

# Online Timesheets Quick Guide - Casual Professional Supervisors

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

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

Section 1: Approving timesheets Section 2: Viewing overtime Section 3: Viewing sick leave Section 4: Additional items

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

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

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



## Section 1:

Timesheet approval											
Timesheet	Manager Self Service ~										
Navigate to the Manage Timesheets tile in HORUS - Manage Self Service				Announcements Proceed ANU Enterprise Agreement 2023 Bailor D Unread Manage	4.53		pprovals	My Team	generit		
1.1 Select the	Manage Timesheet	Manager Timesheets									
relevant staff Job/employment record taking note of	View Timesheets     Approval Cutoff Calendar										
the period ID		Select Employee Name Empl	ID Empl Recon	Job Title	Position Number	Department	Period ID	Period Begin Date	Period End Date		
			2	ANU Officer Gr 4 (Research)			T20231210	27/11/2023	10/12/2023		
Please note: you only have access to approve timesheets from the current period and one prior.			2	ANU Officer Gr 4 (Research)			720231210	277/11/2023	10/12/2023		



12 Pood any	Casual Staff Timesheet Manager
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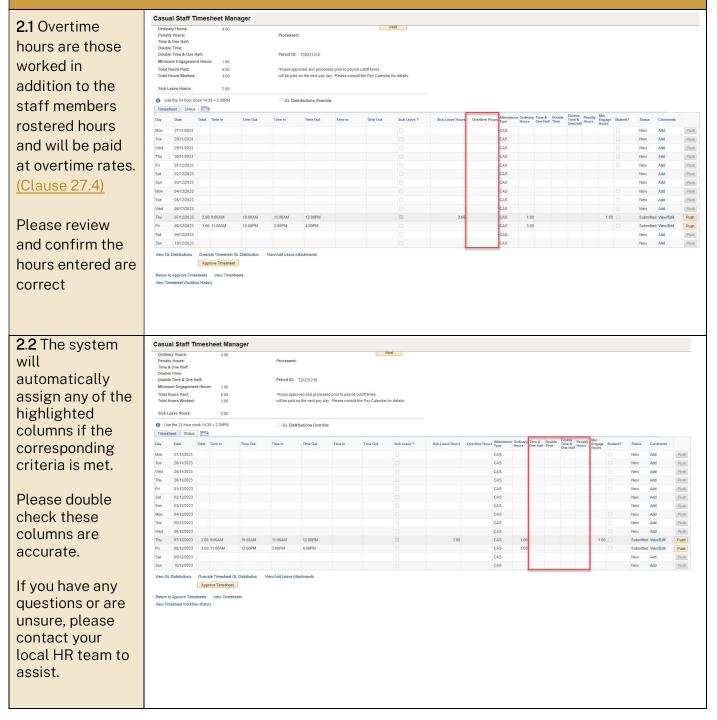


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employee advising	View Timesheet Workflow History									
them the timesheet										
has been approved.										



#### Section 2:

#### Staff claiming overtime





### Section 3:

## Approving sick leave

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<b>3.1</b> Review any	Ordinary Hours: Penalty Hours:				Processe	Processed:														
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Submitted Sick leave		e Time & One I um Engageme	1000		Period ID:	T20231210														
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<u>clause 35.14</u>		to Approve Time mesheet Workfic		testieets :																

### Section 4:

### 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 all 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							
Timesheet workflow history	hours worked. Refer to EA <u>Clause 35.10 to 35.12</u> This page details the workflow, timing and current status of the staff members timesheet Use the 24 hour day 120 - 23PM GL Distributions Override The time the time							
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