

Instructions for General Timesheet Entry

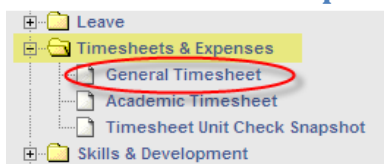
1. Login to WebKiosk

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 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 'General Timesheet'



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

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

General Timesheet

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

Existing Timesheets

Expand All | Collapse All

Not Submitted (2 timesheets) Timesheets shown here have been saved but not yet submitted

Record ID	Job No	Start Date	End Date	Total Units	Delete
3	01	10-NOV-2008	12-DEC-2008	18	<input type="checkbox"/>
9	01	03-NOV-2008	03-DEC-2008	5	<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
Z	01	24-NOV-2008	24-NOV-2008	5	New	<input type="checkbox"/>	<input type="checkbox"/>

Approved (Not Paid) (2 timesheets) Timesheets shown here have been approved and are awaiting payment

Record ID	Job No	Start Date	End Date	Total Units
Details	01	24-OCT-2008	06-NOV-2008	15
Details	01	16-JAN-2009	29-JAN-2009	6

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
1	01	28-NOV-2008	28-NOV-2008	5	<input type="checkbox"/>	<input type="checkbox"/>

Note: Rejected Timesheets can be resubmitted, see Step 8.


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. 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)

Add New Timesheet

Start Date: 

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

Start Date: 

Select	Job No	Position Number	Position Title	School/Directorate	Employment Status	Classification	Start Date	End Date	Cost Code
<input type="checkbox"/>	01	0000011484	Casual HEO1	HRS - Systems	CASUAL	CASUAL HEO1	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.

General Timesheet

[Casual General Rates](#)
[Casual Student Rates](#)
[English Language Centre Rates](#)



Job No	Position Number	Position Title	School/Directorate	Employment Status	Classification	Start Date	End Date	Cost Code
01	0000011484	Casual HEO1	HRS - Systems	CASUAL	CASUAL HEO1	24-JUL-2008	30-JUN-2009	PL19300000711100

Start Date for Timesheet: 04-FEB-2009

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	Pay Code	Cost Code Override	Start/Finish Time (For example: 0800-1400)
	<input type="button" value="D"/>	<input type="text"/> 		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="C"/>	<input type="button" value="D"/>	<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. General Casual Employees should round their hours to the **nearest 15 minute increment**. i.e. 15 minutes = 0.25, 30 minutes = 0.5, 45 minutes = 0.75*).

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

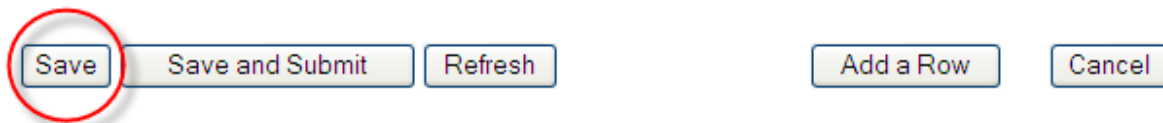
Cost Code Override – You only need to enter a Cost Code Override if you are being paid from a different Cost Code to your default. The default Cost Code is established on your contract and appears in your job details. If you are being paid out of this default Cost Code, you should leave the Cost Code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

Job No	Position Number	Position Title	School/Directorate	Employment Status	Classification	Start Date	End Date	Cost Code
01	0000011484	Casual HEO1	HRS - Systems	CASUAL	CASUAL HEO1	24-JUL-2008	30-JUN-2009	PL19300000711100

Start/Finish Time – Record your start and finish time as text in this field (e.g. 0800-1400).

6. Saving your Timesheet

You have the option to save your timesheet. Once you hit the 'Save' button, your timesheet will appear on the General 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.



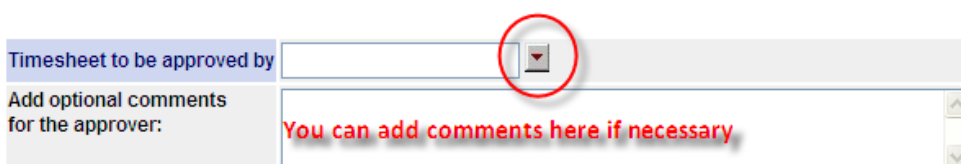
7. Submitting your Timesheet for Approval

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 (at the bottom of the timesheet entry screen).

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.**

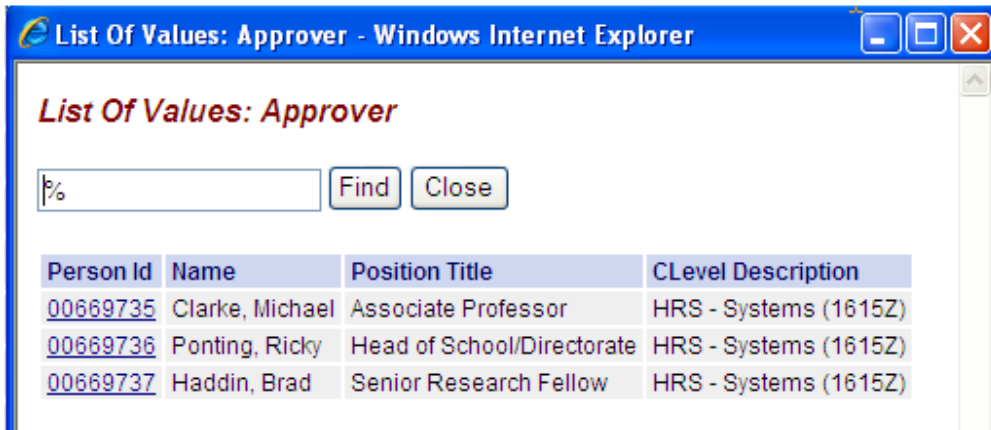


Timesheet to be approved by

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.



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 General Timesheet screen as a 'Submitted (Not Approved)' timesheet.



8. 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 General 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
1	01	28-NOV-2008	28-NOV-2008	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>