.00				
Tue	18/09/2012	4.00	15:00	19:00					CAS	2.00	2.00			
Wed	19/09/2012	6.00	09:00	12:00	13:00	16:00			CAS	6.00				
Thu	20/09/2012								CAS					
Fri	21/09/2012	2.00	09:00	11:00					CAS	3.00				
Sat	22/09/2012								CAS					
Sun	23/09/2012	4.00	11:00	15:00					CAS			4.00		
Mon	24/09/2012								CAS					
Tue	25/09/2012								CAS					
Wed	26/09/2012								CAS					
Thu	27/09/2012								CAS					
Fri	28/09/2012								CAS					
Sat	29/09/2012								CAS					
Sun	30/09/2012								CAS					

Terms	Explanations
Attendance Type	The **Attendance Type** determines the employee's payment rate. For most employees the **Attendance Type** will be **CAS.** For Invigilators, Simulated Patients, Projectionists and Theatre Staff the **Attendance Type** will vary.
Ordinary Hours	Number of hours at ordinary time. The system will automatically calculate the number of ordinary hours based on the times entered.
Time & One Half	Number of hours at time and a half. For automated categories of casual staff, the system will automatically calculate this.
Double Time	Number of hours at double time. For automated categories of casual staff, the system will automatically calculate this.
Double Time & One Half	Number of hours at double time and a half. For automated categories of casual staff, the system will automatically calculate this.
Penalty Hours	Number of hours at penalty rates. For automated categories of casual staff, the system will automatically calculate this.

Status tab

The **Status** tab provides details of when the timesheet has been processed for payment.

Day	Date	Total	Time In	Time Out	Time In	Time Out	Time In	Time Out	Process Status	Processed Date	Original Calendar Group ID	Reprocessed Calendar Group ID
Mon	17/09/2012	4.00	13:00	17:00					Not Proc			
Tue	18/09/2012	4.00	15:00	19:00					Not Proc			
Wed	19/09/2012	6.00	09:00	12:00	13:00	16:00			Not Proc			
Thu	20/09/2012								Not Proc			
Fri	21/09/2012	2.00	09:00	11:00					Not Proc			
Sat	22/09/2012								Not Proc			
Sun	23/09/2012	4.00	11:00	15:00					Not Proc			
Mon	24/09/2012								Not Proc			
Tue	25/09/2012								Not Proc			
Wed	26/09/2012								Not Proc			
Thu	27/09/2012								Not Proc			
Fri	28/09/2012								Not Proc			
Sat	29/09/2012								Not Proc			
Sun	30/09/2012								Not Proc			

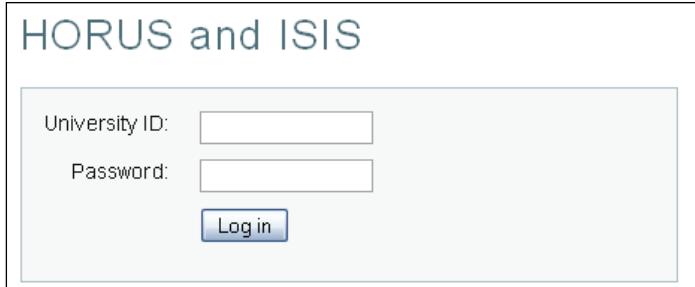| Terms	Explanations
Process Status	This indicates whether the Timesheet has been uploaded into payroll. There are three Process Statuses: • **Not Processed** – the entry has not yet been processed by the administrator or is a blank entry. • **Awaiting** – the entry is waiting to be uploaded into payroll. • **Processed** – the entry has been uploaded into payroll.
Processed Date	The last date that the entry was uploaded into payroll
Original Calendar Group ID	The pay calendar that the entry was first processed in. The format of the pay calendar is FYYYYMMDD e.g. F20121010 represents a pay period ending on 10/10/2012
Reprocessed Calendar Group ID	The pay calendar that the entry was reprocessed in. The format of the pay calendar is FYYYYMMDD e.g. F20121010 represents a pay period ending on 10/10/2012

Timesheet footer

Located at the bottom of the timesheet
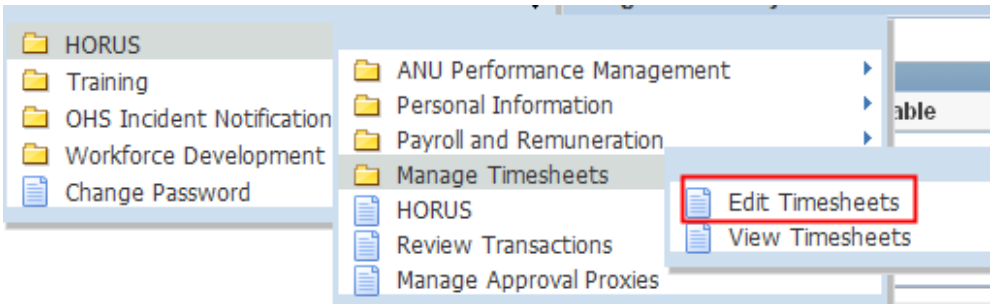

Terms	Explanations
Save For Later	This button **saves** the timesheet
Submit All	This button **submits** the timesheet to the supervisor for approval. The employee will receive an email advising them that the timesheet has been submitted.
Return to Edit Timesheets	Takes the user back to the search list of timesheets available for editing for that job.
View Timesheets	Takes the user to the job search list to view historical timesheets
Return to Select Job Record	Takes the user to the job search list to edit timesheets
View Timesheet Workflow History	Displays the history of workflow actions in relation to the timesheet – when entries were made, who **approved** the timesheet and when, **Push Back** of timesheet entries etc.

Entering a timesheet

The online timesheets are available in the University's self-service system called HORUS (http://horus.anu.edu.au)

1.	Log into **HORUS** using your Univeristy ID and password.
	HORUS and ISIS
	University ID:
	Password:
	Log in
2.	Navigate to **Edit Timesheets**
	Main Menu > HORUS > Manage Timesheets > Edit Timesheets
	HORUS
	Training ANU Performance Management
	OHS Incident Notification Personal Information able
	Workforce Development Payroll and Remuneration
	Change Password Manage Timesheets
	HORUS Edit Timesheets
	Review Transactions View Timesheets
	Manage Approval Proxies
3.	Select the **Job Title** hyperlink for the relevant **job/employment record**.
	For example:
	Job Information
		Job Title	Empl Rcd Nbr	Position Number	Department	Supervisor	
	|---|---|---|---|---|
		ANU Officer 3 (Administration)	0	00000887	University Casual Pool	Supervisor,Training	
		ANU Officer 2 (Administration)	1	00000886	University Casual Pool	Timesheet,Supervisor Casual	
		ANU Officer Gr 4 (Research)	2	00022031	RES SCH ACCT & BUS INFO SYS	Supervisor,Training	
4.	Select the **Period ID** hyperlink for relevant timesheet period that you wish to enter hours for.
	For example:
	Select Timesheet Customise | Find | View All | First 1-2 of 2 Last
		Period ID	Description	Begin Date	End Date	
	|---|---|---|---|
		T20120930	Period ending 30/09/2012	17/09/2012	30/09/2012	
		T20121014	Period ending 14/10/2012	01/10/2012	14/10/2012	
	Please note: Only timesheets for the current timesheet period and the previous one are available to edit.
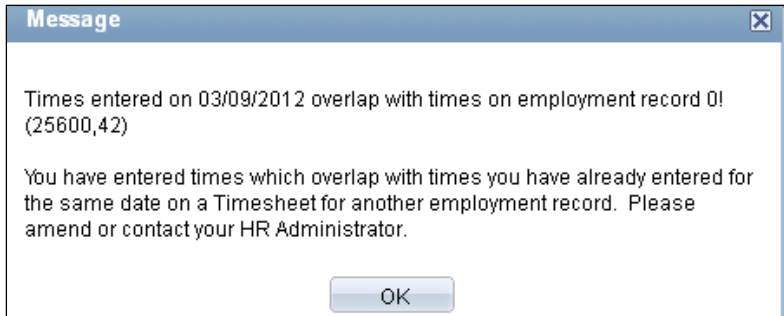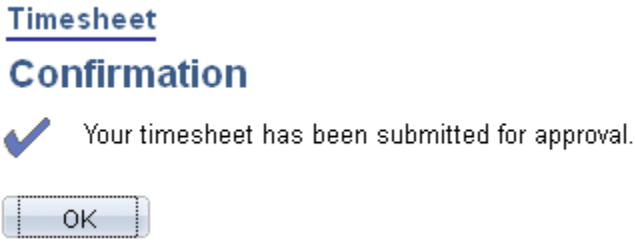
5.	Using a **24 hour clock** format enter the start time in the first **Time In** field, eg **10.05**

Day	Date	Total	Time In	Time Out	Time In	Time Out	Time In	Time Out	Status
Mon	17/09/2012		10:05						New

Both **Time In** and **Time Out** times will need to be entered in order to submit your timesheet to your supervisor for approval.

6.	Using a **24 hour clock** format enter the end time in the first **Time Out** field, eg **12.50**

Day	Date	Total	Time In	Time Out	Time In	Time Out	Time In	Time Out	Status
Mon	17/09/2012	2.75	10:05	12:50					New

7.	If applicable, enter in further start and end times in the **Time In** and **Time Out** fields.

8.	If the hours worked span **midnight**, you will need to enter **Time Out** of **23.59** on the first day and **Time In** as **00.00** on the next day.

For example:

Day	Date	Total	Time In	Time Out	Time In	Time Out	Time In	Time Out
Mon	17/09/2012	1.98	22:00	23:59				
Tue	18/09/2012	2.00	00:00	02:00				

9.	You may add comments by selecting the **Add** link.

Day	Date	Total	Time In	Time Out	Time In	Time Out	Time In	Time Out	Status	Comments
Mon	17/09/2012	5.93	10:05	12:50	13:42	16:53			New	Add

Once a comment has been added the **Comments** link will change to **View/Edit** to alert your supervisor to your comment.

Day	Date	Total	Time In	Time Out	Time In	Time Out	Time In	Time Out	Status	Comments
Mon	17/09/2012	5.93	10:05	12:50	13:42	16:53			New	View/Edit

10.	When you have entered the work hours you then may opt to **save**, or **submit** the timesheet to your supervisor for approval.

11.	To save the timesheet select the **Save for Later** button.

Save for Later

The timesheet can be saved as you enter times throughout the timesheet period.

12.	To submit the timesheet to your supervisor for approval select the **Submit All** button. Submit All The timesheet can be submitted either daily, intermittently or fortnightly. However it should be submitted by the end of the timesheet period to ensure you are paid on the next pay day.
13.	Upon selecting the **Submit All** button you may receive the following message: **Message** ✕ Times entered on 03/09/2012 overlap with times on employment record 0! (25600,42) You have entered times which overlap with times you have already entered for the same date on a Timesheet for another employment record. Please amend or contact your HR Administrator. OK This means that there are times overlapping on a different job record. This will need to be fixed on one of the job records in order to submit the timesheet. If an adjustment needs to be made on the other timesheet and it has been approved you will need to contact your HR Administrator to adjust it on your behalf.
14.	Once the **Submit All** button is selected a confirmation page will display: **Timesheet** **Confirmation** ✔ Your timesheet has been submitted for approval. OK Select the **OK** button.
15.	The **Timesheet Workflow Approval** page will display.

Timesheet Workflow Approval

| Name: | Timesheet,Training | | Empl ID: | 3297189 |
| Job Title: | ANU Officer Gr 4 (Research) | | Empl Rcd Nbr: | 2 |

Details

| Period ID: | Period ending 16/09/2012 | |
| Begin Date: | 03/09/2012 | End Date: | 16/09/2012 |

Workflow

| Status: | Submitted |

Request History

	Emplid		Action	DateTime
1	3297189	Timesheet,Training	Saved	18/09/12 13:41
2	3297189	Timesheet,Training	Submitted	18/09/12 13:43
3	3297189	Timesheet,Training	Submitted	19/09/12 10:45
4	3297189	Timesheet,Training	Saved	19/09/12 16:27
5	3297189	Timesheet,Training	Submitted	20/09/12 11:19
6	9507789	Timesheet,Training	Saved	27/09/12 11:09
7	9507789	Timesheet,Training	Submitted	27/09/12 11:19

Timesheet Approvals:Pending

Attendance_Mgmt_ByPosMgmt

Pending
Training Supervisor
Uses Position Number

This page provides details on the transactions made on the timesheet as well as details of the supervisor that the timesheet has 'workflowed' to for review and approval. If the supervisor is incorrect please contact your HR Administrator.

16.	Once the timesheet has been submitted to your supervisor for approval you will receive an automated system email.
17.	Things to note: • you are able change timesheet entries that have *not* been **approved**. • you can add new entries even if other entries are **approved**. • you are not able to enter times for future dates. • you will receive a warning message if you enter hours worked for total of five continuous hours or more.
18.	You will receive an email when your supervisor **approves** the timesheet.
19.	End of Procedure

Cancelling entries

1.	If you need to delete any times entered against a day you can select the **Cancel** button.
2.	A confirmation message will appear. Select **Yes** to confirm the cancel. Select **No** to stop the cancel.
3.	Please note that the **Cancel** button is only available on timesheet entries with a **Status** of **Saved, Submitted** or **Rework**. If you need to cancel an entry and button is unavailable you will need to contact your HR Adminstrator to cancel on your behalf.
4.	End of procedure.

Pushed back timesheets

Timesheets may be 'pushed back' by your supervisor if they have a question about the times you have entered. You will need to review and amend the entry in question if applicable, and then resubmit the timesheet for approval.

You will be notified by an email when a timesheet has been pushed back.

1.	Log into HORUS. Navigate to **Edit Timesheets** **Main Menu > HORUS > Manage Timesheets > Edit Timesheets**
2.	Proceed to the timesheet in question.
3.	The pushed back timesheet entry will have a **Status** of **Rework**: Day Date Total Time In Time Out Time In Time Out Time In Time Out Status Comments Mon 17/09/2012 8.00 09:00 12:00 13:00 18:00 Rework View Cancel
4.	Select the **View** hyperlink to read the comments made by your supervisor as to why it was pushed back. Day Date Total Time In Time Out Time In Time Out Time In Time Out Status Comments Mon 17/09/2012 8.00 09:00 12:00 13:00 18:00 Rework View Cancel
5.	Select the **OK** button to exit the **Comments** page.
6.	If appropriate, make the necessary adjustments by either changing/deleting times or cancelling the entry.
7.	If there are no adjustments to be made, make a note in the **Comments** with your reason why.
8.	To resubmit the timesheet to your supervisor for approval select the **Submit All** button.
9.	End of procedure.

Viewing historical Timesheets

You can also view historical timesheets

1.	Navigate to **View Timesheets** **Main Menu > HORUS > Manage Timesheets > View Timesheets**
2.	Select relevant **job/employment record.** **View Timesheets** **Select Job Record** Help Training Timesheet **Job Information** <table><tr><td>**Job Title**</td><td>**Empl Rcd Nbr**</td><td>**Position Number**</td><td>**Department**</td><td>**Supervisor**</td></tr><tr><td>ANU Officer 3 (Administration)</td><td>0</td><td>00000887</td><td>University Casual Pool</td><td>Supervisor,Training</td></tr><tr><td>ANU Officer 2 (Administration)</td><td>1</td><td>00000886</td><td>University Casual Pool</td><td>Timesheet,Supervisor Casual</td></tr><tr><td>ANU Officer Gr 4 (Research)</td><td>2</td><td>00022031</td><td>RES SCH ACCT & BUS INFO SYS</td><td>Supervisor,Training</td></tr></table>
3.	You will be taken to a page which displays a listing of your historical timesheets. Select the required timesheet by selecting the **Period ID**. **View Timesheets** **Select Timesheet** Training Timesheet **Select Timesheet** Customise	Find	View All	First 1-2 of 2 Last <table><tr><td>**Period ID**</td><td>**Description**</td><td>**Begin Date**</td><td>**End Date**</td></tr><tr><td>T20120916</td><td>Period ending 16/09/2012</td><td>03/09/2012</td><td>16/09/2012</td></tr><tr><td>T20120930</td><td>Period ending 30/09/2012</td><td>17/09/2012</td><td>30/09/2012</td></tr></table>
4.	The timesheet selected will display.
5.	End of Procedure