CASUAL ACADEMIC TIMESHEETS

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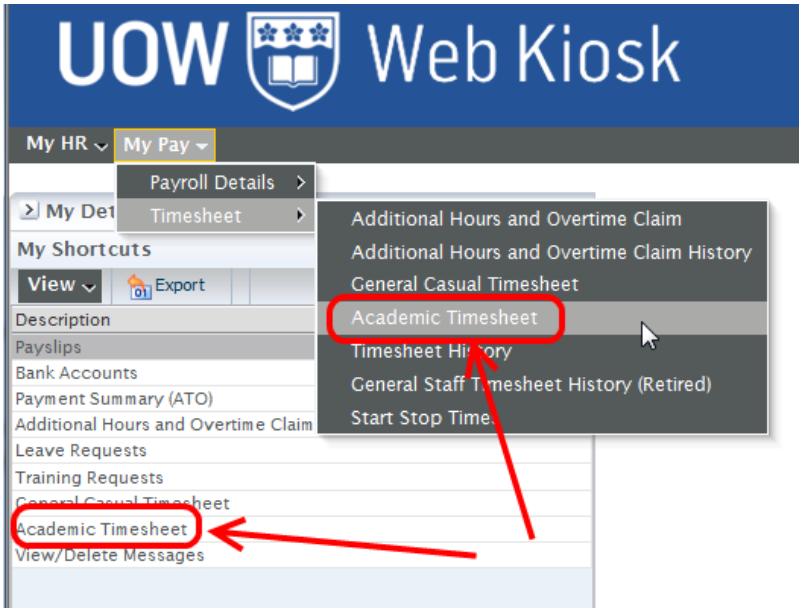
Getting Started

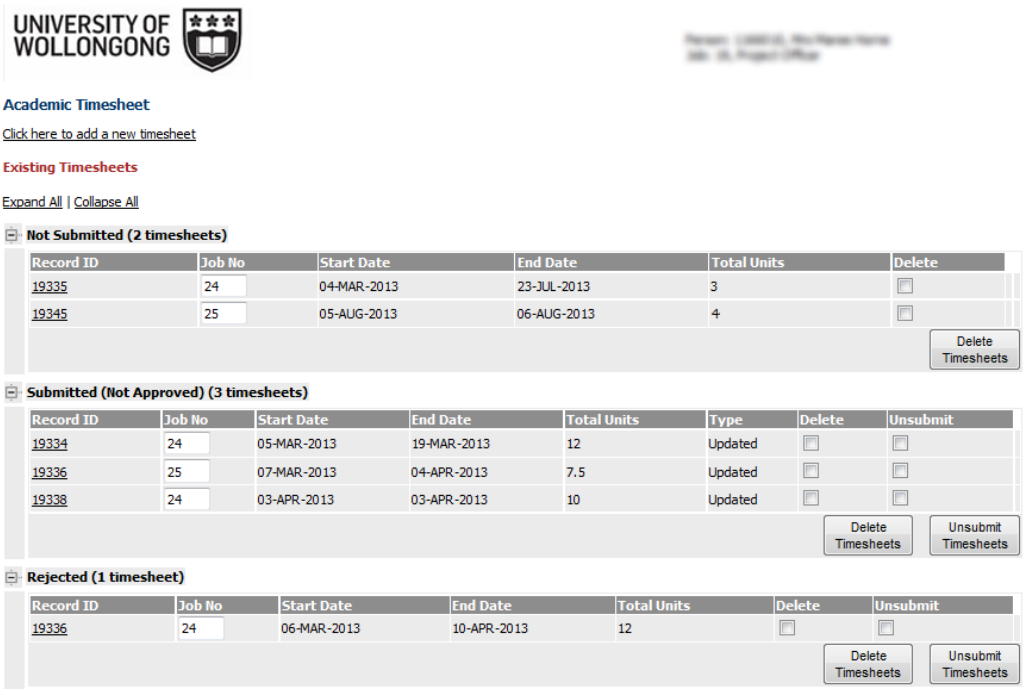
1. Click on 'My Pay'
2. Click on 'Timesheets'
3. Click on 'Academic Timesheets'



Timesheet Summary

This will display timesheets:

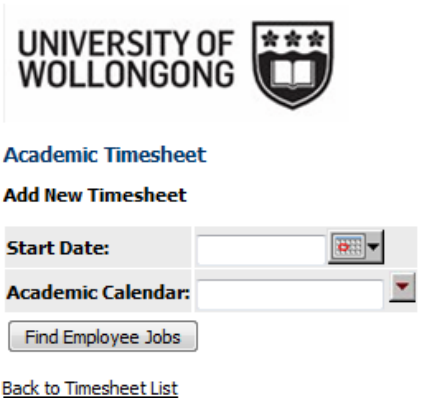
- Not Submitted
- Submitted and not approved
- Submitted and rejected

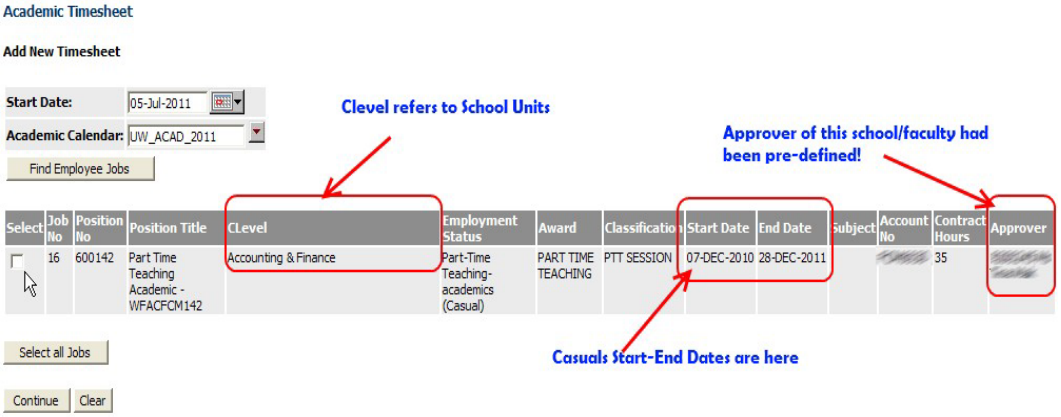


Add New Timesheet

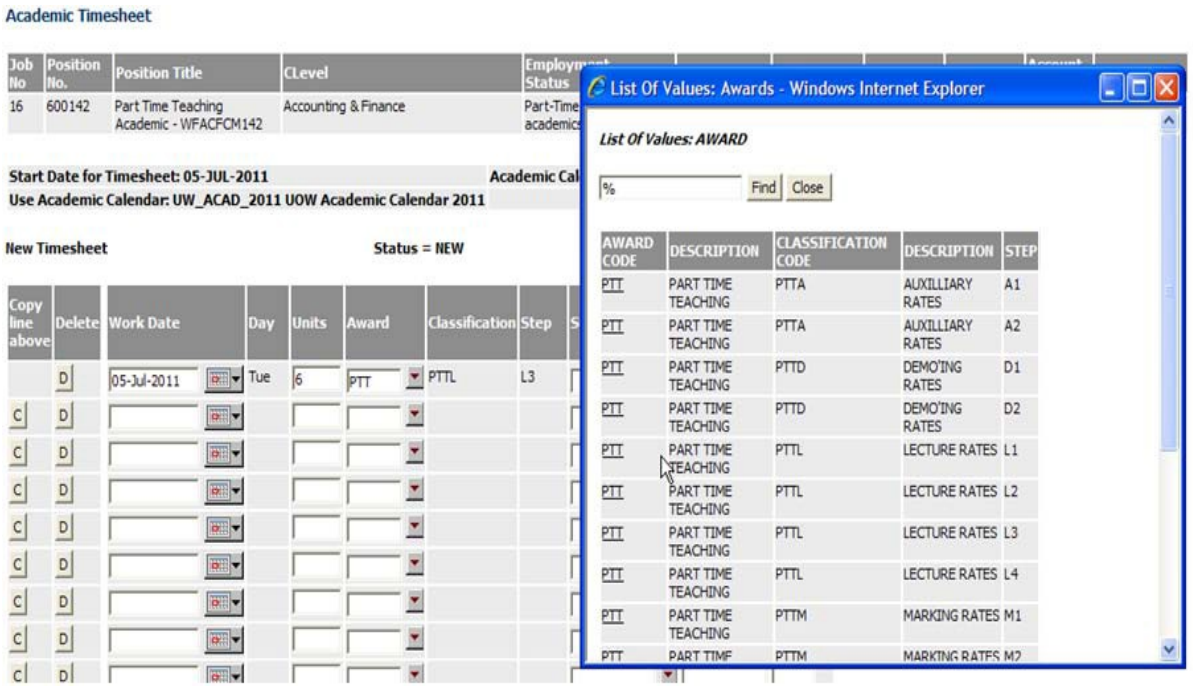
To enter a new timesheet:

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





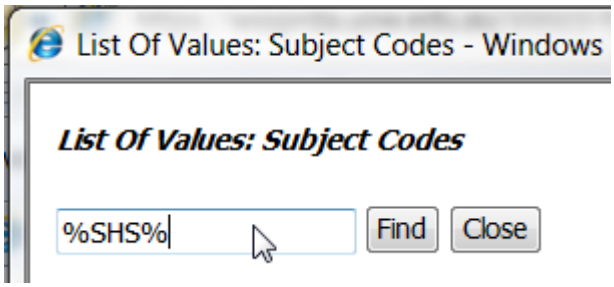
8. Select the ‘Work Date’ – this is the date for which work hours will be claimed
9. Enter the ‘Units’ – this is the total number of hours worked
10. Select the ‘Award’ – the drop down menu will display the Academic Pay Rates, select the appropriate award as committed on your Casual Academic Authority



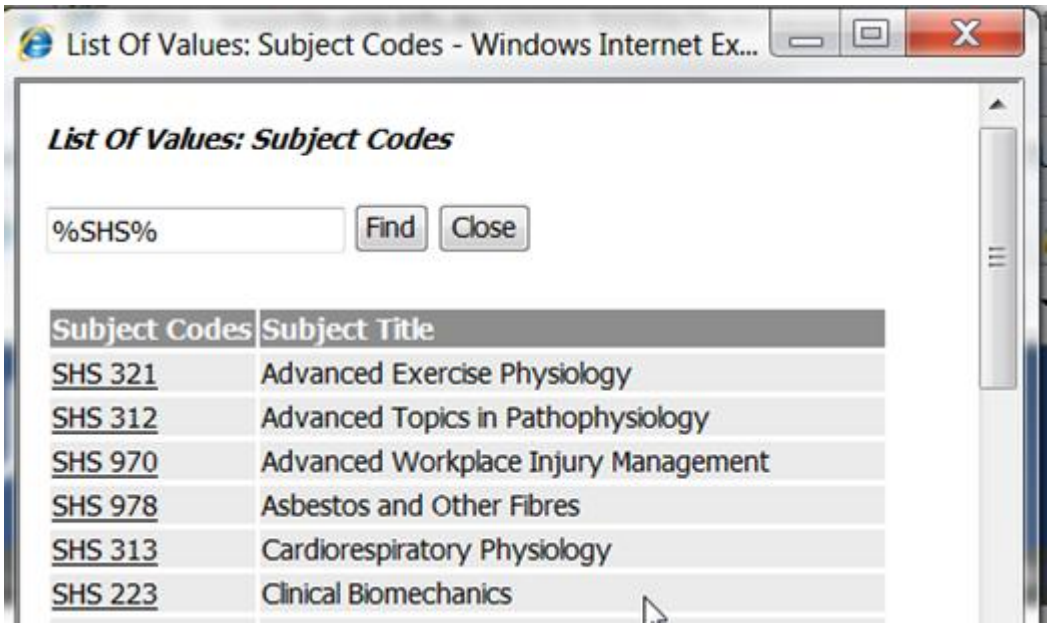
11. Choose the ‘Subject’ field and

- If you know your Subject Code type in the code

- Alternatively you can look up the Subject Code by running a query using a wild card % and clicking the “Find” button



The list will come up sorted by Subject Title

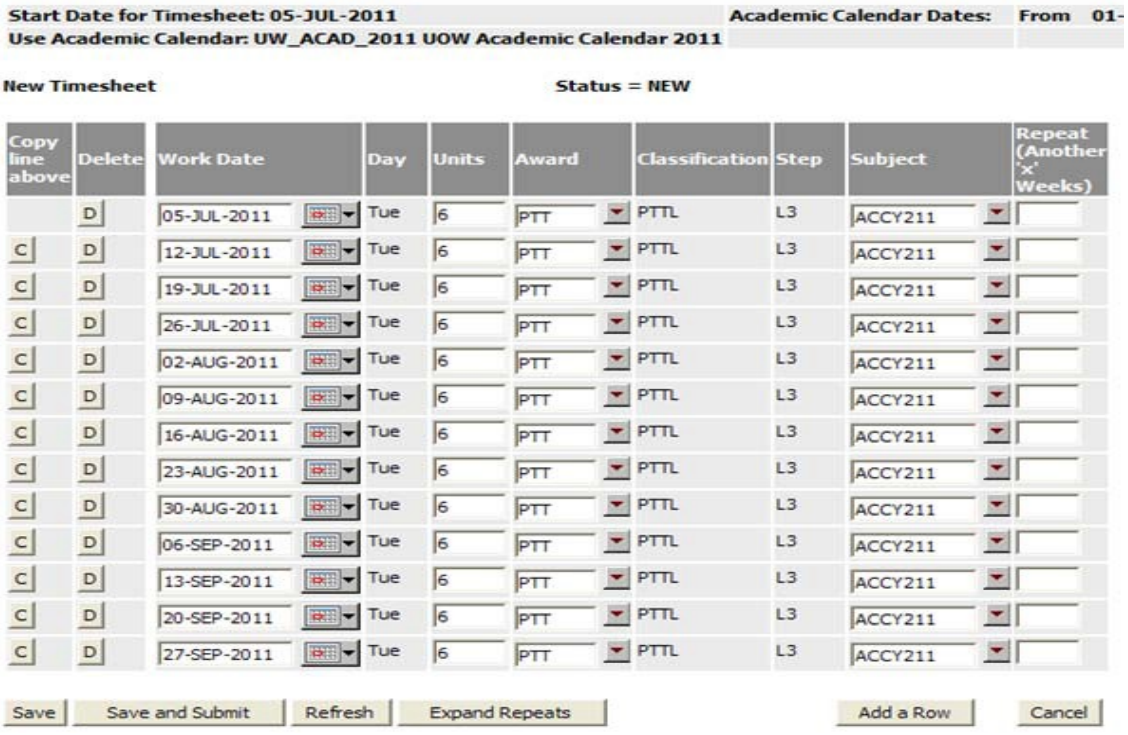


- Alternatively if your subject is not listed, please enter 'OTHER'.

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 al 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

Hide Job 16

Job No	Position Title	Award/Class./Step	This Timesheet Units
16	Part Time Teaching Academic - WFACFCM142	PTT / PTTT / T3	45.50
		PTT / PTTT / T4	26.00
Totals for Job 16			71.50

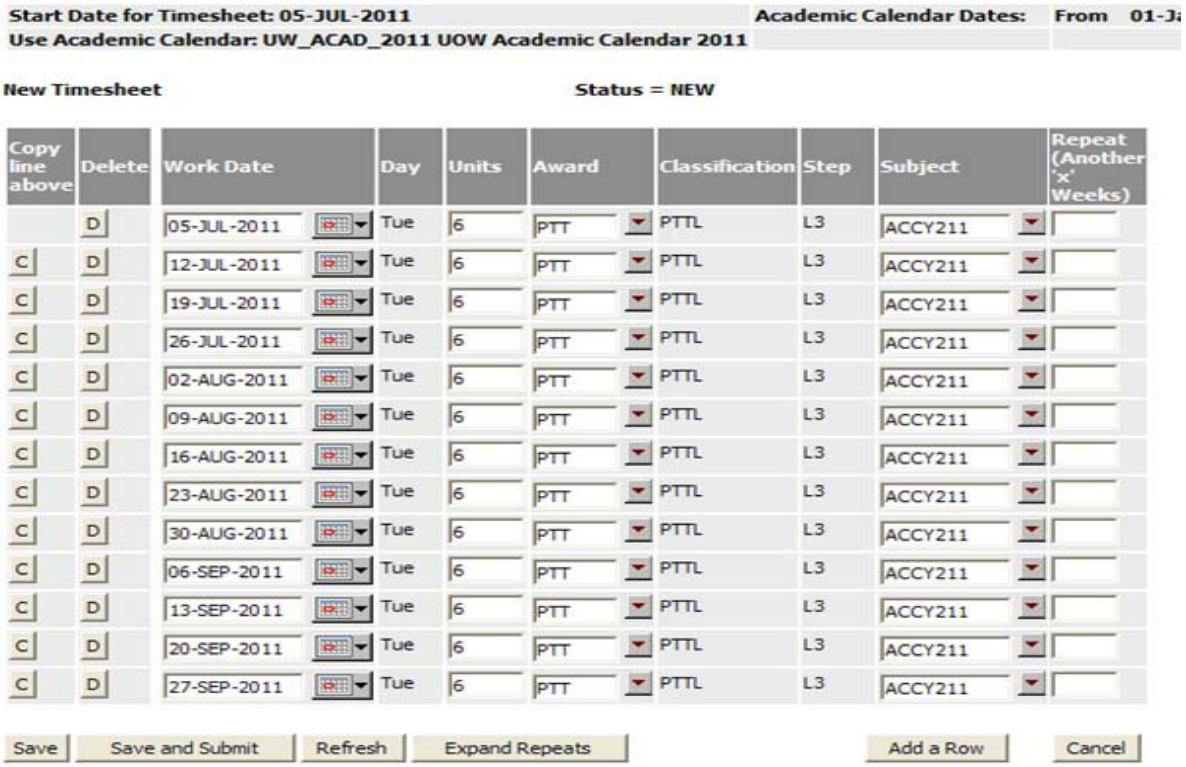
Timesheet to be approved by	9200245 Ms GRACE DEMO-APPROVER
Add optional comments for the approver:	

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

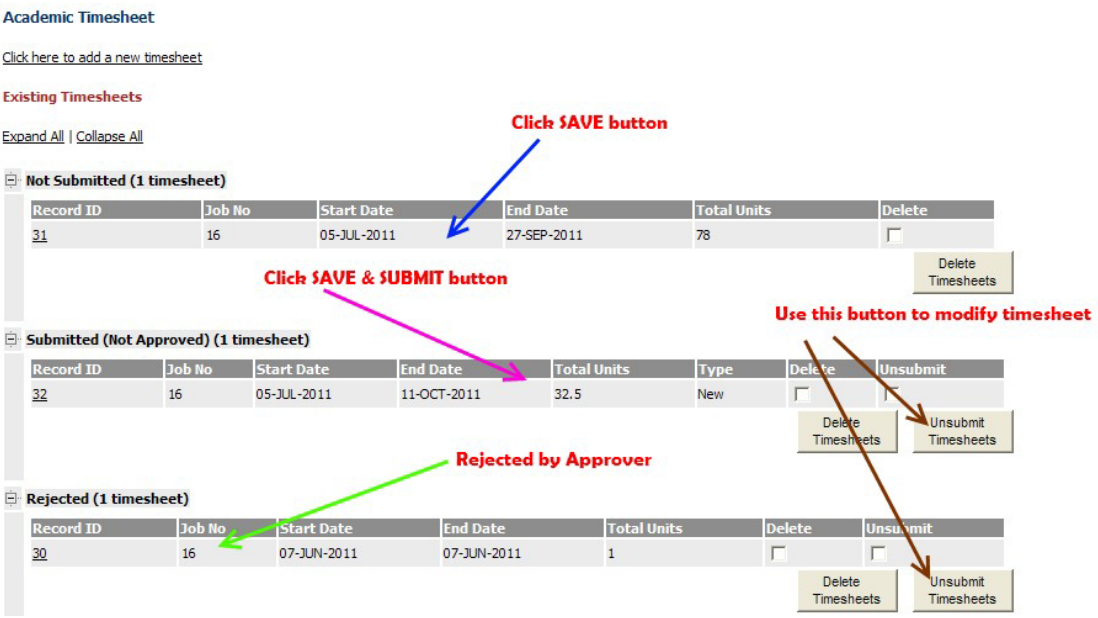
Submit Timesheet for Approval

1. Review timesheet, ensuring accuracy and completeness
2. Click 'Save and Submit' – this will save and submit your timesheet to your Timesheet Approver



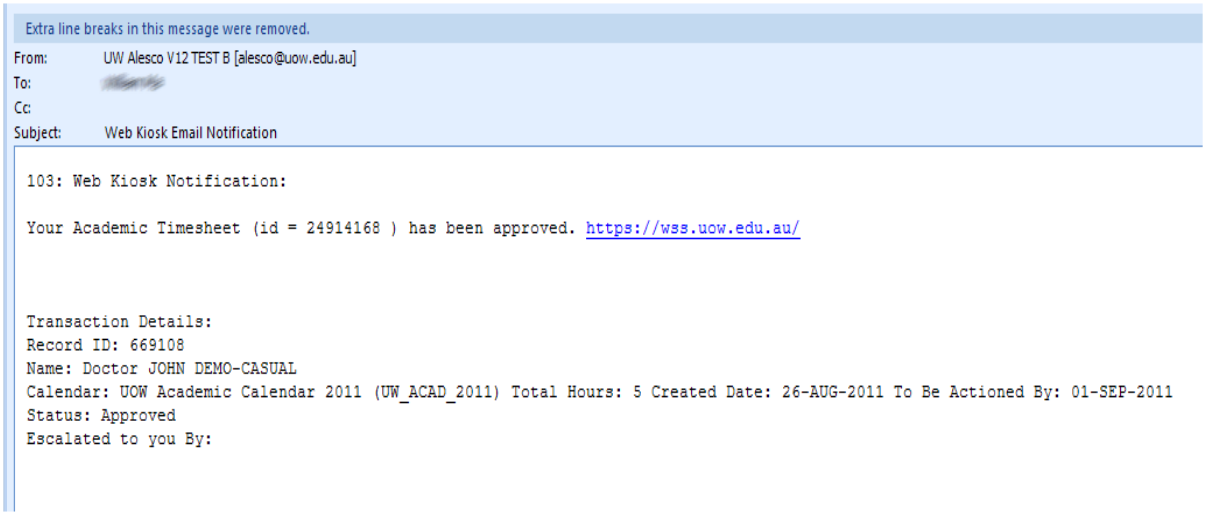
Unsubmit Timesheet

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



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.

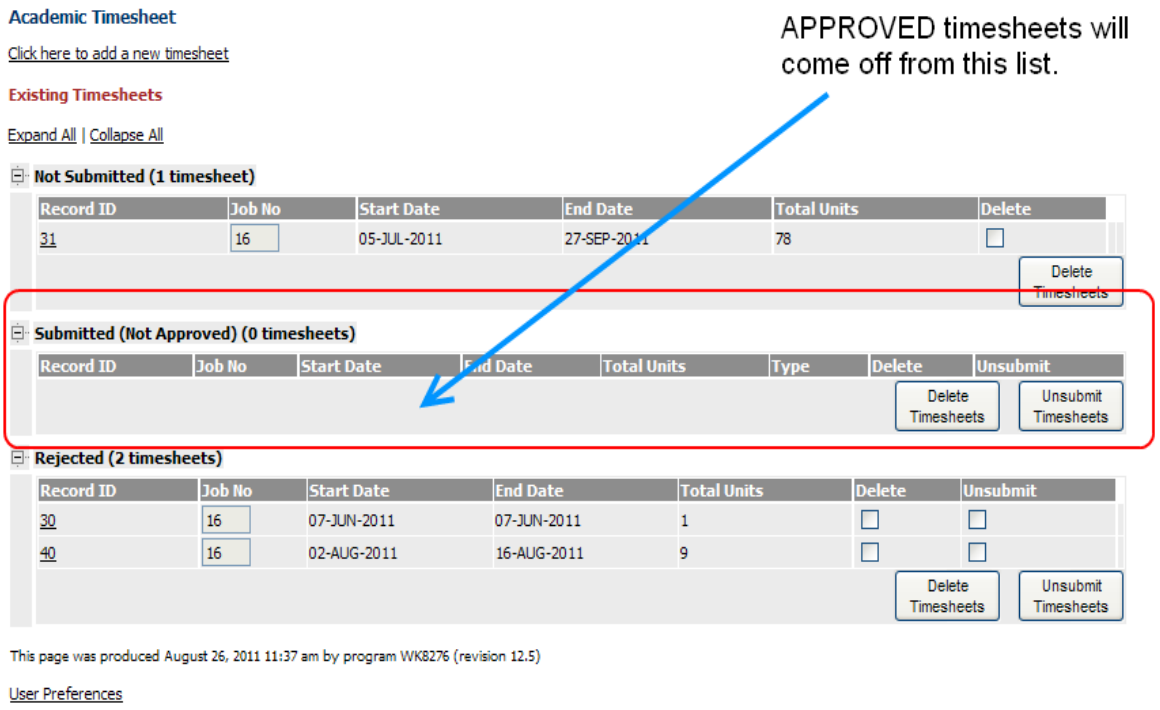
From: UW Alesco V12 TEST B [alesco@uow.edu.au]
To: [redacted]
Cc:
Subject: Web Kiosk Email Notification

103: Web Kiosk Notification:

Your Academic Timesheet (id = 24914168) has been approved. https://wss.uow.edu.au/

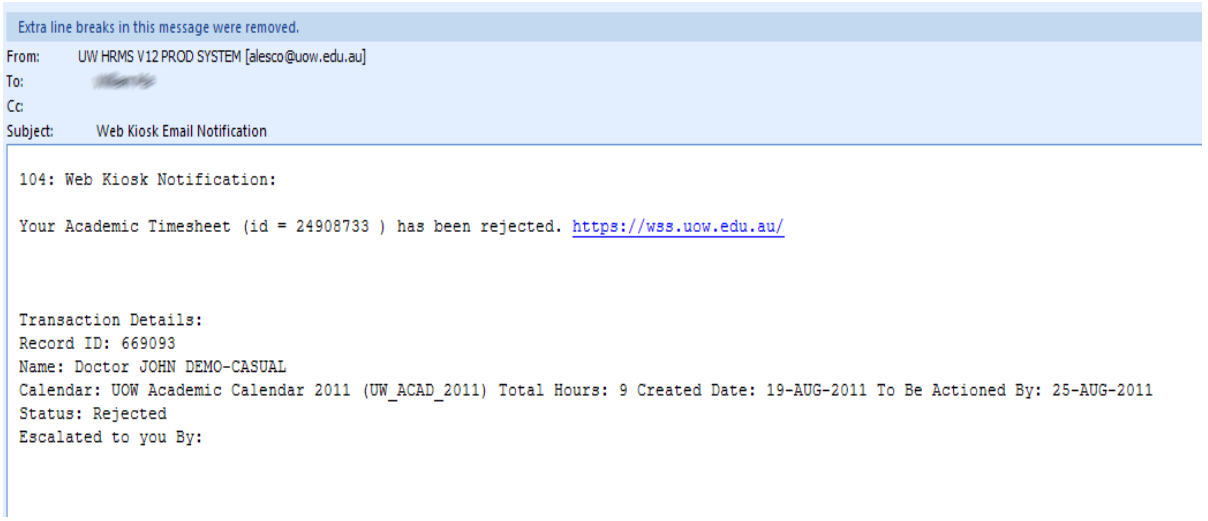
Transaction Details:
Record ID: 669108
Name: Doctor JOHN DEMO-CASUAL
Calendar: UOW Academic Calendar 2011 (UW_ACAD_2011) Total Hours: 5 Created Date: 26-AUG-2011 To Be Actioned By: 01-SEP-2011
Status: Approved
Escalated to you By:

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:



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: UW HRMS V12 PROD SYSTEM [alesco@uow.edu.au]
To:
Cc:
Subject: Web Kiosk Email Notification

104: Web Kiosk Notification:

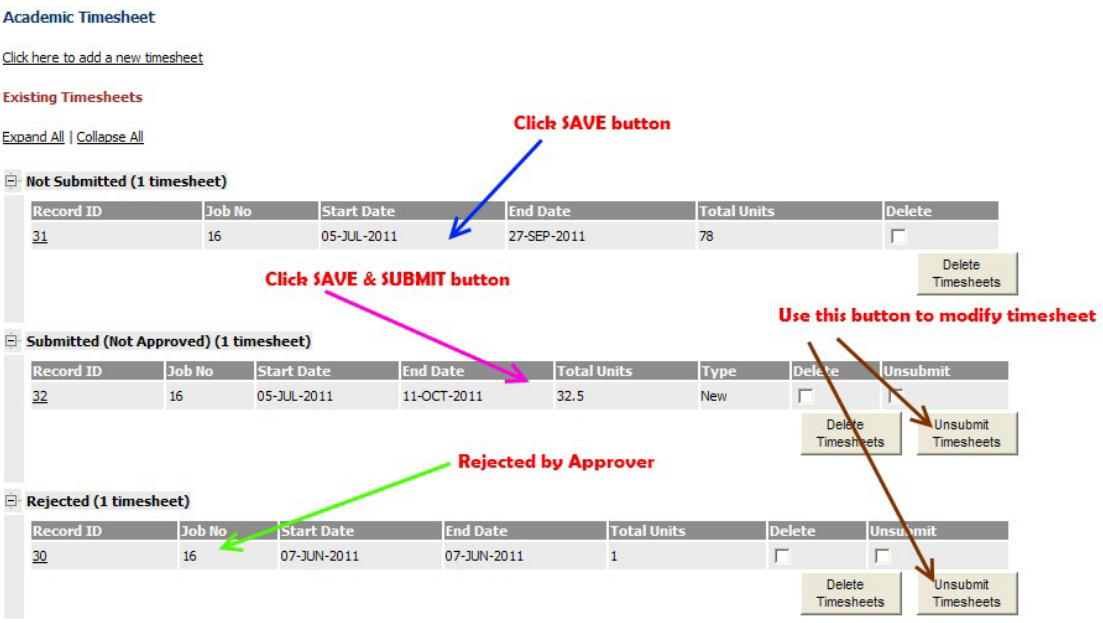
Your Academic Timesheet (id = 24908733) has been rejected. https://wss.uow.edu.au/

Transaction Details:
Record ID: 669093
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:

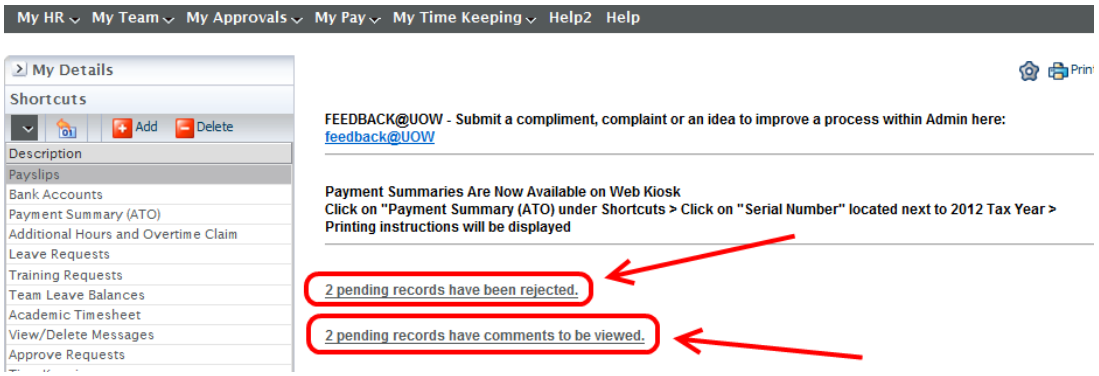
To view the rejected timesheet:

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:



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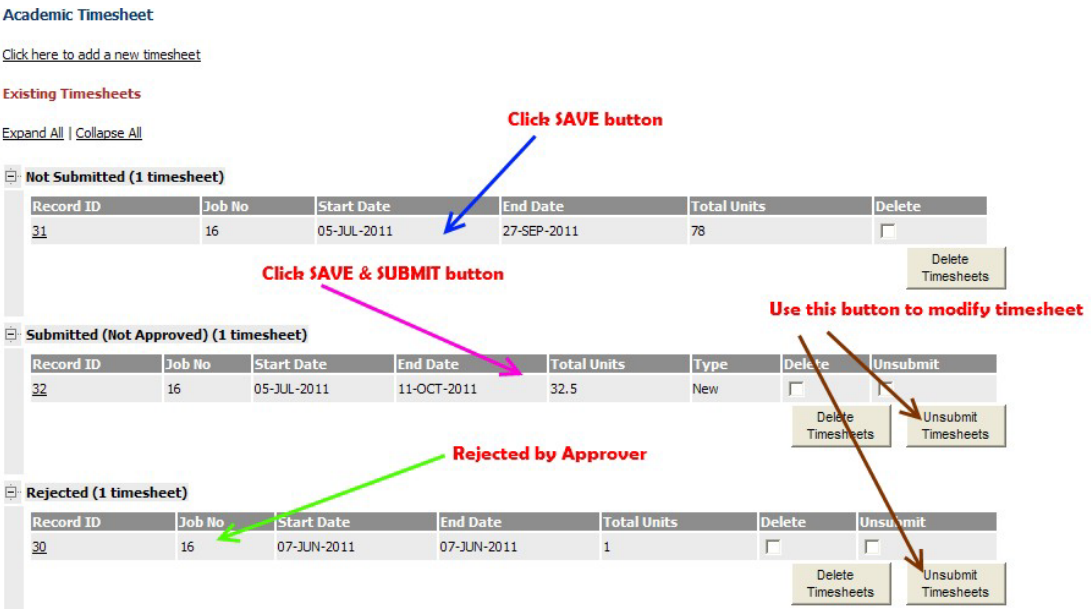

Payroll Support

If you require further assistance please contact your Payroll Officer:
https://intranet.uow.edu.au/personnel/staffservices/contacts/index.html