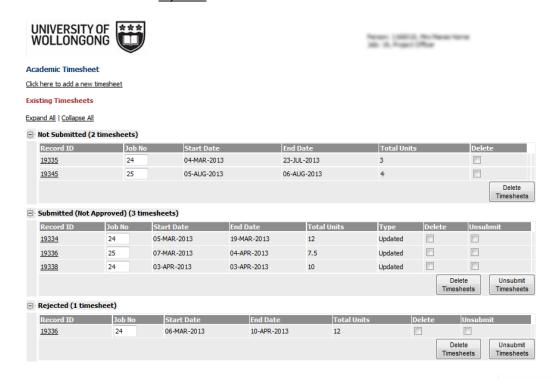# CASUAL ACADEMIC TIMESHEETS

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 <u>not approved</u>
- Submitted and <u>rejected</u>

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
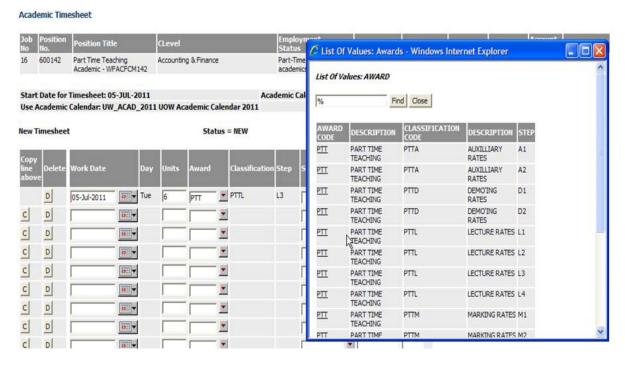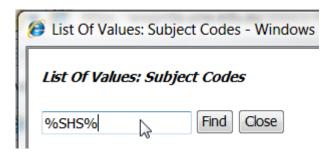6. Click on 'Continue'
7. The screen below will appear

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

Academic Timesheet

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

Start Date for Timesheet: 05-JUL-2011   Academic Cal
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	S
	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							

List Of Values: Awards - Windows Internet Explorer

List Of Values: AWARD

[%] Find Close

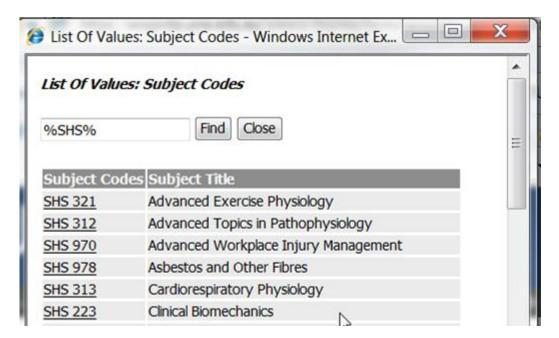| AWARD CODE	DESCRIPTION	CLASSIFICATION CODE	DESCRIPTION	STEP
PTT	PART TIME TEACHING	PTTA	AUXILLIARY RATES	A1
PTT	PART TIME TEACHING	PTTA	AUXILLIARY RATES	A2
PTT	PART TIME TEACHING	PTTD	DEMO'ING RATES	D1
PTT	PART TIME TEACHING	PTTD	DEMO'ING RATES	D2
PTT	PART TIME TEACHING	PTTL	LECTURE RATES	L1
PTT	PART 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	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

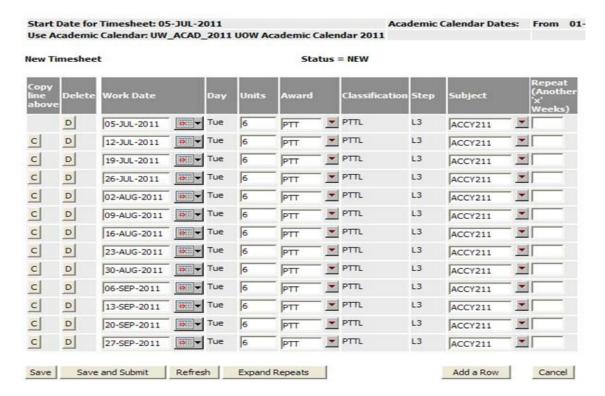The list will come up sorted by Subject Title

- 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

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-J...**
Use Academic Calendar: UW_ACAD_2011 UOW Academic Calendar 2011

New Timesheet   **Status = NEW**
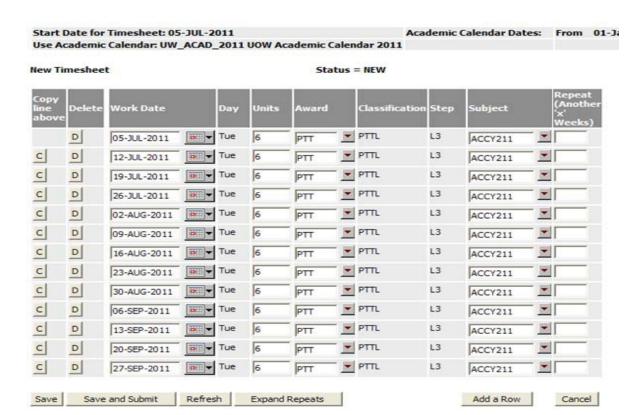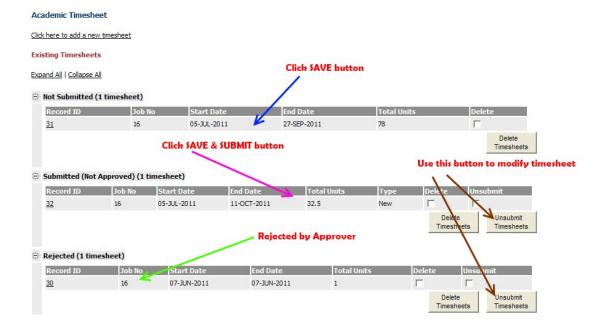
Copy line above	Delete	Work Date	Day	Units	Award	Classification	Step	Subject	Repeat (Another 'x' Weeks)
	D	05-JUL-2011	Tue	6	PTT	PTTL	L3	ACCY211	
C	D	12-JUL-2011	Tue	6	PTT	PTTL	L3	ACCY211	
C	D	19-JUL-2011	Tue	6	PTT	PTTL	L3	ACCY211	
C	D	26-JUL-2011	Tue	6	PTT	PTTL	L3	ACCY211	
C	D	02-AUG-2011	Tue	6	PTT	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	

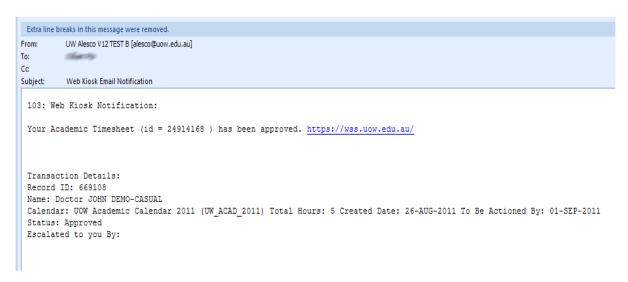Save | Save and Submit | Refresh | Expand Repeats | Add a Row | Cancel

Unsubmit Timesheet

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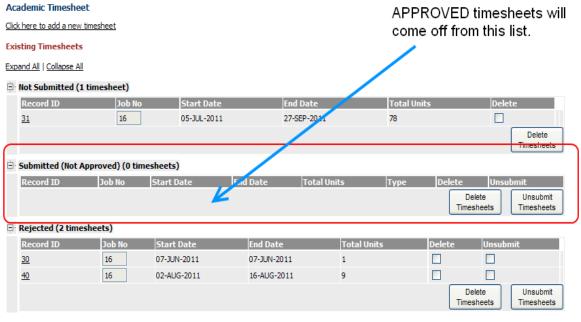
Academic Timesheet

Click here to add a new timesheet

Existing Timesheets

Expand All | Collapse All

Click SAVE button

Not Submitted (1 timesheet)

Record ID	Job No	Start Date	End Date	Total Units	Delete
31	16	05-JUL-2011	27-SEP-2011	78	

Delete Timesheets

Click SAVE & SUBMIT button

Submitted (Not Approved) (1 timesheet)

Use this button to modify 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		

Delete Timesheets | Unsubmit Timesheets

Rejected by Approver

Rejected (1 timesheet)

Record ID	Job No	Start Date	End Date	Total Units	Delete	Unsubmit
30	16	07-JUN-2011	07-JUN-2011	1		

Delete Timesheets | Unsubmit Timesheets

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:
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:

Academic Timesheet

Click here to add a new timesheet

Existing Timesheets

Expand All | Collapse All

APPROVED timesheets will come off from this list.

Not Submitted (1 timesheet)

Record ID	Job No	Start Date	End Date	Total Units	Delete
31	16	05-JUL-2011	27-SEP-2011	78	☐

Delete Timesheets

Submitted (Not Approved) (0 timesheets)

Record ID	Job No	Start Date	End Date	Total Units	Type	Delete	Unsubmit

Delete Timesheets | Unsubmit Timesheets

Rejected (2 timesheets)

Record ID	Job No	Start Date	End Date	Total Units	Delete	Unsubmit
30	16	07-JUN-2011	07-JUN-2011	1	☐	☐
40	16	02-AUG-2011	16-AUG-2011	9	☐	☐

Delete Timesheets | Unsubmit Timesheets

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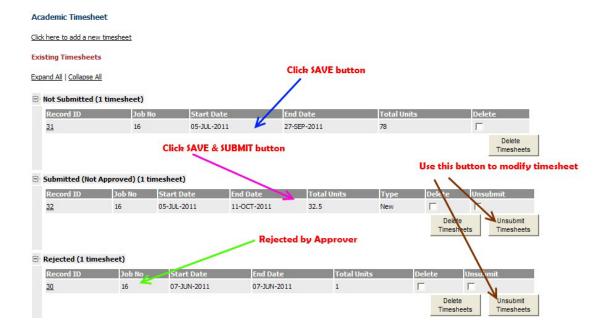
User Preferences

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:

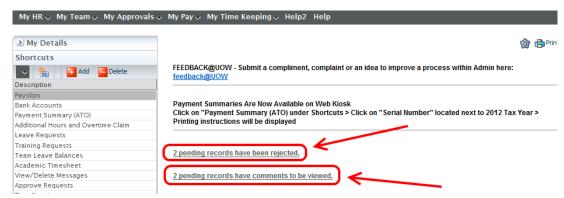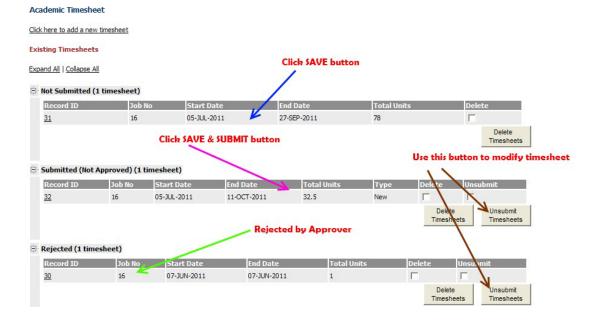To view the rejected timesheet:

1. Select the 'Existing Timesheets' screen
2. Modify as required
3. Click 'Save and Submit'

Note: Ensure you check for 'Comments' from your approver

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:

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

Payroll Support

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