HRMS User Guide

HR Administrators

Online Timesheets for Casual Professional Staff

(Version 3.0, 2015)

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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.

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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).

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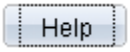
1.4 Timesheet explained

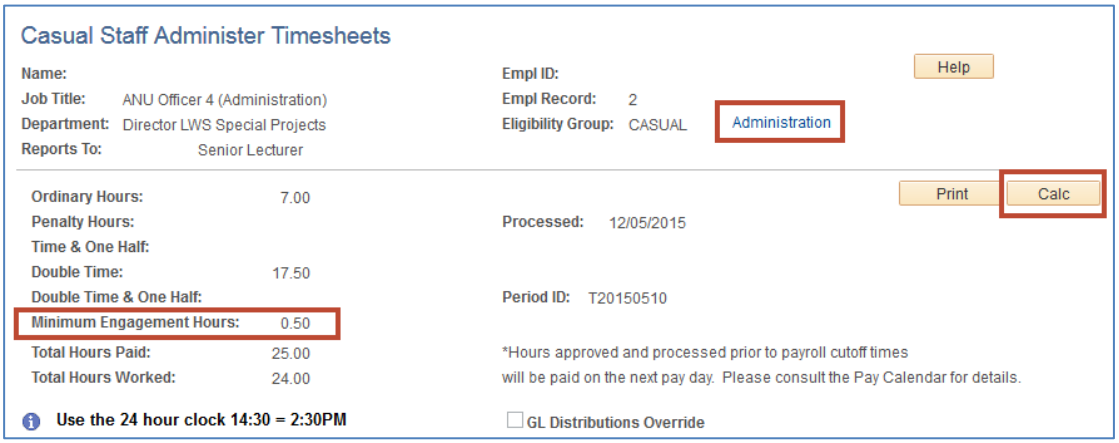
The following sections describe the structure of the timesheet and the terminology used.

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 **Job Data.**
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.

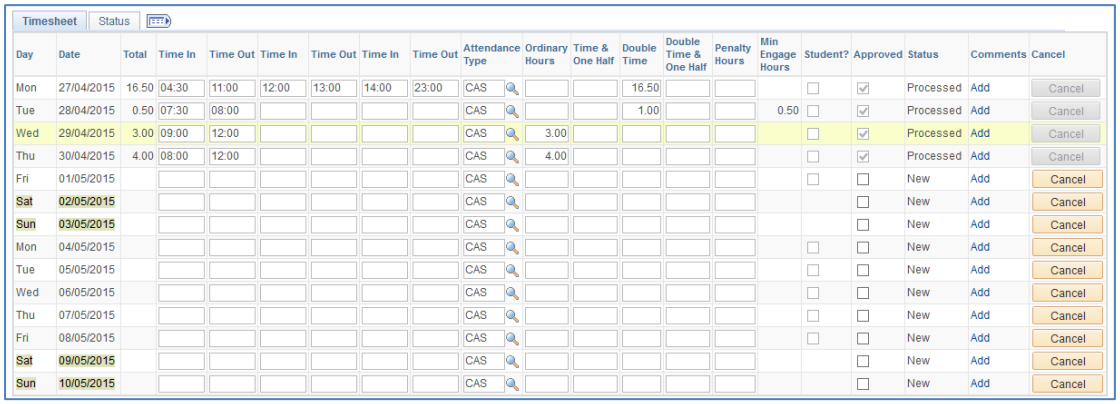


Terms	Explanations
[casual category]	Displays the type of casual. Clicking on the link downloads a description of the configuration rules for that category of casual
Ordinary Hours	Total number of hours at ordinary time
Penalty Hours	Total number of hours at penalty rates

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 **Note**: The **Total Hours Worked** may vary from the **Total Hours Paid** if the **Ordinary Hours** 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						Processed	Add	Cancel
Tue	28/04/2015	0.50	07:30	08:00					CAS			1.00			0.50			Processed	Add	Cancel
Wed	29/04/2015	3.00	09:00	12:00					CAS	3.00								Processed	Add	Cancel
Thu	30/04/2015	4.00	08:00	12:00					CAS	4.00								Processed	Add	Cancel
Fri	01/05/2015								CAS									New	Add	Cancel
Sat	02/05/2015								CAS									New	Add	Cancel
Sun	03/05/2015								CAS									New	Add	Cancel
Mon	04/05/2015								CAS									New	Add	Cancel
Tue	05/05/2015								CAS									New	Add	Cancel
Wed	06/05/2015								CAS									New	Add	Cancel
Thu	07/05/2015								CAS									New	Add	Cancel
Fri	08/05/2015								CAS									New	Add	Cancel
Sat	09/05/2015								CAS									New	Add	Cancel
Sun	10/05/2015								CAS									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

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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 **Times In** can be entered. Each **Time In** must have a **Time Out** in order for the timesheet to be submitted.
Time Out	End time for the attendance – Up to three **Times Out** can be entered. Each **Time Out** must have a **Time In** in order to be submitted.
Attendance Type	The **Attendance Type** determines the employee's payment rate. For most employees the **Attendance Type** will be **CAS.** For Invigilators, Simulated Patients, Projectionists and Theatre Staff the **Attendance Type** will vary.
Ordinary Hours	Number of hours at ordinary time. The system will automatically calculate the number of **Ordinary Hours** 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 **approved**. It is automatically checked when the supervisor approves a timesheet entry.
Status	This is the status applicable to the timesheet entry. Values are: • **New** – no times have been entered. This status will also appear against cancelled entries. • **Approved** – Entry has been approved. • **Rework** – the entry has been pushed back to the employee by the supervisor for rework or cancellation. • **Ready for Processing** – the administrator has checked the timesheet and sent it for upload into payroll. • **Processed** – the timesheet has been uploaded into payroll.

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Terms	Explanations
Comments	The **Comments** 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 **cancel** 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 **Saved**, **Submitted** and **Approved**

1.4.4 Status tab

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

Timesheet | Status

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: • **Not Proc** – the entry has not yet been processed by the administrator or is a blank entry. • **Awaiting** – the entry is waiting to be uploaded into payroll. • **Processed** – the entry has been uploaded into payroll.
Processed Date	The last date that the entry was uploaded into payroll

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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. **Note**: This functionality *cannot* 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 **Update/Display** mode where necessary

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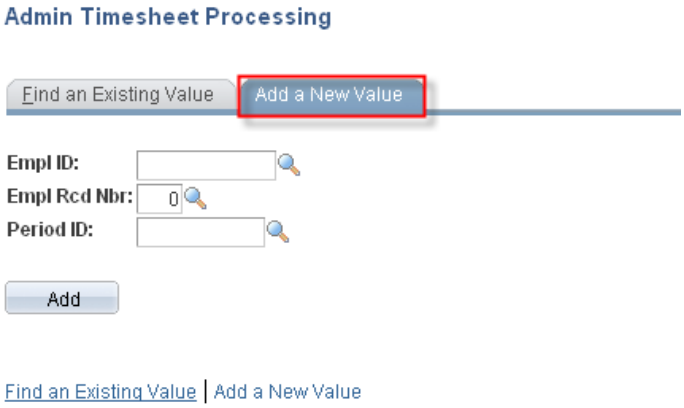
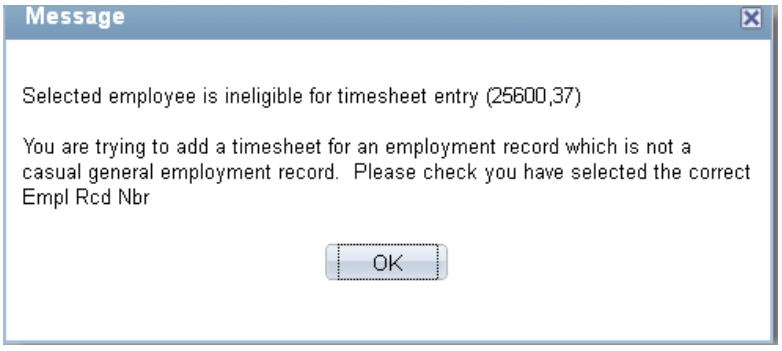
2 Adding timesheets

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

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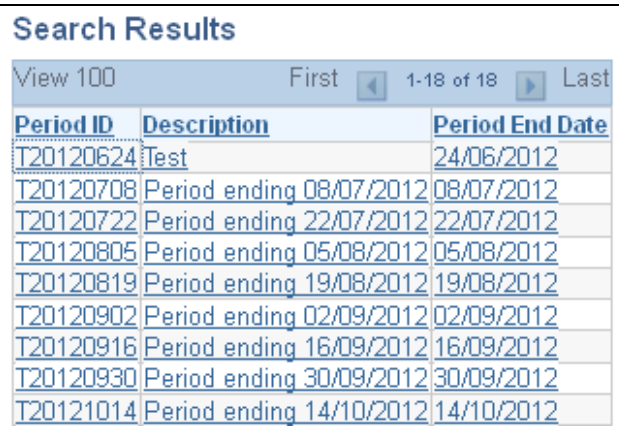
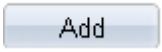
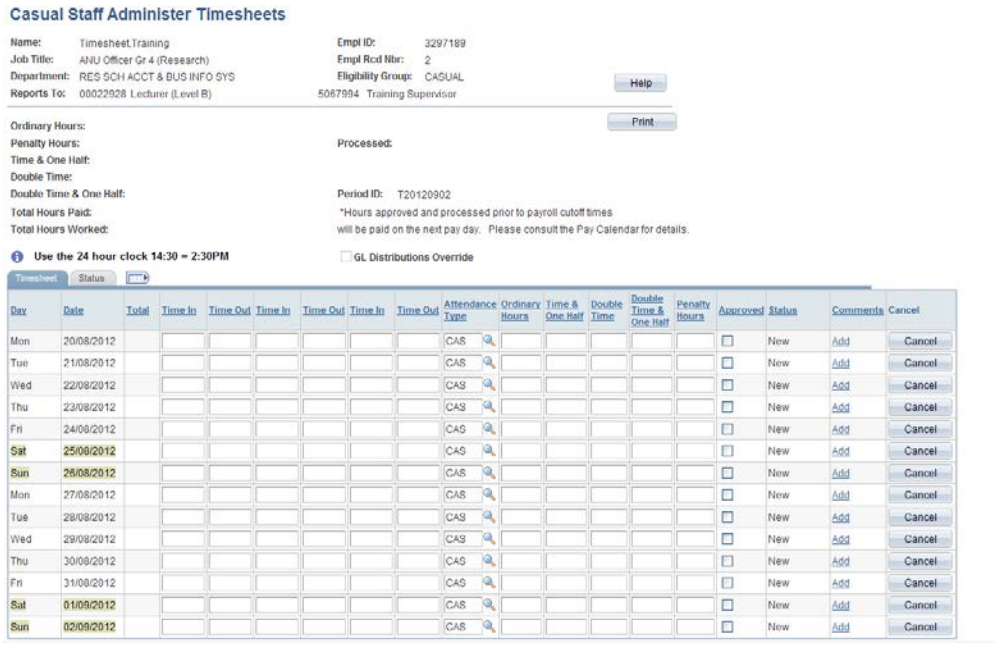


6. Select **Add** button



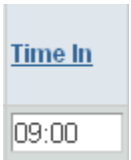
7. The timesheet will display.

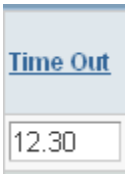
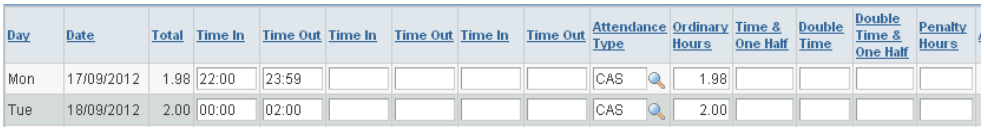


8. Select the date the timesheet entry needs to be made for.

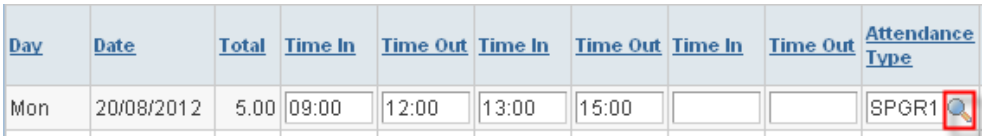
Note: Times should **not** be entered for dates in the future. Any entries made for future dates will be **deleted.**

9. Using a **24 hour clock** format enter the attendance session start time in the **Time In** field, eg **09.00**



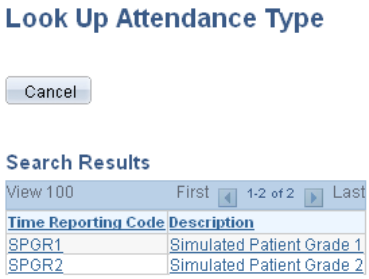
10.	Using a **24 hour clock** format enter the attendance session end time in the first **Time Out** field, eg **12.30** 
11.	If the employee has had a second attendance, for example a lunch break, repeat steps 9 and 10. **Note**: It is possible to enter up to three attendance sessions on one day
12.	**Shifts Spanning Midnight** If the hours worked span midnight, you will need to enter **Time Out** of 23.59 on one day and **Time In** as 00.00 for the next day.  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.
13.	**Minimum Hours** 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 **Ordinary Hours** to ensure correct payment. The **Total** value will remain at the hours worked.
14.	**Attendance Type** 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

Cancel

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:

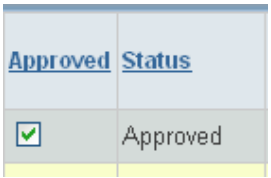
Casual Staff Administer Timesheets

Name:
Job Title: ANU Officer 7 (Technical)
Department:
Reports To:
Empl ID: 1013705
Empl Record: 0
Eligibility Group: CASUAL Technical
Help
Ordinary Hours: 4.17
Penalty Hours:
Time & One Half:
Double Time:
Processed:
Print Calc

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

16. **Approve**

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



Approved	Status
☑	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** Customise | Find | View All | First 1 of 1 Last Empl ID | Empl Rcd Nbr | 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** Customise | Find | View All | First 1 of 1 Last Empl ID | Empl Rcd Nbr | 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** Customise | Find | View All | First 1 of 1 Last Empl ID | Empl Rcd Nbr | 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 the enter the relevant details, remembering that the percentages needs to add up to 100%.

	Timesheet GL Overrides Customise | Find | View All | First 1-2 of 2 Last Empl ID | Empl Rcd Nbr | Period ID | *Fund | *Department | *Project | Percentage 1 3474297 0 T20120930 R 27000 N/A 50.00 2 3474297 0 T20120930 R 22264 N/A 50.00 Select the **OK** button to be returned to the timesheet.
20.	The timesheet can now be either **saved** or **processed** Save for Later Process Timesheet
21.	To save select the **Save for Later** Button. This option would generally be used if you need to finalise details of the timesheet before selecting the **Process Timesheet** button.
22.	To process the timesheet select the **Process Timesheet** button. The status of **Approved** timesheet entries will change to **Ready for Processing** and will be uploaded into payroll in the current pay calendar when the **Timesheet Upload to PI process** is run.
23.	End of Procedure

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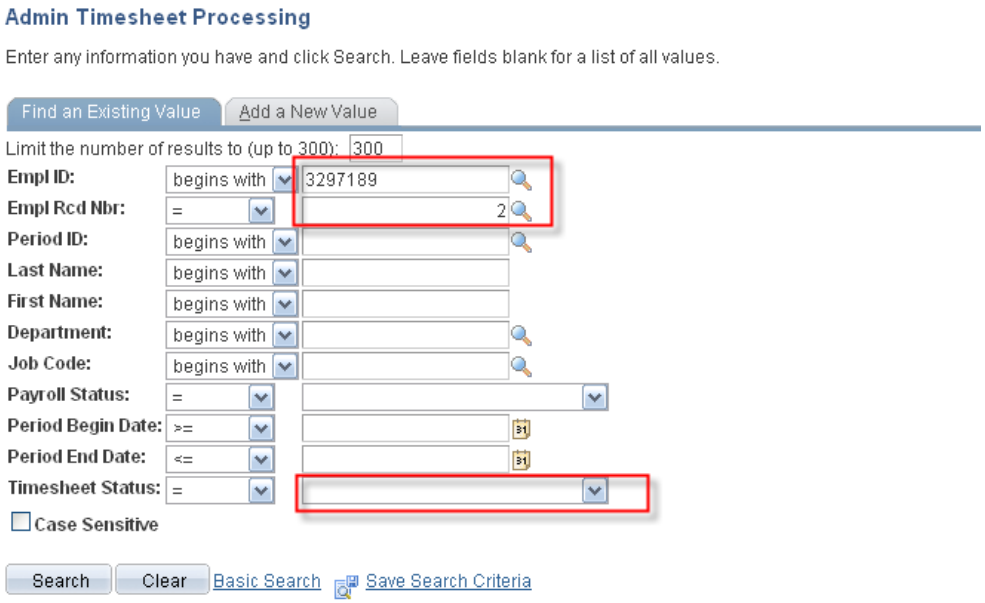
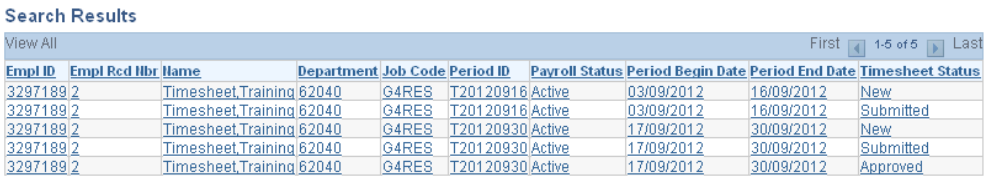
3 Amending timesheets

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.	Navigate to : **Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Timesheets > Administer Timesheets**
2.	Enter the relevant information in **Empl ID** and **Empl Rcd Nbr** fields. To ensure that all timesheets are returned change the **Timesheet Status** field to **blank.**  If you know the the **Timesheet Period ID** you may enter that value in the **Period ID** field. Then proceed to step 6.
3.	Select the **Search** button
4.	A list of timesheets will be returned: 
5.	Select the relevant timesheet by choosing the appropriate line.

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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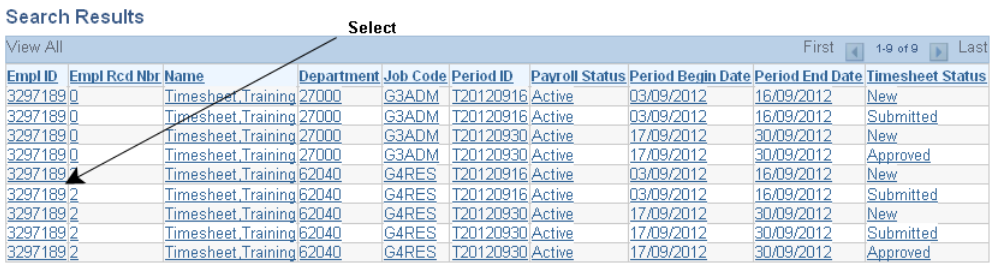
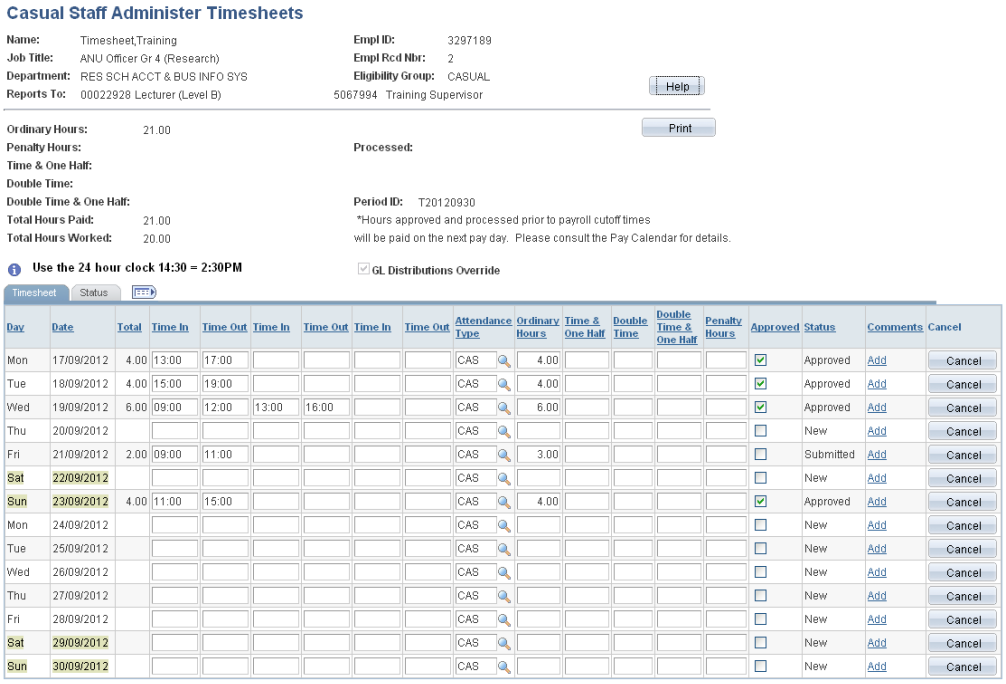


6. The selected timesheet will display.

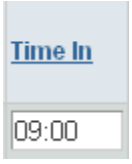


7. **Adding Times**

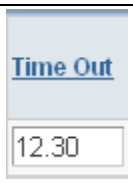
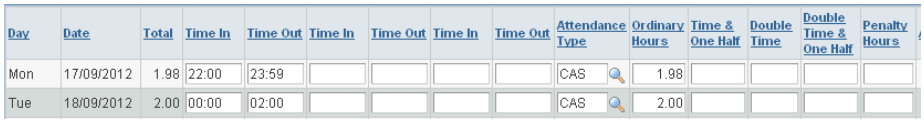
Select the date the entry needs to be made for.

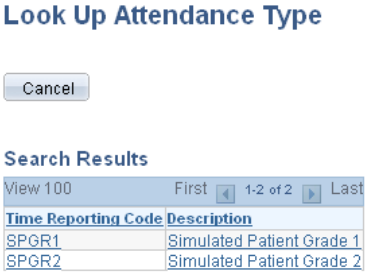
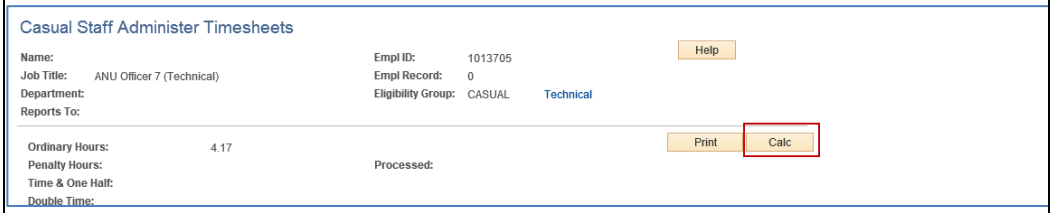
Note: Times should **not** be entered for dates in the future. Any entries made for future dates will be **deleted.**

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



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

	
10.	If the employee has had a second attendance, for example after a lunch break, repeat steps 8 and 9. **Note**: It is possible to enter up to three attendance sessions on one day.
11.	**Amending Times** Select the date the amendment needs to be made for and using a **24 hour clock** format change the values in the **Time In** and **Time Out** fields as necessary.
12.	**Cancelling Times** Details on how to cancel times or timesheets are available in the **Cancelling timesheet entries** section of this guide.
13.	**Shifts Spanning Midnight** If there are hours worked that span midnight you will need to enter **Time Out** of **23.59** on one day and **Time In** as **00.00** for the next day.  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.
14.	**Minimum Hours** 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 **Ordinary Hours** to ensure correct payment.

	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 Cancel 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. 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: Job Title: ANU Officer 7 (Technical) Department: Reports To: Empl ID: 1013705 Empl Record: 0 Eligibility Group: CASUAL Technical Help Ordinary Hours: 4.17 Penalty Hours: Time & One Half: Double Time: Processed: Print Calc **Note:** The **Calc** button is only available 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** Customise | Find | View All | First 1 of 1 Last Empl ID: 3474297 · Empl Rcd Nbr: 0 · Effective Date: 18/04/2011 · Fund: R · Department: 30510 · Project: CG · Percent to Allocate: 100.000000
18.	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 Help · Print 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 Processed: 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. Use the 24 hour clock 14:30 = 2:30PM GL Distributions Override
19.	To view the overridden GL details select the **Override Timesheet GL Distribution** link Override Timesheet GL Distribution
20.	Details of the **GL Distribution Override** for the timesheet will be displayed. Customise | Find | View All | First 1 of 1 Last Empl ID: 3297189 · Empl Rcd Nbr: 2 · Period ID: T20120916 · *Fund: R · *Department: 22264 · *Project: N/A · Percentage: 100.00
21.	If required you can amend it by entering the relevant details in the **Fund, Department, Project** and **Percentage** fields (if there is no value for the **Project** field enter **N/A**). **Note:** 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 **Status** of **Processed**.
22.	If you need to add another GL code select the **plus** button and the enter the relevant details, remembering that the percentages need to add up to 100%.

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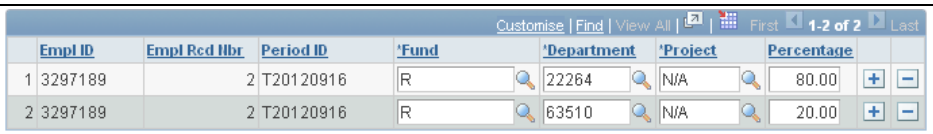
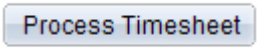
	
23.	If required, you can delete entries by selecting the **minus** button against the relevant row.
24.	Select the **OK** button to be returned to the timesheet.
25.	To process the timesheet select the **Process Timesheet** button.  This will change the **status** of **Approved** entries to **Ready for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

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4 Processing timesheets

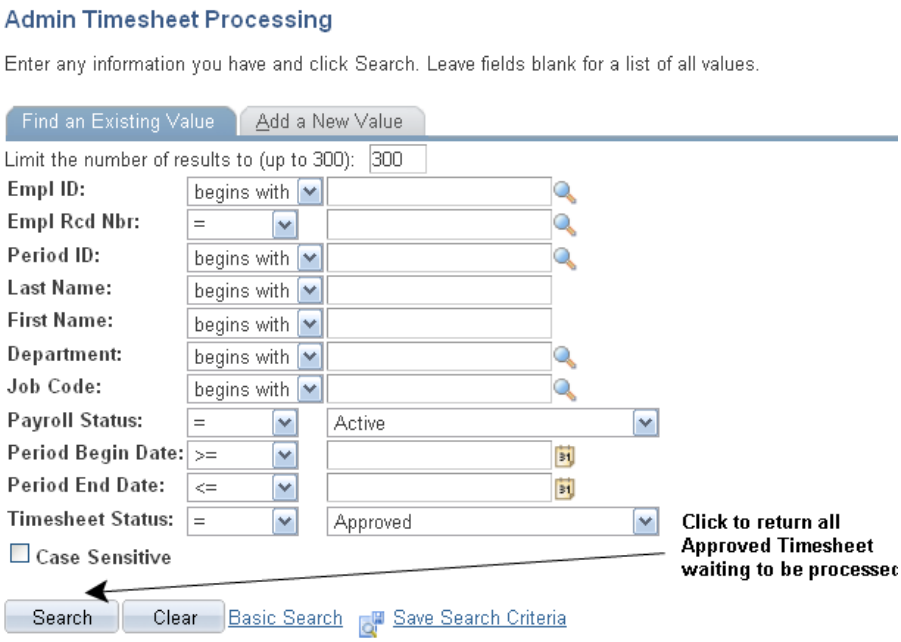
The majority of professional categories will be automatically assigned overtime, penalty, and minimum engagement hours.

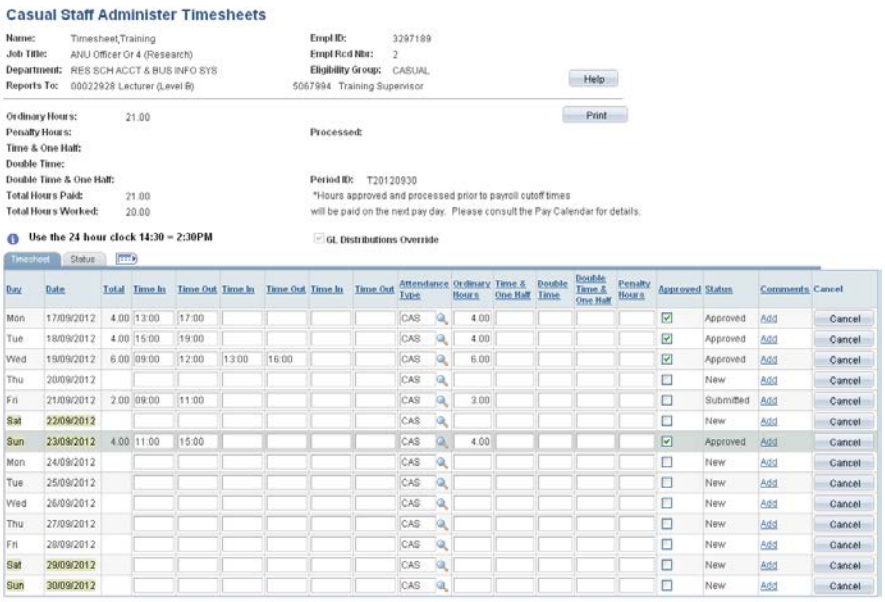
For the following categories of casual staff, Administrators are responsible for checking timesheets and certifying them ready to be uploaded into payroll (via Positive Input). See Section 14 for more information on the applicable categories:

- Projectionists
- Invigilators
- Observatory Night Assistants
- Unidentified casuals

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

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

1.	Navigate to : **Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Timesheets > Administer Timesheets**
2.	This will display the **Admin Timesheet Processing** page with the defaults of the **Payroll Status** as **Active** and the **Timesheet Status** as **Approved**. By selecting the **Search** button this will return records that have been approved and need to be processed. 

	If you wish to return timesheets for terminated employees as well – change the **Payroll Status** to **blank**. **Note**: When searching for timesheets according to **Timesheet Status** the search will return any timesheets which have at least on entry with the selected status.
3.	If you wish to return timesheets for any other parameter complete the necessary details and then select the **Search** button.
4.	A list of timesheets will be returned. Select the relevant timesheet.
5.	The timesheet will display: 
6.	Check the timesheet to see if there are any entries with a **Status** of **Saved, Submitted** and/or **Rework** which might need to be followed up.
7.	Check the timesheet to make sure the following details are correct: • minimum hours payment • shifts spanning midnight • Attendance Types • hours allocation across overtime and penalty categories • GL Distributions
8.	**Minimum Hours** 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 **Ordinary Hours** to ensure correct payment.

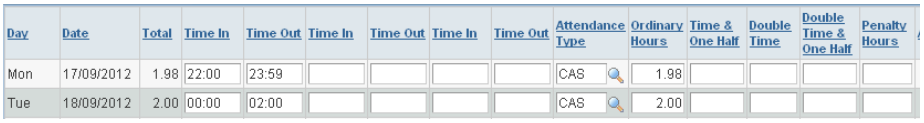
Day	Date	Total	Time In	Time Out	Time In	Time Out	Time In	Time Out	Attendance Type	Ordinary Hours	Time & One Half	Double Time	Double Time & One Half	Penalty Hours
Mon	17/09/2012	1.50	09:30	11:00					CAS	3.00				

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.

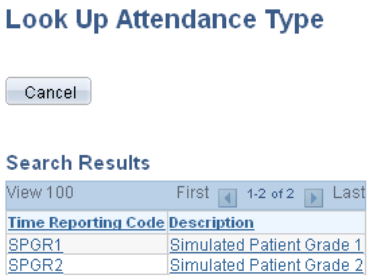
10. **Attendance Types**

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

Cancel

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.

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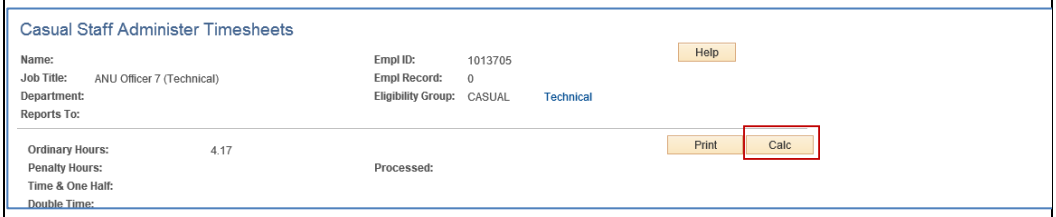
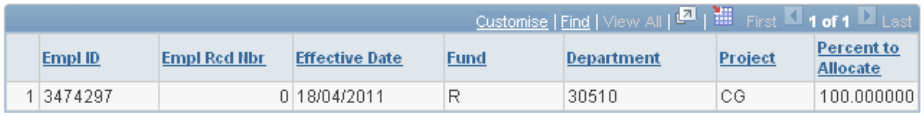
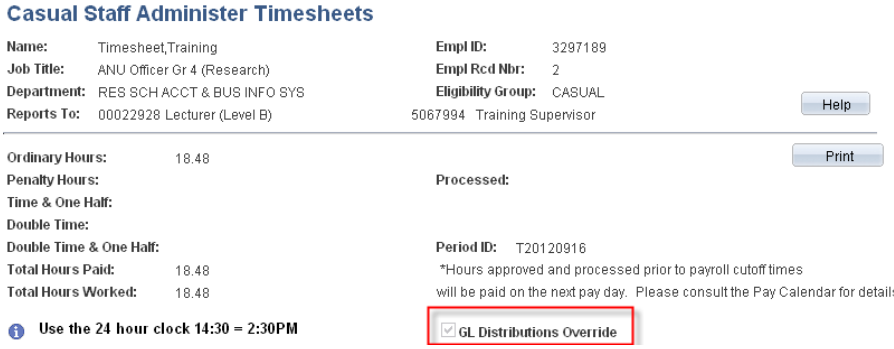
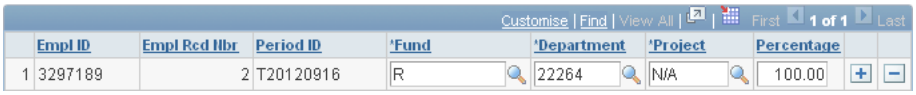
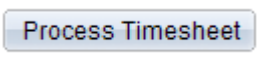
11.	If the casual belongs to a category that is not automated, check for any relevant overtime and/or penalty rates and make any necessary adjustments. Timesheet Status Day | Date | Total | Time In | Time Out | Time In | Time Out | Time In | Time Out | Attendance Type | Ordinary Hours | Time & One Half | 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 Job Title: ANU Officer 7 (Technical) Empl Record: 0 Department: Eligibility Group: CASUAL Technical Reports To: Help Ordinary Hours: 4.17 Penalty Hours: Processed: Time & One Half: Double Time: Print Calc **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**  Customise | Find | View All | First 1 of 1 Last Empl ID | Empl Rcd Nbr | 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 Help Ordinary Hours: 18.48 Penalty Hours: Processed: Time & One Half: Double Time: Double Time & One Half: Period ID: T20120916 Total Hours Paid: 18.48 *Hours approved and processed prior to payroll cutoff times Total Hours Worked: 18.48 will be paid on the next pay day. Please consult the Pay Calendar for details. Use the 24 hour clock 14:30 = 2:30PM GL Distributions Override
14.	To view the overridden GL details select the **Override Timesheet GL Distribution** link Override Timesheet GL Distribution

15.	Details of the **GL Distribution Override** for the timesheet will be displayed.  Customise | Find | View All | First 1 of 1 Last Empl ID: 3297189 · Empl Rcd Nbr: 2 · Period ID: T20120916 · *Fund: R · *Department: 22264 · *Project: N/A · Percentage: 100.00
16.	If required you can amend it by entering the relevant details in the **Fund, Department, Project** and **Percentage** fields (if there is no value for the **Project** field enter **N/A**).
17.	If you need to add another GL code select the **plus** button and the enter the relevant details, remembering that the percentages need to add up to 100%. Customise | Find | View All | First 1-2 of 2 Last Empl ID · Empl Rcd Nbr · Period ID · *Fund · *Department · *Project · Percentage 1 3297189 2 T20120916 R 22264 N/A 80.00 2 3297189 2 T20120916 R 63510 N/A 20.00
18.	If required, you can delete entries by selecting the **minus** button against the relevant row. Customise | Find | View All | First 1-2 of 2 Last Empl ID · Empl Rcd Nbr · Period ID · *Fund · *Department · *Project · Percentage 1 3297189 2 T20120930 R 22264 N/A 60.00 2 3297189 2 T20120930 R 56000 N/A 40.00
19.	Select the **OK** button to be returned to the timesheet.
20.	The timesheet can now be **saved** or **processed**.
21.	The timesheet can be saved by selecting the **Save for Later** button. Save for Later This will only saves changes that have made to the timesheet it will not prepare the timesheet for payment.
22.	To process the timesheet select the **Process Timesheet** button.  Process Timesheet This will change the status of **Approved** entries to **Ready for Processing** and will upload them into payroll when the **Timesheet Upload to PI Process** is run. The **Timesheet to PI Upload Process** will be run once a pay usually on the Thursday before the pay run.

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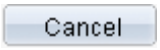
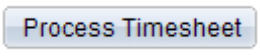
23.	End of Procedure

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

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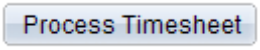
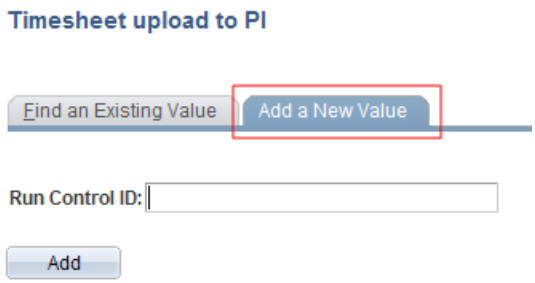
	 No action is necessary as the timesheet will be uploaded even though there are no approved timesheet entries being uploaded.
6.	If the entry has **status** of **Processed** delete each of the times entered. The **Ordinary Hours** and **Total Hours** fields will be cleared when you tab out of the last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

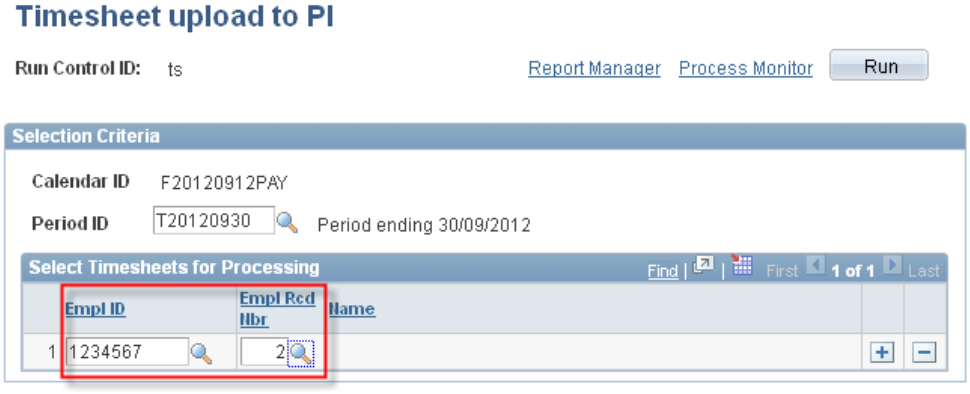
6 Timesheet upload to PI

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

5.	In the **Period ID** field enter the **Timesheet Period** for the timesheet you wish to upload. 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
6.	Enter the **Empl ID** and **Empl Rcd Nbr** for the employee. 
7.	You can add more rows by selecting the **plus** button and entering the relevant details.

	It is possible to enter up to five rows.
8.	Select **Run** button.
9.	Select **OK** button.
10.	End of Procedure.

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7 Reprocessing timesheets

Timesheets can be reprocessed in subsequent pays if necessary. For example, additional entries need to be processed for a timesheet, or errors regarding a timesheet entry have been detected.

When timesheets are reprocessed, the amended entries will be processed in the current pay calendar. There is no retrospective pay processing of timesheets.

The procedures relating to **Amending Timesheet Entries** and **Processing Timesheets** should be referenced for details on how to process changes to a processed timesheet.

8 Processing Projectionist timesheets

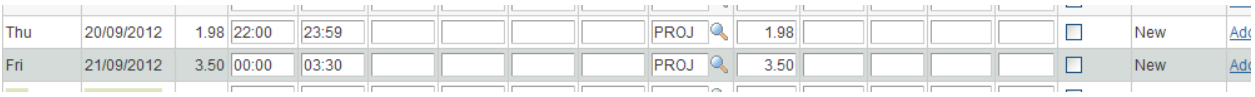
Projectionists are required to complete online timesheets in the same manner as other casual general staff employees.

Projectionists are entitled to payment of overtime for hours worked between 01:00 and 08:00 (AM). Unfortunately, the online timesheet functionality does not automatically calculate this entitlement.

If a projectionist works between the hours of 01:00 and 08:00 it will be necessary to amend the **Ordinary Hours** value on the timesheet for the period which falls after midnight to **1** (Midnight to 01:00). (Please note that the **Ordinary Hours** value for the period to midnight will also need to be amended to correctly reflect the number of hours between the Time In of the attendance and Midnight as the Ordinary Hours will be understated as they are only calculated to 23.59 not 24.00)

For example:

Before amendment:



After amendment:

Entitlements for any hours after 01:00 (AM) will need to be calculated manually and added on to **Positive Input** by the Administrator.

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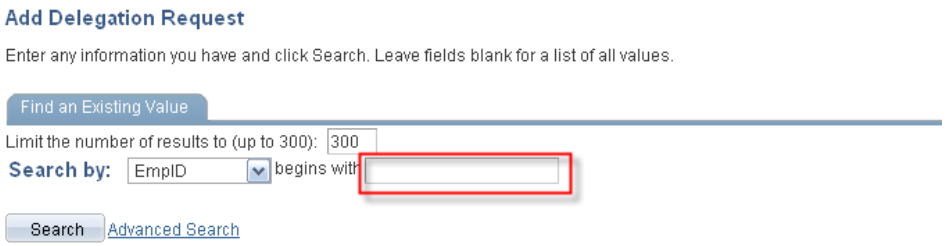
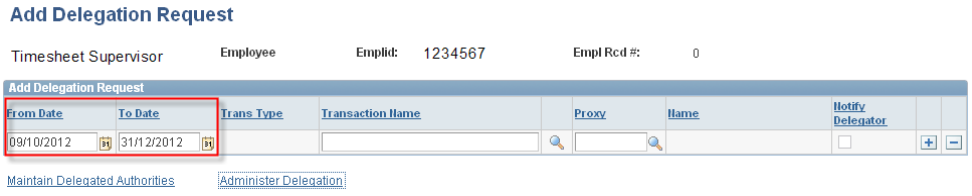
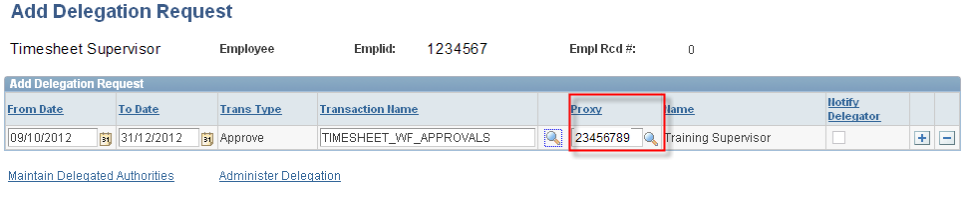
9 Processing approval proxies

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

1.	Navigate to: **Main Menu > Workforce Administration > Approvals and Delegations > Add Delegation Request**
2.	Enter the **Employment ID** of the supervisor who currently holds the approval delegation in the **begins with** field. 
3.	Enter the date that proxy is to start from (it can't be back-dated) in the **From Date** field. Then enter the end date in the **To Date** field (leave blank if open-ended). 
4.	Select the looking glass against the **Transaction Name** field and select **TIMESHEET_WF_APPROVALS**.
5.	Enter the **Employment ID** of the person who is to receive the proxy in the **Proxy** field. 

6.	Select the **Save** 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

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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 EMPLID	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.

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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.

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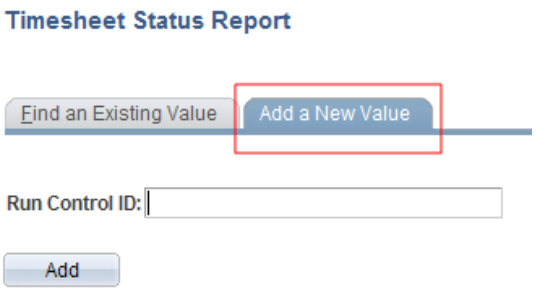
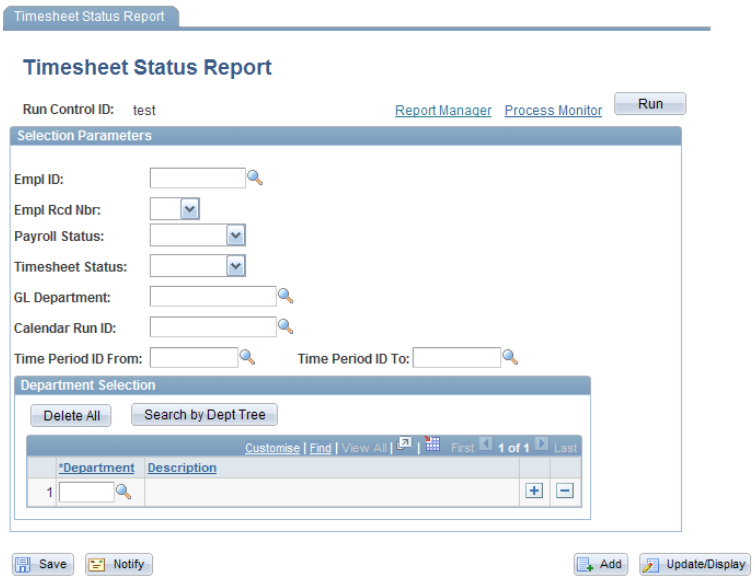
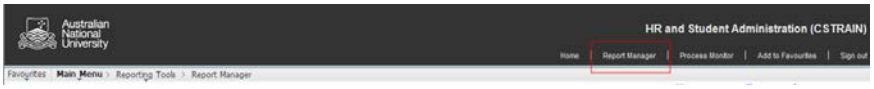
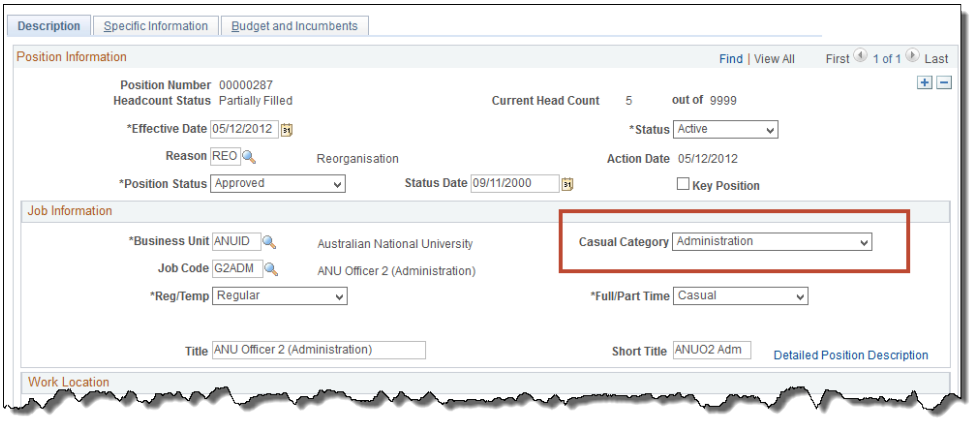
11 Running Timesheet Reports

1.	Navigate to: **Main Menu > Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports**
2.	Select the report you wish to run: • **Timesheet Status Report** • **Timesheet Detail Report** • **Timesheet Exceptions Report**
3.	For the first time the report is run you will need to add a new run control Select the **Add a New Value** Tab 
4.	Enter details on the **Run Control ID** field Select **Add** button
5.	This will display the parameter page for the report you are running For example,

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

12 Updating Casual Categories

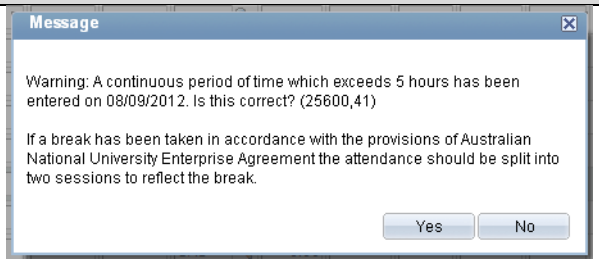
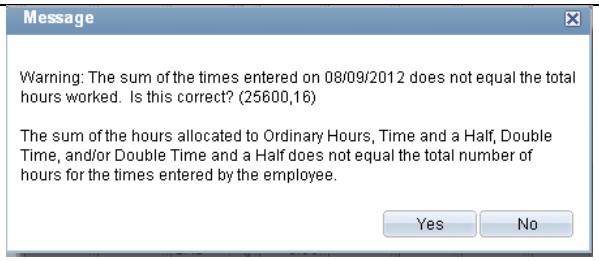
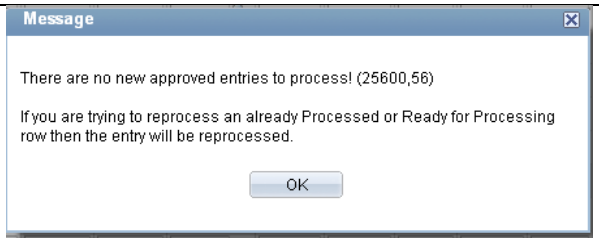
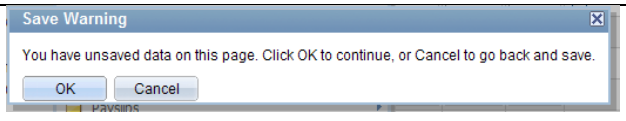
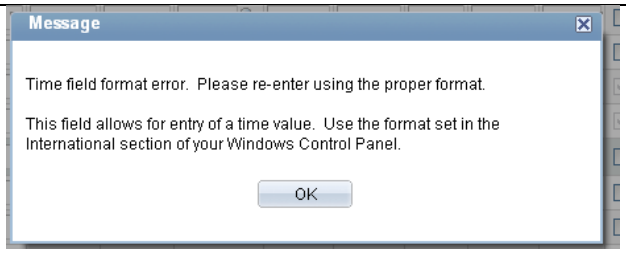
Depending on the category of a casual, their overtime, penalty and minimum engagement hours will be calculated and their times automatically processed when their manager approves them. To ensure that the casual is correctly identified, the position they occupy needs to be set to the correct casual category.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

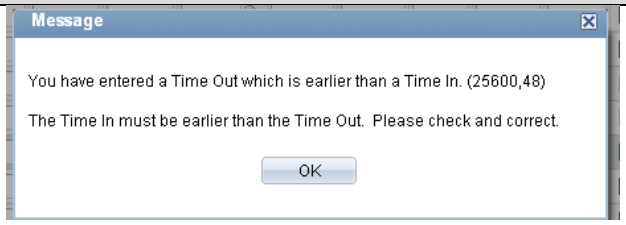
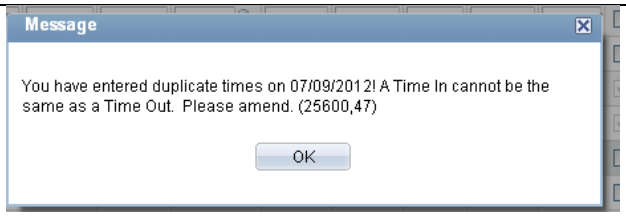
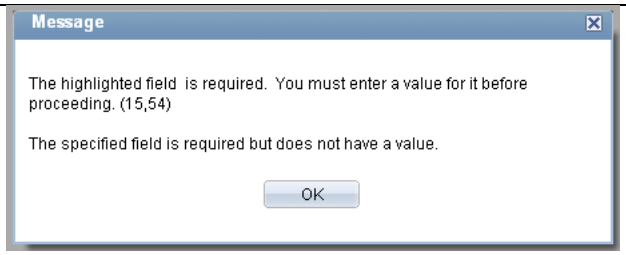
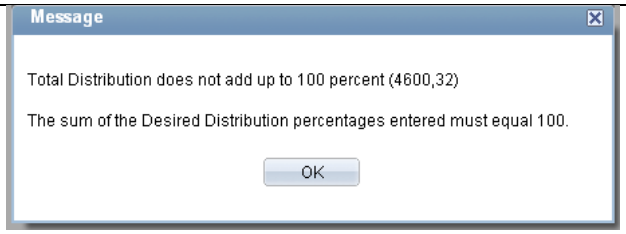
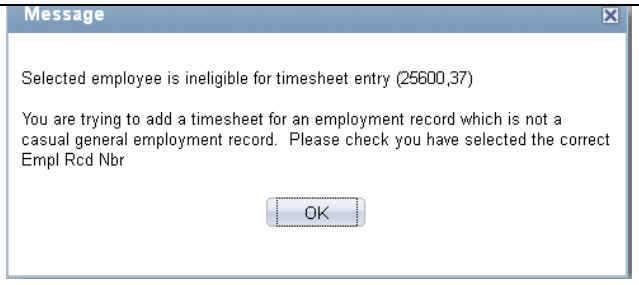
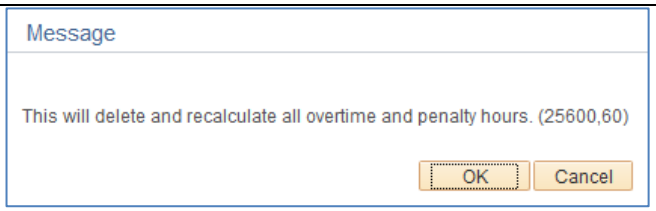
1.	Navigate to: **Main Menu > Organisational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info**
2.	Enter the position number and click **Search** **Result:** The Position Description page is displayed. 
3.	If the Casual Category is blank, select the desired category in the drop-down list.
4.	If the Casual Category is incorrect, insert a new row and change the Casual Category to the desired category.
5.	Click **Save**
6.	End of Procedure

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.

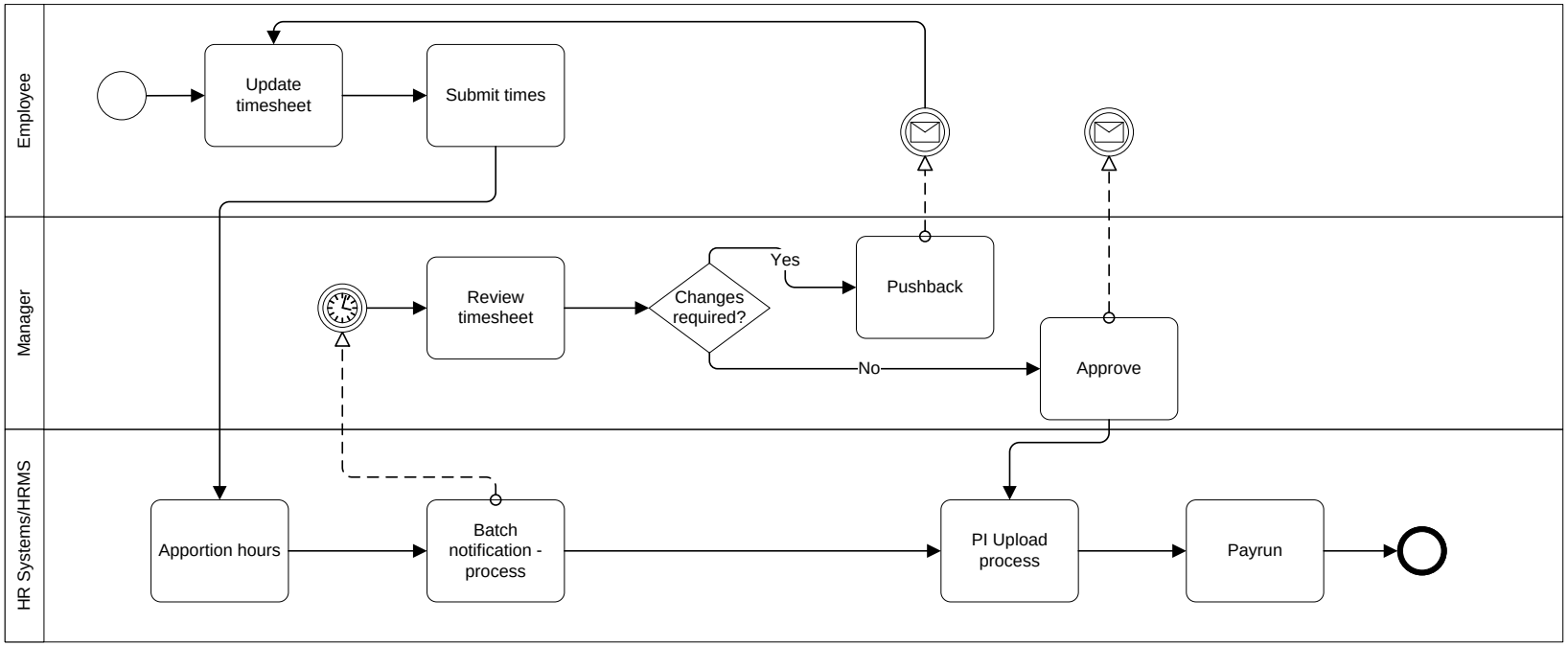
Purpose of Message	Message	Error/ Warning
To advise employees, supervisors and administrators of times entered which are for a continuous period of more than 5 hours and that it may need to be checked.		Warning
To advise supervisors and administrators when the **Ordinary Hours** have been manually overridden and it may need to be checked.		Warning
To advise administrators that they are trying to process a timesheet which has no new **Approved** 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 **Time in** or **Time Out** fields, for example decimal rather than hh:mm format.		Error

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