

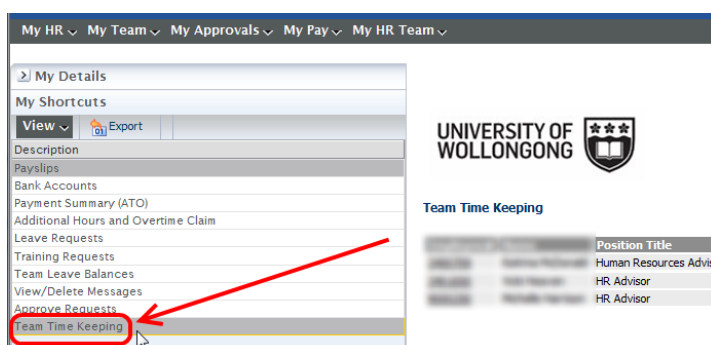
MY TIME KEEPING FOR APPROVERS

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Access Time Keeping Approvals

1. Click on 'My Approvals'
2. Click on 'Team Time Keeping'

Alternatively access via Shortcuts 'Team Time Keeping'



This will display:

- A list of staff who report directly to you
- Flex Balances at the start of the accounting period for the staff who report directly to you

Team Time Keeping

Employee#	Name	Position Title	Rule Group	Open Periods	Flex Balance
3400400	Mrs Lisa Michael	Human Resources Advisor	Administration Staff Time Keeping Rules	1	3.00
3400400	Mrs Lisa Michael	HR Advisor	Administration Staff Time Keeping Rules	1	7.50
3400400	Mrs Lisa Michael	HR Advisor	Administration Staff Time Keeping Rules	1	0.94

Timecard Detail

1. Click on the employee number for the relevant staff member
2. The screen will show the records of the employees' timecards including:
 - Open - current period for the employee who has not submitted the timecard.
 - Approved - Timecard already approved by the supervisor.
 - Rejected - Timecard already rejected by the supervisor
 - Cancelled – Timecard cancelled by the employee prior to approving by the supervisor.



Team Time Keeping

Person: [REDACTED]

To view a timesheet, click on the appropriate end date.

Accounting Period Ending	Status	Estimated Flex Carryover at END of period
30/12/2012	Open	+2.83
02/12/2012	Approved	+10.00
02/12/2012	Rejected	+10.00
04/11/2012	Approved	+10.00
07/10/2012	Approved	+10.00
09/09/2012	Approved	+10.00
12/08/2012	Approved	+13.26
15/07/2012	Approved	+9.08
17/06/2012	Approved	+10.00
20/05/2012	Approved	+10.00
22/04/2012	Approved	+10.00
25/03/2012	Approved	+8.24

Viewing a timecard

1. Click on the date of the relevant accounting period to open the timecard
2. The timecard will show:
 - all the dates within the 4 week accounting period
 - the employees' work hours, leave bookings, leave hours taken, Flex accrued and taken, and Estimated Flex Balance or Flex Carryover

Note:

- Those staff on standard hours will enter their hours of work and break times, however will not accrue flex
- The maximum number of flex hours that may be carried forward to the next accounting period will be 10, 28 or 35 hours depending on the work area/rule group.
- The estimated Flex Balance will be updated once all leave bookings and the timecard are approved. The balance will then be finalised and adjusted in all screens once the system has validated the data overnight.

Team Time Keeping

Accounting Period: 30/01/2012 to 26/02/2012

Estimated Flex Carryover at START of period: +3.47 Hours

Date	Day	Start Time	End Time	Break (min)	Comments	Leave Value	Daily Total	Flex value	Estimated Flex Balance
30/01/2012	Mon	900	1700	45		0.00	7.25	+0.25	+3.72
31/01/2012	Tue	845	1700	45		0.00	7.50	+0.50	+4.22
01/02/2012	Wed	830	1630	30		0.00	7.50	+0.50	+4.72
02/02/2012	Thu	830	1630	30		0.00	7.50	+0.50	+5.22
03/02/2012	Fri	900	1700	60		0.00	7.00	+0.00	+5.22
04/02/2012	Sat					0.00	0.00	+0.00	+5.22
05/02/2012	Sun					0.00	0.00	+0.00	+5.22
06/02/2012	Mon				REC20	7.00	0.00	+0.00	+5.22
07/02/2012	Tue				REC20	7.00	0.00	+0.00	+5.22
08/02/2012	Wed	830	1700	30		0.00	8.00	+1.00	+6.22
09/02/2012	Thu	830	1715	45		0.00	8.00	+1.00	+7.22
10/02/2012	Fri	830	1700	30		0.00	8.00	+1.00	+8.22
11/02/2012	Sat					0.00	0.00	+0.00	+8.22
12/02/2012	Sun					0.00	0.00	+0.00	+8.22
13/02/2012	Mon				FLEX	0.00	0.00	-7.00	+1.22
14/02/2012	Tue	900	1700	30		0.00	7.50	+0.50	+1.72
15/02/2012	Wed	830	1700	45		0.00	7.75	+0.75	+2.47
16/02/2012	Thu	845	1715	60		0.00	7.50	+0.50	+2.97
17/02/2012	Fri	830	1630	30		0.00	7.50	+0.50	+3.47
18/02/2012	Sat					0.00	0.00	+0.00	+3.47
19/02/2012	Sun					0.00	0.00	+0.00	+3.47
20/02/2012	Mon	830	1715	60		0.00	7.75	+0.75	+4.22
21/02/2012	Tue	830	1700	45		0.00	7.75	+0.75	+4.97
22/02/2012	Wed	830	1630	0	SICK Un-Approved	5.00	7.00	+0.00	+4.97
23/02/2012	Thu	850	1720	60		0.00	7.50	+0.75	+5.47
24/02/2012	Fri	840	1710	45		0.00	7.75	+0.75	+6.22
25/02/2012	Sat					0.00	0.00	+0.00	+6.22
26/02/2012	Sun					0.00	0.00	+0.00	+6.22

Estimated Flex Carryover at END of Period: +6.22 Hours

[Return](#)

Approve Time Keeping Requests

1. Access the function for 'Approve Requests'
2. From the list of Requests, navigate to the section for Time Keeping

Note: if no Time Keeping section appears then no team members have submitted timecards for approval

3. Click on the Record ID and check the detail
4. Click on 'Approve' or 'Reject'

Note:

- Please approve or reject all relevant leave bookings prior to approving/rejecting a timecard to ensure that there are no outstanding leave bookings on the timecard when it is approved.
- When approving flex bookings, please check the timecards to ensure that sufficient flex balance is available and that the maximum number of flex days allowed per month has not been exceeded.
- If a timecard is approved it will appear in the list in the employee record within the Team Time keeping screen.
- If a timecard is rejected it will appear in the list in the employee record within
- Team Time Keeping and will also return back to the employee.

Payroll Support

If you require further assistance please contact your Payroll Officer:

<https://intranet.uow.edu.au/personnel/staffservices/contacts/index.html>