



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

HUMAN RESOURCES DIVISION
HR Services Unit

MY TIME KEEPING PROCEDURE

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1 Introduction

As per the [Professional Services Time and Attendance Policy](#) this procedure sets the steps required for effective time and attendance recording.

2 Instructions

2.1 Accessing Timekeeping

1. Log into the Staff Webkiosk
2. Click on 'Home'
3. Select 'My Timekeeping'
4. On the home screen under 'My Timekeeping' options select 'Timekeeping'
5. When you log into Webkiosk and access timekeeping for the first time you will be prompted to Submit 'Flexitime Employee Header'

Flexitime Employee Header

Timesheet Cycle	4 Week Flexitime Cycle ADMIN
Start Date	30-APR-2021
Track Flexitime Hours	<input checked="" type="checkbox"/>

Submit

6. You can add 'Timekeeping' to your favourites. Please refer to the 'Adding Actions to your Favourites' procedure

2.2 Finalising Previous Timekeeping Periods

You will not be able to enter in current timekeeping periods if previous timekeeping periods are not complete and submitted.

Timekeeping - View Only - Please submit previous timesheets before entering data in this period

Day: Wednesday 12-May-2021

Start	Stop	Duration	Overtime / Additional Hours / TOIL	Notes
<div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Save Day Book Leave Setup Default Apply Default </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Process Claims View all Warnings View all Notes </div> <div style="display: flex; justify-content: space-between;"> Submit </div>				

Selected Day Totals Wednesday 12-May-2021

Rostered Hours	7:00
Worked Hours	-
Overtime / Additional Hours / TOIL	-
Leave Hours	-
Flexi Credit Hours Accrued	-7:00

Period: 30-Apr-2021 to 27-May-2021

<< Prev Period		< Prev Day		Next Day >		Next Period >>	
S	M	T	W	T	F	S	
					30-Apr Start Stop Flex 0.00	01-May	Total 0.00
02-May	03-May Start Stop Flex 0.00	04-May Start Stop Flex 0.00	05-May Start Stop Flex 0.00	06-May Start Stop Flex 0.00	07-May Start Stop Flex 0.00	08-May	Total 0.00
09-May	10-May Start Stop Flex 0.00	11-May Start Stop Flex 0.00	12-May Start Stop Flex 0.00	13-May	14-May	15-May	
16-May	17-May	18-May	19-May	20-May	21-May	22-May	
23-May	24-May	25-May	26-May	27-May			

2.3 Completing Timekeeping

Use the following rules to complete the timekeeping.

Start and Finish Times	Enter using 24 hour clock format, e.g. 9am = 0900, 4pm = 1600
Future Entries	The option to enter times up to and including the current day is provided, however, dates in the future will be greyed out.
Days of Work/Rosters	You will only be able to enter hours for the days identified as work days in your roster. If, on occasion, you swap work days, please enter details on the timesheet in the Comments box next to the day swapped. For example, if your work days are Monday, Tuesday and Wednesday and you work Thursday instead of Wednesday, enter your Thursday work times on Wednesday, with a note of the date substituted. If you require a permanent change to your work days, please contact your Payroll Officer.
Leave Bookings	All leave bookings made in web kiosk will automatically be fed through into the timekeeping (they will show as 'unapproved' until your supervisor approves them, then they will show as 'approved').
Part Day Leave Bookings	If leave is booked for a part day, the total hours for the day should not exceed your rostered hours for that day. For example, if you work until lunch, then take leave, you should enter your start time and finish time (the time you left work in the middle of the day) and process your leave booking as usual. The total time should not exceed your daily rostered hours.
Grey Cells	These cells cannot be accessed because they are not days that you normally work, or leave is booked or they are dates in the future.
Errors	All Errors will appear in red - an error message explanation will appear at the bottom of your timekeeping
Public Holidays and Concession Days	All public holidays and concessional days will automatically appear in the timesheet.

1. The current timekeeping period will open and will highlight to today's date. The timekeeping will open up day by day.
2. Enter in the start and end time. There is no 'Break box' therefore you will need to split the day by the break. For example for a 7 hour day with an hour break;
 - a. Row 1: Start time: 0900 End time: 1200
 - b. Row 2: Start time: 1300 End time: 1700

Day: Wednesday 12-May-2021

Enter times as HHMM e.g. 0830 for 8:30am

Start	Stop	Duration	Overtime / Additional Hours / TOIL	Notes
0900	1200	3:00	▼	 
1300	1700	4:00	▼	 
			▼	 

Add Row

Page requires save

- Once you have entered in your hours for the day you will need to select 'Save Day'. If you do not select 'Save Day' when you close the timekeeping the hours will be lost. You can set up default hours which will save automatically. To do this please see 'Setting up default hours'

Timekeeping

Day: Tuesday 11-May-2021

Enter times as HHMM e.g. 0830 for 8:30am

Start	Stop	Duration	Overtime / Additional Hours / TOIL	Notes
0900	1200	3:00		
1230	1700	4:30		
Add Row				

Successful Day Saved

Period: 30-Apr-2021 to 27-May-2021

<< Prev Period		< Prev Day		Next Day >		Next Period >>	
S	M	T	W	T	F	S	
					30-Apr	01-May	
					Non Rostered Day		
02-May	03-May	04-May	05-May ‡	06-May	07-May †	08-May	
	Start Stop Total 09:00 12:00 3:00 13:00 17:00 4:00 Worked 7:00 Flex 0:00	Start Stop Total 09:00 12:00 3:00 13:00 17:00 4:00 Worked 7:00 Flex 0:00	Start Stop Total 09:00 12:00 3:00 13:00 17:00 4:00 Worked 7:00 Flex 0:00	Non Rostered Day (swapped out)	Non Rostered Day	Start Stop Total 08:30 12:00 3:30 13:00 17:00 4:00 Worked 7:30 Flex 0:30	
09-May	10-May	11-May	12-May	13-May	14-May	15-May	
	Start Stop Total 09:00 12:00 3:00 13:00 17:00 4:00 Worked 7:00 Flex 0:00	Start Stop Total 09:00 12:00 3:00 13:00 17:00 4:00 Worked 7:30 Flex 0:30	Start Stop Total Flex -7:00	Non Rostered Day	Non Rostered Day		

- Repeat for the whole timekeeping period

2.4 Submitting Timekeeping

- Once you have filled in all the days for the current timekeeping period click on the 'Submit' button. This will remain blank until all timekeeping is filled in
- This will go to your supervisor for approval
- You will get a warning message if previous timekeeping periods have not been completed and submitted. You will need to complete these prior to submitting the current period

2.5 Un-Submitting Timekeeping

- To un-submit a timekeeping period that is not approved in the top right hand corner of the screen click on your name.
- Select the 'Pending Request' option
- Under the 'Timekeeping' heading will be all submitted but not approved timekeeping periods

My Requests

Whole Day Leave Request

Delete	Record ID	Warning Exists	Name	Leave Code	Leave Start Date	End Date	Created Date	To Be Actioned By	Auto Approve/Reject	Approver	Status	View WorkFlow
<input type="checkbox"/>	3266573			Annual Leave	25-FEB-2021	04-MAR-2021	12-MAY-2021	20-MAY-2021		HR Services Delivery Supervisor		<input type="button" value="View"/>

Timekeeping

Delete	Record ID	Name	Flexitime Period Start Date	Flexitime Period Balance	Warnings Exist	Created Date	To Be Actioned By	Approver	Status	View WorkFlow
<input checked="" type="checkbox"/>	3266582		05-MAR-2021	10:05	N	12-MAY-2021	13-MAY-2021	HR Services Delivery Supervisor		<input type="button" value="View"/>

Qualifications

Delete	Record ID	Name	Submitted Date	Qualification Type	Qualification	Major	Institution	Approver	Status	View WorkFlow
<input type="checkbox"/>	3266089		04-FEB-2021	09 Graduate Certificate	Advance Diploma of Industrial Arts	Agriculture	Adelaide College of Arts & Education	HR Services Delivery Supervisor		<input type="button" value="View"/>

- You can click on the 'Record ID' to view the timekeeping period
- Select the 'Delete' tick box then click on the 'Delete' button at the bottom
- The request will remove from the list
- You can then go back in via 'My Timekeeping' and update the timekeeping period

6. The new selected date will open up and you can go in and enter the hours worked

Day: Friday 07-May-2021

Enter times as HHMM e.g. 0830 for 8:30am

Start	Stop	Duration	Overtime / Additional Hours / TOIL	Notes
0830	1200	3:30		
1300	1700	4:00		

Add Row

Minimum maintainable balance (-6 hours) exceeded

Successful Day Saved

Save Day Book Leave Setup Default Apply Default
 Process Claims View all Warnings View all Notes Swap Day
 Submit

Selected Day Totals Friday 07-May-2021

Rostered Hours	7:00
Worked Hours	7:30

Period: 30-Apr-2021 to 27-May-2021

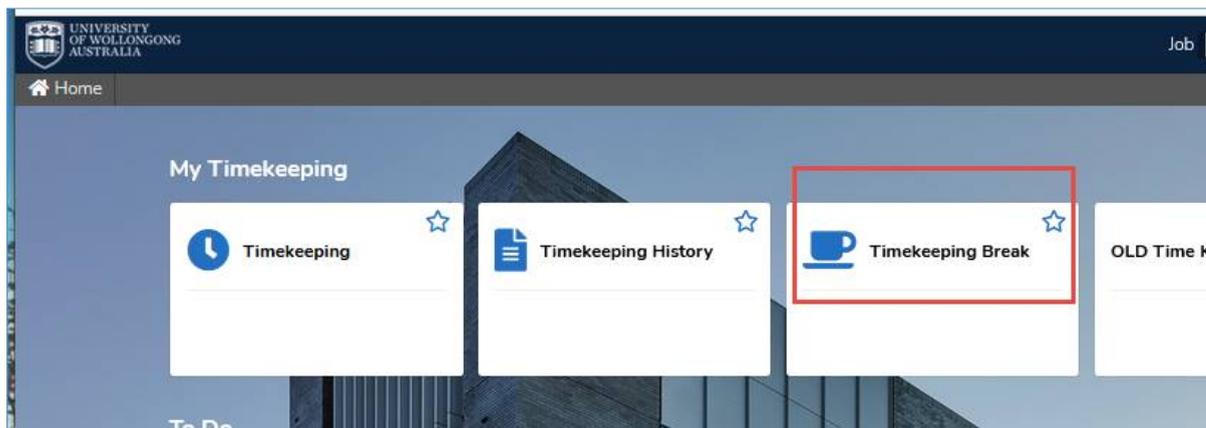
<< Prev Period		< Prev Day		Next Day >		Next Period >>	
S	M	T	W	T	F	S	
					30-Apr	01-May	
					Non Rostered Day		
02-May	03-May	04-May	05-May 1	06-May	07-May 1	08-May	
	Start Stop Total 09:00 12:00 3:00 13:00 17:00 4:00 Worked 7:00 Flex 0:00	Start Stop Total 09:00 12:00 3:00 13:00 17:00 4:00 Worked 7:00 Flex 0:00	Non Rostered Day (swapped out)	Non Rostered Day	Start Stop Total 08:30 12:00 3:30 13:00 17:00 4:00 Worked 7:30 Flex 0:00		
09-May	10-May	11-May	12-May	13-May	14-May	15-May	
	Start Stop Total Flex -7:00	Start Stop Total Flex -7:00	Start Stop Total Flex -7:00	Non Rostered Day	Non Rostered Day		
16-May	17-May	18-May	19-May	20-May	21-May	22-May	
				Non Rostered Day	Non Rostered Day		
23-May	24-May	25-May	26-May	27-May			
				Non Rostered Day			

3 Timekeeping Break

For a variety of reasons, employee may not be required to enter timesheets for a period although they are not on leave. If this is the case, an employee can make a request for a timesheet break.

For example, Mat Grant leave can be recorded as “Timekeeping Break” by going to:

Home → Timekeeping Break



Enter the Mat Grant leave day, add notes to your manager in the “Comment” section and submit to your manager for approval.

Timesheet Break

Request new Timesheet Break

Start Date

End Date

Comments

482 of 500 characters remaining.

Existing Records

Status	Start Date	End Date	Comments	Remove

Submitted requests are reviewed by the manager for approval or rejection

4 NOTE

1. The maximum rollover balance is prorated by FTE.
2. If agreed with your manager; you can record the hours that exceeds your flex as “Time in Lieu” or as “Additional Hours”.
3. The Time in Lieu balance will be displayed the day after it was approved.

Timekeeping

Day: Monday 05-Jul-2021

Enter times as HHMM e.g. 0830 for 8:30am

Start	Stop	Duration	Overtime / Additional Hours / TOIL	Notes
0800	1300	5:00		<input type="text"/> <input type="button" value="✖"/>
1330	1600	2:30		<input type="text"/> <input type="button" value="✖"/>
				<input type="text"/> <input type="button" value="✖"/>

Additional hours - part timers only
 Overtime
 Time off in lieu

5 Version Control Table

Version Control	Release Date	Author/Reviewer	Approved By	Amendment
1.0	201311			
2.0	20171130	Telisha Cassar Payroll Officer		
3.0	20210513	Telisha Cassar Payroll Services Officer	Pat Murray	V19 Upgrade

4.0	20211104	Telisha Cassar Payroll Services Officer	Rabab Alhazmi	
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