



Australian  
National  
University

## **HRMS User Guide**

### **Supervisors**

# **Online Timesheets for Casual Professional Staff**

**(Version 2.2 September 2017)**

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## Introduction

Online timesheets replaces the manual paper timesheet.

Employees have access to timesheets for the current timesheet period and the 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 supervisors:

- Timesheets will be available online 24 hours a day through manager self-service in [HORUS](#)
- Flexibility on when to approve timesheets (e.g. daily, weekly or fortnightly)
- Email notifications of outstanding timesheets that need approving;
- Transparency in the status of the timesheet
- Functionality to **Push Back** timesheets
- Ability to view historical timesheets.
- Automated calculation and application of overtime and penalty payments.

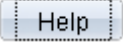
### Timesheet features

Some of the main features of the timesheet are:

- fortnightly timesheet periods which run from Monday to Sunday
- use of the 24 hour clock
- use of **Attendance Types** to automatically generate basic payments to employees
- for most categories of casual professionals, overtime, minimum engagement, and penalty rates are automatically calculated and applied
- summary of **Hours Paid** and **Hours Worked** for the timesheet period on the timesheet
- ability to split GL charging for hours worked during the timesheet period
- warning message to flag when an employee has entered more than five hours continuous duty
- 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  e.g. T20120916 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 timesheet entries for a timesheet period.
Reports To	Details of the supervisor.
Department	The department the employee is working in.
Help button 	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

**Casual Staff Timesheet Manager**

Name:	Empl ID: 8339	<a href="#">Help</a>
Job Title: Theatre Staff	Empl Record: 0	
Department: Centralised Venues	Eligibility Group: CASUAL	<a href="#">Theatre</a>
Reports To:		

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Ordinary Hours: 9.92		<a href="#">Print</a>
Penalty Hours:	Processed:	
Time & One Half:		
Double Time:		
Double Time & One Half:	Period ID: T20170910	
Minimum Engagement Hours:		
Total Hours Paid: 9.92	*Hours approved and processed prior to payroll cutoff times will be paid on the next pay day. Please consult the Pay Calendar for details.	
Total Hours Worked: 9.92		

 Use the 24 hour clock 14:30 = 2:30PM  GL Distributions Override

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  <b>Note:</b> The <b>Total Hours Worked</b> may vary from the <b>Total Hours Paid</b> 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
GL Distributions Override	This will be checked if a GL override for the timesheet has been entered by the supervisor or administrator

## 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	Attendance Type	Ordinary Hours	Time & One Half	Double Time	Double Time & One Half	Penalty Hours	Status	Comments	
Mon	03/09/2012	6.00	09:00	12:00	13:00	16:00			CAS	6.00					Submitted	<a href="#">Add</a>	<a href="#">Push Back</a>
Tue	04/09/2012	3.50	09:00	12:30					CAS	3.50					Submitted	<a href="#">Add</a>	<a href="#">Push Back</a>
Wed	05/09/2012								CAS						New	<a href="#">Add</a>	<a href="#">Push Back</a>
Thu	06/09/2012								CAS						New	<a href="#">Add</a>	<a href="#">Push Back</a>
Fri	07/09/2012								CAS						New	<a href="#">Add</a>	<a href="#">Push Back</a>
Sat	08/09/2012	6.00	12:00	18:00					CAS	6.00					Submitted	<a href="#">Add</a>	<a href="#">Push Back</a>
Sun	09/09/2012								CAS						New	<a href="#">Add</a>	<a href="#">Push Back</a>
Mon	10/09/2012								CAS						New	<a href="#">Add</a>	<a href="#">Push Back</a>
Tue	11/09/2012								CAS						New	<a href="#">Add</a>	<a href="#">Push Back</a>
Wed	12/09/2012								CAS						New	<a href="#">Add</a>	<a href="#">Push Back</a>
Thu	13/09/2012								CAS						New	<a href="#">Add</a>	<a href="#">Push Back</a>
Fri	14/09/2012								CAS						New	<a href="#">Add</a>	<a href="#">Push Back</a>
Sat	15/09/2012								CAS						New	<a href="#">Add</a>	<a href="#">Push Back</a>
Sun	16/09/2012								CAS						New	<a href="#">Add</a>	<a href="#">Push Back</a>

<b>Terms</b>	<b>Explanations</b>
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 Hours	Total hours worked by the employee for the day/timesheet entry
Time In	Start time for the attendance – up to three <b>Times In</b> can be entered. Each <b>Time In</b> must have a <b>Time Out</b> in order for the timesheet to be submitted.
Time Out	End time for the attendance – up to three <b>Times Out</b> can be entered. Each <b>Time Out</b> must have a <b>Time In</b> in order to be submitted.
Attendance Type	The <b>Attendance Type</b> determines the employee's payment rate. For most employees the <b>Attendance Type</b> will be <b>CAS</b> . For Invigilators, Simulated Patients, Projectionists and Theatre Staff the <b>Attendance Type</b> 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
Double Time	Number of hours at double time
Double Time & One Half	Number of hours at double time and a half
Penalty Hours	Number of hours at penalty rates
Status	This is the status applicable to the timesheet entry. Values are: <ul style="list-style-type: none"> <li>• <b>New</b> – no times have been entered. This status will also appear against cancelled entries</li> <li>• <b>Approved</b> – the entry has been approved</li> <li>• <b>Rework</b> – the entry has been pushed back to the employee by the supervisor for rework or cancellation.</li> <li>• <b>Ready for Processing</b> – the administrator has checked the timesheet and sent it for upload into payroll</li> <li>• <b>Processed</b> – the timesheet has been uploaded into payroll</li> </ul>
Comments	The <b>Comments</b> field gives employees the option to explain the timesheet entry. It is also used by the supervisor if they push back a timesheet.
Push Back button	The <b>Push Back</b> button allows supervisors to return the timesheet to the employee

## 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	03/09/2012								Not Proc			
Tue	04/09/2012								Not Proc			
Wed	05/09/2012								Not Proc			
Thu	06/09/2012								Not Proc			
Fri	07/09/2012								Not Proc			
Sat	08/09/2012								Not Proc			
Sun	09/09/2012								Not Proc			
Mon	10/09/2012								Not Proc			
Tue	11/09/2012								Processed	21/09/2012	F20120829	F20120912
Wed	12/09/2012								Processed	21/09/2012	F20120829	F20120912
Thu	13/09/2012	5.00	09:00	12:00	14:00	16:00			Processed	13/09/2012	F20120829	F20120829
Fri	14/09/2012								Not Proc			

Terms	Explanations
Process Status	<p>This indicates whether the Timesheet has been uploaded into payroll. There are three Process Statuses:</p> <ul style="list-style-type: none"> <li>• <b>Not Proc</b> – the entry has not yet been processed by the administrator or is a blank entry.</li> <li>• <b>Awaiting</b> – the entry is waiting to be uploaded into payroll.</li> <li>• <b>Processed</b> – the entry has been uploaded into payroll.</li> </ul>
Processed Date	The last date that the entry was uploaded into payroll
Original Calendar Group ID	<p>The pay calendar that the entry was first processed in.</p> <p>The format of the pay calendar is FYYYYMMDD e.g. T20121010 represents a pay period ending on 10/10/2012</p>
Reprocessed Calendar Group ID	<p>The pay calendar that the entry was reprocessed.</p> <p>The format of the pay calendar is FYYYYMMDD e.g. T20121010 represents a pay period ending on 10/10/2012</p>

## Timesheet footer

[View GL Distributions](#)   [Override Timesheet GL Distribution](#)  
     
[Return to Approve Timesheets](#)   [View Timesheets](#)  
[View Timesheet Workflow History](#)

Terms	Explanations
View GL Distributions	Provides details of the default General Ledger (GL) distribution for the employee's pay.
Override Timesheet GL Distribution	Allows for the default GL distribution to be overridden to another GL/s
Save For Later	This button <b>saves</b> changes to the timesheet
Approve Timesheet	This button <b>approves</b> the timesheet.
Return to Approve Timesheets	Takes the user back to the search list of timesheets available to approve.
View Timesheets	Takes the user to the job search list to view historical timesheets
View Timesheet Workflow History	Displays the history of workflow actions in relation to the timesheet

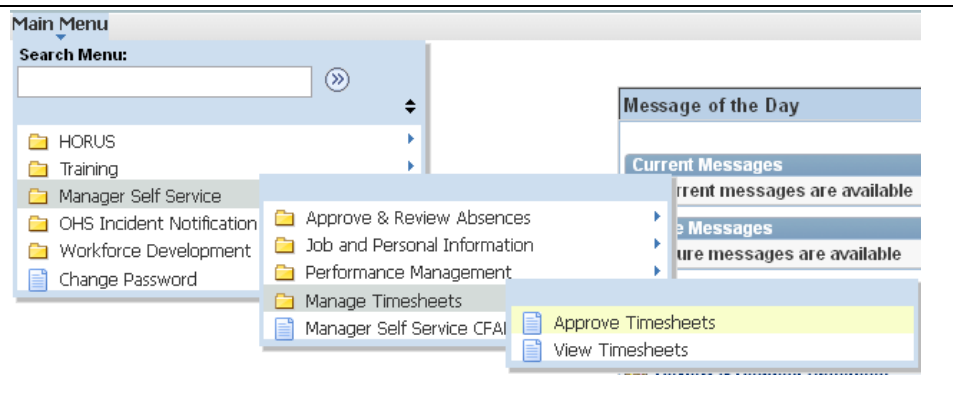
## Reviewing and Approving Timesheets

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

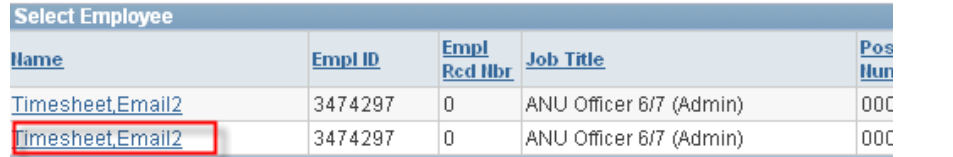
1.	<p>Log into <b>HORUS</b> using your University ID and password.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center; font-size: 1.2em;">HORUS and ISIS</p> <p>University ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: center;"><input type="button" value="Log in"/></p> </div>
2.	<p>Navigate to <b>Approve Timesheets</b></p> <p><b>Main Menu &gt; Manager Self Service &gt; Manage Timesheets &gt; Approve Timesheets</b></p>



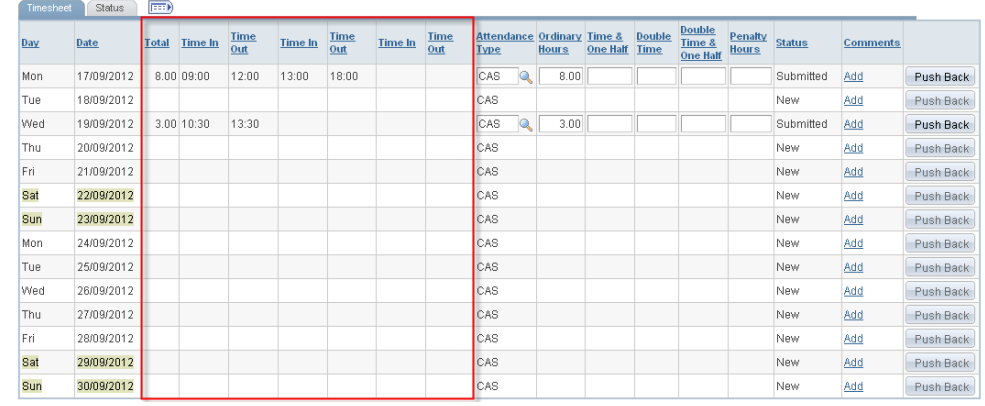
3. This will display a list of all the timesheets that you need to review for approval.




4. Select the timesheet for the employee by selecting the **Name** hyperlink






5. Before approving a timesheet, times entered should be checked.



6. Any comments that an employee has made should be read. They can be identified by the **View** hyperlink in the **Comments** column.



7.	<p>The <b>Attendance Type</b> should be checked for Theatre staff, Invigilators, Simulated Patients and Projectionists and updated if necessary.</p> <p>Proceed to step 12 for instructions on how to update the <b>Attendance Type</b>.</p>																				
8.	<p>Overtime, minimum engagement and penalty hours are automatically calculated for most categories of casual staff.</p> <p>For categories not automatically calculated, such as Observatory Night Assistants, you will need to contact your local HR Administrator to input the required adjustments.</p>																				
9.	<p>If the timesheet needs to be charged to a different General Ledger (GL) code, this can be done in the <b>Override Timesheet GL Distribution</b> hyperlink.</p> <p>Proceed to steps 13 to 14 for further details on GL codes.</p>																				
10.	<p>If you have a question on the times entered by the employee you can <b>Push Back</b> the timesheet.</p> <p>Proceed to step 15 for instructions on how to push back.</p>																				
11.	<p>You can directly <b>Approve</b> the timesheet if overtime, penalties, GL and/or push back aren't required</p> <p>Proceed to step 17 for instructions on how to approve.</p>																				
12.	<p><b>Attendance Type</b></p> <p>For most employees the <b>Attendance Type</b> will be <b>CAS</b>. However, if the employee is an Invigilator, Simulated Patient or Theatre Staff the <b>Attendance Type</b> may need to be changed to ensure correct payment.</p> <p>To change the <b>Attendance Type</b> select the looking glass against the <b>Attendance Type</b>.</p> <table border="1" data-bbox="352 1666 1329 1798"> <thead> <tr> <th>Day</th> <th>Date</th> <th>Total</th> <th>Time In</th> <th>Time Out</th> <th>Time In</th> <th>Time Out</th> <th>Time In</th> <th>Time Out</th> <th>Attendance Type</th> </tr> </thead> <tbody> <tr> <td>Mon</td> <td>20/08/2012</td> <td>5.00</td> <td>09:00</td> <td>12:00</td> <td>13:00</td> <td>15:00</td> <td></td> <td></td> <td>SPGR1 </td> </tr> </tbody> </table> <p>Select the appropriate <b>Time Reporting Code</b> from the list presented.</p>	Day	Date	Total	Time In	Time Out	Time In	Time Out	Time In	Time Out	Attendance Type	Mon	20/08/2012	5.00	09:00	12:00	13:00	15:00			SPGR1 
Day	Date	Total	Time In	Time Out	Time In	Time Out	Time In	Time Out	Attendance Type												
Mon	20/08/2012	5.00	09:00	12:00	13:00	15:00			SPGR1 												

### Look Up Attendance Type

**Search Results**

View 100    First    1-2 of 2    Last

Time Reporting Code	Description
SPGR1	Simulated Patient Grade 1
SPGR2	Simulated Patient Grade 2

**Note:** Projectionists have only one **Attendance Type** of **PROJ**.

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13. **General Ledger (GL)**

You can view the GL that the timesheet will get paid against in the **View GL Distributions** hyperlink.

[View GL Distributions](#)

**Timesheet GL Distribution**

Customise | Find | View All | First 1 of 1 Last

Empl ID	Empl Rcd Hlbr	Effective Date	Fund	Department	Project	Percent to Allocate
1 3474297		0 18/04/2011	R	30510	CG	100.000000

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14. If the GL needs to be overridden to a different code this can be done in the **Override Timesheet GL Distribution** hyperlink.

[Override Timesheet GL Distribution](#)

Enter the relevant details in the **Fund, Department, Project** and **Percentage** fields (if there is no value for the **Project** field enter **N/A**).

**Timesheet GL Overrides**

Customise | Find | View All | First 1 of 1 Last

Empl ID	Empl Rcd Hlbr	Period ID	Fund	Department	Project	Percentage
1 3474297		0 T20120930	R	27000	N/A	100.00

If you need to add another GL code select the plus button and then enter the relevant details, remembering that the percentages need to add up to 100%.

**Timesheet GL Overrides**

Empl ID	Empl Rcd Ilbr	Period ID	Fund	Department	Project	Percentage	
1 3474297	0	T20120930	R	27000	N/A	50.00	+ -
2 3474297	0	T20120930	R	22264	N/A	50.00	+ -

Select the **OK** button to be returned to the timesheet.

**15. Push Back**

If you have a question about the times entered you can push the timesheet back to the employee. You will first need to add a comment as to why it is being pushed back. This can be done by selecting **Add** against the relevant day.

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	Status	Comments
Mon	17/09/2012	8.00	09:00	12:00	13:00	18:00			CAS	8.00					Submitted	Add Push Back

This will display a comments box where you can enter the details:

**Timesheet Comments**

Comment

OK Cancel

When complete, select the **OK** button to be taken back to the timesheet.

Then select the **Push Back** button:

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	Status	Comments
Mon	17/09/2012	8.00	09:00	12:00	13:00	18:00			CAS	8.00					Submitted	View Edit Push Back

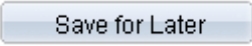
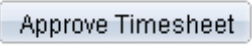
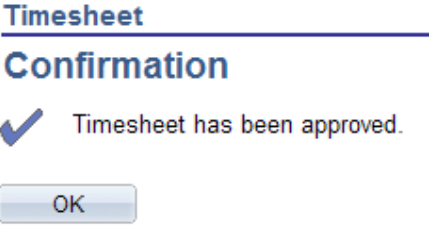
A message will display asking for confirmation of the push back, including a note that the you will be unable to approve the timesheet until the employee has resubmitted it:

**Message** [X]

Are you sure you want to Pushback this row? (25600,55)

Please note: You will be able to pushback other timesheet entries but you are unable to approve remaining timesheet entries until your staff member has resubmitted the timesheet

Yes No

	<p>If the <b>Yes</b> button is selected an email will automatically be sent to the employee advising them that their timesheet has been pushed back. The status will change to <b>Rework</b>. The transaction will be cancelled if the <b>No</b> button is selected.</p>
16.	<p><b>Saving</b></p> <p>The timesheet can be saved by selecting the <b>Save for Later</b> button.</p> <p></p> <p>This will only saves changes that have made to the timesheet it will not approve the timesheet for payment.</p>
17.	<p><b>Approving</b></p> <p>When you are ready to approve the timesheet select the <b>Approve Timesheet</b> button.</p> <p></p> <p>This button will not be available to select if you have pushed back a timesheet.</p> <p>Once the timesheet has been approved it will be sent to the administrator to review and process for payment into payroll.</p> <p>Please ensure timesheets are approved the day after the end of the <b>Timesheet Period</b> to ensure that the employee is paid on the next pay day.</p>
18.	<p>Once the <b>Approve Timesheet</b> button is selected a confirmation page will display:</p> <p></p> <p>Select the <b>OK</b> button. This will automatically send an email to the employee advsing them that their timesheet has been approved.</p>
19.	<p>The <b>Timesheet Workflow Approval</b> page will display.</p>



## Viewing Historical Timesheets

You are able to view your employee's historical timesheets.

1.	<p>Navigate to <b>Main Menu &gt; Manager Self Service &gt; Manage Timesheets &gt; View Timesheets</b></p> <p>Select the employee you are interested in viewing by selecting their <b>Name</b>.</p> <p><a href="#">View Timesheets</a> <b>Select Employee</b></p> <p>Timesheet Supervisor <span style="float: right;">Help</span></p> <table border="1"> <thead> <tr> <th colspan="6">Select Employee</th> </tr> <tr> <th>Name</th> <th>Empl ID</th> <th>Empl Red Hbr</th> <th>Job Title</th> <th>Position Number</th> <th>Department</th> </tr> </thead> <tbody> <tr> <td><a href="#">Timesheet,Email</a></td> <td>1460486</td> <td>0</td> <td>ANU Officer 5 (Administration)</td> <td>00000889</td> <td>27000</td> </tr> <tr> <td><a href="#">Timesheet,Email2</a></td> <td>3474297</td> <td>0</td> <td>ANU Officer 6/7 (Admin)</td> <td>00000890</td> <td>27000</td> </tr> </tbody> </table>	Select Employee						Name	Empl ID	Empl Red Hbr	Job Title	Position Number	Department	<a href="#">Timesheet,Email</a>	1460486	0	ANU Officer 5 (Administration)	00000889	27000	<a href="#">Timesheet,Email2</a>	3474297	0	ANU Officer 6/7 (Admin)	00000890	27000
Select Employee																									
Name	Empl ID	Empl Red Hbr	Job Title	Position Number	Department																				
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2.	<p>Select the <b>Period ID</b> of the timesheet that you are interested in viewing.</p> <p><a href="#">View Timesheets</a> <b>Select Timesheet</b></p> <p>Email Timesheet</p> <table border="1"> <thead> <tr> <th colspan="4">Select Timesheet</th> </tr> <tr> <th>Period ID</th> <th>Description</th> <th>Begin Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td><a href="#">T20120819</a></td> <td>Period ending 19/08/2012</td> <td>06/08/2012</td> <td>19/08/2012</td> </tr> <tr> <td><a href="#">T20120902</a></td> <td>Period ending 02/09/2012</td> <td>20/08/2012</td> <td>02/09/2012</td> </tr> <tr> <td><a href="#">T20120916</a></td> <td>Period ending 16/09/2012</td> <td>03/09/2012</td> <td>16/09/2012</td> </tr> </tbody> </table>	Select Timesheet				Period ID	Description	Begin Date	End Date	<a href="#">T20120819</a>	Period ending 19/08/2012	06/08/2012	19/08/2012	<a href="#">T20120902</a>	Period ending 02/09/2012	20/08/2012	02/09/2012	<a href="#">T20120916</a>	Period ending 16/09/2012	03/09/2012	16/09/2012				
Select Timesheet																									
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<a href="#">T20120819</a>	Period ending 19/08/2012	06/08/2012	19/08/2012																						
<a href="#">T20120902</a>	Period ending 02/09/2012	20/08/2012	02/09/2012																						
<a href="#">T20120916</a>	Period ending 16/09/2012	03/09/2012	16/09/2012																						
3.	The timesheet selected will be displayed.																								
4.	End of procedure.																								

## Approval Proxy

You are able to **proxy** the administration of timesheets to another employee.

<p>1.</p>	<p>Navigate to <b>HORUS &gt; Manage Delegation</b></p> <p>Select <b>Create an Approval Proxy</b></p> <p><b>Manage Absence Approval Proxy</b></p> <hr/> <p><b>Timesheet Supervisor</b></p> <p>Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.</p> <p style="text-align: right;"><a href="#">Learn about an Approval Proxy</a></p> <p>Select <i>Create Delegation Request</i> to choose transactions to delegate and proxies to act on your behalf.</p> <p style="text-align: center;"><a href="#">Create an Approval Proxy</a></p> <p>Select <i>Review My Proxies</i> to review the list of transactions that you have delegated and the proxy for each transaction.</p> <p style="text-align: center;"><a href="#">Review My Proxies</a></p> <p>Select <i>Review My Delegated Authorities</i> to see the list of transactions that have been delegated to you by others, and to accept or reject pending delegation requests.</p> <p style="text-align: center;"><a href="#">Review My Approval Proxies</a></p>
<p>2.</p>	<p>Enter the date that proxy is to start from (it can't be back-dated) in the <b>From Date</b> field. Then enter the end date in the <b>To Date</b> field (leave blank if open-ended).</p> <p><b>Create Delegation Request</b></p> <hr/> <p><b>Enter Dates</b></p> <p><b>Timesheet Supervisor</b> <b>Senior Manager 1 (Admin)</b></p> <p>Enter the dates for your delegation request. Enter a <i>From Date</i> that is today or later. Enter a <i>To Date</i> that is the same as or later than your <i>From Date</i>. For open-ended delegation requests, leave the <i>To Date</i> blank.</p> <p><b>Delegation Dates</b></p> <p><b>From Date:</b> <input type="text" value="02/10/2012"/></p> <p><b>To Date:</b> <input type="text" value="31/10/2012"/></p> <p style="text-align: center;"><input type="button" value="Next"/> <input type="button" value="Cancel"/></p>
<p>3.</p>	<p>Select the tick box for <b>Timesheet Approvals</b>.</p> <p>Then select <b>Next</b> button.</p>



	<p><b>Create Delegation Request</b></p> <hr/> <p><b>Select Transactions</b></p> <p>Timesheet Supervisor Senior Manager 1 (Admin)</p> <p>Select the transactions that you want to delegate to a proxy. You can select one or many transactions.</p> <table border="1" data-bbox="368 636 1246 741"> <thead> <tr> <th colspan="2">Transactions</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Manager Absence Approve</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Timesheet Approvals</td> </tr> </tbody> </table> <p> <input type="button" value="Select All"/> <input type="button" value="Clear All"/> </p> <p> <input type="button" value=" &lt; Previous"/> <input checked="" type="button" value=" Next"/> <input type="button" value=" Cancel"/> </p>	Transactions		<input type="checkbox"/>	Manager Absence Approve	<input checked="" type="checkbox"/>	Timesheet Approvals						
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4.	<p>Select the radio button for <b>Name</b> of employee you wish to proxy to.</p> <p><b>Create Delegation Request</b></p> <hr/> <p><b>Select Proxy by Hierarchy</b></p> <p>Training Supervisor Lecturer (Level B)</p> <p>This page displays persons within your hierarchy that you can select as proxies. Click the radio button next to the name to select that person as a proxy. You can also select the <a href="#">Search by Name</a> hyperlink to search for proxies outside your hierarchy.</p> <p style="text-align: right;"><a href="#">Search by Name</a></p> <table border="1" data-bbox="368 1373 1353 1469"> <thead> <tr> <th>Name</th> <th>Empl ID</th> <th>Org Relation</th> <th>Job Title</th> <th>Department</th> <th>Supervisor Name</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/> Email1 Timesheet</td> <td>4228185</td> <td>Employee</td> <td>ANU Officer 2 (Administration)</td> <td>University Casual Pool</td> <td>Training Supervisor</td> </tr> </tbody> </table>	Name	Empl ID	Org Relation	Job Title	Department	Supervisor Name	<input checked="" type="radio"/> Email1 Timesheet	4228185	Employee	ANU Officer 2 (Administration)	University Casual Pool	Training Supervisor
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6.	<p>Then select <b>Submit</b> button</p>												

	<p><b>Create Delegation Request</b></p> <hr/> <p><b>Delegation Detail</b></p> <p>Timesheet Supervisor Senior Manager 1 (Admin)</p> <p>Proxy: Email1 Timesheet From Date: 02/10/2012 To Date: 31/10/2012</p> <p><b>Transactions</b> Timesheet Approvals</p> <p>&lt; Previous <b>Submit</b> Cancel</p>
7.	<p>An email will automatically be sent to the person. <i>Please note, this proxy will not be active until that person 'accepts' the proxy.</i></p> <p><b>Create Delegation Request</b></p> <hr/> <p>Training Supervisor Lecturer (Level B)</p> <p>You have successfully submitted a delegation request. Refer to the My Proxies page to view the status of the request.</p> <p>OK</p>
8.	<p><b>Revoking Proxy Approvals</b></p> <p>You can also <b>Revoke</b> the proxy at any time.</p> <p>Navigate to <b>HORUS &gt; Manage Approval Proxies</b></p> <p>Select <b>Review My Proxies</b></p>

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9.	<p>Select the person you want to revoke the proxy for by selecting the <b>tick box</b>.</p> <p>Then select the <b>Revoke</b> button</p> <h3>My Proxies</h3> <hr/> <p><b>Timesheet Supervisor</b> Senior Manager 1 (Admin)</p> <p>This page allows you to view your proxies and the request status for each delegation request. Select a particular status and click <i>Refresh</i> to show the matching requests. Click the information icon to view request details. To revoke requests, select the request, then click <i>Revoke</i>.</p> <p>Show Requests by Status: <input type="text"/> Refresh</p> <table border="1"> <thead> <tr> <th></th> <th>Transaction</th> <th>Name</th> <th>Job Title</th> <th>From Date</th> <th>To Date</th> <th>Request Status</th> <th>Delegation Status</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Manager Absence Approve</td> <td></td> <td></td> <td>17/07/2009</td> <td>29/07/2009</td> <td>Ended</td> <td>Inactive</td> <td><a href="#">i</a></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Manager Absence Approve</td> <td></td> <td>ANU Officer 8 (Administration)</td> <td>27/10/2011</td> <td>28/10/2011</td> <td>Ended</td> <td>Inactive</td> <td><a href="#">i</a></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Manager Absence Approve</td> <td></td> <td>ANU Officer 8 (Administration)</td> <td>01/11/2011</td> <td>17/11/2011</td> <td>Ended</td> <td>Inactive</td> <td><a href="#">i</a></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Manager Absence Approve</td> <td></td> <td>ANU Officer 8 (Administration)</td> <td>22/08/2012</td> <td>31/08/2012</td> <td>Accepted</td> <td>Active</td> <td><a href="#">i</a></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Timesheet Approvals</td> <td>Email1 Timesheet</td> <td>ANU Officer 8 (Administration)</td> <td>02/10/2012</td> <td>02/10/2012</td> <td>Submitted</td> <td>Inactive</td> <td><a href="#">i</a></td> </tr> </tbody> </table> <p>Select All Clear All <a href="#">Revoke</a></p> <p><a href="#">Return to Manage Delegation</a></p>		Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status		<input type="checkbox"/>	Manager Absence Approve			17/07/2009	29/07/2009	Ended	Inactive	<a href="#">i</a>	<input type="checkbox"/>	Manager Absence Approve		ANU Officer 8 (Administration)	27/10/2011	28/10/2011	Ended	Inactive	<a href="#">i</a>	<input type="checkbox"/>	Manager Absence Approve		ANU Officer 8 (Administration)	01/11/2011	17/11/2011	Ended	Inactive	<a href="#">i</a>	<input type="checkbox"/>	Manager Absence Approve		ANU Officer 8 (Administration)	22/08/2012	31/08/2012	Accepted	Active	<a href="#">i</a>	<input checked="" type="checkbox"/>	Timesheet Approvals	Email1 Timesheet	ANU Officer 8 (Administration)	02/10/2012	02/10/2012	Submitted	Inactive	<a href="#">i</a>
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10.	<p>Select <b>Yes-Continue</b> button on the page that displays.</p>																																																						

	<p><b>Revoke Delegation Request</b></p> <hr/> <p>Timesheet Supervisor Senior Manager 1 (Admin)</p> <p>Are you sure you want to revoke the delegation requests that you have selected ?</p> <p><input type="button" value="Yes - Continue"/> <input type="button" value="No - Cancel"/></p>
11.	<p>Select the <b>OK</b> button</p> <p><b>Revoke Delegation Request</b></p> <hr/> <p>Timesheet Supervisor Senior Manager 1 (Admin)</p> <p>You have successfully revoked a delegation request. Refer to the My Proxies page to view revoked delegation requests.</p> <p><input type="button" value="OK"/></p>
12.	End of Procedure.