



Australian  
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# **Supervisor Guide**

## **Casual Sessional Academic Timesheets**

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## 1 Background

The Casual Sessional Academic (CSA) timesheets allow you to approve timesheets for payment electronically via HORUS, replacing the manual paper-based version.

### 1.1 Timesheet Cycle

Each timesheet covers a fortnight, known as a timesheet period. The CSA timesheet cycle is the same as the Casual Professional Timesheet cycle.

#### 1.1.1 Timesheet Cut-off Dates

If you have timesheets to action, an automated email will be sent to you as a reminder. It is important to action timesheets as soon as possible to ensure that the CSA is paid in a timely manner.

The system will allow you to approve submitted timesheet entries for the current and previous timesheet periods.

For a list of the timesheet fortnights and approval cut-off dates, please click the following link:

<https://services.anu.edu.au/information-technology/software-systems/hr-online-remote-user-system/timesheet-approval-cut-off>



## 2 Timesheet Overview

The timesheet allows employees to record the units worked by T-code (or, for CSA Lump Sum payments, actual dollars acquitted) during the timesheet period.

**Note:** The units entered correspond with Schedule 2 of the ANU Enterprise Agreement, and depend on the nature of the work being performed. For example, if one lecture was delivered in the fortnight, only 1 unit should be entered (this will automatically include payment for the 1 hour of delivery and 2 hours associated working time). However, if 3 hours of marking were performed, 3 units should be entered.

### Casual Academic Timesheet

Help

<b>Name:</b>	<b>Reports To:</b>
<b>Empl ID/Rcd:</b> 7	<b>Empl ID/Rcd:</b> 2
<b>Period ID:</b> T20160131 <b>Period ending</b> 31/01/2016	<b>Period Begin:</b> 18/01/2016
<b>Status:</b> Submitted	<b>Period End:</b> 31/01/2016

**Courses**
1 of 1

<b>Course ID:</b> CHEM8001    Chemistry Special Topics	<b>Total Budget:</b> \$6,572.18
<b>Course Dates:</b> 04/01/2016 - 29/07/2016	<b>Total Expenditure:</b> \$0.00
	<b>Total Remaining:</b> \$6,572.18

Element	Description	Total Budgeted Units	Units Worked this Period	Units Remaining	Status	Comments	PushBack
T13	Lecture - Basic	20.00	3.00	17.00	Submitted	<a href="#">Add</a>	<span style="background-color: #f4a460; padding: 2px 5px; border: 1px solid #ccc;">PushBack</span>
T14	Lecture - Repeat	26.00	0.00	26.00	Submitted	<a href="#">Add</a>	<span style="background-color: #f4a460; padding: 2px 5px; border: 1px solid #ccc;">PushBack</span>

[View GL Distributions](#)    [Override Timesheet GL Distributions](#)

[View Timesheet Workflow History](#)

Approve
Print

[Return to Approve Timesheets](#)  
[View Employee's Timesheets](#)

## CSA Timesheets – Supervisor Guide



### 2.1 Timesheet Fields

Header	
Field	Description
Name	CSA's First Name Last Name
Empl ID / RCD	ID / record number
Reports To	Supervisor's First Name and Last Name
Empl ID / RCD	Reports To ID / record number
Period ID	Timesheet Period (Same periods as Casual Professional Timesheets)
Period Begin	Start of the timesheet period for the current timesheet
Period End	End of the timesheet period for the current timesheet
Status	Status of the timesheet: <b>New</b> – New timesheet. Row never saved or submitted. <b>Submitted</b> – Submitted for approval by CSA <b>Saved</b> – Timesheet saved by CSA <b>Rework</b> – Timesheet pushed back by manager <b>Approved</b> – Timesheet approved by manager <b>Cancelled</b> – Timesheet cancelled by CSA <b>Processed</b> – Timesheet PI Upload process has successfully run on the timesheet.

Course Section	[repeated if the employee has more than one course for the same Empl ID / RCD combination]
Field	Description
Course ID	Course code and description
Course Dates	Start date of the course
	End date of the course
Total Budget	Dollars budgeted for this Empl Rcd/ID / Course combination
Total Expenditure	Dollars spent to-date. Cumulative total dollars by Element that have been <b>paid</b> (according to pay results)
Total Remaining	Dollars remaining = Total Budget – Total Expenditure Specific to the Empl ID / RCD / Course combination
Element	T-Codes available to the academic when completing the timesheet. A separate row is displayed for each different element.
Description	Element description
Total Budgeted Units	The maximum number of units of a specific T-code that can be submitted and approved for payment during the course duration.
Units Worked this Period	The actual units worked by T-code (or, for CSA Lump Sum payments, actual dollars acquitted) during the timesheet period. <b>Note:</b> This refers to <b>units</b> , not necessarily <b>hours</b> . The nature of these units depends on the T-code. For example, for a basic lecture, one unit is equivalent to one hour of delivery and two hours of associated working time; marking should be entered as actual hours of marking performed.

## CSA Timesheets – Supervisor Guide



Units Remaining	For each element: Total Units (budget) - total paid – total elements approved - total units worked this timesheet period
Status	Status of each row
Comments	Launches comments field/page. Mandatory if manager pushes back for rework.
Push Back	Button Pushes back for Rework
Approve	Approves timesheet. Changes status to Approved.
Help	Launches help page
Print	Launches print version of the timesheet
Return to Approve Timesheets	Returns you to the timesheet/period selection page.
View Timesheet Workflow History	Displays the workflow page.
View GL Distributions	Launches GL Details sub-page as view only.
Override Timesheet GL Distributions	Launches GL Details sub-page in edit mode.

<b>GL Details (sub page)</b>	<b>[Used to split any charging across other GL departments]</b>
Department	Department ID
Fund	Fund ID
Project	Project ID. Enter N/A if there is no applicable project code.
Percentage	Total percentages must add to 100
Unit	Determined by the relevant T-code Element

<b>Timesheet Workflow (sub page)</b>	
[As per Professional Timesheets]	

## 3 Approving the Timesheet

1. Navigate to: *Manager Self Service > Manage Timesheets > Approve Timesheets*
2. Select the relevant employee.
3. Review the values in the *Units Worked* column.

Casual Academic Timesheet
Help

Name: \_\_\_\_\_

Empl ID/Rcd: 7

Period ID: T20160131    Period ending 31/01/2016

Status: Submitted

Reports To: \_\_\_\_\_

Empl ID/Rcd: 2

Period Begin: 18/01/2016

Period End: 31/01/2016

**Courses** 1 of 1

Course ID: CHEM8001    Chemistry Special Topics	Total Budget: \$6,572.18
Course Dates: 04/01/2016 - 29/07/2016	Total Expenditure: \$0.00
	Total Remaining: \$6,572.18

Element	Description	Total Budgeted Units	Units Worked this Period	Units Remaining	Status	Comments	PushBack
T13	Lecture - Basic	20.00	3.00	17.00	Submitted	Add	PushBack
T14	Lecture - Repeat	26.00	0.00	26.00	Submitted	Add	PushBack

[View GL Distributions](#)    [Override Timesheet GL Distributions](#)

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Approve
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**Note:** The units entered correspond with Schedule 2 of the ANU Enterprise Agreement, and depend on the nature of the work being performed. For example, if one lecture was delivered in the fortnight, only 1 unit should be entered (the system will automatically include payment for the 1 hour of delivery and 2 hours associated working time). However, if 3 hours of marking were performed, 3 units should be entered.

# CSA Timesheets – Supervisor Guide



**Note:** If the CSA has more than one course for the same Empl ID / Record combination, they will be displayed in the same timesheet.

Name:		Reports To:	
Empl ID/Rcd:		Empl ID/Rcd:	
Period ID:	T20160131	Period ending	31/01/2016
Status:	Submitted	Period Begin:	18/01/2016
		Period End:	31/01/2016

Courses				1-2 of 2			
Course ID:	LAWS8900F	Mstr (Faculty of Law)	Total Budget:	\$19,754.92			
Course Dates:	05/10/2015 - 31/12/2016		Total Expenditure:	\$1,528.14			
			Total Remaining:	\$18,226.78			

Element	Description	Total Budgeted Units	Units Worked this Period	Units Remaining	Status	Comments	PushBack
T11	Lecture - Specialised	10.00	0.00	8.00	Submitted	Add	PushBack
T14	Lecture - Repeat	30.00	0.00	30.00	Submitted	Add	PushBack
T21	Tutorial - Normal	24.00	0.00	24.00	Submitted	Add	PushBack

[View GL Distributions](#)   [Override Timesheet GL Distributions](#)

Course ID:	SOCR8009	Quantitative Social Research	Total Budget:	\$2,213.92			
Course Dates:	05/10/2015 - 31/12/2016		Total Expenditure:	\$773.92			
			Total Remaining:	\$1,440.00			

Element	Description	Total Budgeted Units	Units Worked this Period	Units Remaining	Status	Comments	PushBack
T50A	CSA-Oth Rqd Act PhD Experience	1.00	1.00	0	Submitted	Add	PushBack

[View GL Distributions](#)   [Override Timesheet GL Distributions](#)

[View Timesheet Workflow History](#)

[Return to Approve Timesheets](#)

4. If there are any values that are not correct, you can push the timesheet back to the employee to correct them:

a. Alongside the relevant row, in the *Comments* column, click the *Add* link.

**Result:** The *Comments* page is displayed.

**CSA Timesheet Comments**

Comment

OK   Cancel

b. Enter a reason for pushing the timesheet back.

c. Click **OK**.

d. Click **Pushback**.

e. Repeat the above steps a) to d) for each row that is incorrect, indicating the nature of the error in the comments field.



**Result:** The system sends an email to the employee for action and changes the status of the line item to *Rework*.

Courses							1 of 1
Course ID:	CHEM8001	Chemistry Special Topics	Total Budget:	\$6,572.18			
Course Dates:	04/01/2016 - 29/07/2016		Total Expenditure:	\$0.00			
			Total Remaining:	\$6,572.18			
Element	Description	Total Budgeted Units	Units Worked this Period	Units Remaining	Status	Comments	PushBack
T13	Lecture - Basic	20.00	3.00	17.00	Rework	View/Edit	PushBack
T14	Lecture - Repeat	26.00	0.00	26.00	Submitted	Add	PushBack

5. If you wish to split any GL charging, click the *Override Timesheet GL Distributions* link:

**Result:** The *Override GL Distributions* page is displayed:

**Override GL Distributions**


Period ID: T20160117      Period ending 17/01/2016

Course ID: ANTH2004      Religion, Ritual and Cosmology

Fund	Department	Project	Percentage
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

+   -

OK      Cancel

- a. Enter the *Fund*.
- b. Enter the *Department*.
- c. Enter the *Project*. If there is no project code, enter N/A.
- d. Enter the *Percentage* allocation. If you have multiple rows, these must add up to 100.
- e. To enter more distributions, click the plus icon  and repeat steps a) to d) above.
- f. When finished, click **OK**.

6. If all values in the *Units Worked* column are correct, click **Approve**.

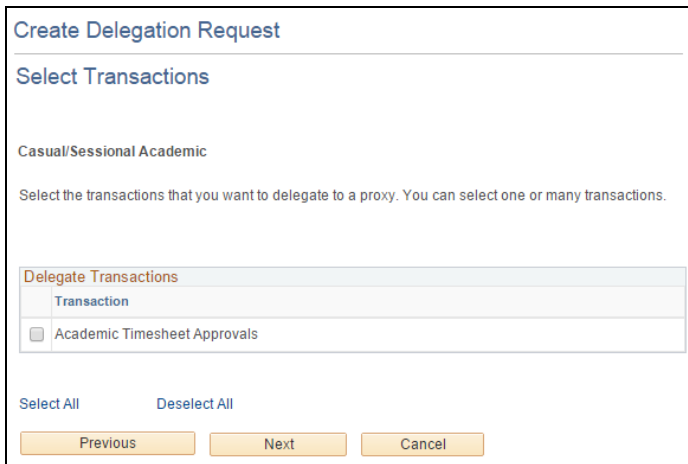
**Result:** An email is sent to the employee to inform them that the timesheet has been approved. The system will automatically process the timesheet for payment in the next pay run.

## 4 Assigning a Timesheet Approval Proxy

The system allows managers to delegate their timesheet approval to a subordinate via HORUS.

1. Navigate to: *HORUS > Manage Delegation*
2. Click the *Create an Approval Proxy* link.
3. Enter the *From* and *To* dates.
4. Click **Next**.

**Result:** The *Select Transactions* page is displayed.



Create Delegation Request

Select Transactions

Casual/Sessional Academic

Select the transactions that you want to delegate to a proxy. You can select one or many transactions.

Transaction
<input type="checkbox"/> Academic Timesheet Approvals

Select All      Deselect All

Previous      Next      Cancel

5. Check the *Academic Timesheet Approvals* checkbox.
6. Click **Next**.
7. Select the employee.
8. Click **Next**.
9. Check details and click **Submit**.

## 5 Warnings and Errors

The system alerts users based on certain events, such as:

- CSA is reaching or has reached the limit of their allocated units of one or more T-Codes.
- The contract end date has been reached or almost been reached.

## 6 Glossary

Term	Description
<b>Budget</b>	The budgeted number of units per T-Code (or lump sum) for a particular course for the period covered by the Course Start Date and Course End Date.
<b>Casual Sessional Academic</b>	A casual sessional academic staff member.
<b>Contract</b>	A contract for services that the CSA is engaged under.
<b>Course</b>	A course offered by the University for which the CSA has been engaged to provide their services.
<b>End Date</b>	End date of the CSA contract which may or may not correspond to the semester dates.
<b>Enterprise Agreement</b>	The Australian National University Enterprise Agreement 2013 - 2016
<b>GL</b>	General Ledger. Consists of HRMS Department, Fund, Project codes.
<b>Job</b>	A job record in HRMS. Each CSA has an employee ID / Employment Record combination for each job they are paid for. A CSA can have more than one job. Additional jobs can be Casual Sessional Academic jobs or some other type of job.
<b>Manager</b>	The person responsible for the day-to-day supervision of the employee.
<b>Start Date</b>	Start date of the CSA contract which may or may not correspond to the semester dates.
<b>T-Code</b>	The earning elements by which CSAs are paid (other than lump sum payments)
<b>Timesheet Period</b>	A two-week period, commencing on a Monday. CSA timesheet periods are the same as those for casual professional timesheets.
<b>Week</b>	A week for the purposes of CSA timesheets is Monday to Sunday.
<b>Working Pattern</b>	The Working Pattern for a CSA describes their contract start and end dates and totals for each applicable T-code. This data is used to pre-populate the CSA's timesheets.