Approving Casual Timesheets Procedure

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Instructions

1. Log in to Webkiosk
2. Hover over ‘Home’ for drop down menu and click on ‘My Approvals’
3. Under ‘My Approvals’ select ‘Approve Requests’

Hint: click the star above Approve Requests to add it to your Favourites menu
Approving Casual Timesheets

1. All timesheets will be listed under ‘Academic Timesheet’ or ‘Professional Services Timesheet’

2. To view the timesheet click on the ‘Record ID’ a popup screen will appear with all the details of the timesheet

Casual Professional Services - Example

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Award/Class/Step</th>
<th>Pay Rate</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Casual Employee</td>
<td>Academic</td>
<td>47.3196</td>
<td>1.00</td>
</tr>
<tr>
<td>Totals for Job 22</td>
<td></td>
<td>1.00</td>
<td></td>
</tr>
</tbody>
</table>

Key items to review:
1. Project the work is costed against
2. Dates of work and hours worked
   Take note of minimum periods of engagement per Cl23.4 of the Professional Services Enterprise Agreement
3. Classification and Step (Casual Pay Rate)

Casual Academic - Example

Key items to review:
1. Project the work is costed against
2. Classification of work (Tutoring, Lecturing, Marking or Ancillary)
3. Dates of work and hours worked
   Take note of the Casual Academic Pay Rates Guide
4. Topic (subject) – please note this is now mandatory and feeds into the Finance system to assist with subject costing – see appendices
5. A timesheet summary provides a full summary of rates, face to face hours and indicative value

3. Once you have reviewed the timesheet you can change the ‘Approval Status’ to ‘Approved’ or ‘Rejected’. You can add any comments in the ‘Comments’ box, this will be sent to the employee once you select Update.

4. Click on the ‘Update’ button to approve/reject the timesheet

5. Repeat this process for each timesheet

Casual Academic Subject Selection

The Topic (subject taught) is now mandatory for all Casual Academic Timesheets. To support this transition below is some additional information on the Subject Code

The Subject Code is now made up of:

- Subject
- Campus
- Session

Subject Examples

<table>
<thead>
<tr>
<th>Faculty Code</th>
<th>Subject Code</th>
<th>Subject Name</th>
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<tbody>
<tr>
<td>ASSH</td>
<td>ARTS281_WG_AU</td>
<td>Community, Power and the Common Good</td>
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<td>ASSH</td>
<td>EDGT930_ON_SP</td>
<td>Methodology in Second Language Teaching</td>
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<tr>
<td>BAL</td>
<td>ACCY201_BE_SP</td>
<td>Financial Accounting IIB</td>
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<tr>
<td>BAL</td>
<td>ECON102_WG_AU</td>
<td>Economics and Society</td>
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<td>EIS</td>
<td>MINE333_WG_AU</td>
<td>Resource Estimation</td>
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Campus Details

<table>
<thead>
<tr>
<th>Campus Name</th>
<th>Campus Abbreviation</th>
<th>Campus Code</th>
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<tbody>
<tr>
<td>Batemans Bay</td>
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<td>ON</td>
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<td>Shoa</td>
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<td>South Western Sydney</td>
<td>Sth Wst Syd</td>
<td>LP</td>
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<tr>
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<td>Sthn Highlan</td>
<td>MV</td>
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Session Details

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<tr>
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<tr>
<td>2021</td>
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<td>AN</td>
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2021 Autumn AU
2021 BUS Summer SM
2021 DIET Annual AN
2021 DIET Autumn AU
2021 EDU Intake Jan SM
2021 EDU Intake Nov SM
2021 GSM Ph1 S1 AU
2021 GSM Ph1 S2 SP
2021 GSM Ph1 S3 AU
2021 GSM Ph2 S1 SP
2021 GSM Ph2 S2 AU
2021 GSM Ph3 S1 SP
2021 GSM Ph3 S2 AU
2021 GSM Ph4 S1 SP
2021 ITRP June SP
2021 LIP S1 AU
2021 LIP S2 SP
2021 LIP Summer SM
2021 NURS Yr 2 Autumn AU
2021 NURS Yr 2 Spring SP
2021 NURS Yr 3 Autumn AU
2021 NURS Yr 3 Spring SP
2021 Pathways Summer SM
2021 Pathways Winter WI
2021 SMAH Annual AN
2021 SMAH Annual Midyear AN
2021 Session 1 AU
2021 Session 2 AU
2021 Session 3 SP
2021 Session 4 SP
2021 Spring SP
2021 Spring/Autumn AN
2021 Spring/Summer SP
2021 Summer SM
2021 Summer/Autumn AU
2021 Tri 1 T1
2021 Tri 1/Tri 2 AU
2021 Tri 2 T2
2021 Tri 2/Tri 3 SP
2021 Tri 3 T3
2021 Winter WI

Version Control Table

<table>
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<th>Version</th>
<th>Release</th>
<th>Author/Reviewer</th>
<th>Approved By</th>
<th>Amendment</th>
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<td>Felisha Cassar</td>
<td>Kath Coroneos</td>
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<td>3.0</td>
<td>20210518</td>
<td>Felisha Cassar</td>
<td>Pat Murray</td>
<td>V19 Upgrade</td>
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