



# CASUAL GENERAL STAFF TIMESHEETS PROCEDURE

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# 1 Introduction / Background

Effective at the commencement of May 2007, the University fully implemented online timesheets for all Casual General Staff.

# 2 Scope / Purpose

This procedure provides instructions on submitting and approving timesheets online via Web Kiosk for all Casual General Staff and their supervisors.

# 3 Instructions

## 3.1 Employee Guide - Entering a new General Staff casual timesheet

### 3.1.1 Accessing Web Kiosk Timesheet Entry

Log on to Web Kiosk at [https://wss.uow.edu.au/wssprdb/WK8003\\$.startup](https://wss.uow.edu.au/wssprdb/WK8003$.startup)

Select the **Timesheets, Additional Hours & Overtime** from the menu in green on the left hand side of the screen





Select **General Staff Timesheet** from the menu in green on the left hand side of the screen

### 3.1.2 Opening a new blank timesheet

Select **General Staff Timesheet** from the menu in blue on the left hand side of the screen

Select **Add new record** from the white page in the middle of the screen

### 3.1.3 Completing a timesheet

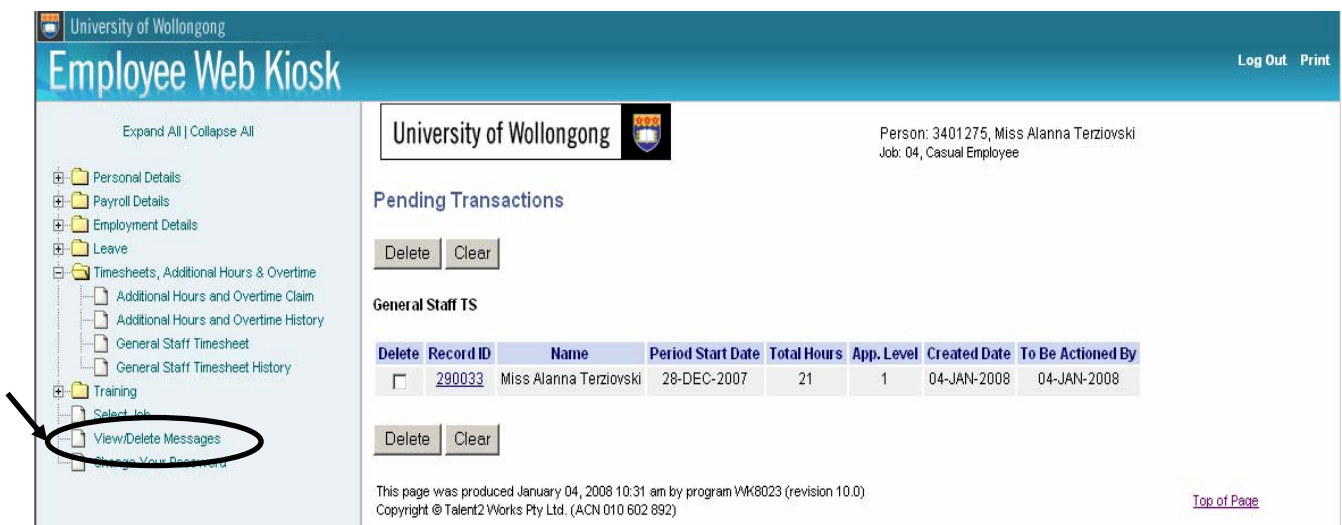
<p><b>Period Start Date:</b> <input type="text"/> </p>	<p>Enter the <b>period start date</b> by clicking on the Calendar button or, if not supported by your browser version, by typing in the date field using the following format: 12-JAN-2007. The period start date should be the first day of the pay period (or the first day you worked in the pay period).</p>
<p><b>Job Number:</b> <input type="text"/>  </p>	<p>Select the correct <b>Job Number</b> from the list provided by using the drop down arrow. Then click on <b>Show Days</b> and the date fields at the bottom of the spreadsheet will automatically be populated for the next two (2) week period.</p>
<p><b>To Be Approved By:</b> <input type="text"/> </p>	<p>Select your supervisor's name from the <b>To Be Approved By</b> drop down menu. To do a quick search, simply click on the arrow button, type in %, followed by your supervisor's surname, then another %. For example, if searching for Jane Franklin, you can type in %Franklin% and select 'Find'. Click on the number beside your supervisor's name and this will be added to your timesheet.</p>

<p><b>Submit to Supervisor:</b> <input type="text"/></p>	<p>The <b>Submit to Supervisor</b> field should be left blank until you have completed the timesheet in full, checked that the details are correct and you are ready to submit the timesheet to your supervisor for approval. Once you have selected 'Submit' your timesheet will be forwarded to your supervisor for approval. Once approved, this will automatically flow through to the Payroll system for payment.</p>																																			
<p>TIMES LESS THAN ONE HR MUST BE EXPRESSED IN DECIMAL EG 1/2 AN HOUR = 0.5</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Day</th> <th>Start Time</th> <th>Finish Time</th> <th>Hours (Excluding Meal Breaks)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td> </td><td> </td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td> </td><td> </td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td> </td><td> </td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td> </td><td> </td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> <tr><td> </td><td> </td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr> </tbody> </table>	Date	Day	Start Time	Finish Time	Hours (Excluding Meal Breaks)			<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>	<p>Type in the <b>start time</b> and <b>finish time</b> in a legible format (eg. 9:00am). Then type in the <b>hours (excluding meal breaks)</b> as a decimal (eg. Three and a half hours must be expressed as 3.5). See Attachment 1 – Converting Minutes to Decimals.</p>
Date	Day	Start Time	Finish Time	Hours (Excluding Meal Breaks)																																
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<p><input type="button" value="Insert"/> <input type="button" value="Clear"/></p>	<p>If you have left the <b>Submit to Supervisor</b> field <b>blank</b> you can select <b>Insert</b> to save your timesheet and you will be able to update the timesheet and save it any number of times before you are ready to submit it to your supervisor for approval.</p> <p>If the <b>Submit to Supervisor</b> field is <b>not blank</b> when you select <b>Insert</b>, your timesheet will be submitted to your supervisor for approval.</p>																																			

### 3.1.4 Viewing messages from your supervisor

To view messages from your supervisor, select **View/Delete Messages** from the **Training** menu (see Figure 1).

Figure 1



## 3.2 Supervisor Guide – Approving General Staff casual timesheets

### 3.2.1 Accessing Web Kiosk and Viewing Timesheets

Log on to Web Kiosk at t [https://wss.uow.edu.au/wssprdb/WK8003\\$.startup](https://wss.uow.edu.au/wssprdb/WK8003$.startup)

Select the **Team Management** from the menu in green on the left hand side of the screen

Select **Approvals** from the menu in green on the left hand side of the screen. Then select **Approve Requests** from the menu in green on the left hand side of the screen. Select **Record ID** to view the full timesheet record (see Figure 2)

Figure 2

The screenshot shows the 'Employee Web Kiosk' interface for the University of Wollongong. The user is logged in as Ms Vicki Murdoch. The 'Approve Requests' section is active, displaying a table of 'General Staff TS' requests. The 'Record ID' column for the first entry, '290033', is circled in red, and a black arrow points to it from the right. The table includes columns for 'Approval Status', 'Record ID', 'Name', 'Period Start Date', 'Total Hours', 'App. Level', 'Escalated to you By', 'Created Date', and 'To Be Actioned By'. Below the table are 'Update' and 'Clear' buttons, and a footer with page information and a 'Top of Page' link.

Approval Status			Record ID	Name	Period Start Date	Total Hours	App. Level	Escalated to you By	Created Date	To Be Actioned By
Approve	Reject	Escalate	No Action							
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	290033	Miss Alanna Terziovski	28-DEC-2007	21	1	04-JAN-2008	04-JAN-2008

### 3.2.2 Approving and Rejecting Timesheets

Figure 3

University of Wollongong

Person: 3401000, Ms Vicki Murdoch  
Job: 01, Manager Staff Services

View and Update Request

Person Id	3401275	Name	Miss Alanna Terziovski
Job Id	04		
Position	980999 Casual Employee		
Period Start Date	28-DEC-2007	To Be Approved by	3401000 - Ms Vicki Murdoch

Date	Day	HRS	HRS	Hours
28-DEC-2007	Fri			
29-DEC-2007	Sat			
30-DEC-2007	Sun			
31-DEC-2007	Mon			
01-JAN-2008	Tue			
02-JAN-2008	Wed	9:00am	5:00pm	7
03-JAN-2008	Thu	9:00am	5:00pm	7
04-JAN-2008	Fri	9:00am	5:00pm	7
05-JAN-2008	Sat			
06-JAN-2008	Sun			
07-JAN-2008	Mon			
08-JAN-2008	Tue			
09-JAN-2008	Wed			
10-JAN-2008	Thu			
<b>Total Hours Worked:</b>				21

Approval Status: **Rejected** (dropdown menu open showing Submitted, Rejected, Approved)

Approval Level: **Approved** (dropdown menu open showing Escalated)

Escalation Start: 04-JAN-2008 | Escalation End: 04-JAN-2008

Table Name: WKS\_CASU\_GEN\_TS | Description: General Staff TS

Request Id: 16473719 | Created Date: 04-JAN-2008

Comments: [Text area]

Note: Comments entered are visible to the next level approver or to the requesting employee if the request is rejected.

Update | Clear | Close

If you are satisfied that the records and you are ready to approve the timesheet, select **Approved** from the drop down menu then select **Update** (see Figure 3).

If you are satisfied that the records and you are ready to approve the timesheet, select **Approved** from the drop down menu then select **Update** (see Figure 3).

If you are not satisfied with the timesheet submitted select **Rejected** from the drop down menu then select **Update** (see Figure 3). The next time the employee logs onto web kiosk they will see that the time sheet has been rejected. They can then amend the time sheet and resubmit.

**Do not** use the **Escalated** feature. If selected, the timesheet will be forwarded to a default non-responding address.

## 4 Frequently Asked Questions – for Casual General Employees

### 4.1 I have submitted a timesheet to my supervisor for approval however it has a mistake?

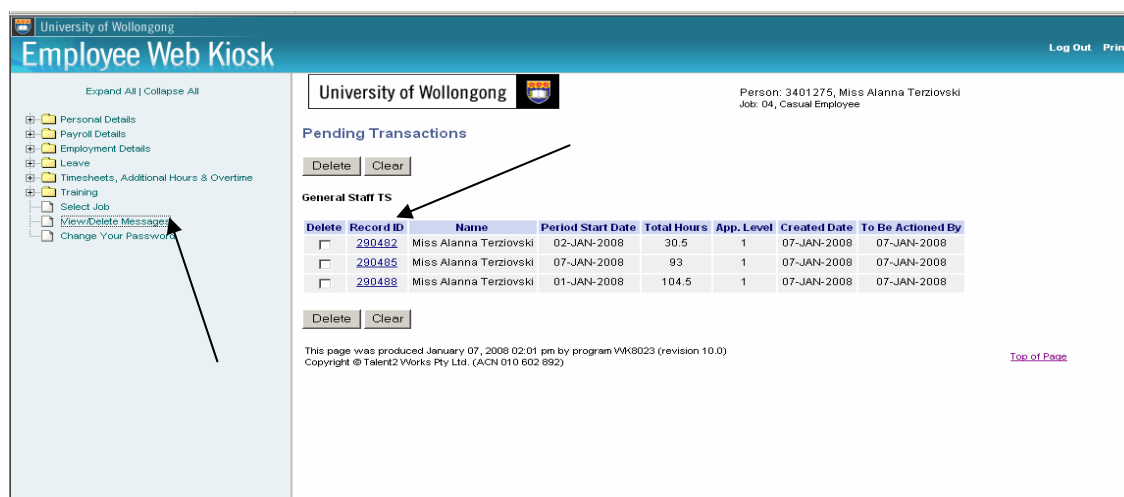
Timesheets should only be 'submitted' to the supervisor for approval once it has been finalised by the casual. As the timesheet is 'locked' once submitted for approval, the casual is unable to make any further changes so as to prevent a different version being approved. In this situation, the supervisor should 'reject' the timesheet to unlock it and enable the casual to make changes. The amended timesheet should then be resubmitted for supervisor approval.

Casuals are able to create a timesheet and save times added during the pay period by selection the 'add' button to save changes. This will not lock the timesheet and allow further updates prior to selecting 'submit'.

### 4.2 My supervisor has rejected my timesheet however I cannot access it to make the required changes:

Timesheets work the same as leave requests – if it is 'rejected' a message will be sent to the casual advising the details. The message can be accessed under the 'view/delete messages' link on the left hand column and by clicking on the 'record description' link for the relevant timesheet, as shown below.

Figure 4

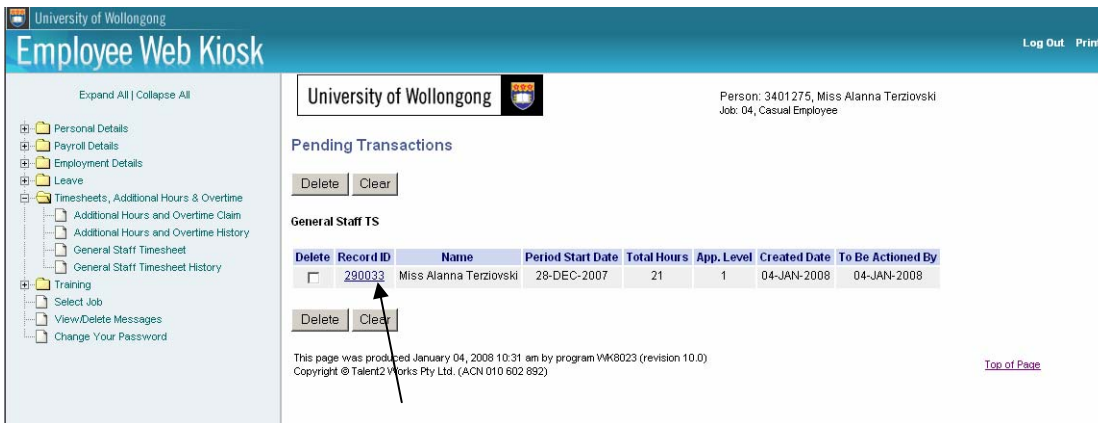


The screenshot shows the 'Employee Web Kiosk' interface for the University of Wollongong. The user is identified as Miss Alanna Terziovski, a Casual Employee. The interface displays a 'Pending Transactions' section with a table of 'General Staff TS' records. The table has columns for 'Delete', 'Record ID', 'Name', 'Period Start Date', 'Total Hours', 'App. Level', 'Created Date', and 'To Be Actioned By'. Three records are listed, all for Miss Alanna Terziovski, with record IDs 290482, 290485, and 290488. The 'View/Delete Messages' link in the left-hand navigation menu is highlighted with an arrow, and another arrow points to the 'Record ID' column header in the table.

Delete	Record ID	Name	Period Start Date	Total Hours	App. Level	Created Date	To Be Actioned By
<input type="checkbox"/>	<a href="#">290482</a>	Miss Alanna Terziovski	02-JAN-2008	30.5	1	07-JAN-2008	07-JAN-2008
<input type="checkbox"/>	<a href="#">290485</a>	Miss Alanna Terziovski	07-JAN-2008	93	1	07-JAN-2008	07-JAN-2008
<input type="checkbox"/>	<a href="#">290488</a>	Miss Alanna Terziovski	01-JAN-2008	104.5	1	07-JAN-2008	07-JAN-2008

The casual will see a message similar to that shown below. They should click on the 'viewed comments' check box after reading the message and then select 'update'. This will advise the system that they have viewed the message and the timesheet will be unlocked to enable changes to be made by the casual. The casual should then 'submit' the amended timesheet to their supervisor for approval.

Figure 5



### 4.3 I don't know what Job No to use on my timesheet?

Casual staff should receive a copy of the Casual Authority form returned by the Payroll Officers. The Payroll Officer will note on the form the Job No for that authority, in addition to their employee number and supervisor details, which should be used by the casual each time they create a new timesheet for hours worked.

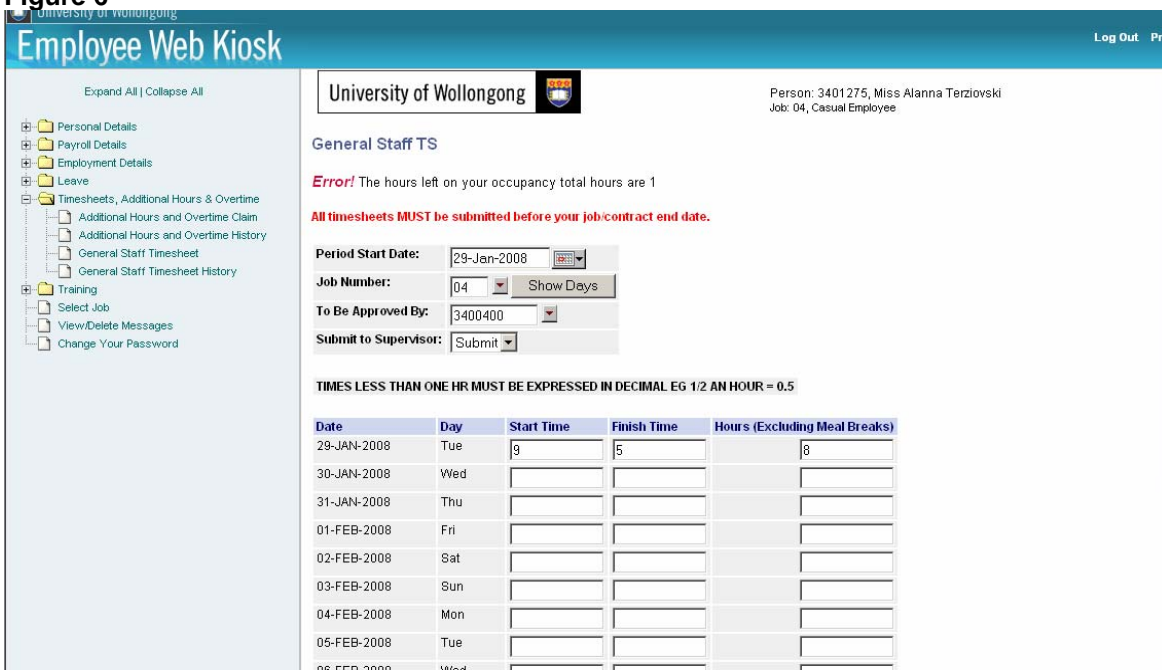
### 4.4 Are the Casual Authorities an electronic document as well?

No, the process is unchanged for Casual Authority forms. That is, they are still a paper document in triplicate that should be completed and submitted to the Payroll one week prior to the pay close.

### 4.5 My timesheet comes up with an error message ' The hours left on your occupancy total hours are #

The common cause of this error message is that the hours allocated on the casual authority have been exceeded.

Figure 6



#### 4.6 When I enter the period start date, I get an error message "ORA-01843: not a valid month". What does this mean?

The date format is dd-mmm-yyyy (eg. 10-Apr-2007). If supported by your browser version, the drop down box beside the period start date also allows you to open the calendar and choose the appropriate date in the correct format.

#### 4.7 When I try to submit my time sheet I get the error message "ORA 2001 WK8-CAS\_GEN\_TS\_INS No current occupancy found for this work date."

Figure 7

The screenshot shows the 'Employee Web Kiosk' interface for the University of Wollongong. The user is Miss Alanna Terziowski, a casual employee. The page is titled 'General Staff TS' and displays an error message: 'Error! ORA-20001: WK8\_CAS\_GEN\_TS\_INS\_UPD - , No current occupancy found for this work date - 01-FEB-2008'. Below the error, a red notice states: 'All timesheets MUST be submitted before your job/contract end date.' The form includes fields for 'Period Start Date' (21-Jan-2008), 'Job Number' (04), 'To Be Approved By' (3401000), and a 'Submit to Supervisor' button. A table below the form shows the time sheet details for the period from 21-Jan-2008 to 29-Jan-2008. The table has columns for Date, Day, Start Time, Finish Time, and Hours (Excluding Meal Breaks). The hours are 9.5 for weekdays (21-25 Jan) and 0.0 for weekends (26-27 Jan). The last row (29-Jan-2008) shows a start time of 6.00 and a finish time of 6.00, with a note 'in c' in the hours column.

Date	Day	Start Time	Finish Time	Hours (Excluding Meal Breaks)
21-JAN-2008	Mon	8:00	6:00	9.5
22-JAN-2008	Tue	8:00	6:00	9.5
23-JAN-2008	Wed	8:00	6:00	9.5
24-JAN-2008	Thu	8:00	6:00	9.5
25-JAN-2008	Fri	8:00	6:00	9.5
26-JAN-2008	Sat			
27-JAN-2008	Sun			
28-JAN-2008	Mon	8:00	6:00	9.5
29-JAN-2008	Tue	6.00	6.00	in c

The cause of this error message is that you are trying to enter a time sheet after the last day of the valid period of your casual authority. Your casual authority is required to be extended so that you can continue to enter time sheets.

## 5 Frequently Asked Questions - for Supervisors

### 5.1 I have just approved a timesheet and realised it had a mistake – how can I fix it?

Timesheets cannot be changed once approved by the supervisor, as the data is dropped into the payroll system for payment. Timesheet details can be checked before approval by clicking on the 'record ID' link to view full timesheet details and identify any errors – incorrect timesheets should be 'rejected' to enable amendment by the casual.

If a timesheet is submitted with an error, please contact your HR Advisor to identify the most appropriate action to correct the error.

## **5.2 Are the Casual Authorities an electronic document as well?**

No, the process is unchanged for Casual Authority forms. That is, they are still a paper document in triplicate that should be completed and submitted to the Payroll one week prior to the pay close.

## **5.3 I am a supervisor who is off campus regularly and don't always have computer access to enable approval of timesheets. How can the timesheets be approved in these circumstances?**

Arrangements can be made for an alternate supervisor to approve timesheets in these circumstances. Please contact your relevant HR Advisor to discuss and arrange for the appropriate approvals to be updated in Web Kiosk for the alternate supervisor. The casual should also be advised of the alternate supervisor's details so they are able to submit their timesheet for approval in your absence.

## **5.4 I am a supervisor and accidentally selected 'submit' on a casual timesheet instead of 'approve'. What will this do?**

If a supervisor selects 'submit' the timesheet will be saved/updated and no other action taken. The supervisor can still access the timesheet in their Web Kiosk and select 'approve' if they approve payment of the timesheet, at which time the data will be dropped into the payroll system.

## **6 Roles & Responsibilities**

If you have any queries, please contact your HR Advisor. Details are available on our website:

<http://staff.uow.edu.au/personnel/contacts/UOW015944.html>

## 7 Version Control Table

<b>Version Control</b>	<b>Date Released</b>	<b>Approved By</b>	<b>Amendment</b>
1.0	070604	Lisa Ucles, Manager Staff Services	First released version

## Attachment 1 – Converting Minutes to Decimals

This table is designed to help in the conversion of minutes to decimals when using Web Kiosk part day leave requests or timesheet entries.

Having worked out the number of minutes in your booking, look down the list below to find that number and then go across to the next column to see what that is in decimals. Now enter the amount of time using the decimal conversion.

<b>Minutes</b>	<b>Decimal</b>	<b>Minutes</b>	<b>Decimal</b>
1	0.016	31	0.516
2	0.033	32	0.533
3	0.05	33	0.55
4	0.066	34	0.566
5	0.083	35	0.583
6	0.1	36	0.6
7	0.116	37	0.616
8	0.133	38	0.633
9	0.15	39	0.65
10	0.166	40	0.666
11	0.183	41	0.683
12	0.2	42	0.7
13	0.216	43	0.716
14	0.233	44	0.733
15	0.25	45	0.75
16	0.266	46	0.766
17	0.283	47	0.783
18	0.3	48	0.8
19	0.316	49	0.816
20	0.333	50	0.833
21	0.35	51	0.85
22	0.366	52	0.866
23	0.383	53	0.883
24	0.4	54	0.9
25	0.416	55	0.916
26	0.433	56	0.933
27	0.45	57	0.95
28	0.466	58	0.966
29	0.483	59	0.983
30	0.5	60	1