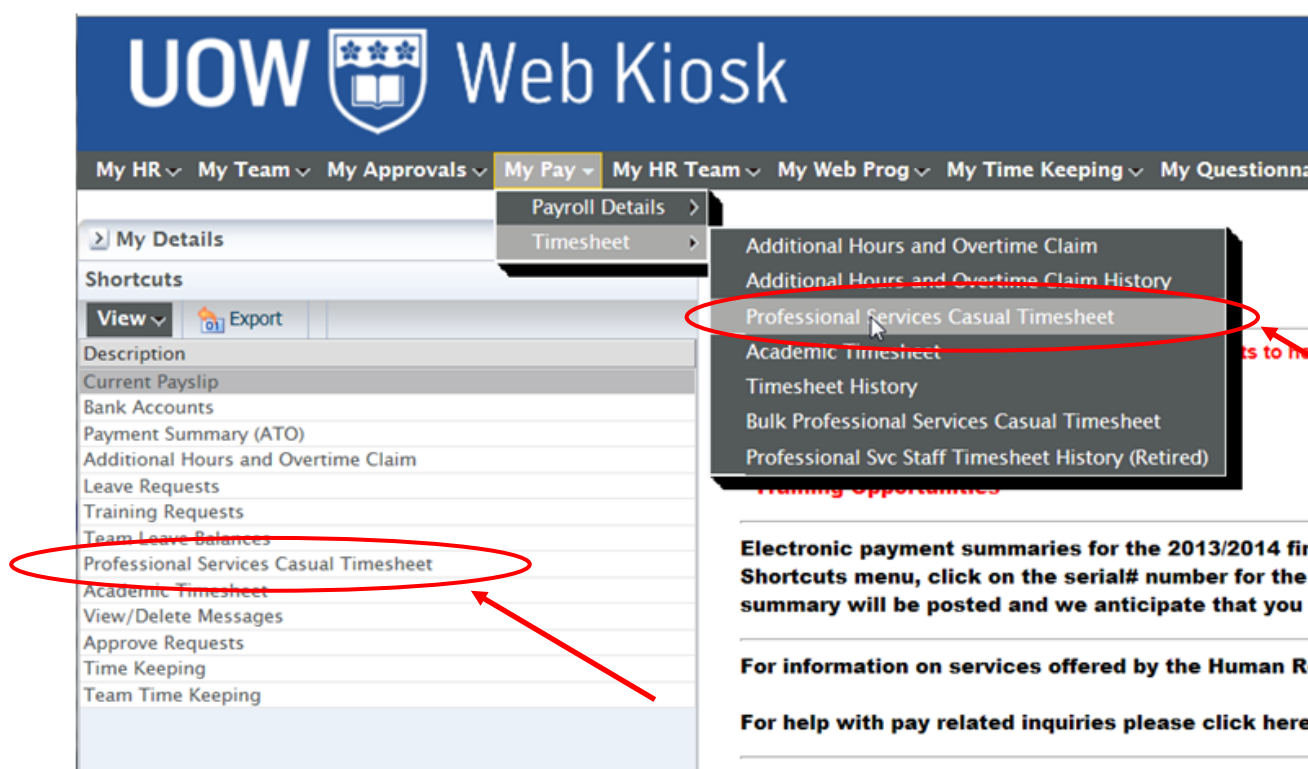


# PROFESSIONAL SERVICES CASUAL TIMESHEETS

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## Getting Started

1. Login to the Web kiosk
2. Click on 'My Pay'
3. Click on 'Timesheets'
4. Click on 'General Timesheets'



The screenshot shows the UOW Web Kiosk interface. The top navigation bar includes 'My HR', 'My Team', 'My Approvals', 'My Pay', 'My HR Team', 'My Web Prog', 'My Time Keeping', and 'My Questionnaire'. The 'My Pay' menu is expanded, showing options like 'Payroll Details', 'Timesheet', 'Additional Hours and Overtime Claim', 'Additional Hours and Overtime Claim History', 'Professional Services Casual Timesheet' (highlighted with a red circle), 'Academic Timesheet', 'Timesheet History', 'Bulk Professional Services Casual Timesheet', and 'Professional Svc Staff Timesheet History (Retired)'. The 'Professional Services Casual Timesheet' option is also highlighted in the 'Shortcuts' menu on the left. A red arrow points to the 'Professional Services Casual Timesheet' option in the 'Shortcuts' menu.

**Electronic payment summaries for the 2013/2014 financial year**  
Shortcuts menu, click on the serial# number for the summary will be posted and we anticipate that you will receive it by email.

**For information on services offered by the Human Resources Department**  
For help with pay related inquiries please click here

## 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 new timesheet'



[Go to Timesheet](#)  
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### Professional Services Timesheet

[Click here to add a new timesheet](#)

#### Existing Timesheets

[Expand All](#) | [Collapse All](#)

##### Not Submitted (0 timesheets)

Record ID	Job No	Start Date	End Date	Total Units	Delete
<a href="#">DeleteTimesheets</a>					

##### Submitted (Not Approved) (1 timesheet)

Record ID	Job No	Start Date	End Date	Total Units	Type	Delete	Unsubmit
77572	17	05-NOV-2014	13-NOV-2014	28.5	New	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">DeleteTimesheets</a>						<a href="#">UnsubmitTimesheets</a>	

##### Rejected (0 timesheets)

Record ID	Job No	Start Date	End Date	Total Units	Delete	Unsubmit
<a href="#">DeleteTimesheets</a>						<a href="#">UnsubmitTimesheets</a>

2. Using the drop down menu select the timesheet Start Date

### Professional Services Timesheet

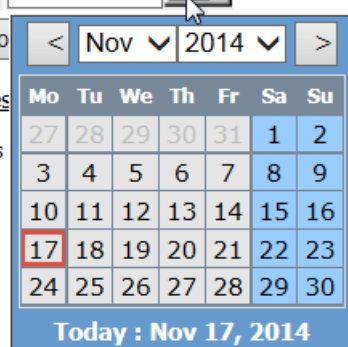
#### Add New Timesheet

Start Date:

[Find Employee](#)

[Back to Timesheet List](#)

This page was



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**NOTE:** This is the start date for which work hours will be claimed

3. Click on 'Find Employee Jobs'

### Professional Services Timesheet

#### Add New Timesheet

Start Date: 04-Nov-2014

[Find Employee Jobs](#)

[Back to Timesheet List](#)

**NOTE:** if you do not select the dates from the calendar, the job number details will not be displayed after clicking 'Find Employee Jobs'

Some staff at the University may have multiple jobs active at the same time e.g. on casual job in Faculty of Social Science and 1 job in IT Services and each of these jobs are assigned their own job number. When submitting timesheets in Web Kiosk, you must ensure that they are being submitted against the correct job number.

You can choose to enter your timesheet one job at a time by **ticking the box** across the casual job. Or you can enter your timesheets for all active jobs in one go by clicking on **select all jobs**. We **recommend** entering **one job per timesheet at a time** as this is less error prone

#### Professional Services Timesheet

##### Add New Timesheet

Start Date: 01-nov-2014

Find Employee Jobs

Select	Job No	Position No	Position Title	CLevel	Employment Status	Award	Classification	Start Date	End D
<input checked="" type="checkbox"/>	04		Casual Employee	Library	Casual-Hours Commitment (Casual)	GENERAL STAFF	HE-LV1/2, BASE 35	02-JAN-2014	24-DE
<input type="checkbox"/>	05		Casual Employee	Student Experience	Casual-Hours Commitment (Casual)	GENERAL STAFF	HE-LV1/2, BASE 35	10-FEB-2014	31-DE

Select all Jobs

Continue

Clear

4. Enter new timesheet details. Complete the fields as required:

<b>Work Date</b>	Select the drop down calendar menu by clicking on the icon, or type in the work date as follows 06DEC2014 <b>NOTE:</b> The work date must be later then the start date you nominated when creating this timesheet
<b>Start Time</b>	Enter in 24 hour format as follows HHMM, e.g. you may type 0900 and it will be converted to 09:00am
<b>Finish Time</b>	Enter in 24 hour format as follows HHMM, e.g. you may type 0900 and it will be converted to 09:00am
<b>Break</b>	Enter the number of minutes of your break for this work date
<b>Activity/task Comments</b>	Enter any comments you wish to be submitted to your supervisor. You may leave this field blank.

5. The system will calculate the number of hours worked in units  
**NOTE:** The units are displayed as a decimal, e.g. 7.5 represents 7 hours and 30 minutes

6. Click the arrow next to 'Timesheet to be approved by'  
**NOTE:** This will display the Approvers from your faculty/division
7. Select your Timesheet Approver as indicated on your Casual Authority form  
**NOTE:** If your approver is not listed please contact your Faculty administration officer or supervisor for assistance

The screenshot shows a web application interface with a navigation bar at the top containing 'My Web Prog', 'My Time Keeping', and 'My Questionnaire'. The main content area is divided into two sections. The top section is a table for entering timesheet data, with columns for 'Copy time above', 'Delete', 'Work Date', 'Day', and 'Start'. Below this table are buttons for 'Save', 'Save and Submit', and 'Refresh'. The bottom section is titled 'Timesheet Summary Details' and includes a 'Hide Job 04' link. Below this is a table with columns for 'Job No', 'Position Title', 'Award/Class./Step', and 'Units'. The 'Timesheet to be approved by' field is highlighted with a red circle. A pop-up window titled 'List Of Values: Approver' is open, showing a list of potential approvers with columns for 'Person Id', 'Name', 'Position Title', and 'CLevel Description'. The pop-up window also has a search bar and 'Find' and 'Close' buttons.

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### Save and Return to the Timesheet Later

1. Click on 'Save'
- NOTE:** 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'
- NOTE:** This will save and submit your timesheet to your Timesheet Approver

### Professional Services Casual Timesheet History

1. Click 'My Pay'
2. Click 'Timesheets'
3. Click 'Timesheet History'



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.

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Job No	Work Date	Paycode	Paycode Description	Start Time	Finish Time	Break	Rate Override	Units	Payroll Date	Period End Date	Award	Classification	Step	A/C Override	Subject	Web TS ID	Timesheet Type	Comments	Attachments
02	10-OCT-2014	SAL	Salary	09:00	12:00	00:00		3	20-OCT-2014	23-OCT-2014						74932	General Timesheet	Current semester work job 2	
01	10-OCT-2014	SAL	Salary	09:00	12:00	00:00		3	20-OCT-2014	23-OCT-2014						74930	General Timesheet	job 1 last semester	
01	26-SEP-2014	SAL	Salary	09:00	12:00	00:00		3	20-OCT-2014	23-OCT-2014						74930	General Timesheet	job 1 last semester	
01	19-SEP-2014	SAL	Salary	09:00	12:00	00:00		3	07-OCT-2014	09-OCT-2014						73262	General Timesheet	Last semester still	
01	12-SEP-2014	SAL	Salary	09:00	12:00	00:00		3	07-OCT-2014	09-OCT-2014						73262	General Timesheet	Last semester still	
																		hi jodie due to being in nowra I havent been able	
01	05-SEP-2014	SAL	Salary	09:00	12:00	00:00		3	22-SEP-2014	25-SEP-2014						71633	General Timesheet		

ReQuery

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



Timesheet History

Job No	Work Date	Paycode	Paycode Description	Start Time	Finish Time	Break	Rate Override	Units	Payroll Date	Period End Date	Award	Classification	Step	A/C Override	Subject	Web TS ID	Timesheet Type	Comments	Attachments
33	21-OCT-2014	SAL	Salary					3.5	03-NOV-2014	06-NOV-2014	PTT	PTTD	D1		BIOL103	76660	Academic Timesheet		
33	20-OCT-2014	SAL	Salary					4	03-NOV-2014	06-NOV-2014	PTT	PTTD	D1		BIOL103	76660	Academic Timesheet		
33	15-OCT-2014	SAL	Salary					3.25	03-NOV-2014	23-OCT-2014	PTT	PTTD	D2		BIOL103	75199	Academic Timesheet		
33	14-OCT-2014	SAL	Salary					3.25	03-NOV-2014	23-OCT-2014	PTT	PTTD	D2		BIOL103	75199	Academic Timesheet		
33	09-OCT-2014	SAL	Salary					2	03-NOV-2014	06-NOV-2014	PTT	PTTM	M3		BIOL103	76660	Academic Timesheet		
33	08-OCT-2014	SAL	Salary					3.25	03-NOV-2014	23-OCT-2014	PTT	PTTD	D2		BIOL103	75199	Academic Timesheet		
33	07-OCT-2014	SAL	Salary					3.25	03-NOV-2014	23-OCT-2014	PTT	PTTD	D2		BIOL103	75199	Academic Timesheet		
30	01-OCT-2014	SAL	Salary	09:30	17:00	00:30		7	03-NOV-2014	23-OCT-2014						75564	General Timesheet		
30	30-SEP-2014	SAL	Salary	09:30	16:30	00:30		6.5	03-NOV-2014	23-OCT-2014						75564	General Timesheet		

Records 1 to 247 of 247

ReQuery

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



Timesheet History

Job No	Work Date	Paycode	Paycode Description	Start Time	Finish Time	Break	Rate Override	Units	Payroll Date	Period End Date	Award	Classification	Step	A/C Override	Subject	Web TS ID	Timesheet Type	Comments	Attachments
03	28-OCT-2014	SAL	Salary	09:00	17:00	01:00		7								77596	General Timesheet		
03	24-OCT-2014	SAL	Salary	09:00	17:00	01:00		7								77596	General Timesheet		
03	21-OCT-2014	SAL	Salary	09:00	17:00	01:00		7								77596	General Timesheet		
03	17-OCT-2014	SAL	Salary	09:00	17:00	01:00		7								77596	General Timesheet		
03	14-OCT-2014	SAL	Salary	09:00	17:00	01:00		7								77596	General Timesheet		
03	10-OCT-2014	SAL	Salary	09:00	17:00	01:00		7								77596	General Timesheet		
03	07-OCT-2014	SAL	Salary	09:00	17:00	01:00		7								77596	General Timesheet		
03	01-OCT-2014	SAL	Salary	09:00	17:00	01:00		7								77596	General Timesheet		

Records 1 to 8 of 8

ReQuery

# Payroll Support

For enquires please contact:

Phone: (02) 4221 4715

Extension: 4715

Email: [casual-pay@uow.edu.au](mailto:casual-pay@uow.edu.au)

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