



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

HUMAN RESOURCES DIVISION

HR Service Unit

**ACADEMIC AND PROFESSIONAL SERVICES CASUAL
STAFF HISTORICAL TIMESHEET SUBMISSION
(WEBKIOSK ACCESS AFTER JOB EXPIRY)**

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1 Introduction / Background

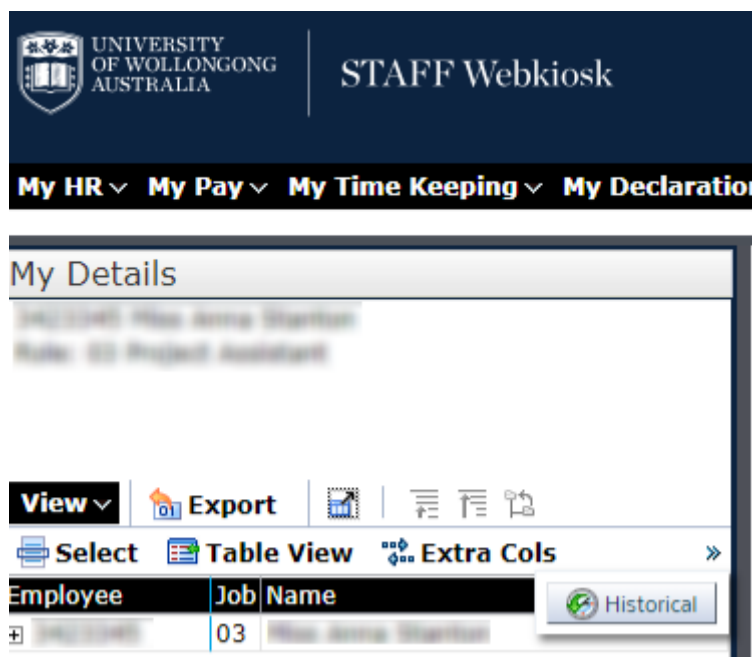
Casual timesheets are usually claimed in arrears and as a result they cannot be entered into the staff Webkiosk after the casual engagement with UOW has ended. This includes the Academic Timesheet and General Timesheet transactions. The Staff Webkiosk is set up to allow functionality for timesheet entry after a casual engagement has ended. Please read the warnings section below before proceeding to use this functionality in the Staff Webkiosk.

2 Warnings

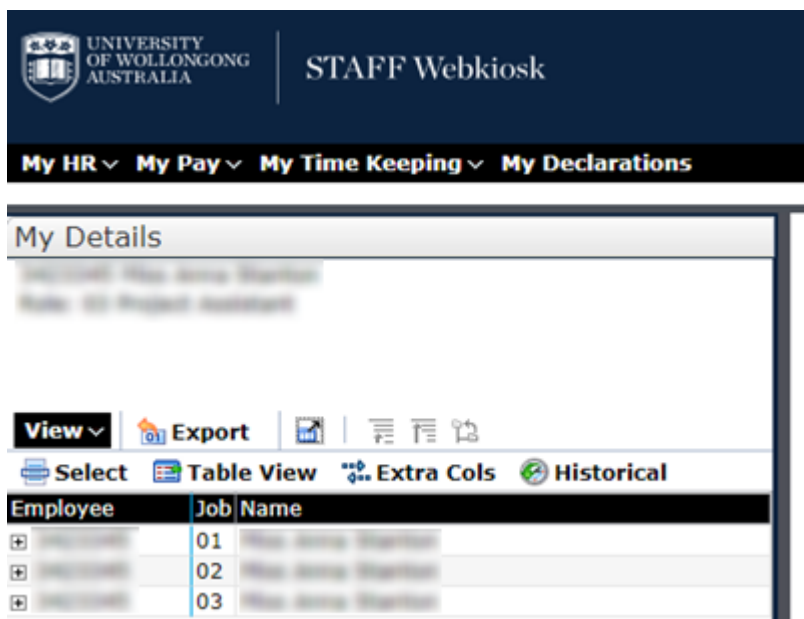
1. Current Staff Webkiosk settings will allow users to:
 - Access the functionality to submit timesheets for up to 6 months after a casual engagement had ended.
2. While this functionality is useful for management of late submissions, it is good business practice to observe timely submission/approval in line with enterprise agreement and casual engagement conditions and be aware of early pay cut-off times.
3. The system will reject/error on any submission where the dates fall outside the original contract date. This means if your contract finished on 31 Dec 2017, you cannot submit dates worked in 2018.
4. The functionality basically allows the user to enter, save and submit a timesheet for an expired job in the “one go”. If you have additional dates/times to claim you need to ‘Add new Timesheet’
5. The system will error when you try to Submit a previously ‘Saved’ but ‘Not Submitted’ timesheet The only option going forward is to screenshot the previously saved and submitted entries, delete the ‘Saved but Not Submitted’ timesheet and create a new one.
6. The system will error when you try to Un-submit a previously ‘Submitted’ timesheet

3 Instructions

1. Log into the ‘Staff Web Kiosk’ <https://wss.uow.edu.au/>
2. Go to ‘My Details’ and select the ‘Historical’ icon
3. If the button is not displayed the margin can be opened up by clicking on the arrow button to the right of ‘Extra Cols’ or sliding the ruler margin to the right



4. This will bring up a list of all the historical jobs. Screenshot below.



5. Select the relevant historical job, then click on the 'Select' button and enter timesheet data as referred to in the [Casual Professional Services Timesheet Procedure](#) or the [Casual Academic Timesheet Procedure](#).

4 Version Control Table

Version Control	Release Date	Author/Reviewer	Approved By	Amendment
0.1	201105			
0.2	20180529	Telisha Cassar		Updated QA and changes in procedure