



Australian  
National  
University

## **HRMS User Guide**

### **HR Administrators**

# **Online Timesheets for Casual Professional Staff**

**(Version 3.0, 2015)**

# Table of Contents

<b>1</b>	<b><i>Introduction</i></b>	<b>2</b>
<b>1.1</b>	<b>Benefits of online timesheets</b>	<b>2</b>
1.1.1	For employees:	2
1.1.2	For supervisors:	2
1.1.3	For administrators:	2
<b>1.2</b>	<b>Timesheet features</b>	<b>3</b>
<b>1.3</b>	<b>Automation exclusions</b>	<b>3</b>
<b>1.4</b>	<b>Timesheet explained</b>	<b>4</b>
1.4.1	General terms	4
1.4.2	Timesheet header	4
1.4.3	Timesheet tab	5
1.4.4	Status tab	7
1.4.5	Timesheet footer	8
<b>2</b>	<b><i>Adding timesheets</i></b>	<b>9</b>
<b>3</b>	<b><i>Amending timesheets</i></b>	<b>15</b>
<b>4</b>	<b><i>Processing timesheets</i></b>	<b>21</b>
<b>5</b>	<b><i>Cancelling timesheet entries</i></b>	<b>26</b>
<b>6</b>	<b><i>Timesheet upload to PI</i></b>	<b>28</b>
<b>7</b>	<b><i>Reprocessing timesheets</i></b>	<b>31</b>
<b>8</b>	<b><i>Processing Projectionist timesheets</i></b>	<b>31</b>
<b>9</b>	<b><i>Processing approval proxies</i></b>	<b>32</b>
<b>10</b>	<b><i>Timesheet Reports</i></b>	<b>34</b>
10.1	Timesheet Status Report	34
10.2	Timesheet Details Report	34
10.3	Timesheet Exceptions Report	35
<b>11</b>	<b><i>Running Timesheet Reports</i></b>	<b>36</b>
<b>12</b>	<b><i>Updating Casual Categories</i></b>	<b>38</b>
<b>13</b>	<b><i>Common Messages</i></b>	<b>39</b>
<b>14</b>	<b><i>Casual Professional Categories</i></b>	<b>41</b>
<b>15</b>	<b><i>Workflow</i></b>	<b>1</b>

## 1 Introduction

Employees and supervisors will have access to timesheets for the current timesheet period and the previous timesheet period only. If attendances for timesheet periods other than these need to be processed they will need to be entered into the online timesheet by Administrators.

### 1.1 Benefits of online timesheets

#### 1.1.1 For employees:

- timesheets will be available online 24 hours a day through employee self-service in [HORUS](#)
- there will be automatic workflow between the employee and their supervisor with email notifications
- transparency in the status of the timesheet
- ability to view historical timesheets
- clarity when timesheets are paid.

#### 1.1.2 For supervisors:

- timesheets are available 24 hours a day through manager self-service in [HORUS](#)
- flexibility on when to approve timesheets (e.g. daily, weekly or fortnightly)
- email notifications of outstanding timesheets that need approving
- transparency in the status of the timesheet
- functionality to push back timesheets
- ability to view historical timesheets.

#### 1.1.3 For administrators:

- for most categories of casual professionals, overtime, minimum engagement, and penalty rates are automatically calculated and applied
- for most categories of casual professionals, no administrator intervention is required for the casual to be paid (as long as the times are approved by a manager – refer to Section 14 for more detail)
- transparency in the status of the timesheet
- functionality to process and/or approve timesheets on behalf of staff and supervisors
- payment details automatically uploaded into payroll
- ability to view historical timesheets
- the requirement to file and keep track of paper timesheets is removed
- reporting functionality.

## 1.2 Timesheet features

Some of the main features of the timesheet are:

- automatic calculation of minimum engagement, overtime and penalty hours
- fortnightly timesheet periods which run from Monday to Sunday
- use of the 24 hour clock
- use of **Attendance Types** to automatically generate basic payments
- summary of **Hours Paid** and **Hours Worked** for the timesheet period on the timesheet
- ability to split GL charging for hours worked during the timesheet period
- warning message to flag when an employee has entered more than five hours continuous duty
- easy identification of weekends and public holidays
- ability to enter up to three attendance sessions on the one day

## 1.3 Automation exclusions

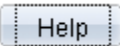
While many clauses of the Australian National University Enterprise Agreement and the Live Performance Award are automated, some scenarios will still need to be treated manually, such as:

- Allowances, such as Short Call Allowance (c28.12), or Annualised Shift Allowance (c29.4), Live Recording Allowance (c44.2 – Live Performance Award)
- Overtime for ANU08 and above (c28.4, 28.5)
- Overtime for less than 7 days' notice change to shift (c29.5).

## 1.4 Timesheet explained

The following sections describe the structure of the timesheet and the terminology used.

### 1.4.1 General terms

Terms	Explanations
Timesheet Period	A 14 day period from Monday to Sunday.
Timesheet ID	The timesheet period ID for the timesheet.  The format of the timesheet period ID is TYYYYMMDD  e.g. T20120916 represents a timesheet period ending on 16/9/2012
Timesheet Entry	The times entered as an attendance on a specific day.
Timesheet	Collection of up to 14 timesheet entries for a timesheet period.
Reports To	Details of the supervisor.
Department	The employee's HR department from <b>Job Data</b> .
Help button 	There is a Help button available on every page that provides detailed information applicable to that page.

### 1.4.2 Timesheet header

The timesheet header provides a summary of information relating to the timesheet including information about the employee, their current supervisor and the hours worked and paid. The most recent changes are highlighted below.


**Casual Staff Administer Timesheets**

<p>Name: ANU Officer 4 (Administration)                  Job Title: ANU Officer 4 (Administration)                  Department: Director LWS Special Projects                  Reports To: Senior Lecturer</p>	<p>Empl ID: <span style="float: right;"><a href="#">Help</a></span>                  Empl Record: 2                  Eligibility Group: CASUAL <span style="border: 1px solid red; padding: 2px;">Administration</span></p>
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<p>Ordinary Hours: 7.00                  Penalty Hours:                  Time &amp; One Half:                  Double Time: 17.50                  Double Time &amp; One Half:  <span style="border: 1px solid red; padding: 2px;">Minimum Engagement Hours: 0.50</span>                  Total Hours Paid: 25.00                  Total Hours Worked: 24.00</p>	<p>Processed: 12/05/2015                   Period ID: T20150510</p> <p><small>*Hours approved and processed prior to payroll cutoff times will be paid on the next pay day. Please consult the Pay Calendar for details.</small></p> <p><input type="checkbox"/> GL Distributions Override</p>
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[Print](#) [Calc](#)

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

Terms	Explanations
[casual category]	Displays the type of casual. Clicking on the link downloads a description of the configuration rules for that category of casual
Ordinary Hours	Total number of hours at ordinary time
Penalty Hours	Total number of hours at penalty rates

Time & One Half	Total number of hours at time and a half
Double Time	Total number of hours at double time
Double Time & One Half	Total number of hours at double time and a half
Minimum Engagement Hours	Total number of hours added due to minimum engagement provisions
Total Hours Paid	Total hours processed for the timesheet
Total Hours Worked:	Total hours worked by the employee for the timesheet period  <b>Note:</b> The <b>Total Hours Worked</b> may vary from the <b>Total Hours Paid</b> if the <b>Ordinary Hours</b> for a timesheet entry have been amended by the supervisor or administrator. This may occur, for example, to ensure minimum payment for an attendance.
Processed	The date the timesheet was uploaded into the payroll system.
Period ID	The timesheet period ID for the timesheet.  The format of the timesheet period ID is TYYYYMMDD  e.g. T20120916 represents a timesheet period ending on 16/9/2012
GL Distributions Override	This will be checked if a GL override for the timesheet has been entered by the supervisor or administrator
Calc button	This will delete and recalculate all overtime and penalty hours in the timesheet.

### 1.4.3 Timesheet tab

The **Timesheet** tab is the main section of the timesheet where times are entered.

Day	Date	Total	Time In	Time Out	Time In	Time Out	Time In	Time Out	Attendance Type	Ordinary Hours	Time & One Half	Double Time	Double Time & One Half	Penalty Hours	Min Engage Hours	Student?	Approved	Status	Comments	Cancel
Mon	27/04/2015	16.50	04:30	11:00	12:00	13:00	14:00	23:00	CAS			16.50				<input type="checkbox"/>	<input checked="" type="checkbox"/>	Processed	Add	Cancel
Tue	28/04/2015	0.50	07:30	08:00					CAS		1.00				0.50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Processed	Add	Cancel
Wed	29/04/2015	3.00	09:00	12:00					CAS	3.00						<input type="checkbox"/>	<input checked="" type="checkbox"/>	Processed	Add	Cancel
Thu	30/04/2015	4.00	08:00	12:00					CAS	4.00						<input type="checkbox"/>	<input checked="" type="checkbox"/>	Processed	Add	Cancel
Fri	01/05/2015								CAS							<input type="checkbox"/>	<input type="checkbox"/>	New	Add	Cancel
Sat	02/05/2015								CAS							<input type="checkbox"/>	<input type="checkbox"/>	New	Add	Cancel
Sun	03/05/2015								CAS							<input type="checkbox"/>	<input type="checkbox"/>	New	Add	Cancel
Mon	04/05/2015								CAS							<input type="checkbox"/>	<input type="checkbox"/>	New	Add	Cancel
Tue	05/05/2015								CAS							<input type="checkbox"/>	<input type="checkbox"/>	New	Add	Cancel
Wed	06/05/2015								CAS							<input type="checkbox"/>	<input type="checkbox"/>	New	Add	Cancel
Thu	07/05/2015								CAS							<input type="checkbox"/>	<input type="checkbox"/>	New	Add	Cancel
Fri	08/05/2015								CAS							<input type="checkbox"/>	<input type="checkbox"/>	New	Add	Cancel
Sat	09/05/2015								CAS							<input type="checkbox"/>	<input type="checkbox"/>	New	Add	Cancel
Sun	10/05/2015								CAS							<input type="checkbox"/>	<input type="checkbox"/>	New	Add	Cancel

Terms	Explanations
Day	Day of the week for the timesheet entry – this will be shaded if the day is on a weekend or public holiday

Terms	Explanations
Date	The date for the timesheet entry – this will be shaded if the date is on a weekend or public holiday
Total Hours	Total hours worked by the employee for the day/timesheet entry
Time In	Start time for the attendance – Up to three <b>Times In</b> can be entered. Each <b>Time In</b> must have a <b>Time Out</b> in order for the timesheet to be submitted.
Time Out	End time for the attendance – Up to three <b>Times Out</b> can be entered. Each <b>Time Out</b> must have a <b>Time In</b> in order to be submitted.
Attendance Type	The <b>Attendance Type</b> determines the employee's payment rate. For most employees the <b>Attendance Type</b> will be <b>CAS</b> . For Invigilators, Simulated Patients, Projectionists and Theatre Staff the <b>Attendance Type</b> will vary.
Ordinary Hours	Number of hours at ordinary time. The system will automatically calculate the number of <b>Ordinary Hours</b> based on the times entered.
Time & One Half	Number of hours at time and a half
Double Time	Number of hours at double time
Double Time & One Half	Number of hours at double time and a half
Penalty Hours	Number of hours at penalty rates
Min Engagement Hours	The number of hours added for that day, according to minimum engagement provisions
Student?	Indicates if the person was currently enrolled in a course on the day times were entered – if so minimum engagement of 1 hour applies
Approved Check box	This denotes whether a timesheet has been <b>approved</b> . It is automatically checked when the supervisor approves a timesheet entry.
Status	This is the status applicable to the timesheet entry. Values are: <ul style="list-style-type: none"> <li>• <b>New</b> – no times have been entered. This status will also appear against cancelled entries.</li> <li>• <b>Approved</b> – Entry has been approved.</li> <li>• <b>Rework</b> – the entry has been pushed back to the employee by the supervisor for rework or cancellation.</li> <li>• <b>Ready for Processing</b> – the administrator has checked the timesheet and sent it for upload into payroll.</li> <li>• <b>Processed</b> – the timesheet has been uploaded into payroll.</li> </ul>

Terms	Explanations
Comments	The <b>Comments</b> field gives employees the option to explain the timesheet entry. It is also used by the supervisor if they push back a timesheet. The field may also be used by managers/ school administrators to alert the administrator to particular payment conditions which should apply to the timesheet entry.
Cancel Button	The <b>cancel</b> button allows employees and administrators to remove an entry from the timesheet. The cancel button is only able to be used for timesheet entry statuses of <b>Saved</b> , <b>Submitted</b> and <b>Approved</b>

#### 1.4.4 Status tab

The **Status** tab provides details of when the timesheet has been processed for payment.

Day	Date	Total	Time In	Time Out	Time In	Time Out	Time In	Time Out	Process Status	Processed Date	Original Calendar Group ID	Reprocessed Calendar Group ID
Mon	03/09/2012								Not Proc			
Tue	04/09/2012								Not Proc			
Wed	05/09/2012								Not Proc			
Thu	06/09/2012								Not Proc			
Fri	07/09/2012								Not Proc			
Sat	08/09/2012								Not Proc			
Sun	09/09/2012								Not Proc			
Mon	10/09/2012								Not Proc			
Tue	11/09/2012								Processed	21/09/2012	F20120829	F20120912
Wed	12/09/2012								Processed	21/09/2012	F20120829	F20120912
Thu	13/09/2012	5.00	09:00	12:00	14:00	16:00			Processed	13/09/2012	F20120829	F20120829
Fri	14/09/2012								Not Proc			

Terms	Explanations
Process Status	This indicates whether the timesheet has been uploaded into payroll. There are three Process Statuses: <ul style="list-style-type: none"> <li>• <b>Not Proc</b> – the entry has not yet been processed by the administrator or is a blank entry.</li> <li>• <b>Awaiting</b> – the entry is waiting to be uploaded into payroll.</li> <li>• <b>Processed</b> – the entry has been uploaded into payroll.</li> </ul>
Processed Date	The last date that the entry was uploaded into payroll



Terms	Explanations
Original Calendar Group ID	The pay calendar that the entry was first processed in.  The format of the pay calendar is FYYYYMMDD e.g. F20121010 represents a pay period ending on 10/10/2012
Reprocessed Calendar Group ID	The pay calendar that the entry was reprocessed in.  The format of the pay calendar is FYYYYMMDD e.g. F20121010 represents a pay period ending on 10/10/2012


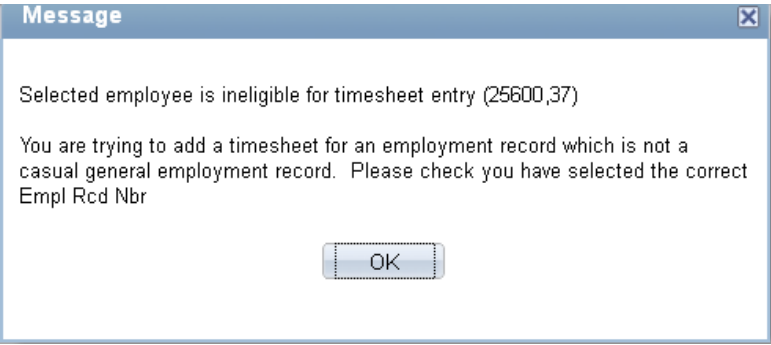
### 1.4.5 Timesheet footer


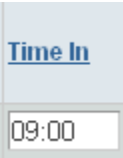


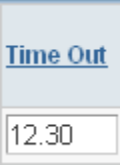
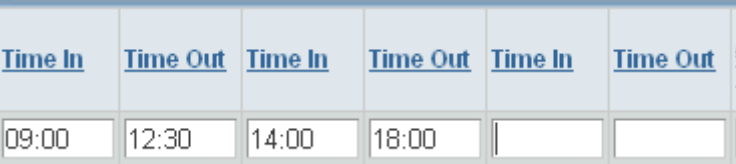


Terms	Explanations
View GL Distribution	Provides details of the default General Ledger (GL) distribution for the employee's pay.
Override Timesheet GL Distribution	Allows for the default GL distribution to be overridden to another GL/s
Process Timesheet	This button flags the timesheet to be ready to be uploaded into payroll and saves changes to the timesheet.
View Calc Explain File	A new feature that allows you to view the sequence of calculations that resulted in the automated values for overtime, penalties and minimum engagement
View Timesheet Workflow History	Displays the history of workflow actions in relation to the timesheet
Return to Search	Takes the user back to the Search List
Previous in List	Takes the user to the previous timesheet in the Search List
Next in List	Takes the user to the next timesheet in the Search List
Notify	Allows administrators to send an email to another administrator from the current page, referencing that page. <b>Note:</b> This functionality <i>cannot</i> be used to send emails to employees or supervisors
Add	Takes the user to the section where they can add a new timesheet for an employee
Update/Display	Takes the user to <b>Update/Display</b> mode where necessary

## 2 Adding timesheets

Administrators with the appropriate access are able to add timesheets on behalf of employees. This would typically be granted if the administrator manages casuals that have a position with a casual category that is not automated.

1.	<p>Navigate to : <b>Main Menu &gt; Global Payroll &amp; Absence Mgmt &gt; Payee Data &gt; Maintain Timesheets &gt; Administer Timesheets</b></p>
2.	<p>Select the <b>Add a New Value</b> tab</p> <p><b>Admin Timesheet Processing</b></p>  <p>Find an Existing Value   <b>Add a New Value</b></p>
3.	<p>Enter the <b>Empl ID</b> for the employee e.g. <b>1234567</b></p>
4.	<p>Enter the <b>Empl Rcd Nbr</b> for the employee e.g. <b>2</b></p> <p><b>Note:</b> If you enter an <b>Empl Rcd Nbr</b> for the employee which is not a casual general employment record you will get the following message:</p> 
5.	<p>Enter the relevant <b>Timesheet Period</b> in the <b>Period ID</b> field.</p> <p>Alternatively you can select the looking glass against the <b>Period ID</b> field and choose the required timesheet period from the list displayed.</p>

	<p><b>Search Results</b></p> <p>View 100 First 1-18 of 18 Last</p> <table border="1"> <thead> <tr> <th>Period ID</th> <th>Description</th> <th>Period End Date</th> </tr> </thead> <tbody> <tr><td>T20120624</td><td>Test</td><td>24/06/2012</td></tr> <tr><td>T20120708</td><td>Period ending 08/07/2012</td><td>08/07/2012</td></tr> <tr><td>T20120722</td><td>Period ending 22/07/2012</td><td>22/07/2012</td></tr> <tr><td>T20120805</td><td>Period ending 05/08/2012</td><td>05/08/2012</td></tr> <tr><td>T20120819</td><td>Period ending 19/08/2012</td><td>19/08/2012</td></tr> <tr><td>T20120902</td><td>Period ending 02/09/2012</td><td>02/09/2012</td></tr> <tr><td>T20120916</td><td>Period ending 16/09/2012</td><td>16/09/2012</td></tr> <tr><td>T20120930</td><td>Period ending 30/09/2012</td><td>30/09/2012</td></tr> <tr><td>T20121014</td><td>Period ending 14/10/2012</td><td>14/10/2012</td></tr> </tbody> </table>	Period ID	Description	Period End Date	T20120624	Test	24/06/2012	T20120708	Period ending 08/07/2012	08/07/2012	T20120722	Period ending 22/07/2012	22/07/2012	T20120805	Period ending 05/08/2012	05/08/2012	T20120819	Period ending 19/08/2012	19/08/2012	T20120902	Period ending 02/09/2012	02/09/2012	T20120916	Period ending 16/09/2012	16/09/2012	T20120930	Period ending 30/09/2012	30/09/2012	T20121014	Period ending 14/10/2012	14/10/2012																																																																																																																																																																																																																																																															
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<p>7.</p>	<p>The timesheet will display.</p> <p><b>Casual Staff Administer Timesheets</b></p> <p>Name: Timesheet.Training      Empl ID: 3297189      Job Title: ANU Officer Gr 4 (Research)      Empl Rcd Nbr: 2      Department: RES SCH ACCT &amp; BUS INFO SYS      Eligibility Group: CASUAL      Reports To: 00022928 Lecturer (Level B)      5087994 Training Supervisor</p> <p>Buttons: <a href="#">Help</a> <a href="#">Print</a></p> <p>Ordinary Hours:      Processed:      Penalty Hours:      Time &amp; One Half:      Double Time:      Double Time &amp; One Half:      Total Hours Paid:      Total Hours Worked:</p> <p>Period ID: T20120902      *Hours approved and processed prior to payroll cutoff times will be paid on the next pay day. Please consult the Pay Calendar for details.</p> <p><input type="checkbox"/> Use the 24 hour clock 14:30 = 2:30PM      <input type="checkbox"/> GL Distributions Override</p> <table border="1"> <thead> <tr> <th>Day</th> <th>Date</th> <th>Total</th> <th>Time In</th> <th>Time Out</th> <th>Time In</th> <th>Time Out</th> <th>Time In</th> <th>Time Out</th> <th>Attendance Type</th> <th>Ordinary Hours</th> <th>Time &amp; One Half</th> <th>Double Time</th> <th>Double Time &amp; One Half</th> <th>Penalty Hours</th> <th>Approved</th> <th>Status</th> <th>Comments</th> <th>Cancel</th> </tr> </thead> <tbody> <tr><td>Mon</td><td>20/08/2012</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>CAS</td><td></td><td></td><td></td><td></td><td></td><td><input type="checkbox"/></td><td>New</td><td>Add</td><td>Cancel</td></tr> <tr><td>Tue</td><td>21/08/2012</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>CAS</td><td></td><td></td><td></td><td></td><td></td><td><input 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<p>8.</p>	<p>Select the date the timesheet entry needs to be made for.</p> <p><b>Note:</b> Times should <b>not</b> be entered for dates in the future. Any entries made for future dates will be <b>deleted</b>.</p>																																																																																																																																																																																																																																																																																													
<p>9.</p>	<p>Using a <b>24 hour clock</b> format enter the attendance session start time in the <b>Time In</b> field, eg <b>09.00</b></p> <p></p>																																																																																																																																																																																																																																																																																													

<p>10.</p>	<p>Using a <b>24 hour clock</b> format enter the attendance session end time in the first <b>Time Out</b> field, eg <b>12.30</b></p> 
<p>11.</p>	<p>If the employee has had a second attendance, for example a lunch break, repeat steps 9 and 10.</p> <p><b>Note:</b> It is possible to enter up to three attendance sessions on one day</p> 
<p>12.</p>	<p><b>Shifts Spanning Midnight</b></p> <p>If the hours worked span midnight, you will need to enter <b>Time Out</b> of 23.59 on one day and <b>Time In</b> as 00.00 for the next day.</p>  <p>As a result the <b>Ordinary Hours</b> will be under-calculated on the start date of the attendance by approximately 0.02 hours. If necessary, amend the value in <b>Ordinary Hours</b> by entering the correct number of hours for the attendance to midnight.</p>
<p>13.</p>	<p><b>Minimum Hours</b></p> <p>If the employee is entitled to payment for minimum hours and has worked less than those minimum hours, you will need to change the value in <b>Ordinary Hours</b> to ensure correct payment.</p>  <p>The <b>Total</b> value will remain at the hours worked.</p>
<p>14.</p>	<p><b>Attendance Type</b></p> <p>For most employees the <b>Attendance Type</b> will be <b>CAS</b>. However, if the employee is an Invigilator, Simulated Patient or Theatre Staff the <b>Attendance Type</b> may need to be changed to ensure correct payment.</p>

To change the **Attendance Type** select the looking glass against the **Attendance Type**.

Day	Date	Total	Time In	Time Out	Time In	Time Out	Time In	Time Out	Attendance Type
Mon	20/08/2012	5.00	09:00	12:00	13:00	15:00			SPGR1 

Select the appropriate **Time Reporting Code** from the list presented.

### Look Up Attendance Type

#### Search Results

View 100 First 1-2 of 2 Last

Time Reporting Code	Description
SPGR1	Simulated Patient Grade 1
SPGR2	Simulated Patient Grade 2

**Note** : Projectionists have only one **Attendance Type** of **PROJ**. Further details are available in the **Processing Projectionist timesheets** section of this guide.

15. If the casual is not automated, check for any relevant overtime and/or penalty rates and make any necessary adjustments.

Timesheet Status

Day	Date	Total	Time In	Time Out	Time In	Time Out	Time In	Time Out	Attendance Type	Ordinary Hours	Time & One Half	Double Time	Double Time & One Half	Penalty Hours
Mon	06/08/2012	8.00	09:00	12:00	13:00	18:00			CAS 	8.00				

If the casual is not automated, enter the attendance and click the **Calc** button:

#### Casual Staff Administer Timesheets

Name:	Empl ID:	1013705	<input type="button" value="Help"/>
Job Title: ANU Officer 7 (Technical)	Empl Record:	0	
Department:	Eligibility Group:	CASUAL Technical	
Reports To:			
Ordinary Hours:	4.17	Processed:	<input type="button" value="Print"/> <input type="button" value="Calc"/>
Penalty Hours:			
Time & One Half:			
Double Time:			

**Note:** The **Calc** button is only available for automated casual categories.

16. **Approve**

To approve the timesheet select the **Approved checkbox**. This will change the **Status** to **Approved**.

Approved	Status
<input checked="" type="checkbox"/>	Approved

If you do not want to approve the timesheet at this stage it is not necessary to tick the checkbox.


**Note:** Only **Approved** timesheets will be processed and subsequently uploaded to payroll (for automated casual categories).

17. **General Ledger (GL)**

You can view the GL that the timesheet will get paid against in the **View GL Distributions** hyperlink.

[View GL Distributions](#)

**Timesheet GL Distribution**



Empl ID	Empl Rcd Hbr	Effective Date	Fund	Department	Project	Percent to Allocate
1 3474297		0 18/04/2011	R	30510	CG	100.000000

18. There may be multiple GLs. These can be identified if the percentage is less than 100.00. To view the other GL/s you can select the arrow as per below:

**Timesheet GL Distribution**



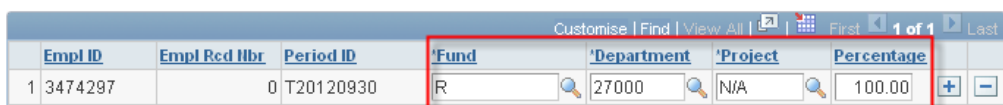
Empl ID	Empl Rcd Hbr	Effective Date	Fund	Department	Project	Percent to Allocate
1 3474297		0 18/04/2011	R	30510	CG	100.000000

19. If the GL needs to be overridden to a different code this can be done in the **Override Timesheet GL Distribution** hyperlink.

[Override Timesheet GL Distribution](#)

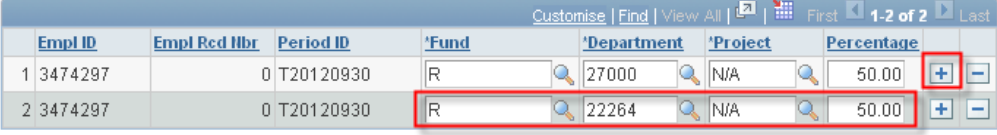

Enter the relevant details in the **Fund, Department, Project** and **Percentage** fields (if there is no value for the **Project** field enter **N/A**).

**Timesheet GL Overrides**











Empl ID	Empl Rcd Hbr	Period ID	Fund	Department	Project	Percentage
1 3474297		0 T20120930	R	27000	N/A	100.00

If you need to add another GL code select the plus button and then enter the relevant details, remembering that the percentages need to add up to 100%.

	<p><b>Timesheet GL Overrides</b></p>  <p>Select the <b>OK</b> button to be returned to the timesheet.</p>
20.	<p>The timesheet can now be either <b>saved</b> or <b>processed</b></p> 
21.	<p>To save select the <b>Save for Later</b> Button.</p> <p>This option would generally be used if you need to finalise details of the timesheet before selecting the <b>Process Timesheet</b> button.</p>
22.	<p>To process the timesheet select the <b>Process Timesheet</b> button.</p> <p>The status of <b>Approved</b> timesheet entries will change to <b>Ready for Processing</b> and will be uploaded into payroll in the current pay calendar when the <b>Timesheet Upload to PI process</b> is run.</p>
23.	<p>End of Procedure</p>

### 3 Amending timesheets

Some administrators are able to amend timesheets on behalf of employees. This would typically be done if the casual occupies a position with a casual category that is not automated.

1.	<p>Navigate to :  <b>Main Menu &gt; Global Payroll &amp; Absence Mgmt &gt; Payee Data &gt; Maintain Timesheets &gt; Administer Timesheets</b></p>																																																												
2.	<p>Enter the relevant information in <b>Empl ID</b> and <b>Empl Rcd Nbr</b> fields. To ensure that all timesheets are returned change the <b>Timesheet Status</b> field to <b>blank</b>.</p> <p><b>Admin Timesheet Processing</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div data-bbox="406 891 1385 1391"> <p>Find an Existing Value    Add a New Value</p> <p>Limit the number of results to (up to 300): <input type="text" value="300"/></p> <p><b>Empl ID:</b> begins with <input type="text" value="3297189"/> </p> <p><b>Empl Rcd Nbr:</b> = <input type="text" value="2"/> </p> <p><b>Period ID:</b> begins with <input type="text"/> </p> <p><b>Last Name:</b> begins with <input type="text"/></p> <p><b>First Name:</b> begins with <input type="text"/></p> <p><b>Department:</b> begins with <input type="text"/> </p> <p><b>Job Code:</b> begins with <input type="text"/> </p> <p><b>Payroll Status:</b> = <input type="text"/></p> <p><b>Period Begin Date:</b> &gt;= <input type="text"/> </p> <p><b>Period End Date:</b> &lt;= <input type="text"/> </p> <p><b>Timesheet Status:</b> = <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a>  <a href="#">Save Search Criteria</a></p> </div> <p>If you know the the <b>Timesheet Period ID</b> you may enter that value in the <b>Period ID</b> field. Then proceed to step 6.</p>																																																												
3.	<p>Select the <b>Search</b> button</p>																																																												
4.	<p>A list of timesheets will be returned:</p> <p><b>Search Results</b></p> <p>View All <span style="float: right;">First <input type="button" value="←"/> 1-5 of 5 <input type="button" value="→"/> Last</span></p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Rcd Nbr</th> <th>Name</th> <th>Department</th> <th>Job Code</th> <th>Period ID</th> <th>Payroll Status</th> <th>Period Begin Date</th> <th>Period End Date</th> <th>Timesheet Status</th> </tr> </thead> <tbody> <tr> <td>3297189</td> <td>2</td> <td>Timesheet.Training</td> <td>62040</td> <td>G4RES</td> <td>T20120916</td> <td>Active</td> <td>03/09/2012</td> <td>16/09/2012</td> <td>New</td> </tr> <tr> <td>3297189</td> <td>2</td> <td>Timesheet.Training</td> <td>62040</td> <td>G4RES</td> <td>T20120916</td> <td>Active</td> <td>03/09/2012</td> <td>16/09/2012</td> <td>Submitted</td> </tr> <tr> <td>3297189</td> <td>2</td> <td>Timesheet.Training</td> <td>62040</td> <td>G4RES</td> <td>T20120930</td> <td>Active</td> <td>17/09/2012</td> <td>30/09/2012</td> <td>New</td> </tr> <tr> <td>3297189</td> <td>2</td> <td>Timesheet.Training</td> <td>62040</td> <td>G4RES</td> <td>T20120930</td> <td>Active</td> <td>17/09/2012</td> <td>30/09/2012</td> <td>Submitted</td> </tr> <tr> <td>3297189</td> <td>2</td> <td>Timesheet.Training</td> <td>62040</td> <td>G4RES</td> <td>T20120930</td> <td>Active</td> <td>17/09/2012</td> <td>30/09/2012</td> <td>Approved</td> </tr> </tbody> </table>	Empl ID	Empl Rcd Nbr	Name	Department	Job Code	Period ID	Payroll Status	Period Begin Date	Period End Date	Timesheet Status	3297189	2	Timesheet.Training	62040	G4RES	T20120916	Active	03/09/2012	16/09/2012	New	3297189	2	Timesheet.Training	62040	G4RES	T20120916	Active	03/09/2012	16/09/2012	Submitted	3297189	2	Timesheet.Training	62040	G4RES	T20120930	Active	17/09/2012	30/09/2012	New	3297189	2	Timesheet.Training	62040	G4RES	T20120930	Active	17/09/2012	30/09/2012	Submitted	3297189	2	Timesheet.Training	62040	G4RES	T20120930	Active	17/09/2012	30/09/2012	Approved
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5.	<p>Select the relevant timesheet by choosing the appropriate line.</p>																																																												



**Search Results** Select

View All First 1-9 of 9 Last

Empl ID	Empl Rcd Nbr	Name	Department	Job Code	Period ID	Payroll Status	Period Begin Date	Period End Date	Timesheet Status
3297189,0		Timesheet, Training	27000	G3ADM	T20120916	Active	03/09/2012	16/09/2012	New
3297189,0		Timesheet, Training	27000	G3ADM	T20120916	Active	03/09/2012	16/09/2012	Submitted
3297189,0		Timesheet, Training	27000	G3ADM	T20120930	Active	17/09/2012	30/09/2012	New
3297189,0		Timesheet, Training	27000	G3ADM	T20120930	Active	17/09/2012	30/09/2012	Approved
3297189,2		Timesheet, Training	62040	G4RES	T20120916	Active	03/09/2012	16/09/2012	New
3297189,2		Timesheet, Training	62040	G4RES	T20120916	Active	03/09/2012	16/09/2012	Submitted
3297189,2		Timesheet, Training	62040	G4RES	T20120930	Active	17/09/2012	30/09/2012	New
3297189,2		Timesheet, Training	62040	G4RES	T20120930	Active	17/09/2012	30/09/2012	Submitted
3297189,2		Timesheet, Training	62040	G4RES	T20120930	Active	17/09/2012	30/09/2012	Approved

6. The selected timesheet will display.

**Casual Staff Administer Timesheets**

Name: Timesheet, Training      Empl ID: 3297189  
 Job Title: ANU Officer Gr 4 (Research)      Empl Rcd Nbr: 2  
 Department: RES SCH ACCT & BUS INFO SYS      Eligibility Group: CASUAL  
 Reports To: 00022928 Lecturer (Level B)      5067994 Training Supervisor

Help      Print

Ordinary Hours: 21.00      Processed:

Penalty Hours:

Time & One Half:

Double Time:

Double Time & One Half:

Total Hours Paid: 21.00      Period ID: T20120930  
 \*Hours approved and processed prior to payroll cutoff times will be paid on the next pay day. Please consult the Pay Calendar for details.

Total Hours Worked: 20.00

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	Attendance Type	Ordinary Hours	Time & One Half	Double Time	Double Time & One Half	Penalty Hours	Approved	Status	Comments	Cancel
Mon	17/09/2012	4.00	13:00	17:00					CAS	4.00					<input checked="" type="checkbox"/>	Approved	Add	Cancel
Tue	18/09/2012	4.00	15:00	19:00					CAS	4.00					<input checked="" type="checkbox"/>	Approved	Add	Cancel
Wed	19/09/2012	6.00	09:00	12:00	13:00	16:00			CAS	6.00					<input checked="" type="checkbox"/>	Approved	Add	Cancel
Thu	20/09/2012								CAS						<input type="checkbox"/>	New	Add	Cancel
Fri	21/09/2012	2.00	09:00	11:00					CAS	3.00					<input type="checkbox"/>	Submitted	Add	Cancel
Sat	22/09/2012								CAS						<input type="checkbox"/>	New	Add	Cancel
Sun	23/09/2012	4.00	11:00	15:00					CAS	4.00					<input checked="" type="checkbox"/>	Approved	Add	Cancel
Mon	24/09/2012								CAS						<input type="checkbox"/>	New	Add	Cancel
Tue	25/09/2012								CAS						<input type="checkbox"/>	New	Add	Cancel
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Thu	27/09/2012								CAS						<input type="checkbox"/>	New	Add	Cancel
Fri	28/09/2012								CAS						<input type="checkbox"/>	New	Add	Cancel
Sat	29/09/2012								CAS						<input type="checkbox"/>	New	Add	Cancel
Sun	30/09/2012								CAS						<input type="checkbox"/>	New	Add	Cancel

7. **Adding Times**

Timesheet the date the entry needs to be made for.

**Note:** Times should **not** be entered for dates in the future. Any entries made for future dates will be **deleted**.

8. Using a **24 hour clock** format enter the attendance session start time in the first **Time In** field, eg **9.00**

**Time In**

09:00

9. Using a **24 hour clock** format enter the attendance session end time in the first **Time Out** field, eg **12.30**


	<p><b>Time Out</b></p> <p>12:30</p>																																													
10.	<p>If the employee has had a second attendance, for example after a lunch break, repeat steps 8 and 9.</p> <p><b>Note:</b> It is possible to enter up to three attendance sessions on one day.</p> <table border="1" data-bbox="395 674 1139 837"> <thead> <tr> <th>Time In</th> <th>Time Out</th> <th>Time In</th> <th>Time Out</th> <th>Time In</th> <th>Time Out</th> </tr> </thead> <tbody> <tr> <td>09:00</td> <td>12:30</td> <td>14:00</td> <td>18:00</td> <td></td> <td></td> </tr> </tbody> </table>	Time In	Time Out	Time In	Time Out	Time In	Time Out	09:00	12:30	14:00	18:00																																			
Time In	Time Out	Time In	Time Out	Time In	Time Out																																									
09:00	12:30	14:00	18:00																																											
11.	<p><b>Amending Times</b></p> <p>Select the date the amendment needs to be made for and using a <b>24 hour clock</b> format change the values in the <b>Time In</b> and <b>Time Out</b> fields as necessary.</p>																																													
12.	<p><b>Cancelling Times</b></p> <p>Details on how to cancel times or timesheets are available in the <b>Cancelling timesheet entries</b> section of this guide.</p>																																													
13.	<p><b>Shifts Spanning Midnight</b></p> <p>If there are hours worked that span midnight you will need to enter <b>Time Out</b> of <b>23.59</b> on one day and <b>Time In</b> as <b>00.00</b> for the next day.</p> <table border="1" data-bbox="395 1451 1321 1568"> <thead> <tr> <th>Day</th> <th>Date</th> <th>Total</th> <th>Time In</th> <th>Time Out</th> <th>Time In</th> <th>Time Out</th> <th>Time In</th> <th>Time Out</th> <th>Attendance Type</th> <th>Ordinary Hours</th> <th>Time &amp; One Half</th> <th>Double Time</th> <th>Double Time &amp; One Half</th> <th>Penalty Hours</th> </tr> </thead> <tbody> <tr> <td>Mon</td> <td>17/09/2012</td> <td>1.98</td> <td>22:00</td> <td>23:59</td> <td></td> <td></td> <td></td> <td></td> <td>CAS</td> <td>1.98</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Tue</td> <td>18/09/2012</td> <td>2.00</td> <td>00:00</td> <td>02:00</td> <td></td> <td></td> <td></td> <td></td> <td>CAS</td> <td>2.00</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>As a result the <b>Ordinary Hours</b> will be under-calculated on the start date of the attendance by approximately 0.02 hours. If necessary, amend the value in <b>Ordinary Hours</b> by entering the correct number of hours for the attendance to midnight.</p>	Day	Date	Total	Time In	Time Out	Time In	Time Out	Time In	Time Out	Attendance Type	Ordinary Hours	Time & One Half	Double Time	Double Time & One Half	Penalty Hours	Mon	17/09/2012	1.98	22:00	23:59					CAS	1.98					Tue	18/09/2012	2.00	00:00	02:00					CAS	2.00				
Day	Date	Total	Time In	Time Out	Time In	Time Out	Time In	Time Out	Attendance Type	Ordinary Hours	Time & One Half	Double Time	Double Time & One Half	Penalty Hours																																
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Tue	18/09/2012	2.00	00:00	02:00					CAS	2.00																																				
14.	<p><b>Minimum Hours</b></p> <p>If the employee is entitled to payment for minimum hours and has worked less than those minimum hours, you will need to change the value in <b>Ordinary Hours</b> to ensure correct payment.</p> <table border="1" data-bbox="395 1982 1332 2067"> <thead> <tr> <th>Day</th> <th>Date</th> <th>Total</th> <th>Time In</th> <th>Time Out</th> <th>Time In</th> <th>Time Out</th> <th>Time In</th> <th>Time Out</th> <th>Attendance Type</th> <th>Ordinary Hours</th> <th>Time &amp; One Half</th> <th>Double Time</th> <th>Double Time &amp; One Half</th> <th>Penalty Hours</th> </tr> </thead> <tbody> <tr> <td>Mon</td> <td>17/09/2012</td> <td>1.50</td> <td>09:30</td> <td>11:00</td> <td></td> <td></td> <td></td> <td></td> <td>CAS</td> <td>3.00</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Day	Date	Total	Time In	Time Out	Time In	Time Out	Time In	Time Out	Attendance Type	Ordinary Hours	Time & One Half	Double Time	Double Time & One Half	Penalty Hours	Mon	17/09/2012	1.50	09:30	11:00					CAS	3.00																			
Day	Date	Total	Time In	Time Out	Time In	Time Out	Time In	Time Out	Attendance Type	Ordinary Hours	Time & One Half	Double Time	Double Time & One Half	Penalty Hours																																
Mon	17/09/2012	1.50	09:30	11:00					CAS	3.00																																				

The **Total** value will remain at the hours worked.

15. **Attendance Types**

For most employees the **Attendance Type** will be **CAS**. However, if the employee is an Invigilator, Simulated Patient or Theatre Staff the **Attendance Type** may need to be changed to ensure correct payment.

To change the **Attendance Type** select the looking glass against the **Attendance Type**.

Day	Date	Total	Time In	Time Out	Time In	Time Out	Time In	Time Out	Attendance Type
Mon	20/08/2012	5.00	09:00	12:00	13:00	15:00			SPGR1 

Select the appropriate **Time Reporting Code** from the list presented.

**Look Up Attendance Type**

**Search Results**


View 100 First 1-2 of 2 Last

Time Reporting Code	Description
SPGR1	Simulated Patient Grade 1
SPGR2	Simulated Patient Grade 2

**Note** : Projectionists have only one **Attendance Type** of **PROJ**. Further details are available in the **Processing Projectionist timesheets** section of this guide.

16.

If the casual is not automated, check for any relevant overtime and/or penalty rates and make any necessary adjustments.

Day	Date	Total	Time In	Time Out	Time In	Time Out	Time In	Time Out	Attendance Type	Ordinary Hours	Time & One Half	Double Time	Double Time & One Half	Penalty Hours
Mon	06/08/2012	8.00	09:00	12:00	13:00	18:00			CAS 	8.00				

If the casual is not automated, enter the attendance and click the **Calc** button:

Casual Staff Administer Timesheets

Name: ANU Officer 7 (Technical)      Empl ID: 1013705     

Job Title: ANU Officer 7 (Technical)      Empl Record: 0

Department:      Eligibility Group: CASUAL      Technical

Reports To:

---

Ordinary Hours: 4.17           

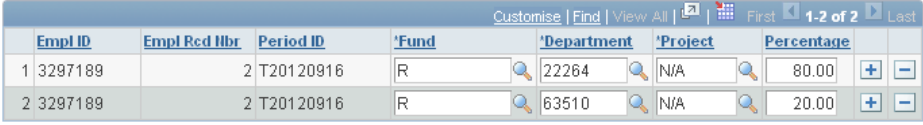

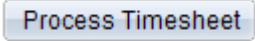
Penalty Hours:

Time & One Half:

Double Time:

**Note:** The **Calc** button is only available for automated casual categories.

<p>17.</p>	<p><b>General Ledger (GL)</b></p> <p>You can view the GL that the timesheet will get paid against in the <b>View GL Distributions</b> hyperlink.</p> <p><a href="#">View GL Distributions</a></p> <p><b>Timesheet GL Distribution</b></p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Rcd Nbr</th> <th>Effective Date</th> <th>Fund</th> <th>Department</th> <th>Project</th> <th>Percent to Allocate</th> </tr> </thead> <tbody> <tr> <td>1 3474297</td> <td>0</td> <td>18/04/2011</td> <td>R</td> <td>30510</td> <td>CG</td> <td>100.000000</td> </tr> </tbody> </table>	Empl ID	Empl Rcd Nbr	Effective Date	Fund	Department	Project	Percent to Allocate	1 3474297	0	18/04/2011	R	30510	CG	100.000000
Empl ID	Empl Rcd Nbr	Effective Date	Fund	Department	Project	Percent to Allocate									
1 3474297	0	18/04/2011	R	30510	CG	100.000000									
<p>18.</p>	<p>However, if the supervisor has overridden the GL the <b>GL Distribution Override</b> checkbox will be checked.</p> <p><b>Casual Staff Administer Timesheets</b></p> <p>Name: Timesheet, Training      Empl ID: 3297189          Job Title: ANU Officer Gr 4 (Research)      Empl Rcd Nbr: 2          Department: RES SCH ACCT &amp; BUS INFO SYS      Eligibility Group: CASUAL          Reports To: 00022928 Lecturer (Level B)      5067994 Training Supervisor</p> <p>Ordinary Hours: 18.48      Processed:          Penalty Hours:          Time &amp; One Half:          Double Time:          Double Time &amp; One Half:          Total Hours Paid: 18.48      Period ID: T20120916          Total Hours Worked: 18.48      *Hours approved and processed prior to payroll cutoff times will be paid on the next pay day. Please consult the Pay Calendar for details.</p> <p><input checked="" type="checkbox"/> Use the 24 hour clock 14:30 = 2:30PM      <input checked="" type="checkbox"/> GL Distributions Override</p>														
<p>19.</p>	<p>To view the overridden GL details select the <b>Override Timesheet GL Distribution</b> link</p> <p><a href="#">Override Timesheet GL Distribution</a></p>														
<p>20.</p>	<p>Details of the <b>GL Distribution Override</b> for the timesheet will be displayed.</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Rcd Nbr</th> <th>Period ID</th> <th>Fund</th> <th>Department</th> <th>Project</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>1 3297189</td> <td>2</td> <td>T20120916</td> <td>R</td> <td>22264</td> <td>N/A</td> <td>100.00</td> </tr> </tbody> </table>	Empl ID	Empl Rcd Nbr	Period ID	Fund	Department	Project	Percentage	1 3297189	2	T20120916	R	22264	N/A	100.00
Empl ID	Empl Rcd Nbr	Period ID	Fund	Department	Project	Percentage									
1 3297189	2	T20120916	R	22264	N/A	100.00									
<p>21.</p>	<p>If required you can amend it by entering the relevant details in the <b>Fund, Department, Project</b> and <b>Percentage</b> fields (if there is no value for the <b>Project</b> field enter <b>N/A</b>).</p> <p><b>Note:</b> The GL Distribution for a timesheet cannot be amended once it has been uploaded into payroll – That is when there is at least one timesheet entry with a <b>Status of Processed</b>.</p>														
<p>22.</p>	<p>If you need to add another GL code select the <b>plus</b> button and the enter the relevant details, remembering that the percentages need to add up to 100%.</p>														

	
23.	<p>If required, you can delete entries by selecting the <b>minus</b> button against the relevant row.</p> 
24.	<p>Select the <b>OK</b> button to be returned to the timesheet.</p>
25.	<p>To process the timesheet select the <b>Process Timesheet</b> button.</p>  <p>This will change the <b>status</b> of <b>Approved</b> entries to <b>Ready for Processing</b> and will upload them into payroll when the <b>Timesheet Upload to PI process</b> is run.</p>
26.	<p>The <b>Timesheet Upload to PI process</b> will be run once a pay usually on the Thursday before the pay run.</p>
27.	<p>If the <b>Timesheet Upload to PI</b> process has already been run you will need to run this process manually. This can be identified where there is an entry with a <b>Status</b> of <b>Processed</b>.</p> <p>Proceed to the <b>Timesheet Upload to PI</b> section of this guide.</p>
28.	<p>End of Procedure.</p>

## 4 Processing timesheets

The majority of professional categories will be automatically assigned overtime, penalty, and minimum engagement hours.

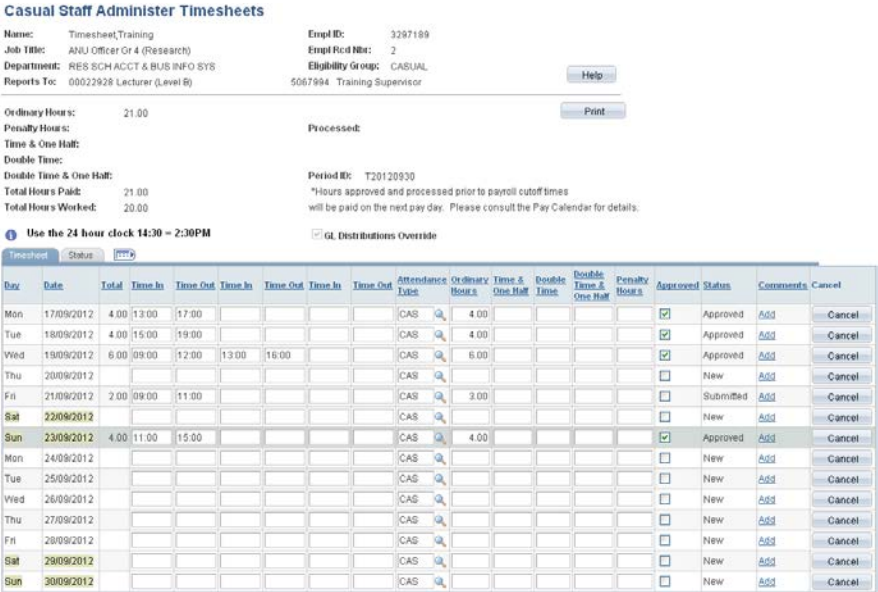
For the following categories of casual staff, Administrators are responsible for checking timesheets and certifying them ready to be uploaded into payroll (via Positive Input). See Section 14 for more information on the applicable categories:

- Projectionists
- Invigilators
- Observatory Night Assistants
- Unidentified casuals

For the above categories, it is expected that Administrators will:

- check for any relevant overtime and penalty rates and make any necessary adjustments
- check/add GL overrides for the timesheet as appropriate
- check for comments
- process the timesheet once they are satisfied that the entries on the timesheet are correct.

1.	Navigate to : <b>Main Menu &gt; Global Payroll &amp; Absence Mgmt &gt; Payee Data &gt; Maintain Timesheets &gt; Administer Timesheets</b>
2.	<p>This will display the <b>Admin Timesheet Processing</b> page with the defaults of the <b>Payroll Status</b> as <b>Active</b> and the <b>Timesheet Status</b> as <b>Approved</b>.</p> <p>By selecting the <b>Search</b> button this will return records that have been approved and need to be processed.</p> <p><b>Admin Timesheet Processing</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Find an Existing Value   Add a New Value</p> <hr/> <p>Limit the number of results to (up to 300): <input type="text" value="300"/></p> <p><b>Empl ID:</b> <input type="text" value="begins with"/> <input type="button" value="🔍"/></p> <p><b>Empl Rcd Nbr:</b> <input type="text" value="="/> <input type="button" value="🔍"/></p> <p><b>Period ID:</b> <input type="text" value="begins with"/> <input type="button" value="🔍"/></p> <p><b>Last Name:</b> <input type="text" value="begins with"/></p> <p><b>First Name:</b> <input type="text" value="begins with"/></p> <p><b>Department:</b> <input type="text" value="begins with"/> <input type="button" value="🔍"/></p> <p><b>Job Code:</b> <input type="text" value="begins with"/> <input type="button" value="🔍"/></p> <p><b>Payroll Status:</b> <input type="text" value="="/> <input type="text" value="Active"/> <input type="button" value="📅"/></p> <p><b>Period Begin Date:</b> <input type="text" value="&gt;="/> <input type="text" value=""/> <input type="button" value="📅"/></p> <p><b>Period End Date:</b> <input type="text" value="&lt;="/> <input type="text" value=""/> <input type="button" value="📅"/></p> <p><b>Timesheet Status:</b> <input type="text" value="="/> <input type="text" value="Approved"/> <input type="button" value="📅"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p style="text-align: right;"><b>Click to return all Approved Timesheet waiting to be processed</b></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <input type="button" value="📄"/> <a href="#">Save Search Criteria</a></p> </div>

	<p>If you wish to return timesheets for terminated employees as well – change the <b>Payroll Status</b> to <b>blank</b>.</p> <p><b>Note:</b> When searching for timesheets according to <b>Timesheet Status</b> the search will return any timesheets which have at least on entry with the selected status.</p>
3.	<p>If you wish to return timesheets for any other parameter complete the necessary details and then select the <b>Search</b> button.</p> <div style="text-align: center;"> <input type="button" value="Search"/> </div>
4.	<p>A list of timesheets will be returned. Select the relevant timesheet.</p>
5.	<p>The timesheet will display:</p> 
6.	<p>Check the timesheet to see if there are any entries with a <b>Status</b> of <b>Saved</b>, <b>Submitted</b> and/or <b>Rework</b> which might need to be followed up.</p>
7.	<p>Check the timesheet to make sure the following details are correct:</p> <ul style="list-style-type: none"> <li>• minimum hours payment</li> <li>• shifts spanning midnight</li> <li>• Attendance Types</li> <li>• hours allocation across overtime and penalty categories</li> <li>• GL Distributions</li> </ul>
8.	<p><b>Minimum Hours</b></p> <p>If the employee is entitled to payment for minimum hours and has worked less than those minimum hours, you will need to change the value in <b>Ordinary Hours</b> to ensure correct payment.</p>

Day	Date	Total	Time In	Time Out	Time In	Time Out	Time In	Time Out	Attendance Type	Ordinary Hours	Time & One Half	Double Time	Double Time & One Half	Penalty Hours
Mon	17/09/2012	1.50	09:30	11:00					CAS	3.00				

The **Total** value will remain at the hours worked.

**9. Shifts Spanning Midnight**

If a shift spans midnight you may need to override the **Ordinary Hours** value. This is because these shifts need to be entered as two attendances:

- for the period up to midnight the **Time Out** must be **23:59**.
- and for the period after midnight on the next day the **Time In** must be **00:00**.


Day	Date	Total	Time In	Time Out	Time In	Time Out	Time In	Time Out	Attendance Type	Ordinary Hours	Time & One Half	Double Time	Double Time & One Half	Penalty Hours
Mon	17/09/2012	1.98	22:00	23:59					CAS	1.98				
Tue	18/09/2012	2.00	00:00	02:00					CAS	2.00				

As a result the **Ordinary Hours** will be under-calculated on the start date of the attendance by approximately 0.02 hours. If necessary, amend the value in **Ordinary Hours** by entering the correct number of hours for the attendance to midnight.

**10. Attendance Types**

For most employees the **Attendance Type** will be **CAS**. However, if the employee is an Invigilator, Simulated Patient or Theatre Staff the **Attendance Type** may need to be changed to ensure correct payment.

To change the **Attendance Type** select the looking glass against the **Attendance Type**.

Day	Date	Total	Time In	Time Out	Time In	Time Out	Time In	Time Out	Attendance Type
Mon	20/08/2012	5.00	09:00	12:00	13:00	15:00			SPGR1 

Select the appropriate **Time Reporting Code** from the list presented.

**Look Up Attendance Type**

**Search Results**


View 100 First 1-2 of 2 Last

Time Reporting Code	Description
SPGR1	Simulated Patient Grade 1
SPGR2	Simulated Patient Grade 2

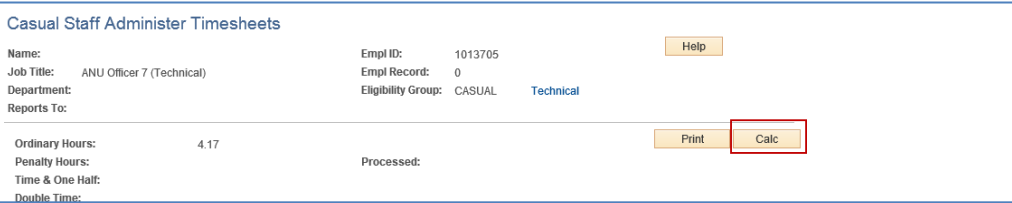
**Note:** Projectionists have only one **Attendance Type** of **PROJ**. Further details are available in the **Processing Projectionist timesheets** section of this guide.



11. If the casual belongs to a category that is not automated, check for any relevant overtime and/or penalty rates and make any necessary adjustments.



If the casual is not automated, enter the attendance and click the **Calc** button:



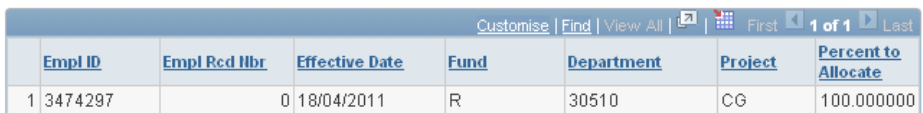
**Note:** The **Calc** button is only available for automated casual categories.

12. **General Ledger (GL)**

You can view the GL that the timesheet will get paid against in the **View GL Distributions** hyperlink.

[View GL Distributions](#)

**Timesheet GL Distribution**



Empl ID	Empl Rcd Hbr	Effective Date	Fund	Department	Project	Percent to Allocate
1 3474297	0	18/04/2011	R	30510	CG	100.000000

13. However, if the supervisor has overridden the GL the **GL Distribution Override** checkbox will be checked.

**Casual Staff Administer Timesheets**

Name: Timesheet, Training      Empl ID: 3297189  
 Job Title: ANU Officer Gr 4 (Research)      Empl Rcd Nbr: 2  
 Department: RES SCH ACCT & BUS INFO SYS      Eligibility Group: CASUAL  
 Reports To: 00022928 Lecturer (Level B)      5067994 Training Supervisor

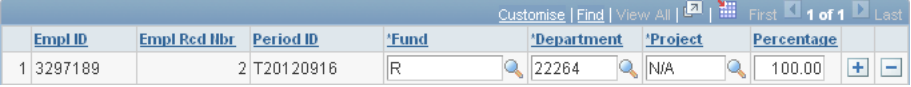

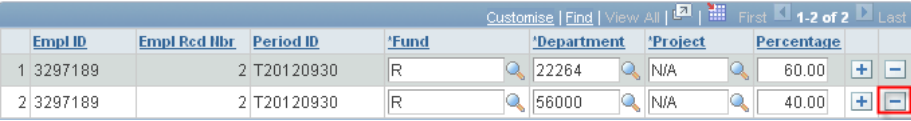

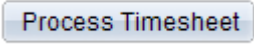
Ordinary Hours: 18.48  
 Penalty Hours:  
 Time & One Half:  
 Double Time:  
 Double Time & One Half:  
 Total Hours Paid: 18.48  
 Total Hours Worked: 18.48

Period ID: T20120916  
 \*Hours approved and processed prior to payroll cutoff times will be paid on the next pay day. Please consult the Pay Calendar for details.

**GL Distributions Override**

14. To view the overridden GL details select the **Override Timesheet GL Distribution** link

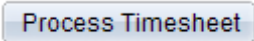
[Override Timesheet GL Distribution](#)

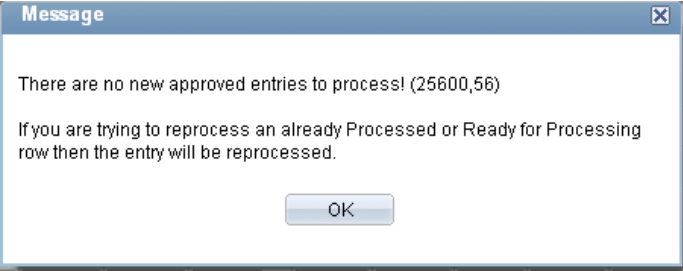
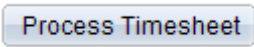
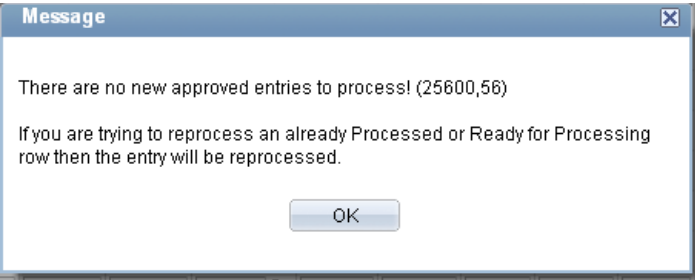
15.	<p>Details of the <b>GL Distribution Override</b> for the timesheet will be displayed.</p> 
16.	<p>If required you can amend it by entering the relevant details in the <b>Fund, Department, Project</b> and <b>Percentage</b> fields (if there is no value for the <b>Project</b> field enter <b>N/A</b>).</p>
17.	<p>If you need to add another GL code select the <b>plus</b> button and the enter the relevant details, remembering that the percentages need to add up to 100%.</p> 
18.	<p>If required, you can delete entries by selecting the <b>minus</b> button against the relevant row.</p> 
19.	<p>Select the <b>OK</b> button to be returned to the timesheet.</p>
20.	<p>The timesheet can now be <b>saved</b> or <b>processed</b>.</p>
21.	<p>The timesheet can be saved by selecting the <b>Save for Later</b> button.</p>  <p>This will only saves changes that have made to the timesheet it will not prepare the timesheet for payment.</p>
22.	<p>To process the timesheet select the <b>Process Timesheet</b> button.</p>  <p>This will change the status of <b>Approved</b> entries to <b>Ready for Processing</b> and will upload them into payroll when the <b>Timesheet Upload to PI Process</b> is run.</p> <p>The <b>Timesheet to PI Upload Process</b> will be run once a pay usually on the Thursday before the pay run.</p>

23.	End of Procedure
-----	------------------

## 5 Cancelling timesheet entries

Employees can cancel timesheet entries that haven't been approved or have been pushed back to them for rework. However once the entry has been approved only the administrator has access to cancel any incorrect entries.

1.	<p>Navigate to : <b>Main Menu &gt; Global Payroll &amp; Absence Mgmt &gt; Payee Data &gt; Maintain Timesheets &gt; Administer Timesheets</b></p>
2.	<p>Enter the relevant information in <b>Empl ID</b> and <b>Empl Rcd Nbr</b> fields.</p> <p>To ensure that all timesheets are returned change the <b>Timesheet Status</b> field to <b>blank</b>.</p> <p>If you know the Timesheet Period for which an entry needs to be cancelled you can enter this in the <b>Period Id</b> field on the <b>Admin Timesheet Processing</b> page (or select it from the list provided when clicking on the looking glass).</p> <p>Select the <b>Search</b> button.</p>
3.	A list of timesheets will be returned. Select the relevant timesheet.
4.	<p>The timesheet will display.</p> <p>Identify the entry that needs to be cancelled. If it has a <b>status</b> of <b>Saved, Submitted, Approved, Rework</b> or <b>Ready for Processing</b> select the <b>Cancel</b> button.</p> <div style="text-align: center;">  </div> <p>This will remove the details of the timesheet entry</p>
5.	<p>Select the <b>Process Timesheet</b> button and this will ensure that the information is correctly removed from payroll.</p> <div style="text-align: center;">  </div> <p>If no other changes are made to the timesheet before you select the <b>Process</b> button, you may get the following warning message.</p>

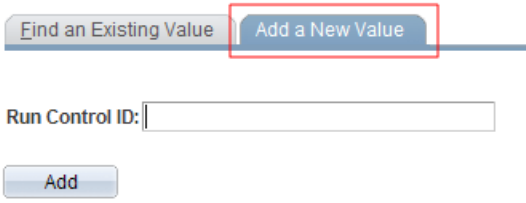
	 <p>No action is necessary as the timesheet will be uploaded even though there are no approved timesheet entries being uploaded.</p>
6.	<p>If the entry has <b>status</b> of <b>Processed</b> delete each of the times entered. The <b>Ordinary Hours</b> and <b>Total Hours</b> fields will be cleared when you tab out of the last <b>Time Out</b> field.</p> <p>The <b>Status</b> of the entry will return to <b>New</b> but the <b>Process Status</b> on the <b>Status</b> tab will remain as <b>Processed</b>.</p>
7.	<p>Select the <b>Process Timesheet</b> button and this will ensure that the information is correctly removed from payroll.</p>  <p>If no other changes are made to the timesheet before you select the <b>Process</b> button, you may get the following warning message.</p>  <p>No action is necessary as the timesheet will be uploaded even though there are no approved timesheet entries being uploaded.</p>
8.	End of Procedure

## 6 Timesheet upload to PI

The **Timesheet Upload to PI** process will automatically run once a fortnight usually on the Thursday before the pay run. Most categories of casual professional timesheets with a status of **Approved** will be uploaded into **Positive Input (PI)** (refer to Section 14 for more detail). This process will also upload all timesheets with a status of **Ready for Processing** into **Positive Input (PI)** within the payroll system and change their status to **Processed**.

Timesheet data is only uploaded into the current pay period.

If there is a need for a timesheet to be uploaded into PI outside of this cycle administrators can run the **Timesheet Upload to PI** process for individual employees:

1.	<p>Navigate to : <b>Main Menu &gt; Global Payroll &amp; Absence Mgmt &gt; Payee Data &gt; Maintain Timesheets &gt; Timesheet to PI Upload</b></p>
2.	<p>For the first time this process is run you will need to add a new run control</p> <p>Select the <b>Add a New Value</b> Tab</p> <p><b>Timesheet upload to PI</b></p>  <p>Run Control ID: <input type="text"/></p> <p><b>Add</b></p>
3.	<p>Enter details in the <b>Run Control ID</b> field.</p> <p>Select <b>Add</b> button</p>
4.	<p>This will display the <b>Timesheet upload to PI</b> page where the current pay calendar defaults through.</p>

	<h3>Timesheet upload to PI</h3> <p>Run Control ID: ts <span style="float: right;"><a href="#">Report Manager</a> <a href="#">Process Monitor</a> <input type="button" value="Run"/></span></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Selection Criteria</b></p> <p>Calendar ID: F20120912PAY</p> <p>Period ID: <input type="text"/></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Select Timesheets for Processing</b> <span style="float: right;">Find      First 1 of 1 Last</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Empl ID</th> <th style="width: 35%;">Empl Rcd Nbr</th> <th style="width: 60%;">Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="text" value="0"/></td> <td></td> </tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="+"/> <input type="button" value="-"/></p> </div> <p style="text-align: right;"><input type="button" value="Save"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/></p>	Empl ID	Empl Rcd Nbr	Name	1	<input type="text" value="0"/>	
Empl ID	Empl Rcd Nbr	Name					
1	<input type="text" value="0"/>						
<p>5.</p>	<p>In the <b>Period ID</b> field enter the <b>Timesheet Period</b> for the timesheet you wish to upload.</p> <h3>Timesheet upload to PI</h3> <p>Run Control ID: ts <span style="float: right;"><a href="#">Report Manager</a> <a href="#">Process Monitor</a> <input type="button" value="Run"/></span></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Selection Criteria</b></p> <p>Calendar ID: F20120912PAY</p> <p>Period ID: <span style="border: 2px solid red; padding: 2px;">T20120930</span> <input type="text"/> Period ending 30/09/2012</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Select Timesheets for Processing</b> <span style="float: right;">Find      First 1 of 1 Last</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Empl ID</th> <th style="width: 35%;">Empl Rcd Nbr</th> <th style="width: 60%;">Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="text" value="0"/></td> <td></td> </tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="+"/> <input type="button" value="-"/></p> </div> <p>This can be left blank if there are multiple timesheets periods to be uploaded for the employee however it should be entered at all other times</p>	Empl ID	Empl Rcd Nbr	Name	1	<input type="text" value="0"/>	
Empl ID	Empl Rcd Nbr	Name					
1	<input type="text" value="0"/>						
<p>6.</p>	<p>Enter the <b>Empl ID</b> and <b>Empl Rcd Nbr</b> for the employee.</p> <h3>Timesheet upload to PI</h3> <p>Run Control ID: ts <span style="float: right;"><a href="#">Report Manager</a> <a href="#">Process Monitor</a> <input type="button" value="Run"/></span></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Selection Criteria</b></p> <p>Calendar ID: F20120912PAY</p> <p>Period ID: <input type="text" value="T20120930"/> Period ending 30/09/2012</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Select Timesheets for Processing</b> <span style="float: right;">Find      First 1 of 1 Last</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Empl ID</th> <th style="width: 35%;">Empl Rcd Nbr</th> <th style="width: 60%;">Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><span style="border: 2px solid red; padding: 2px;">1234567</span> <input type="text"/></td> <td><span style="border: 2px solid red; padding: 2px;">2</span> <input type="text"/></td> </tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="+"/> <input type="button" value="-"/></p> </div>	Empl ID	Empl Rcd Nbr	Name	1	<span style="border: 2px solid red; padding: 2px;">1234567</span> <input type="text"/>	<span style="border: 2px solid red; padding: 2px;">2</span> <input type="text"/>
Empl ID	Empl Rcd Nbr	Name					
1	<span style="border: 2px solid red; padding: 2px;">1234567</span> <input type="text"/>	<span style="border: 2px solid red; padding: 2px;">2</span> <input type="text"/>					
<p>7.</p>	<p>You can add more rows by selecting the <b>plus</b> button and entering the relevant details.</p>						

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	It is possible to enter up to five rows.
8.	Select <b>Run</b> button.
9.	Select <b>OK</b> button.
10.	End of Procedure.





## 9 Processing approval proxies

Administrators are able to proxy timesheet approval to someone else on behalf of supervisors.

1.	<p>Navigate to: <b>Main Menu &gt; Workforce Administration &gt; Approvals and Delegations &gt; Add Delegation Request</b></p>														
2.	<p>Enter the <b>Employment ID</b> of the supervisor who currently holds the approval delegation in the <b>begins with</b> field.</p> <p><b>Add Delegation Request</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Limit the number of results to (up to 300): 300</p> <p>Search by: EmpID begins with</p> <p>Search Advanced Search</p>														
3.	<p>Enter the date that proxy is to start from (it can't be back-dated) in the <b>From Date</b> field. Then enter the end date in the <b>To Date</b> field (leave blank if open-ended).</p> <p><b>Add Delegation Request</b></p> <p>Timesheet Supervisor Employee Emplid: 1234567 Empl Rcd #: 0</p> <table border="1"> <thead> <tr> <th>From Date</th> <th>To Date</th> <th>Trans Type</th> <th>Transaction Name</th> <th>Proxy</th> <th>Name</th> <th>Notify Delegator</th> </tr> </thead> <tbody> <tr> <td>09/10/2012</td> <td>31/12/2012</td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Maintain Delegated Authorities Administer Delegation</p>	From Date	To Date	Trans Type	Transaction Name	Proxy	Name	Notify Delegator	09/10/2012	31/12/2012					<input type="checkbox"/>
From Date	To Date	Trans Type	Transaction Name	Proxy	Name	Notify Delegator									
09/10/2012	31/12/2012					<input type="checkbox"/>									
4.	<p>Select the looking glass against the <b>Transaction Name</b> field and select <b>TIMESHEET_WF_APPROVALS</b>.</p> <p><b>Add Delegation Request</b></p> <p>Timesheet Supervisor Employee Emplid: 1234567 Empl Rcd #: 0</p> <table border="1"> <thead> <tr> <th>From Date</th> <th>To Date</th> <th>Trans Type</th> <th>Transaction Name</th> <th>Proxy</th> <th>Name</th> <th>Notify Delegator</th> </tr> </thead> <tbody> <tr> <td>09/10/2012</td> <td>31/12/2012</td> <td>Approve</td> <td>TIMESHEET_WF_APPROVALS</td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	From Date	To Date	Trans Type	Transaction Name	Proxy	Name	Notify Delegator	09/10/2012	31/12/2012	Approve	TIMESHEET_WF_APPROVALS			<input type="checkbox"/>
From Date	To Date	Trans Type	Transaction Name	Proxy	Name	Notify Delegator									
09/10/2012	31/12/2012	Approve	TIMESHEET_WF_APPROVALS			<input type="checkbox"/>									
5.	<p>Enter the <b>Employment ID</b> of the person who is to receive the proxy in the <b>Proxy</b> field.</p> <p><b>Add Delegation Request</b></p> <p>Timesheet Supervisor Employee Emplid: 1234567 Empl Rcd #: 0</p> <table border="1"> <thead> <tr> <th>From Date</th> <th>To Date</th> <th>Trans Type</th> <th>Transaction Name</th> <th>Proxy</th> <th>Name</th> <th>Notify Delegator</th> </tr> </thead> <tbody> <tr> <td>09/10/2012</td> <td>31/12/2012</td> <td>Approve</td> <td>TIMESHEET_WF_APPROVALS</td> <td>23456789</td> <td>Training Supervisor</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Maintain Delegated Authorities Administer Delegation</p>	From Date	To Date	Trans Type	Transaction Name	Proxy	Name	Notify Delegator	09/10/2012	31/12/2012	Approve	TIMESHEET_WF_APPROVALS	23456789	Training Supervisor	<input type="checkbox"/>
From Date	To Date	Trans Type	Transaction Name	Proxy	Name	Notify Delegator									
09/10/2012	31/12/2012	Approve	TIMESHEET_WF_APPROVALS	23456789	Training Supervisor	<input type="checkbox"/>									

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6.	Select the <b>Save</b> button
7.	An email will automatically be sent to the person where they will be required to either accept or decline the proxy.
8.	End of procedure

## 10 Timesheet Reports

Reports will be available to assist Administrators in managing the timesheets.

In these reports Administrators will have access to details of timesheets for any employee:

- whose HR Department is one the Administrator normally has access to
- who has a **Timesheet GL Distribution Override** for a GL department the Administrator normally has access to but whose HR department does not fall into the Administrator's College/Division
- whose normal **GL Distribution Override** is for the Administrator's College/Division, but whose HR department is not and there is no other Timesheet GL Distribution Override relevant to the Administrator's College/Division for the employee's timesheet.

### 10.1 Timesheet Status Report

This report enables Administrators to report on the **status** of timesheets and to identify those timesheets which may need following up, either with the employee or the employee's supervisor to ensure that they are processed in the current pay.

The report can also be used to identify any timesheets which have not been processed when they should have been.

The reports can be run by a number of parameters: **Employee, Timesheet Status, Timesheet Period ID, HR Department, and/or GL Department.**

Where the report is run by **Timesheet Status**, it will return details of any timesheet which has at least one timesheet entry which has the status requested.

The format of the report is as follows:

Emplid	Empl Rcd#	Name	Payroll Status	HR Dept	Dept Name	GL Details	Timesheet Period	Status	Current Reports To Position	Current Supervisor EEMPLID	Current Supervisor Name
1234567	0	Test Timesheet	Active	27000	Casual Pool	R6170002	T20120819	Submitted	575	9876543	Test Manager

### 10.2 Timesheet Details Report

This report enables Administrators to report on all the details contained on the timesheet/s for an employee or a number of employees.

It will also return timesheet details for employees who may have a GL in their area even if their HR department is in another area.

The report can be run by a number of parameters: **Employee, Timesheet Status, Timesheet Period ID, HR Department, and/or GL Department.**

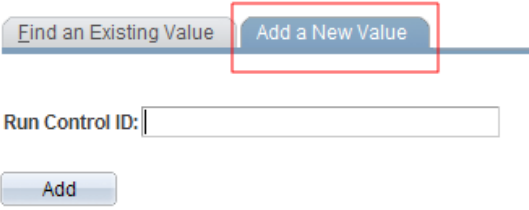
The report output can then be filtered to extract the information required.

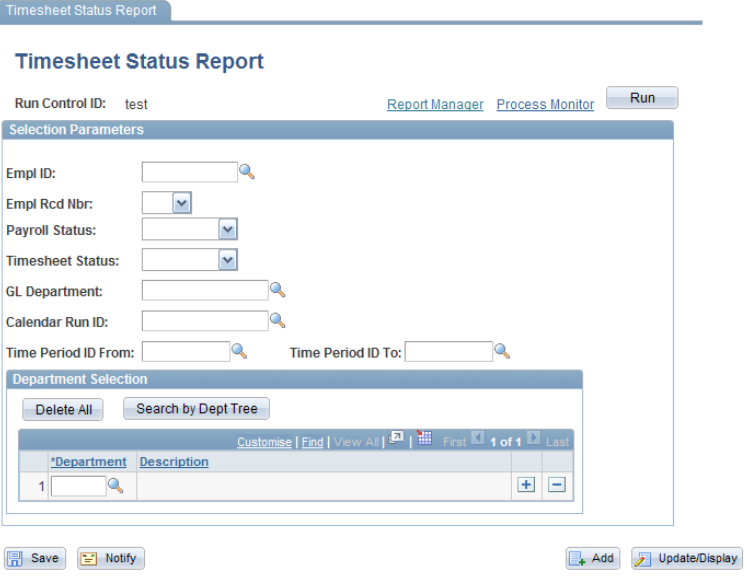
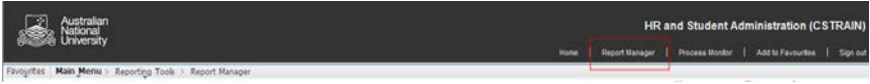
### **10.3 Timesheet Exceptions Report**

This report is required to identify scenarios where manual intervention may be required to deal with casual professionals that have:

- received more than one instance of minimum engagement – checks for cases where a casual works more than one job on the same day and minimum engagement hours were paid.
- more than one casual job – checks for cases where the same employee has worked a total of more than 35/38 hours for the same timesheet period across multiple jobs.
- a full-time and/or part-time job – checks for cases where a casual has worked in a full-time and/or part-time job during the same timesheet period.

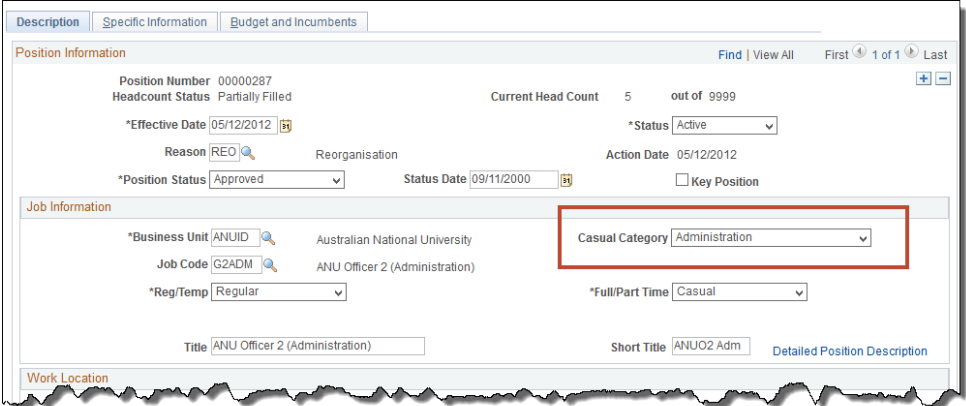
## 11 Running Timesheet Reports

1.	<p>Navigate to: <b>Main Menu &gt; Global Payroll &amp; Absence Mgmt &gt; Absence and Payroll Processing &gt; Reports</b></p>
2.	<p>Select the report you wish to run:</p> <ul style="list-style-type: none"> <li>• <b>Timesheet Status Report</b></li> <li>• <b>Timesheet Detail Report</b></li> <li>• <b>Timesheet Exceptions Report</b></li> </ul>
3.	<p>For the first time the report is run you will need to add a new run control</p> <p>Select the <b>Add a New Value</b> Tab</p> <p><b>Timesheet Status Report</b></p>  <p>Run Control ID: <input type="text"/></p> <p><input type="button" value="Add"/></p>
4.	<p>Enter details on the <b>Run Control ID</b> field</p> <p>Select <b>Add</b> button</p>
5.	<p>This will display the parameter page for the report you are running</p> <p>For example,</p>

	
6.	<p>Enter the parameters you wish to run the report for.</p> <p>For example, to find all timesheets for <b>Timesheet Period T20120916</b> which are waiting to be <b>approved</b> by the supervisor:</p> <p>Select <b>Submitted</b> from the drop down list in the <b>Timesheet Status</b> field.</p> <p>Enter <b>T20120916</b> in the <b>Time Period ID From</b> field, the <b>Time Period ID To</b> field will automatically populate with the same <b>Time Period ID</b> which you can override if necessary.</p>
7.	<p>Select <b>Run</b> button</p>
8.	<p>Select <b>OK</b> button</p>
9.	<p>When the report has run it will available in your <b>Report Manager</b>:</p> 
10.	<p>End of Procedure</p>

## 12 Updating Casual Categories

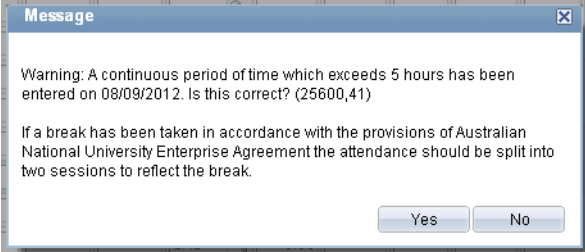
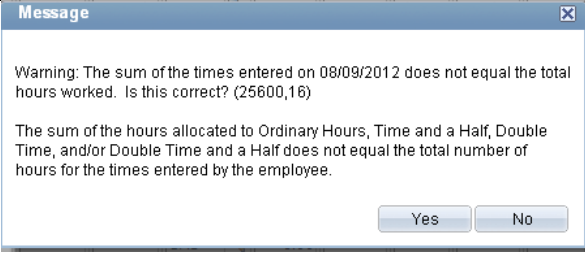
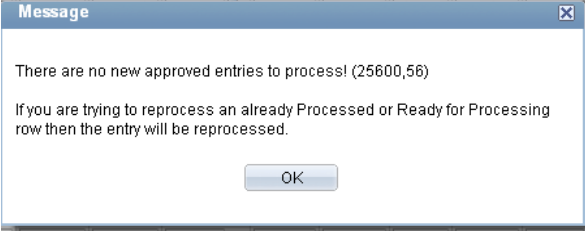
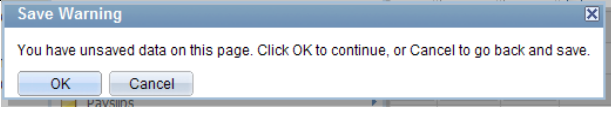
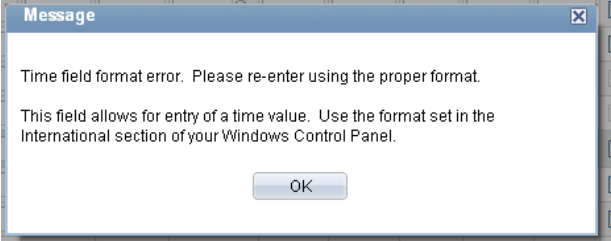
Depending on the category of a casual, their overtime, penalty and minimum engagement hours will be calculated and their times automatically processed when their manager approves them. To ensure that the casual is correctly identified, the position they occupy needs to be set to the correct casual category. For more information about these categories and how they are processed, refer to Section 14.

1.	<p>Navigate to:  <b>Main Menu &gt; Organisational Development &gt; Position Management &gt; Maintain Positions/Budgets &gt; Add/Update Position Info</b></p>
2.	<p>Enter the position number and click <b>Search</b></p> <p><b>Result:</b> The Position Description page is displayed.</p>  <p>The screenshot shows a web interface for 'Position Information'. It includes fields for Position Number (00000287), Headcount Status (Partially Filled), Current Head Count (5 out of 9999), Effective Date (05/12/2012), Status (Active), Reason (REO), Reorganisation, Action Date (05/12/2012), Position Status (Approved), Status Date (09/11/2000), Key Position checkbox, Business Unit (ANUID - Australian National University), Job Code (G2ADM - ANU Officer 2 (Administration)), Reg/Temp (Regular), Full/Part Time (Casual), Title (ANU Officer 2 (Administration)), and Short Title (ANUO2 Adm). The 'Casual Category' dropdown menu is highlighted with a red box and set to 'Administration'.</p>
3.	<p>If the Casual Category is blank, select the desired category in the drop-down list.</p>
4.	<p>If the Casual Category is incorrect, insert a new row and change the Casual Category to the desired category.</p>
5.	<p>Click <b>Save</b></p>
6.	<p>End of Procedure</p>

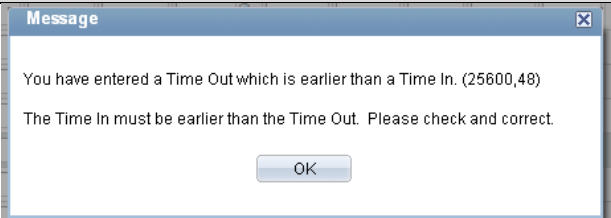
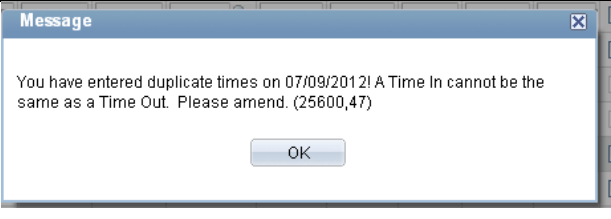
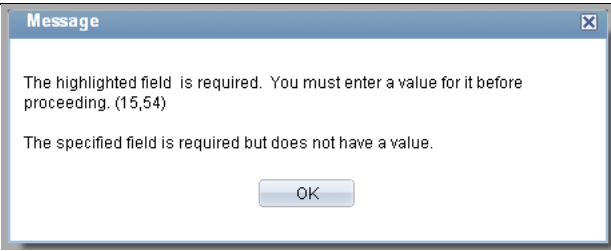
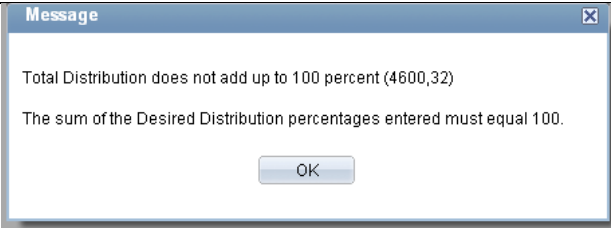
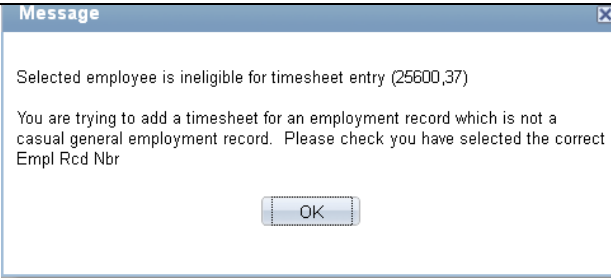
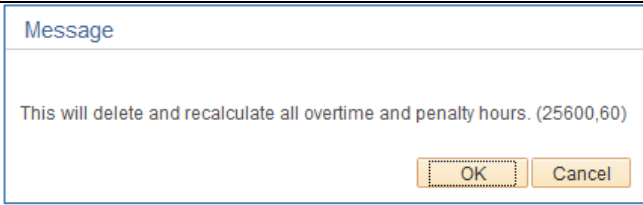
## 13 Common Messages

There are a number of edit messages which have been developed to reduce the incidence of errors in completing timesheets.

Some messages are error messages which will prevent further action until the error is addressed. Other messages are warning messages which provide information about an entry to enable a change to the entry if necessary but which will allow processing to continue if no corrective action is taken.

Purpose of Message	Message	Error/ Warning
To advise employees, supervisors and administrators of times entered which are for a continuous period of more than 5 hours and that it may need to be checked.		Warning
To advise supervisors and administrators when the <b>Ordinary Hours</b> have been manually overridden and it may need to be checked.		Warning
To advise administrators that they are trying to process a timesheet which has no new <b>Approved</b> entries to process. This message will be received when cancelling processed entries.		Warning
To warn the user that they have not saved their entries.		Warning
To advise employees and administrators if they enter an invalid value in the <b>Time in</b> or <b>Time Out</b> fields, for example decimal rather than hh:mm format.		Error

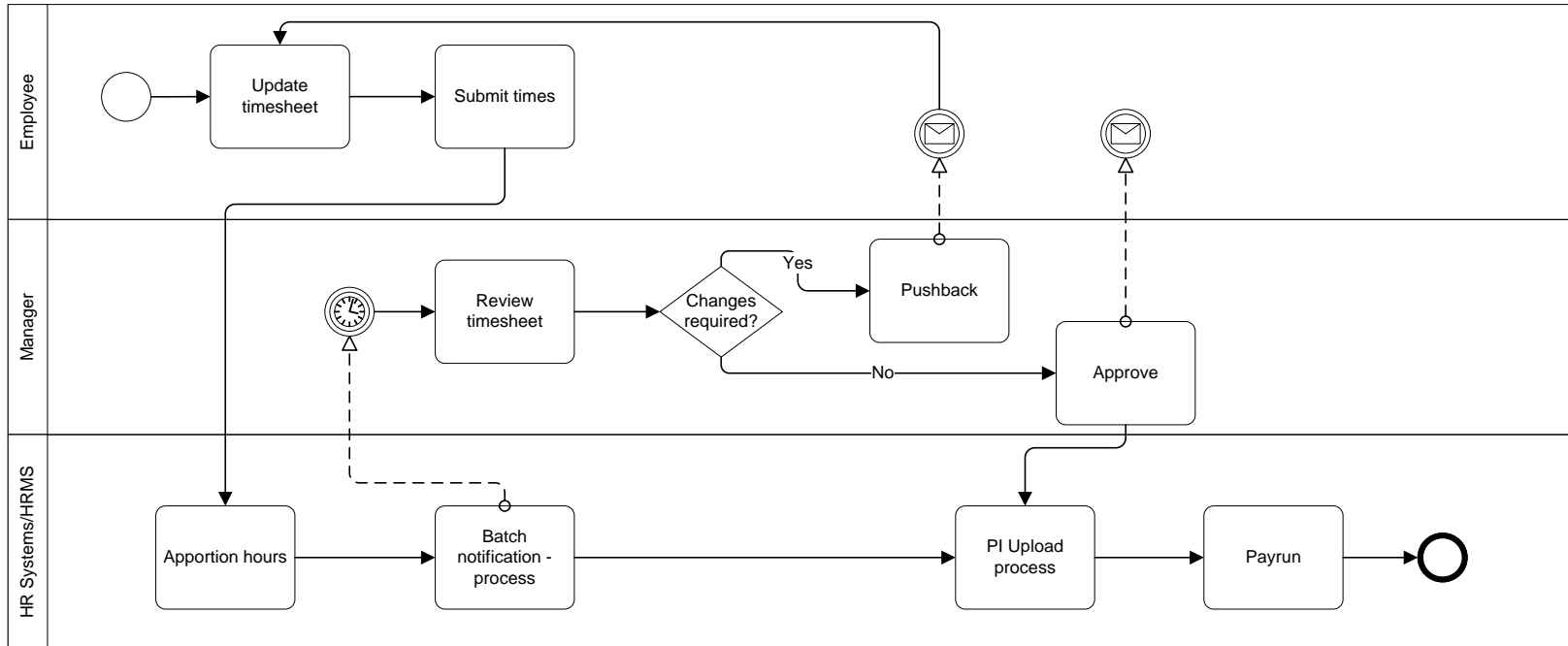


Purpose of Message	Message	Error/Warning
<p>To advise employees that they have entered a <b>Time Out</b> which precedes a <b>Time In</b>.</p> <p>This may occur when 24 hour clock format has not been used.</p>		Error
<p>To advise employees when a <b>Time Out</b> value is the same as a <b>Time In</b> value.</p>		Error
<p>To advise supervisors and administrators that they must complete all fields when entering a <b>Timesheet GL Distribution Override</b>.</p>		Error
<p>To advise supervisors and administrators that the total of the <b>percentages</b> for a <b>Timesheet GL Distribution Override</b> do not equal 100%.</p>		Error
<p>To advise administrators that they are trying to add a timesheet for an employee/employment record they do not have access to.</p>		Error
<p>To warn the administrator that the system will recalculate all penalty, overtime and min. engagement hours, replacing any existing entries.</p>		Warning

## 14 Casual Professional Categories

Category	Automated Rules Processing?	Processed after Manager approves?	Processed after HR Admin set as Ready for Processing?
Administration	YES	YES	YES
Attendant/Halls of Residence	YES	YES	YES
Cleaning	YES	YES	YES
Draughting/Illustration	YES	YES	YES
Tradesperson (Electrician)	<i>If identified</i>	YES	YES
Engineering	YES	YES	YES
Gallery	YES	YES	YES
Grounds	YES	YES	YES
Hospitality	YES	YES	YES
Field Interviewer	YES	YES	YES
Invigilators	NO	NO	YES
Information Technology	YES	YES	YES
Library	YES	YES	YES
Nurse Assistant, Educator, Mgr	<i>If identified</i>	YES	YES
Observatory Night Assistant	NO	NO	YES
Professional	YES	YES	YES
Projectionists	NO	NO	YES
Printing	YES	YES	YES
Research	YES	YES	YES
Scribe/Note Taker	YES	YES	YES
Security	YES	YES	YES
Simulated Patients	YES	YES	YES
Specialists	<i>If identified</i>	YES	YES
Stores	YES	YES	YES
Technical	YES	YES	YES
Theatre	YES	YES	YES
Tradesperson	YES	YES	YES
Unidentified (no casual category identified against position data)	NO	NO	YES

## 15 Workflow



**Note:** The administrator is not shown in the above diagram but if they have the appropriate access, they will still have the option to review and amend timesheets. The difference between the proposed workflow and the current workflow is that administrator intervention is *not* required for most categories of casuals to be paid.