ACADEMIC AND PROFESSIONAL SERVICES CASUAL STAFF HISTORICAL TIMESHEET SUBMISSION (WEBKIOSK ACCESS AFTER TERMINATION)

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Casual Timesheet Submission after Termination/Job Expiry

Casual timesheets are usually claimed in arrears and these result in not being able to submit the casual timesheets after the contract has expired. Following the upgrade of Alesco to version 13, HRIS has enabled certain webkiosk transactions to be accessible after termination – these include the Academic Timesheet and General Timesheet transactions. Please read the WARNINGS section before proceeding to use this functionality.

Procedure

1. Go to ‘My Details’ and select the ‘Historical’ icon

2. This will bring up a list of all the old jobs
3. Select the relevant historical job, then click on the ‘Select’ button and enter timesheet data as usual

![My Details]

Role: 09 Nursing, Midwifery & Indigenous HealthPart-Time Teaching

View | Export

Warnings

1. Current system settings will allow users to:
   - access the functionality for up to 12 months after their contract date has expired
   - enter timesheet work dates on or after the *minimum retrospective GL date*

2. While this functionality is useful for management of late submissions, it is good business practice to observe timely submission/approval and be aware of early pay cut-off times.

3. The system will reject/error on any submission where the dates fall outside the original contract date. This means if your contract finished on 31 Dec 2014, you cannot submit work dates in 2015.

   **Professional Services Timesheet**

   *Error*! Row 1 Work Date: Date may not be after the employee occupancy end date of 31-DEC-2014

4. The functionality basically allows the user to enter, save and submit a timesheet for an expired job in the “one go”. If you have additional dates/times to claim you need to ‘Add new Timesheet’

   **Academic Timesheet**

   Click here to add a new timesheet

5. The system will error when you try to Submit a previously ‘Saved’ but ‘Not Submitted’ timesheet

   **Professional Services Timesheet**

   *Error*! ORA-20999: TAPI::Employee 3200134 job 17 is not currently employed

   The only option going forward would be to take a screenshot of the previously saved and submitted entries, delete the ‘Saved but Not Submitted’ timesheet and create a new one.

   **Academic Timesheet**

   Click here to add a new timesheet
6. The system will error when you try to Un-submit a previously ‘Submitted’ timesheet.

The only option going forward would be to take a screenshot of the previously saved and submitted entries, delete the ‘Saved but Not Submitted’ timesheet and create a new one.

Payroll Support
For enquiries 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