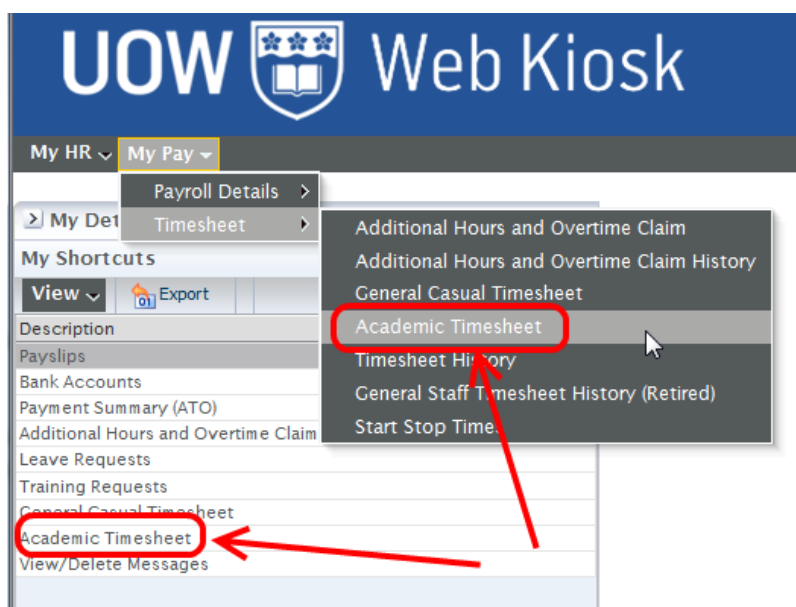


# CASUAL ACADEMIC TIMESHEETS

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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



Timesheet Summary  
View & Report Timesheets

### Academic Timesheet

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

### Existing Timesheets

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

#### Not Submitted (2 timesheets)

Record ID	Job No	Start Date	End Date	Total Units	Delete
19335	24	04-MAR-2013	23-JUL-2013	3	<input type="checkbox"/>
19345	25	05-AUG-2013	06-AUG-2013	4	<input type="checkbox"/>

Delete Timesheets

#### Submitted (Not Approved) (3 timesheets)

Record ID	Job No	Start Date	End Date	Total Units	Type	Delete	Unsubmit
19334	24	05-MAR-2013	19-MAR-2013	12	Updated	<input type="checkbox"/>	<input type="checkbox"/>
19336	25	07-MAR-2013	04-APR-2013	7.5	Updated	<input type="checkbox"/>	<input type="checkbox"/>
19338	24	03-APR-2013	03-APR-2013	10	Updated	<input type="checkbox"/>	<input type="checkbox"/>

Delete Timesheets

Unsubmit Timesheets

#### Rejected (1 timesheet)

Record ID	Job No	Start Date	End Date	Total Units	Delete	Unsubmit
19336	24	06-MAR-2013	10-APR-2013	12	<input type="checkbox"/>	<input type="checkbox"/>

Delete Timesheets

Unsubmit Timesheets

## 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



### Academic Timesheet

#### Add New Timesheet

Start Date:

Academic Calendar:

[Find Employee Jobs](#)

[Back to Timesheet List](#)

### Academic Timesheet

#### Add New Timesheet

Start Date:

Academic Calendar:

[Find Employee Jobs](#)

Select	Job No	Position No	Position Title	Clevel	Employment Status	Award	Classification	Start Date	End Date	Subject	Account No	Contract Hours	Approver
<input type="checkbox"/>	16	600142	Part Time Teaching Academic - WFACFCM142	Accounting & Finance	Part-Time Teaching-academics (Casual)	PART TIME TEACHING	PTT SESSION	07-DEC-2010	28-DEC-2011			35	

[Select all Jobs](#)

[Continue](#) [Clear](#)

Clevel refers to School Units

Approver of this school/faculty had been pre-defined!

Casuals Start-End Dates are here

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

#### Academic Timesheet

Job No	Position No.	Position Title	CLevel	Employment Status
16	600142	Part Time Teaching Academic - WFACFCM142	Accounting & Finance	Part-Time academics

Start Date for Timesheet: 05-JUL-2011      Academic Calendar: UW\_ACAD\_2011 UOW Academic Calendar 2011

New Timesheet      Status = NEW

Copy line above	Delete	Work Date	Day	Units	Award	Classification	Step
	D	05-Jul-2011	Tue	6	PTT	PTTL	L3
C	D						
C	D						
C	D						
C	D						
C	D						
C	D						
C	D						
C	D						
C	D						

List Of Values: Awards - Windows Internet Explorer

List Of Values: AWARD

%      Find      Close

AWARD CODE	DESCRIPTION	CLASSIFICATION CODE	DESCRIPTION	STEP
PTT	PART TIME TEACHING	PTTA	AUXILLIARY RATES	A1
PTT	PART TIME TEACHING	PTTA	AUXILLIARY RATES	A2
PTT	PART TIME TEACHING	PTTD	DEMO'ING RATES	D1
PTT	PART TIME TEACHING	PTTD	DEMO'ING RATES	D2
PTT	PART TIME TEACHING	PTTL	LECTURE RATES	L1
PTT	PART TIME TEACHING	PTTL	LECTURE RATES	L2
PTT	PART TIME TEACHING	PTTL	LECTURE RATES	L3
PTT	PART TIME TEACHING	PTTL	LECTURE RATES	L4
PTT	PART TIME TEACHING	PTTM	MARKING RATES	M1
PTT	PART TIME TEACHING	PTTM	MARKING RATES	M2

11. Choose the 'Subject' field and

- If you know your Subject Code type in the code

**Subject**

SHS 223

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

List Of Values: Subject Codes - Windows

**List Of Values: Subject Codes**

%SHS%      Find      Close

The list will come up sorted by Subject Title

**List Of Values: Subject Codes**

%SHS% Find Close

Subject Codes	Subject Title
<u>SHS 321</u>	Advanced Exercise Physiology
<u>SHS 312</u>	Advanced Topics in Pathophysiology
<u>SHS 970</u>	Advanced Workplace Injury Management
<u>SHS 978</u>	Asbestos and Other Fibres
<u>SHS 313</u>	Cardiorespiratory Physiology
<u>SHS 223</u>	Clinical Biomechanics

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

### Repeat Timesheets

If you are entering a Repeat Timesheet:

- Enter the number of weeks to be repeated
- Click on 'Expand Repeats' – this will display all dates within the repeat period

Start Date for Timesheet: 05-JUL-2011 Academic Calendar Dates: From 01-  
Use Academic Calendar: UW\_ACAD\_2011 UOW Academic Calendar 2011

New Timesheet

Status = NEW

Copy line above	Delete	Work Date	Day	Units	Award	Classification	Step	Subject	Repeat (Another x Weeks)
	D	05-JUL-2011	Tue	6	PTT	PTTL	L3	ACCY211	
C	D	12-JUL-2011	Tue	6	PTT	PTTL	L3	ACCY211	
C	D	19-JUL-2011	Tue	6	PTT	PTTL	L3	ACCY211	
C	D	26-JUL-2011	Tue	6	PTT	PTTL	L3	ACCY211	
C	D	02-AUG-2011	Tue	6	PTT	PTTL	L3	ACCY211	
C	D	09-AUG-2011	Tue	6	PTT	PTTL	L3	ACCY211	
C	D	16-AUG-2011	Tue	6	PTT	PTTL	L3	ACCY211	
C	D	23-AUG-2011	Tue	6	PTT	PTTL	L3	ACCY211	
C	D	30-AUG-2011	Tue	6	PTT	PTTL	L3	ACCY211	
C	D	06-SEP-2011	Tue	6	PTT	PTTL	L3	ACCY211	
C	D	13-SEP-2011	Tue	6	PTT	PTTL	L3	ACCY211	
C	D	20-SEP-2011	Tue	6	PTT	PTTL	L3	ACCY211	
C	D	27-SEP-2011	Tue	6	PTT	PTTL	L3	ACCY211	

Save Save and Submit Refresh Expand Repeats Add a Row Cancel

**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

C	D	10-OCT-2011	Mon	3.5	PTT	PTTT	T3		
C	D	13-OCT-2011	Thu	2	PTT	PTTT	T4		

### Timesheet Summary Details

 **Hide Job 16**

			This Timesheet
Job No	Position Title	Award/Class./Step	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



Start Date for Timesheet: 05-JUL-2011 Academic Calendar Dates: From 01-JUL-2011 To 31-DEC-2011  
 Use Academic Calendar: UW\_ACAD\_2011 UOW Academic Calendar 2011

New Timesheet

Status = NEW

Copy line above	Delete	Work Date	Day	Units	Award	Classification	Step	Subject	Repeat (Another 'x' Weeks)
	<input type="checkbox"/>	05-JUL-2011	Tue	6	PTT	PTTL	L3	ACCY211	
<input type="checkbox"/>	<input type="checkbox"/>	12-JUL-2011	Tue	6	PTT	PTTL	L3	ACCY211	
<input type="checkbox"/>	<input type="checkbox"/>	19-JUL-2011	Tue	6	PTT	PTTL	L3	ACCY211	
<input type="checkbox"/>	<input type="checkbox"/>	26-JUL-2011	Tue	6	PTT	PTTL	L3	ACCY211	
<input type="checkbox"/>	<input type="checkbox"/>	02-AUG-2011	Tue	6	PTT	PTTL	L3	ACCY211	
<input type="checkbox"/>	<input type="checkbox"/>	09-AUG-2011	Tue	6	PTT	PTTL	L3	ACCY211	
<input type="checkbox"/>	<input type="checkbox"/>	16-AUG-2011	Tue	6	PTT	PTTL	L3	ACCY211	
<input type="checkbox"/>	<input type="checkbox"/>	23-AUG-2011	Tue	6	PTT	PTTL	L3	ACCY211	
<input type="checkbox"/>	<input type="checkbox"/>	30-AUG-2011	Tue	6	PTT	PTTL	L3	ACCY211	
<input type="checkbox"/>	<input type="checkbox"/>	06-SEP-2011	Tue	6	PTT	PTTL	L3	ACCY211	
<input type="checkbox"/>	<input type="checkbox"/>	13-SEP-2011	Tue	6	PTT	PTTL	L3	ACCY211	
<input type="checkbox"/>	<input type="checkbox"/>	20-SEP-2011	Tue	6	PTT	PTTL	L3	ACCY211	
<input type="checkbox"/>	<input type="checkbox"/>	27-SEP-2011	Tue	6	PTT	PTTL	L3	ACCY211	

Save Save and Submit Refresh Expand Repeats Add a Row Cancel

## Unsubmit Timesheet

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

### Academic Timesheet

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

#### Existing Timesheets

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

##### Not Submitted (1 timesheet)

Record ID	Job No	Start Date	End Date	Total Units	Delete
31	16	05-JUL-2011	27-SEP-2011	78	<input type="checkbox"/>

Delete Timesheets

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

Record ID	Job No	Start Date	End Date	Total Units	Type	Delete	Unsubmit
32	16	05-JUL-2011	11-OCT-2011	32.5	New	<input type="checkbox"/>	<input type="checkbox"/>

Delete Timesheets

Unsubmit Timesheets

##### Rejected (1 timesheet)

Record ID	Job No	Start Date	End Date	Total Units	Delete	Unsubmit
30	16	07-JUN-2011	07-JUN-2011	1	<input type="checkbox"/>	<input type="checkbox"/>

Delete Timesheets

Unsubmit Timesheets

Click SAVE button

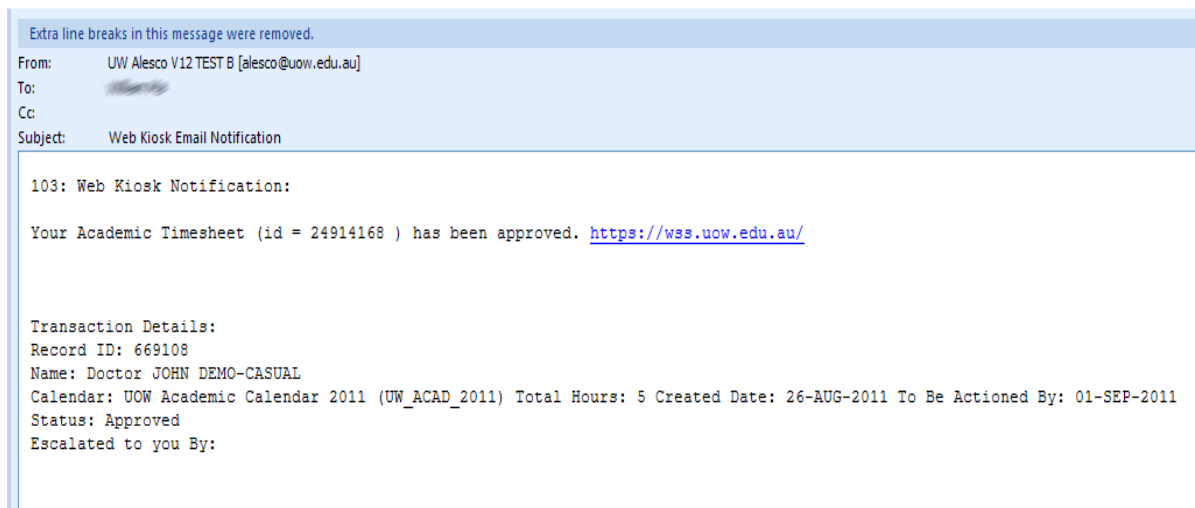
Click SAVE & SUBMIT button

Use this button to modify timesheet

Rejected by 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:



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:

### Academic Timesheet

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

### Existing Timesheets

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

**Not Submitted (1 timesheet)**

Record ID	Job No	Start Date	End Date	Total Units	Delete
<a href="#">31</a>	<a href="#">16</a>	05-JUL-2011	27-SEP-2011	78	<input type="checkbox"/>

**Submitted (Not Approved) (0 timesheets)**

Record ID	Job No	Start Date	End Date	Total Units	Type	Delete	Unsubmit
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**Rejected (2 timesheets)**

Record ID	Job No	Start Date	End Date	Total Units	Delete	Unsubmit
<a href="#">30</a>	<a href="#">16</a>	07-JUN-2011	07-JUN-2011	1	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">40</a>	<a href="#">16</a>	02-AUG-2011	16-AUG-2011	9	<input type="checkbox"/>	<input type="checkbox"/>

APPROVED timesheets will come off from this list.

This page was produced August 26, 2011 11:37 am by program WK8276 (revision 12.5)

[User Preferences](#)

## 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:



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 Timesheet

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

#### Existing Timesheets

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

##### Not Submitted (1 timesheet)

Record ID	Job No	Start Date	End Date	Total Units	Delete
31	16	05-JUL-2011	27-SEP-2011	78	<input type="checkbox"/>

Delete Timesheets

Click SAVE & SUBMIT button

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

Record ID	Job No	Start Date	End Date	Total Units	Type	Delete	Unsubmit
32	16	05-JUL-2011	11-OCT-2011	32.5	New	<input type="checkbox"/>	<input type="checkbox"/>

Use this button to modify timesheet

Delete Timesheets

Unsubmit Timesheets

##### Rejected (1 timesheet)

Record ID	Job No	Start Date	End Date	Total Units	Delete	Unsubmit
30	16	07-JUN-2011	07-JUN-2011	1	<input type="checkbox"/>	<input type="checkbox"/>

Delete Timesheets

Unsubmit Timesheets

Rejected by 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:

The screenshot shows the top navigation bar with links: My HR, My Team, My Approvals, My Pay, My Time Keeping, Help2, and Help. On the left is a 'My Details' sidebar with a 'Shortcuts' section containing links like Payslips, Bank Accounts, Payment Summary (ATO), etc. The main content area displays two notifications: 'FEEDBACK@UOW - Submit a compliment, complaint or an idea to improve a process within Admin here: [feedback@uow](mailto:feedback@uow)' and 'Payment Summaries Are Now Available on Web Kiosk'. Below these, two status messages are highlighted with red boxes and arrows: '2 pending records have been rejected.' and '2 pending records have comments to be viewed.'

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 Timesheet

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

#### Existing Timesheets

Expand All | Collapse All

##### Not Submitted (1 timesheet)

Record ID	Job No	Start Date	End Date	Total Units	Delete
31	16	05-JUL-2011	27-SEP-2011	78	<input type="checkbox"/>

Click SAVE & SUBMIT button

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

Record ID	Job No	Start Date	End Date	Total Units	Type	Delete	Unsubmit
32	16	05-JUL-2011	11-OCT-2011	32.5	New	<input type="checkbox"/>	<input type="checkbox"/>

Use this button to modify timesheet

##### Rejected (1 timesheet)

Record ID	Job No	Start Date	End Date	Total Units	Delete	Unsubmit
30	16	07-JUN-2011	07-JUN-2011	1	<input type="checkbox"/>	<input type="checkbox"/>

Rejected by Approver

## Payroll Support

If you require further assistance please contact your Payroll Officer:

<https://intranet.uow.edu.au/personnel/staffservices/contacts/index.html>