CASUAL ACADEMIC TIMESHEETS PROCEDURE

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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. The screen below will appear

6. Select the appropriate ‘Job No’ – this will be found on the top right hand corner of your Casual Authority form

7. Click on ‘Continue’

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, check that the timesheet is in the “Not Submitted” state, click on the Record ID

then enter your comments into the ‘Add optional comments for the approver’ box

**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 Timesheets
If any details in your timesheet are incorrect, you can un-submit the timesheet, amend it and re-submit to your Timesheet Approver.

Notifications

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:

103: Web Kiosk Notification:
Your Academic Timesheet (id = 44923179 ) has been approved. https://wss.uow.edu.au/

Transaction Details:
Record Id: 1416884
Name: [Redacted]
Employee No: [Redacted]
Calendar: UOW Academic Calendar 2014 (UW_ACAO_2014) Total Hours: 3 Created Date: 23-DEC-2014 To Be Actioned By: 24-DEC-2014 Escalated to you By: [Redacted] Approver Comments:
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:

**Before Approval**

![Before Approval Table]

**After Approval**

![After Approval Table]

**Rejection Notifications**

If you have a UOW email account, a notification of your timesheet rejection will be sent to you. The message will appear as below:

![Notification Email]

If you do NOT have a UOW email account you will not receive a notification email. You will, however, see a “pending record rejected/has comments” on the home page of your Webkiosk.

**Upcoming 2014 Holidays**

- Labour Day - Mon 6 Oct
- Christmas Day - Thu 25 Dec
- Boxing Day - Fri 26 Dec
- Concessional Day - Mon 29 Dec
- Concessional Day - Tue 30 Dec
- Concessional Day - Wed 31 Dec
- New Year’s Day - Thu 1 Jan 2015

If you click the message this will take you to the “Pending Transactions” screen where you will be able to view the Approver Comments.
WARNING – If you would like to modify the entries from the rejected timesheet, you must un-submit the “Rejected” timesheet from the “Existing Timesheet” screen

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

Academic Casual Timesheet History

1. Click ‘My Pay’
2. Click ‘Timesheets’
3. Click ‘Timesheet History’

4. Professional and Academic Timesheets that have been approved can be accessed through Timesheet History. Enter the timesheet history ‘Dates Worked’ by entering the start and finished dates using the date format ‘DD-MM- YYYY’ or using the pull down calendar
5. The following columns are displayed in the ‘Timesheet History’ report

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job No</td>
<td>Brings up all the casual job numbers that have an approved timesheet for the given work dates</td>
</tr>
<tr>
<td>Work Date, Pay Code, Start Time, Finish Time, Break, Units and Comments</td>
<td>Are timesheet entry details</td>
</tr>
<tr>
<td>Payroll Date and Period End Date</td>
<td>Are payment details</td>
</tr>
<tr>
<td>Timesheet Type</td>
<td>Indicates the origin of the timesheet</td>
</tr>
</tbody>
</table>
6. Note that a ‘Timesheet History’ query will return all casual jobs that have an approved timesheet and will return both academic and professorial timesheet details.

NOTE: Below is an example of ‘Timesheet History’ for an academic casual employee

<table>
<thead>
<tr>
<th>No</th>
<th>Date</th>
<th>Paycode</th>
<th>Description</th>
<th>Start Time</th>
<th>Finish Time</th>
<th>Break</th>
<th>Rate</th>
<th>Units</th>
<th>Payroll Date</th>
<th>Period End Date</th>
<th>Award</th>
<th>Classification</th>
<th>Step</th>
<th>A/C Override</th>
<th>Subject</th>
<th>Web ID</th>
<th>Timesheet Type</th>
<th>Comments</th>
<th>Attachments</th>
</tr>
</thead>
</table>

NOTE: Below is an example of ‘Timesheet History’ for a staff member who has both academic and professorial casual jobs

<table>
<thead>
<tr>
<th>No</th>
<th>Date</th>
<th>Paycode</th>
<th>Description</th>
<th>Start Time</th>
<th>Finish Time</th>
<th>Break</th>
<th>Rate</th>
<th>Units</th>
<th>Payroll Date</th>
<th>Period End Date</th>
<th>Award</th>
<th>Classification</th>
<th>Step</th>
<th>A/C Override</th>
<th>Subject</th>
<th>Web ID</th>
<th>Timesheet Type</th>
<th>Comments</th>
<th>Attachments</th>
</tr>
</thead>
</table>

NOTE: Below is an example of ‘Timesheet History’ for a staff member who has approved, but not yet paid timesheets

<table>
<thead>
<tr>
<th>No</th>
<th>Date</th>
<th>Paycode</th>
<th>Description</th>
<th>Start Time</th>
<th>Finish Time</th>
<th>Break</th>
<th>Rate</th>
<th>Units</th>
<th>Payroll Date</th>
<th>Period End Date</th>
<th>Award</th>
<th>Classification</th>
<th>Step</th>
<th>A/C Override</th>
<th>Subject</th>
<th>Web ID</th>
<th>Timesheet Type</th>
<th>Comments</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>08-Dec-2014</td>
<td>SAL</td>
<td>Salary</td>
<td>07-Dec-2014</td>
<td>12-Dec-2014</td>
<td>PTTT</td>
<td>T1</td>
<td>79694</td>
<td>07-Dec-2014</td>
<td>12-Dec-2014</td>
<td>PTTT</td>
<td>T1</td>
<td>Academic Timesheet</td>
<td>79694</td>
<td>Academic Timesheet</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Payroll Support

For enquires please contact:
Phone: (02) 4221 4715
Extension: 4715
Email: casual-pay@uow.edu.au

All enquiries will be responded to within 24 hours during business hours Monday – Friday