

How to Create a Timesheet: Academic Staff

Are these Instructions for You?

- These instructions are for UNE Academic staff submitting a timesheet
- Full-time and fixed-term employees do not need to complete timesheets

Login to WebKiosk

- Go to [WebKiosk](#)

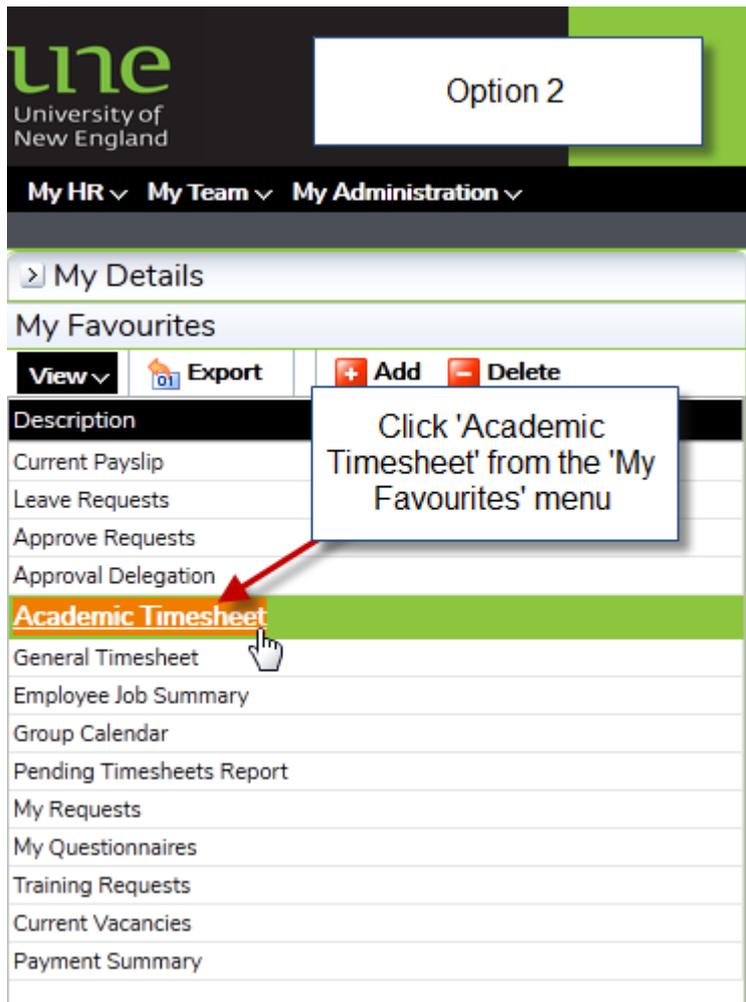
- **Note:** HRS recommends using Internet Explorer or Mozilla Firefox as your browser when using WebKiosk

Academic Timesheet Screen

- There are two ways to get to the Academic Timesheet screen:

- Option 1: Click 'My HR', click 'Timesheet and Expenses' and then click 'Academic Timesheet'
- Option 2: Select 'Academic Timesheet' from the 'My Favourites' menu

The screenshot displays the UNE University of New England WebKiosk interface. At the top left is the UNE logo. A white box labeled "Option 1" is positioned above the navigation menu. The navigation menu includes "My HR", "My Team", and "My Administration". The "My HR" dropdown is open, showing a list of options: "Personal Details", "Leave", "Payroll Details", "Timesheet & Expenses", "Professional Development", "My PPDR", "My Requests", "My Questionnaires", "Current Vacancies", and "Organisation Chart". The "Timesheet & Expenses" option is highlighted, and its sub-menu is open, showing "General Timesheet", "Academic Timesheet", "Timesheet History", "Pending Timesheets Report", and "Finance Translation Tool". A red arrow points from the "Academic Timesheet" option in the sub-menu to a white box at the bottom of the screen. This box contains the text: "Click 'MyHR', then 'Timesheet & Expenses', then 'Academic Timesheet'". Below the navigation menu, the "General Timesheet" section is visible, listing various options like "Employee Job Summary", "Group Calendar", "Pending Timesheets Report", "My Requests", "My Questionnaires", "Training Requests", "Current Vacancies", and "Payment Summary".



Creating a New Timesheet

Add a New Timesheet

- From the Academic Timesheet Screen, click on 'Click here to add a new timesheet'

Academic Timesheet

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

Existing Timesheets

[Expand All](#) | [Collapse All](#)

Not Submitted (0 timesheets)

Submitted (Not Approved) (0 timesheets)

Rejected (0 timesheets)

Click this link to start making your new timesheet

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Enter a Start Date and Select Academic Calendar

- Click the calendar icon next to 'Start Date'

- Select the first day that you are claiming hours for
- Click the arrow next to 'Academic Calendar'
- A new window will open
- Click on 'UNE'; this will auto-fill the 'Academic Calendar' field

UNE HRS Payroll

Academic Time

Add New Timesheet

Start Date

Academic Calendar:

Find Employee Jobs

Back to Timesheet List

This page was produced

User Preferences

Today : Sep 13, 2017

https://hr.une.edu.au/v15/WK8276\$A

List Of Values: Calendar Code

Find Close

Calendar Code	Description
UNE	UNE Generic Calendar

- Hints and Tips:

- If you receive the error message 'Error! No active jobs found for this date matching the allowed configuration for Timesheets', please contact HRS as the start date on your contract is later than the date you are trying to claim hours for

Add New Timesheet

Start Date

Find Employee Jobs

A start date earlier than the start date on the Casual Contract has been selected

Error! No active jobs found for this date matching the allowed configuration for Timesheets.

Select Job(s)

- Click 'Find Employee Jobs'
- If you have more than one job at UNE, you will be given a list of jobs to choose from, select the correct job that you are claiming hours for and click 'continue'
- If you only have one job at UNE, this step is bypassed

Academic Timesheet

Add New Timesheet

Start Date: 13-Sep-2017 

Academic Calendar: UNE

Tick the box/boxes of the Job/Jobs that you will be entering hours for; or click 'Select all Jobs'

Select	Job No	Position No	Position Title	School/Directorate
<input checked="" type="checkbox"/>	11	0000013310	Casual Academic	School of E&RS - Animal Science
<input checked="" type="checkbox"/>	13	0000012107	Casual Academic	UNE International
<input type="checkbox"/>	14	0000013314	Casual Academic	School of E&RS - Ecosystem Management

- Hints and Tips:

- If you cannot see the job you wish to claim hours for, please contact HRS as the start date on your contract is later than the date you are trying to claim hours for, or HRS has not yet received your contract

Completing Your Timesheet

- **Job No:** if you have selected more than one job in the previous step, click the arrow and select the job number from the drop down field that you are claiming hours for

- **Work Date:** click the calendar icon and select the date that you performed the work

- **Day:** this field will automatically fill once you have selected the date

- **Start Time:** click the arrow and a new window will open; select your start time for that day to the nearest quarter hour (e.g. 12:00, 12:15, 12:30, 12:45)

- **Note:** times must be entered in 24 hour format, e.g. 1pm=13:00

- **Finish Time:** click the arrow and a new window will open; select your finish time for that day to the nearest quarter hour

- **Break:** enter the length of your break in minutes, e.g. 1 hour break is entered as 60

- **Note:** if you did not have a break you must enter 0 into the 'break' field

- **Units:** this field will automatically fill with the total hours worked for that day

- **Award:** click the arrow and a new window will open. Match the 'classification code', 'step' and 'indicative base rate' to what is listed on your contract, and click the 'award code' of that row;

- **Note:** all award codes appear as 36

- **Classification and Step:** these will automatically fill when you have selected the award

- **Pay Code:** click the arrow and a new window will open; click on 'SAL'
- **Cost Code Override:** only use this field if you have been informed by your supervisor or HRS to use a different cost code to your default cost code (your default cost code can be found above the timesheet); type the alternate cost code directly into the field, e.g. GL12340000014770002
- **Topic (Unit ID):** only use this field if you have done work for a specific unit; click the arrow and a new window will open; use the search bar- type in the letters of the unit code, or the first few letters of the name of the unit, followed by %, and click 'find'
- Enter the next lot of work in the row below; you can use the 'C' button to copy the data from the above row (make sure you change the date)
- Repeat this process until you have entered all the days/hours you have worked for

The screenshot shows a timesheet interface with several callouts explaining different parts:

- Top Table:** A table with columns: Site, Employment Status, Start Date, End Date, Cost Code. It lists two rows for Job 11 and Job 13.
- Job 11 Callout:** Explains that for Job 11, CA01 was selected from a pop-up window, and the hourly rate is \$44.47.
- Job 13 Callout:** Explains that for Job 13, CM02 was selected from a pop-up window, and the hourly rate is \$62.04.
- Unit Selection Callout:** Explains that Job 11 was for unit MEAT418, so 'mea%' was entered in the search field and MEAT418 was selected.
- Blank Unit Callout:** Explains that Job 13 had no unit specific work, so it was left blank.
- Default Cost Codes Callout:** Points to the Cost Code field in the top table, stating these are the default cost codes for each job.
- Main Timesheet Table:** Columns include: Copy line above, Delete, Job No, Work Date, Day, Start Time, Finish Time, Break, Units, Award, Classification, Step, Pay Code, Cost Code Override, Topic (Unit ID). It shows two rows for Job 11 and Job 13.
- Buttons Callout:** Explains that pressing 'C' would copy the row and 'D' would delete it.
- Break Callout:** Explains that for Job 11, a 1-hour break was taken, so '60' was entered in the 'Break' field and the system changed it to 01:00.
- Cost Code Callout:** Explains that for Job 13, a different cost code (GL20764126) was used instead of the default.

Selecting an Approver and Submitting your Timesheet

- After you have entered all your work hours/days into the timesheet you need to select an approver to approve your timesheet. This is normally the person listed as your supervisor on your contract, unless you have been notified to select someone else
- Under the timesheet section there is a red heading 'Timesheet Summary Details', and under this there will be 'Show Job xx'; click this and another section will appear
- To select your approver, click the arrow next to 'Timesheet to be approved by'; this will open a new window; you then select your approver and their staff number will appear in the white field next to 'Timesheet to be approved by'
- Repeat this process if you are submitting timesheets for more than one job
- Once you have selected your approver(s), click 'Save' or 'Save and Submit':
 - 'Save' will save a draft of your timesheet and return you to the Academic Timesheet screen; your timesheet will appear under 'Not Submitted'
 - 'Save and Submit' will send your timesheet to your approver; you will be returned to the Academic Timesheet screen; your timesheet will appear under 'Submitted (Not Approved)'
- You will receive an email notification informing you that your timesheet has been submitted, and you will receive another email when your timesheet is approved or rejected

Job No	Position No.	Position Title	School/Directorate	Employment Status
11	0000013310	Casual Academic	School of E&RS - Animal Science	Casual
13	0000012101	Casual Academic	UNE International	Casual

'Save' will save a draft of your timesheet, and 'Save and Submit' will send your timesheet to your approver(s) for approval

The Break section **MUST** have something entered. Enter break in Minutes, if you had no break then enter 0.

Copy line above	Delete	Job No	Work Date	Day	Start Time
	D	11	13-Sep-2017	Wed	13:45
C	D	13	14-Sep-2017	Thur	10:30

Save Save and Submit Refresh

List Of Values: Approver - Mozilla Firefox

https://hr.une.edu.au/v15/WK8276SA

List Of Values: Approver

Find Close

Person Id	Name	Position Title
00004172	Leayr, Robert Wyatt	School Manager
00019504	Wikes, Janelle	Senior Lecturer
00019968	Choct, Mingan	Professor
00020186	Wallden-Brown, Steve	Professor

Timesheet Summary Details

Hide Job 11

Click these to show the new section to select your timesheet approver

Job No	Position Title	Pr	Cou	How	Class	Stop	Pay	Rate
Totals for Job 11								

Timesheet to be approved by 00004172

The approver is selected from the new window and their staff number appears in the 'Timesheet to be approved by' field

Comments (Optional)
Note: Maximum 70 Characters

Show Job 13

Other Timesheet Functions

- Under the heading 'Existing Timesheets' on the General Timesheet screen there are three options:

- **Not Submitted:** these are timesheets you have saved a draft of:
 - You can edit this timesheet by clicking on its 'Record ID' number
 - You can delete this timesheet by clicking the box under 'Delete' and then clicking 'Delete Timesheet'
- **Submitted (Not Approved):** these are timesheets that you have submitted to your approver, but they have not yet approved them:
 - You can view this timesheet by clicking on its 'Record ID' number
 - You can delete this timesheet by clicking the box under 'Delete' and then clicking 'Delete Timesheet'

- You can unsubmit this timesheet by clicking the box under 'Unsubmit' and then clicking 'Unsubmit Timesheet'; this will move the timesheet to 'Not Submitted' where you can then edit it by clicking on its 'Record ID'
- **Rejected:** these are timesheets that have been submitted to your approver but have been rejected:
 - You can view this timesheet by clicking on its 'Record ID' number
 - You can delete this timesheet by clicking the box under 'Delete' and then clicking 'Delete Timesheet'

Existing Timesheets

Expand All | Collapse All

Not Submitted (1 timesheet)

Record ID	Job No	Start Date	End Date	Total Units	Delete
110173	01	26-AUG-2017	26-AUG-2017	.25	<input type="checkbox"/>

Submitted (Not Approved) (1 timesheet)

Record ID	Job No	Start Date	Type	Delete	Unsubmit
110175	01	27-AUG-2017	New	<input type="checkbox"/>	<input type="checkbox"/>

Rejected (1 timesheet)

Record ID	Job No	Start Date	End Date	Total Units	Delete	Unsubmit
110176	01	27-AUG-2017	27-AUG-2017	.25	<input type="checkbox"/>	<input type="checkbox"/>

Clicking on the underlined Record ID number will take you to the timesheet

Clicking the box under 'Delete' and then clicking 'Delete Timesheets' will delete the timesheet

Clicking the box under 'Unsubmit' and then clicking 'Unsubmit Timesheets' will move the timesheet to the 'Not Submitted' section. It's Record ID can then be clicked on and the timesheet can be edited and resubmitted

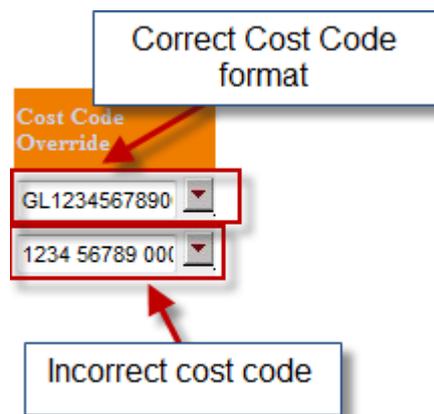
Potential Issues and Assistance

Hidden Windows

- "I can't see one of the windows that should have opened when I clicked an arrow button"
 - Sometimes the windows for selecting your work start and finish times, award, pay code, topic (unit ID) and/or approver will open behind the window you have WebKiosk open in. Minimise you main window and they will be there

Cost Code Error

- "My cost code is coming up as invalid"



- There are two possible issues here:
 - The cost code has not been entered correctly, you must make sure you have the full code without spaces, e.g. 1234 00000 415 70502 will not work, it must be entered as GL12340000041570502
 - Your code is not active in the HRS system, please contact HRS and someone will activate the cost code for you

Missing Approver

- "I can't find my approver in the approver list"
 - Your approver is not registered as an approver in the HRS system, please contact HRS and someone will add them to the approver list

Timesheet Errors

- "I can't save/save and submit my timesheet"
 - An error message will appear near the top of your screen pinpointing the issue

General Timesheet

Error! Row 1 Units: A value must be entered Row 1 Break: A value must be entered

[Casual General Rates](#)

[Student Rates](#)

[Casual Conversion](#)

Job No	Position No.	Position Title	School/Directorate
01	0000008692	Casual General HE03	HRS - Director's Office

Start Date for T

New Timesheet

The Break sectio

Copy line above

An error or warning may appear if you have made a mistake and then clicked 'Save' or 'Save and Submit'

D

13-SEP-2017

Wed

01:15

02:30

- This is a list of common errors:
 - “Warning! A timesheet entry has already been created in timesheet(s) 109890 for 22-AUG-2017/00:01/SAL/(No GL Override)/ Click Save/Submit again to process timesheet.”
 - This means that you have already submitted a timesheet for that job for that day
 - “Error! Row 1 Cost Code Override: Invalid value”:
 - This means your cost code is incorrect; refer to ‘Cost Code Error’ issue above
 - “Error! Row 1 Break: A value must be entered”:
 - This means you have not entered a value in the ‘break’ field; remember it must be in minutes (e.g. 1 hour=60) and if you do not have a break, you must put 0 in that field
 - “Error! Row 1 Work Date: Date may not be before the timesheet start date of 26-AUG-2017”:
 - This means you have selected a work date that is before the start date you selected on the calendar; you will need to press ‘Cancel’ and make a new timesheet and select the correct start date on the calendar
- There are other error/warning messages that may appear, HRS recommends taking a screenshot and emailing it to hr-services@une.edu.au as it is the easiest way for us to identify the issue and provide assistance