
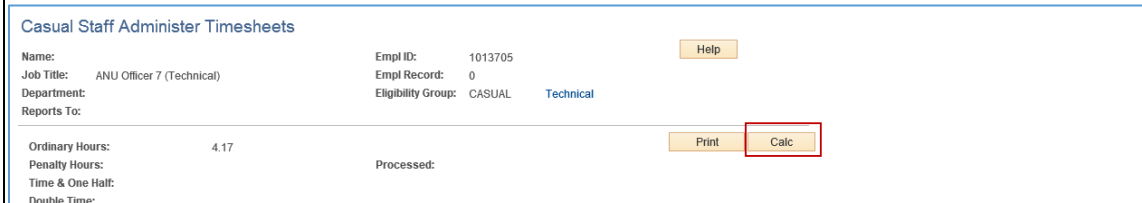


## Online Timesheets Quick Guide – Administrators

**Note:** This procedure is for administrators that are able to add and edit timesheets on behalf of employees. HR Administrators will need to set the timesheet to Ready for Processing status if the casual occupies a position with a casual category that is not automated:

- Projectionists
- Invigilators
- Observatory Night Assistants
- any unidentified casuals (i.e. occupy a position with no assigned Casual Category).

For all other casual categories, administrator intervention is not normally required as the system automatically assigns minimum engagement, overtime and penalty hours. The exception is where an employee and/or supervisor have not submitted/approved their timesheet within the two fortnight limit.

1.	Log into <b>HRMS</b> using your University ID and password.
2.	Navigate to <b>Main Menu &gt; Global Payroll &amp; Absence Mgmt &gt; Payee Data &gt; Maintain Timesheets &gt; Administer Timesheets</b>
3.	To find timesheets that need to be processed, leave the default parameters and select the <b>Search</b> button.
4.	From the list presented select relevant timesheet.
5.	Check the times entered.  Ensure that staff working over midnight have times finishing at 23.59 on the first day and starting again at 00.00 on the next day. And check that the value in the <b>Ordinary Hours</b> field is correct
6.	<p>If the casual is not automated, check for any relevant overtime and/or penalty rates and make any necessary adjustments.</p>  <p>If the casual is not automated, enter the attendance and click the <b>Calc</b> button:</p>  <p><b>Note:</b> The Calc button is only available for automated casual categories.</p>

7.	Check and add <b>GL overrides</b> for the timesheet as appropriate in the <b>Override Timesheet GL Distribution</b> link. Remembering to enter ' <b>N/A</b> ' if no <b>Project</b> is applicable, and the <b>Percentages</b> must add up to 100%.
8.	Check any comments, if applicable, by clicking on the <b>View</b> link under <b>Comments</b> .
9.	Process the timesheet by selecting the <b>Process Timesheet</b> button. This will change the status of <b>Approved</b> timesheets to <b>Ready for Processing</b> .
10.	Also as an administrator you can: <ul style="list-style-type: none"> <li>• enter times on behalf of employees;</li> <li>• cancel timesheet entries on behalf of employees;</li> <li>• approve timesheets on behalf of supervisors.</li> </ul>
11.	End of quick guide.  <i>For more detailed information please refer to Training Guide - Online Timesheets_HR Administrators</i>

# Timesheet Cut-Off Calendar

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

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