Online Timesheets Quick Guide - Casual Professional Staff Quick Guide

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

Steps for claiming Casual Sick Leave and Overtime have been added to this guide.

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

<u>Section 1:</u> Submitting Ordinary Hours
<u>Section 2:</u> Submitting Over Time (Clause 27.4)
<u>Section 3:</u> Submitting Sick Leave (Clause 35.10 to 35.12)
<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
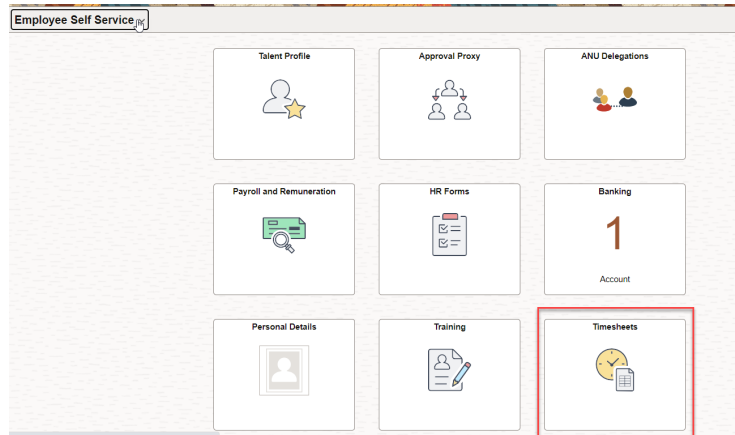HR Business Partners – P&C (Central Portfolios): hrbp.pc@anu.edu.au
Remunerations & Conditions (Payroll): employment.services@anu.edu.au

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Section 1:

Timesheet submission

Timesheet Navigate to the Timesheets tile in HORUS	
1.1 Select the relevant Job/employment record **1.2** Select the relevant timesheet period (Period ID) that you are entering hours in *Please note: you only have access to edit timesheets for the current period and the one previous. In the current timesheet you will not be able to make future-dated entries.*	

Using **24 hour** time format enter your times.

If your shift or hours worked spans midnight you will need to enter **Time Out** of 23.59 on one day and **Time In** as 00.00 for the next day.

Casual Staff Timesheet

Name:		Empl ID:			?Help
Job Title:		Empl Record:			
Department:		Eligibility Group:		Research	
Reports To:					

Ordinary Hours: [Print]
Penalty Hours: Processed:
Time & One Half:
Double Time:
Double Time & One Half: Period ID: T20231126
Minimum Engagement Hours:
Total Hours Paid: *Hours approved and processed prior to payroll cutoff times
Total Hours Worked: will be paid on the next pay day.   Please consult the Pay Calendar for details.
Sick Leave Hours:

ℹ   Use the 24 hour clock 14:30 = 2:30PM

Timesheet   Hours Summary   Status   ▐▷

Day	Date	Total	Time In	Time Out	Time In	Time Out	Time In	Time Out	Sick Leave ?	Sick Leave Hours	Overtime Hours	Status	Comments	
Mon	13/11/2023	3.00	12:00	15:00					☐			New	Add	Cancel
Tue	14/11/2023	5.00	09:00	12:00	13:00	15:00			☐			New	Add	Cancel
Wed	15/11/2023								☐			New	Add	Cancel
Thu	16/11/2023								☐			New	Add	Cancel

Section 2:

Submitting overtime (Enterprise Agreement [Clause 27.4](#))

Timesheets have a column to claim overtime hours - these are worked hours in addition to your rostered hours and will be paid at overtime rates

2.1 In addition to adding your times - Add the total number of overtime hours in the 'Overtime column'

Note: The Total column will be inclusive of rostered and overtime hours

2.2 Submit your timesheet to your supervisor for approval

Timesheet   Hours Summary   Status   ▐▷

Day	Date	Total	Time In	Time Out	Time In	Time Out	Time In	Time Out	Sick Leave ?	Sick Leave Hours	Overtime Hours	Sta
Mon	13/11/2023	3.00	12:00	15:00					☐			New
Tue	14/11/2023	5.00	09:00	12:00	13:00	15:00			☐			New
Wed	15/11/2023								☐			New
Thu	16/11/2023								☐			New
Fri	17/11/2023								☐			New
Sat	18/11/2023								☐			New
Sun	19/11/2023								☐			New
Mon	20/11/2023								☐			New
Tue	21/11/2023	5.00	09:00	12:00	13:00	15:00			☑	5.00		New
Wed	22/11/2023								☐			New
Thu	23/11/2023								☐			New
Fri	24/11/2023	8.00	09:00	12:00	13:00	18:00			☐		3.00	New
Sat	25/11/2023								☐			New
Sun	26/11/2023								☐			New

View\Add Leave Attachment

[Save for Later]   [Submit All]

Return to Edit Timesheets   View Timesheets
Return to Select Job Record

Section 3:

Submitting Casual Sick Leave (Enterprise Agreement Clause 35.10 to 35.12)

Timesheets have a column to claim sick leave hours to a maximum of three instances per calendar year.

Further Information can be found below In the Additional Information section of this guide.

3.1 Enter your times for all rostered hours', select the **sick leave** tick box and enter the hours you are submitting for sick leave

3.2 To upload your required documentation - select **View/Add Leave Attachment** at the bottom of the timesheet

3.3 Choose the Medical Certificate/ Statutory Declaration as per clause 35.14 you wish to upload as the leave attachment. Then press **upload**

3.4 Submit your timesheet to your supervisor for approval

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Section 4:	
Additional items	

Comments field You may leave comments for your supervisor to read once the timesheet has been submitted.	
Save for Later	If you wish to save your progress and return to the timesheet at a later time, click **Save for Later**. **Note:** It is important that once you have recorded **all** hours 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.
Submit All	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
Timesheet Period	You may view the current timesheet periods and cut-off dates here;

Viewing old timesheets	The *Edit Timesheets* page will only let you access timesheets for the current and previous timesheet periods. You can access all of your historical timesheet records by reviewing the *View Timesheets* page:
	
	1. Log into HORUS using your University ID and password.
	
	   http://horus.anu.edu.au/
	
	   If you have any problems, please contact your local IT support.
	
	2. Navigate to: *Employee Self Service > Timesheets > View Timesheets*
	
	3. The system will display all of your historical timesheets by timesheet period.

Cancel You may use the cancel button to clear an entered shift if the timesheet has **not** been submitted.	Casual Staff Timesheet Name: Job Title: Department: Reports To: Ordinary Hours: Penalty Hours: Time & One Half: Double Time: Double Time & One Half: Minimum Engagement Hours: Total Hours Paid: Total Hours Worked: Sick Leave Hours: Empl ID: Empl Record: 2 Eligibility Group: CASUAL Research Processed: Period ID: T20231126 *Hours approved and processed prior to payroll cutoff times will be paid on the next pay day. Please consult the Pay Calendar for details.

Table detail from the image:

Day	Date	Total	Time In	Time Out	Time In	Time Out	Time In	Time Out	Sick Leave ?	Sick Leave Hours	Overtime Hours	Status	Comments	
Mon	13/11/2023	3.00	12:00	15:00					☐			New	Add	Cancel
Tue	14/11/2023	5.00	09:00	12:00	13:00	15:00			☐			New	Add	Cancel
Wed	15/11/2023	5.00	09:00	12:00	13:00	15:00			☑	5.00		New	Add	Cancel
Thu	16/11/2023								☐			New	Add	Cancel
Fri	17/11/2023	8.00	09:00	12:00	13:00	18:00			☐		3.00	New	Add	Cancel
Sat	18/11/2023								☐			New	Add	Cancel

Casual Sick Leave	The total instances of sick leave is capped at three in a calendar year, per employee. If you take sick leave from multiple casual jobs on the same day, it is counted as one instance. If you have both worked hours and sick leave hours on the same day, it is counted as one instance regardless of the number of hours you worked. Refer to EA Clause 35.10 to 35.12