HUMAN RESOURCES DIVISION
HR Services Unit

MY TIME KEEPING PROCEDURE

Contents

Table of Contents
1 Introduction ............................................................................................................................................................... 2
2 Instructions ............................................................................................................................................................... 2
  2.1 Accessing Timekeeping .................................................................................................................................... 2
  2.2 Finalising Previous Timekeeping Periods ........................................................................................................ 2
  2.3 Completing Timekeeping .................................................................................................................................. 3
  2.4 Submitting Timekeeping ................................................................................................................................... 4
  2.5 Un-Submitting Timekeeping ............................................................................................................................ 4
  2.6 Setting up default hours .................................................................................................................................... 5
  2.7 Swapping a day ................................................................................................................................................. 5
3 Timekeeping Break ................................................................................................................................................... 6
4 NOTE ........................................................................................................................................................................ 7
5 Version Control Table............................................................................................................................................... 7
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 ‘Flextime Employee Header’

Flexitime Employee Header

Timesheet Cycle
Start Date
4 Week Flextime Cycle ADMIN
30-APR-2021

Track Flextime Hours

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.
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

<table>
<thead>
<tr>
<th>Start</th>
<th>Stop</th>
<th>Duration</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>0900</td>
<td>1200</td>
<td>3:00</td>
<td></td>
</tr>
<tr>
<td>1300</td>
<td>1700</td>
<td>4:00</td>
<td></td>
</tr>
</tbody>
</table>

*Page requires save*
3. 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’

4. Repeat for the whole timekeeping period

2.4 Submitting Timekeeping
1. 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
2. This will go to your supervisor for approval
3. 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
1. To un-submit a timekeeping period that is not approved in the top right hand corner of the screen click on your name.
2. Select the ‘Pending Request’ option
3. Under the ‘Timekeeping’ heading will be all submitted but not approved timekeeping periods
4. You can click on the ‘Record ID’ to view the timekeeping period
5. Select the ‘Delete’ tick box then click on the ‘Delete’ button at the bottom
6. The request will remove from the list
7. You can then go back in via ‘My Timekeeping’ and update the timekeeping period
2.6 Setting up default hours
You can set up a default daily start and end time.

1. Open up ‘Timekeeping’
2. Click on ‘Setup Default’
3. Enter in the start and end time. Example for a 7 hour day;
   a. Row 1: Start time: 0900 End time: 1200
   b. Row 2: Start time: 1300 End time: 1700
4. Select ‘Save Default’

![Timekeeping](image)

2.7 Swapping a day
Webkiosk now has the function to ‘Swap a day’ for part-time employees. This can only be done once per timekeeping period.

1. Open up ‘My Timekeeping’
2. Make sure the day you would like to swap is highlighted. Do not put in hours for that day.
3. Click on the ‘Swap Day’ button
4. Select the date/day you would like to move this day to
5. Click on ‘Close’

![Swap Day](image)
6. The new selected date will open up and you can go in and enter the hours worked

3 Timekeeping Break

For a variety of reasons, employees 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.
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 exceed 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

<table>
<thead>
<tr>
<th>Start</th>
<th>Stop</th>
<th>Duration</th>
<th>Overtime / Additional Hours / TOIL</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>0800</td>
<td>1300</td>
<td>5.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1330</td>
<td>1600</td>
<td>2.30</td>
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</table>

Additional hours - part timers only

Overtime

Time off in lieu

5 Version Control Table

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<th>Version Control</th>
<th>Release Date</th>
<th>Author/Reviewer</th>
<th>Approved By</th>
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<td>Pat Murray</td>
<td>V19 Upgrade</td>
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4.0 | 20211104 | Telisha Cassar Payroll Services Officer | Rabab Alhazmi