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/

<u>Section 1:</u> Approving timesheets
<u>Section 2:</u> Viewing overtime
<u>Section 3:</u> Viewing sick leave
<u>Section 4:</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

Section 1:
Timesheet approval

Timesheet Navigate to the Manage Timesheets tile in HORUS - Manage Self Service	
1.1 Select the relevant staff Job/employment record taking note of the period ID *Please note: you only have access to approve timesheets from the current period and one prior.*	
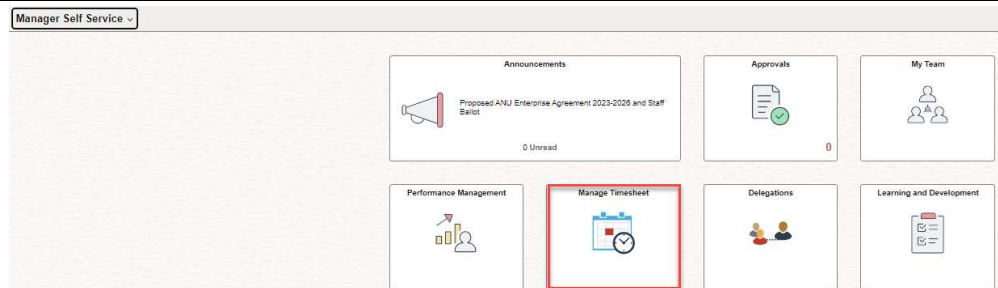
1.2 Read any comments that the employee has made. They can be identified by the **View** hyperlink in the **Comments** column.

1.3 Check that times entered are correct.

1.6 To change the default GL charge code select the **Override Timesheet GL Distribution**. Remembering to enter **N/A** if no **project** is applicable, and the **percentages** must add up to 100.00%

Manager Timesheet View

Timesheet GL Overrides

Empl ID	Empl Record	Period ID	Fund	Department	Project	Percentage
		T20231210				100.00

OK   Cancel

1.7 If you have a question about the times entered you can **Push Back** the entry to the employee for review. You must first enter a **comment** in the comments box explaining why you have pushed back the entry.	

1.8 If you are satisfied with the entries, you can **Approve** the timesheet for payment. Once **Approve Timesheet** has been selected a confirmation will appear and an email will be sent to the employee advising them the timesheet has been approved.	

Section 2:

Staff claiming overtime

2.1 Overtime hours are those worked in addition to the staff members rostered hours and will be paid at overtime rates. (Clause 27.4)

Please review and confirm the hours entered are correct

Casual Staff Timesheet Manager

Ordinary Hours:	4.00	Processed:
Penalty Hours:		
Time & One Half:		
Double Time:		
Double Time & One Half:		Period ID: T20231210
Minimum Engagement Hours:	1.00	
Total Hours Paid:	6.00	*Hours approved and processed prior to payroll cutoff times
Total Hours Worked:	3.00	will be paid on the next pay day. Please consult the Pay Calendar for details.
Sick Leave Hours:	2.00	

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

Day	Date	Total	Time In	Time Out	Time In	Time Out	Time In	Time Out	Sick Leave ?	Sick Leave Hours	Overtime Hours	Attendance Type	Ordinary Hours	Time & One Half	Double Time	Double Time & One Half	Penalty Hours	Min Engage Hours	Student?	Status	Comments	
Mon	27/11/2023								☐			CAS							☐	New	Add	Push
Tue	28/11/2023								☐			CAS							☐	New	Add	Push
Wed	29/11/2023								☐			CAS							☐	New	Add	Push
Thu	30/11/2023								☐			CAS							☐	New	Add	Push
Fri	01/12/2023								☐			CAS							☐	New	Add	Push
Sat	02/12/2023								☐			CAS								New	Add	Push
Sun	03/12/2023								☐			CAS								New	Add	Push
Mon	04/12/2023								☐			CAS							☐	New	Add	Push
Tue	05/12/2023								☐			CAS							☐	New	Add	Push
Wed	06/12/2023								☐			CAS								New	Add	Push
Thu	07/12/2023	2.00	9:00AM	10:00AM	11:00AM	12:00PM			☑	2.00		CAS	1.00					1.00		Submitted	View/Edit	Push
Fri	08/12/2023	3.00	11:00AM	12:00PM	2:00PM	4:00PM			☐			CAS	3.00							Submitted	View/Edit	Push
Sat	09/12/2023								☐			CAS								New	Add	Push
Sun	10/12/2023								☐			CAS								New	Add	Push

View GL Distributions   Override Timesheet GL Distribution   View/Add Leave Attachments

Approve Timesheet

Return to Approve Timesheets   View Timesheets
View Timesheet Workflow History

2.2 The system will automatically assign any of the highlighted columns if the corresponding criteria is met.

Please double check these columns are accurate.

If you have any questions or are unsure, please contact your local HR team to assist.

Casual Staff Timesheet Manager

Ordinary Hours:	4.00	Processed:
Penalty Hours:		
Time & One Half:		
Double Time:		
Double Time & One Half:		Period ID: T20231210
Minimum Engagement Hours:	1.00	
Total Hours Paid:	6.00	*Hours approved and processed prior to payroll cutoff times
Total Hours Worked:	3.00	will be paid on the next pay day. Please consult the Pay Calendar for details.
Sick Leave Hours:	2.00	

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

Day	Date	Total	Time In	Time Out	Time In	Time Out	Time In	Time Out	Sick Leave ?	Sick Leave Hours	Overtime Hours	Attendance Type	Ordinary Hours	Time & One Half	Double Time	Double Time & One Half	Penalty Hours	Min Engage Hours	Student?	Status	Comments	
Mon	27/11/2023								☐			CAS							☐	New	Add	Push
Tue	28/11/2023								☐			CAS							☐	New	Add	Push
Wed	29/11/2023								☐			CAS							☐	New	Add	Push
Thu	30/11/2023								☐			CAS							☐	New	Add	Push
Fri	01/12/2023								☐			CAS							☐	New	Add	Push
Sat	02/12/2023								☐			CAS								New	Add	Push
Sun	03/12/2023								☐			CAS								New	Add	Push
Mon	04/12/2023								☐			CAS							☐	New	Add	Push
Tue	05/12/2023								☐			CAS							☐	New	Add	Push
Wed	06/12/2023								☐			CAS								New	Add	Push
Thu	07/12/2023	2.00	9:00AM	10:00AM	11:00AM	12:00PM			☑	2.00		CAS	1.00					1.00	☐	Submitted	View/Edit	Push
Fri	08/12/2023	3.00	11:00AM	12:00PM	2:00PM	4:00PM			☐			CAS	3.00						☐	Submitted	View/Edit	Push
Sat	09/12/2023								☐			CAS								New	Add	Push
Sun	10/12/2023								☐			CAS								New	Add	Push

View GL Distributions   Override Timesheet GL Distribution   View/Add Leave Attachments

Approve Timesheet

Return to Approve Timesheets   View Timesheets
View Timesheet Workflow History

Section 3:
Approving sick leave

| **3.1** Review any submitted sick leave hours.

If sick leave has been submitted check the **view/add leave attachments** for a relevant Medical Certificate/ Statutory Declaration as per clause 35.14 | |

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 hours worked. Refer to EA Clause 35.10 to 35.12
Timesheet workflow history	This page details the workflow, timing and current status of the staff members timesheet