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
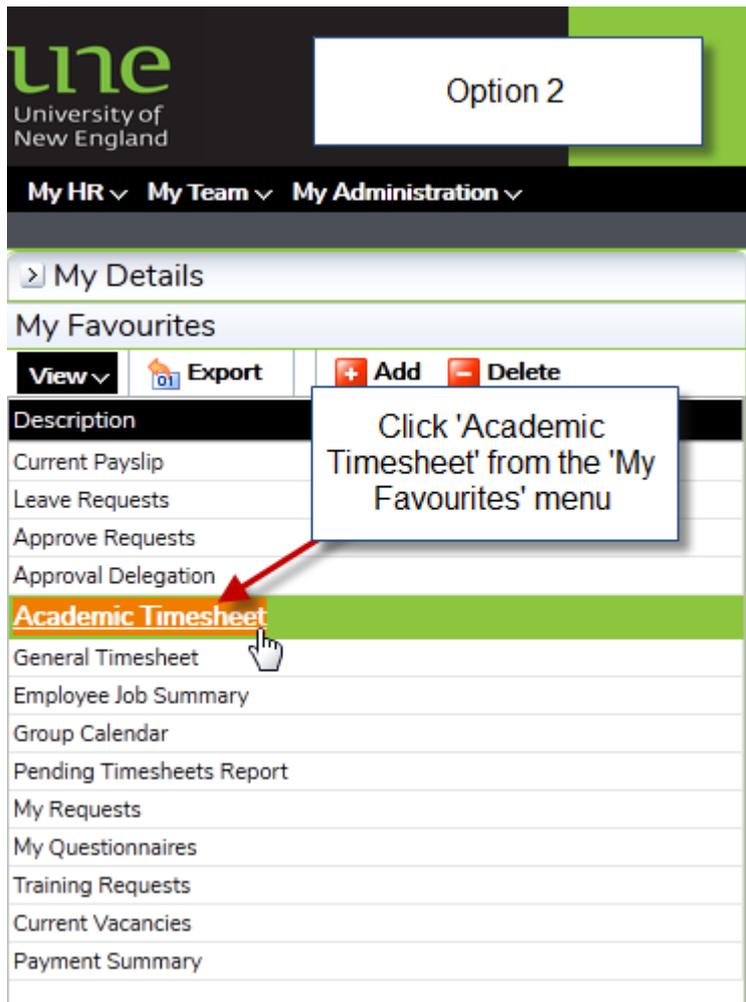
- Go to WebKiosk

- **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

Creating a New Timesheet

Add a New Timesheet

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

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

- 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

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 |

Find Employee Jobs

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
☑	11	0000013310	Casual Academic	School of E&RS - Animal Science
☑	13	0000012101	Casual Academic	UNE International
☐	14	0000013314	Casual Academic	School of E&RS - Ecosystem Management

Select all Jobs

Continue   Clear

- 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

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

Start Da[...] om 01-Jan-2008 to 31-[...]

Use Aca[...]

New Tim[...]

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

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

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/WK8276$A[...]

List Of Values: Approver

% | Find | Close

Person Id	Name	Position Title
00004172	Leayr, Robert Wyatt	School Manager
00019504	W[...]es, Janelle	Senior Lecturer
00019968	Cho[...], Mingan	Professor
00020186	Wall[...]den-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	Pay Code	Award/Class./Step	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'

- o You can unsubmit this timesheet be 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:
  - o You can view this timesheet by clicking on its 'Record ID' number
  - o You can delete this timesheet by clicking the box under 'Delete' and then clicking 'Delete Timesheet'

Existing Timesheets

Expand All | Collapse All

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

Not Submitted (1 timesheet)

Record ID	Job No	Start Date	End Date	Total Units	Delete
110173	01	26-AUG-2017	26-AUG-2017	.25	☐

Delete Timesheets

Submitted (Not Approved) (1 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

Record ID	Job No	Start Date		Type	Delete	Unsubmit
110175	01	27-AUG-2017		New	☐	☐

Delete Timesheets   Unsubmit Timesheets

Rejected (1 timesheet)

Record ID	Job No	Start Date	End Date	its	Delete	Unsubmit
110176	01	27-AUG-2017	27-AUG-2017	.25	☐	☐

Delete Timesheets   Unsubmit Timesheets

Potential Issues and Assistance

<u>Hidden Windows</u>

- "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

<u>Cost Code Error</u>

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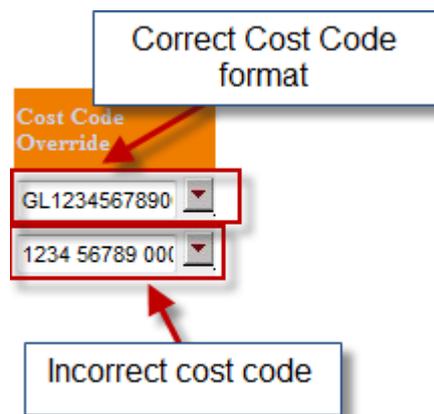
- There are two possible issues here:
  - The cost code has not been entered correctly, you must make sure you have the full code without spaces, e.g. 1234 00000 415 70502 will not work, it must be entered as GL12340000041570502
  - Your code is not active in the HRS system, please contact HRS and someone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

<u>Missing Approver</u>

- "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

<u>Timesheet Errors</u>

- "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 HEO3	HRS - Director's Office

Start Date for

New Timesheet

The Break sectio

Copy line abov

| D | 13-SEP-2017 | Wed | 01:15 | 02:30 |

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

- 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