CASUAL ACADEMIC TIMESHEETS

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Getting Started

1. Click on ‘My Pay’
2. Click on ‘Timesheets’
3. Click on ‘Academic Timesheets’
Timesheet Summary

This will display timesheets:

- Not Submitted
- Submitted and not approved
- Submitted and rejected

Add New Timesheet

To enter a new timesheet:

1. Click on ‘Click here to add a new timesheet’
2. Enter the timesheet ‘Start Date’ – this is the first date of work for the timesheet period being claimed for payment
3. Select the ‘Academic Calendar’ – for 2013 select UW ACAD 2013
4. Click on ‘Find Employee Jobs’
5. Select the appropriate ‘Job No’ – this will be found on the top right hand corner of your Casual Authority form
6. Click on ‘Continue’
7. The screen below will appear
8. Select the ‘Work Date’ – this is the date for which work hours will be claimed
9. Enter the ‘Units’ – this is the total number of hours worked
10. Select the ‘Award’ – the drop down menu will display the Academic Pay Rates, select the appropriate award as committed on your Casual Academic Authority

11. Choose the ‘Subject’ field and

   • If you know your Subject Code type in the code

   • Alternatively you can look up the Subject Code by running a query using a wildcard % and clicking the “Find” button
The list will come up sorted by Subject Title

- Alternatively if your subject is not listed, please enter ‘OTHER’.

**Repeat Timesheets**

If you are entering a Repeat Timesheet:

1. Enter the number of weeks to be repeated
2. Click on ‘Expand Repeats’ – this will display all dates within the repeat period
**Note:** you can manually adjust for public holidays, recess breaks or non-work dates within the range. Use [C] to copy or [D] to delete a timesheet line.

**Additional Comments**
If you would like to leave comments to be viewed by your Timesheet Approver

1. Enter your comments into the ‘Add optional comments for the approver’ box

![Timesheet Summary Details](image)

**Save and Return to the Timesheet Later**
1. Click on ‘Save’ – this will save your timesheet without it being submitted to your Timesheet Approver to enable later access for amendments or additions before submission

**Submit Timesheet for Approval**
1. Review timesheet, ensuring accuracy and completeness
2. Click ‘Save and Submit’ – this will save and submit your timesheet to your Timesheet Approver
Unsubmit Timesheet
If any details in your timesheet are incorrect, you can unsubmit the timesheet, amend it and re-submit to your Timesheet Approver.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Day</th>
<th>Units</th>
<th>Award</th>
<th>Classification</th>
<th>Step</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>05-JUL-2011</td>
<td>Tue</td>
<td>8</td>
<td>PTL</td>
<td>L3</td>
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<td>ACCY211</td>
</tr>
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<td>L3</td>
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<td>PTL</td>
<td>L3</td>
<td></td>
<td>ACCY211</td>
</tr>
</tbody>
</table>
Approval Notifications
If you have a UOW email account notification of your timesheet approval will be sent to you. The message will appear as below:

Extra line breaks in this message were removed.

From:  UOW Akero VI2 TEST [akero@uow.edu.au]
To:  [blank]
Cc:  [blank]
Subject:  Web Kiosk Email Notification

[message content]

If you do NOT have a UOW email account you will not receive a notification email. You can view the status of your claims at any time in the ‘Existing Timesheets’ screen. Approved timesheets will no longer appear in the summary screen as shown below:

APPROVED timesheets will come off from this list.
Rejection Notifications
If you have a UOW email account notification of your timesheet rejection will be sent to you. The message will appear as below:

Extra line breaks in this message were removed.

From: UVRMS @ HRM SYSTEM [hrms@uow.edu.au]
To: 
Cc: 
Subject: Web Kiosk Email Notification

104: Web Kiosk Notification:
Your Academic Timesheet (id = 24908733) has been rejected. [https://vms.uow.edu.au/]

Transaction Details:
Record ID: 659093
Name: Doctor JOHN DEMO-CASUAL
Calendar: UOW Academic Calendar 2011 (UW_ACAD_2011) Total Hours: 9 Created Date: 19-AUG-2011 To Be Actioned By: 25-AUG-2011
Status: Rejected
Escalated to you By:

To view the rejected timesheet:

1. Select the ‘Existing Timesheets’ screen
2. Modify as required
3. Click ‘Save and Submit’

Note: Ensure you check for ‘Comments’ from your approver
If you do NOT have a UOW email account you will not receive a notification email. You can view the status of your claims at any time in the ‘Existing Timesheets’ screen. Rejected timesheets will be shown as follows:

To view the rejected timesheet:

1. Select the ‘Existing Timesheets’ screen
2. Modify as required
3. Click ‘Save and Submit’

**Note:** Ensure you check for ‘Comments’ from your approver

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**Payroll Support**

If you require further assistance please contact your Payroll Officer: