

## Instructions for Academic Timesheet Entry

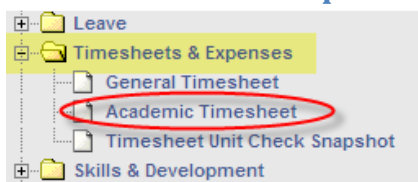
### 1. Login to WebKiosk

**WebKiosk** is UNE's Employee Web Self Service portal. WebKiosk allows UNE employees to view and edit their personal information; including address and contact details, bank details, to view pay advices and payment summaries; to book annual leave and view annual leave entitlements (for permanent and fixed term employees); and enter casual timesheets.

If you don't have access to WebKiosk or have forgotten your password, email HRS [hr-support@une.edu.au](mailto:hr-support@une.edu.au) for a Web User ID and Password.

*(Please quote your Full Name and Employee Number in the email)*

### 2. From the 'Timesheets & Expenses' menu select 'Academic Timesheet'



### 3. Pending timesheets will be displayed on the 'Academic Timesheet' screen

Person: 00669734, Jeff Wiggle  
Job: 01, Casual General

#### Academic Timesheet

[Click here to add a new timesheet](#)

#### Existing Timesheets

Expand All | Collapse All

**Not Submitted (1 timesheet)** *Timesheets shown here have been saved but not yet submitted*

Record ID	Job No	Start Date	End Date	Total Units	Delete
<a href="#">4</a>	02	03-NOV-2008	03-NOV-2008	9	<input type="checkbox"/>

**Submitted (Not Approved) (1 timesheet)** *Timesheets shown here have been submitted but not yet approved*

Record ID	Job No	Start Date	End Date	Total Units	Type	Delete	Unsubmit
<a href="#">5</a>	02	10-NOV-2008	10-NOV-2008	8	New	<input type="checkbox"/>	<input type="checkbox"/>

**Approved (Not Paid) (1 timesheet)** *Timesheets shown here have been approved and are awaiting payment*

Record ID	Job No	Start Date	End Date	Total Units
<a href="#">Details</a>	02	07-NOV-2008	20-NOV-2008	7.25

**Rejected (1 timesheet)** *Timesheets shown here have been rejected by the approver and need to be actioned*

Record ID	Job No	Start Date	End Date	Total Units	Delete	Unsubmit
<a href="#">99</a>	02	08-DEC-2008	08-DEC-2008	8	<input type="checkbox"/>	<input type="checkbox"/>

**Note: Rejected Timesheets can be resubmitted, see Step 9.**


## 4. Add New Timesheet


If you don't see the option to add a new Timesheet, it is due to you not having a current contract. Advise your HR point of contact via phone or email [hr-support@une.edu.au](mailto:hr-support@une.edu.au). You will need your staff number and the dates for which you are attempting to enter a timesheet.

[Click here to add a new timesheet](#)

Select using the calendar drop down or enter your first work date (dd/mon/yyyy)  
 Select an Academic Calendar ('UNE' is the only option)

Add New Timesheet


Start Date:  


Academic Calendar:  

A list of your valid contracts at the selected start date will appear.

Add New Timesheet



Start Date:  

Academic Calendar:  

Select	Job No	Position Number	Position Title	School/Directorate	Employment Status	Start Date	End Date	Cost Code
<input type="checkbox"/>	02	0000011485	Casual Academic	HRS - Systems	CASUAL	24-JUL-2008	30-JUN-2009	PL19300000711100

Enter ✓ beside relevant Job or Jobs and press 'Continue'

(Note: You can enter hours worked for multiple jobs on the same timesheet, even if the jobs have different timesheet approvers)

## 5. Timesheet Entry

Once you have selected your Job or Jobs, the timesheet entry screen will appear.

Academic Timesheet

[Casual Rates - Academic Staff](#)

Job No	Position Number	Position Title	School/Directorate	Employment Status	Start Date	End Date	Cost Code
02	0000011485	Casual Academic	HRS - Systems	CASUAL	24-JUL-2008	30-JUN-2009	PL19300000711100

Start Date for Timesheet: 04-FEB-2009      Academic Calendar Dates: From 01-Jan-2008 to 31-Dec-2009  
 Use Academic Calendar: UNE Generic 2008/2009 Calendar

New Timesheet

Status = NEW

All Units **MUST** be entered in Decimals  
 (e.g. 4hrs 30mins = 4.5 Units)  
[Convert Minutes to Decimals](#)

Copy line above	Delete	Work Date	Day	Units	Award	Classification	Step	Pay Code	Cost Code Override	Topic
	<input type="button" value="D"/>	<input type="text"/> 		<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>
C	<input type="button" value="D"/>	<input type="text"/> 		<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>

Complete the timesheet using one line for each work occurrence.

**Work Date** – The Date you performed the work.

**Units** – The paid hours or units of work (*Note that all units MUST be entered in decimals. A hyperlink is available to a document that will assist you in converting minutes to decimals.*)

**Award/Classification/Step** – This combination determines your rate of pay for the units worked. See Step 6 below for more information.

**Pay Code** – You must enter 'SAL' (salary) as the Pay Code.

**Cost Code Override** – You only need to enter a Cost Code Override if you are being paid from a different Cost Code to your default. The default Cost Code is established on your contract and appears in your job details. If you are being paid out of this default Cost Code, you should leave the Cost Code Override blank.

Job No	Position Number	Position Title	School/Directorate	Employment Status	Classification	Start Date	End Date	Cost Code
01	0000011484	Casual General	HRS - Systems	CASUAL	CASUAL HE01	24-JUL-2008	31-DEC-2030	PL19300000711100

**Topic** – Record the Topic or Unit ID of the unit against which you are performing the academic duties. This is an optional field and can be left blank if you are not performing work for a specific UNE unit. Note you can type the Unit ID against which you are performing the duties directly or use the selection tool.

## 6. Choosing your Award/Classification/Step Combination

Casual Academic employees at UNE can be engaged to perform a wide range of academic duties. These duties are represented in the Human Resource Management Information System (HRMIS) as a combination of Award, Classification and Step. Apart from the Oorala ITAS Tutoring rate which is designated as OTHER awards, all casual academic duties fall under the Academic Workplace Agreement (36). Classifications include Marking (CM), Lecturing (CL), Tutoring (CT), Musical Accompanist (MA), ITAS Tutoring (ITAS), and Other Required Academic Activity (CA). Each Classification has a number of Steps which further identifies the exact nature of the duty performed. More information can be found on the HRS web page, <http://www.une.edu.au/hrs/handbook/12/12.03.pdf>.

**Note:** *If you are unsure of the Classification and Step that you are to be paid at, please check with your supervisor or an administrative staff member in your school or directorate.*

**Click on the arrow to activate the Award/Classification/Step selection window**

Day	Units	Award	Classification	Step	Pay Code	Cost Code Override	To

You cannot type in your Award/Classification/Step combination. You must click on the selection arrow and choose the appropriate combination from the pop up window.

### List Of Values: AWARD

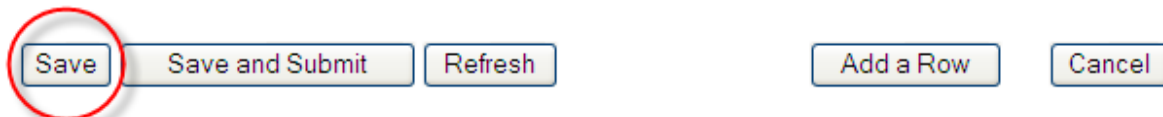
Select the appropriate line that matches the Classification and Step for the duties being performed.

AWARD CODE	DESCRIPTION	CLASSIFICATION CODE	DESCRIPTION	STEP	INDICATIVE BASE RATE
<a href="#">36</a>	Academic Workplace Agreement	CA	Casual Other Required Academic Activity	01	32.25
<a href="#">36</a>	Academic Workplace Agreement	CA	Casual Other Required Academic Activity	02	38.47
<a href="#">36</a>	Academic Workplace Agreement	CL	Casual Lecturer	01	135.01
<a href="#">36</a>	Academic Workplace Agreement	CL	Casual Lecturer	02	180.01
<a href="#">36</a>	Academic Workplace Agreement	CL	Casual Lecturer	03	225.01
<a href="#">36</a>	Academic Workplace Agreement	CL	Casual Lecturer	04	90.01
<a href="#">36</a>	Academic Workplace Agreement	CM	Casual Marker	01	32.25
<a href="#">36</a>	Academic Workplace Agreement	CM	Casual Marker	02	45
<a href="#">36</a>	Academic Workplace Agreement	CM	Casual Marker	03	38.47
<a href="#">36</a>	Academic Workplace Agreement	CT	Casual Tutor	01	96.76
<a href="#">36</a>	Academic Workplace Agreement	CT	Casual Tutor	02	64.5
<a href="#">36</a>	Academic Workplace Agreement	CT	Casual Tutor	03	115.4
<a href="#">36</a>	Academic Workplace Agreement	CT	Casual Tutor	04	76.93
<a href="#">36</a>	Academic Workplace Agreement	MA	Musical Accompanist	01	64.5
<a href="#">36</a>	Academic Workplace Agreement	MA	Musical Accompanist	02	76.93
<a href="#">OTHER</a>	Other Award - Undefined	ITAS	Oorala ITAS Tutor	01	35

From the window, click on the 'Award Code' hyperlink for the appropriate type of duty.

## 7. Saving your Timesheet

You have the option to save your timesheet. Once you hit the 'Save' button, your timesheet will appear on the Academic Timesheet screen as a 'Not Submitted' timesheet. You then have the ability to edit this timesheet before submitting for approval. This means that you can enter your timesheet on a daily basis as you perform the work.




## 8. Submitting your Timesheet for Approval

You need to select your approver from the drop-down list prior to submitting your timesheet for approval. You will need to select an approver for each job against which you are claiming payment. Click on the 'show job ##' in the 'Timesheet Summary Details' section.

### Timesheet Summary Details



You will now be able to select your approver by clicking on the selection arrow next to the 'Timesheet to be approved by' field. **Note: Any Comments MUST be less than 70 characters.**

Timesheet to be approved by  

Add optional comments for the approver: You can add comments here if necessary

A list of valid approvers for your School or Directorate will appear, select the approver for your timesheet from the list.

List Of Values: Approver - Windows Internet Explorer

*List Of Values: Approver*

Find Close

Person Id	Name	Position Title	CLevel Description
<a href="#">00669735</a>	Clarke, Michael	Associate Professor	HRS - Systems (1615Z)
<a href="#">00669736</a>	Ponting, Ricky	Head of School/Directorate	HRS - Systems (1615Z)
<a href="#">00669737</a>	Haddin, Brad	Senior Research Fellow	HRS - Systems (1615Z)

Once you have selected an approver for each job, click 'Save and Submit'. Your timesheet(s) will instantly be submitted to your chosen approver(s). An email notifying approvers of all submitted timesheets needing action will be sent overnight as part of a batch process. Until approved, your timesheet will appear on the Academic Timesheet screen as a 'Submitted (Not Approved)' timesheet.

## 9. Rejected Timesheets

Rejected timesheets need to be "Unsubmitted" before they can be edited and resent for approval. A rejected timesheet will appear as a 'Rejected' timesheet on the Academic Timesheet screen. To edit and resubmit it, tick the 'Unsubmit' check box for the timesheet and then click on the 'Unsubmit Timesheets' button. Your timesheet will be moved to the 'Not Submitted' area and you can click on the 'Record ID' to edit the timesheet and resubmit.

Not Submitted (2 timesheets)  
 Submitted (Not Approved) (1 timesheet)  
 Approved (Not Paid) (2 timesheets)  
 Rejected (1 timesheet)

Record ID	Job No	Start Date	End Date	Total Units	Delete	Unsubmit
<a href="#">1</a>	01	28-NOV-2008	28-NOV-2008	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>