PROCEDURES TO ENTER TIMESHEETS

1. Log onto the HR21 Kiosk
   • For new staff members your logon will be the same as your computer (active directory) username and password as advised by IT.

![HR21 Kiosk Welcome Screen](image)

2. Once you enter the HR21 Kiosk you will see the calendar and company news screen. Timesheets can be entered via the calendar (Method 1) or by selecting “Request Enhanced Timesheet” from the Timesheet Entry Menu (Method 2).

![HR21 Kiosk Calendar Screen](image)

3. **Method 1**- using the calendar- Click on pay period end date in the calendar then go to right of screen select ‘New Timesheet’
4. A yellow pop up box will appear. Select button if you wish to continue timesheet application.

5. A blank timesheet will appear with the selected Period end date. Complete your timesheet by selecting the following: Dates worked, pay element, course codes and departments from the icons and arrows. **NOTE:** Department icon, will automatically select your designated campus. Change is only required if working at multiple campuses.
When you are in the timesheet screen you are given the following fields to complete:

i. **Period End Date**
   
   This will appear automatically if entered using the calendar, otherwise select the correct date from the calendar beside the field.

ii. **Date worked**
   
   a. Please enter the date worked Format dd/mm/yyyy.

iii. **Pay element**
   
   a. Click on the down arrow for available choices.
   
   i. e.g. Academic staff may choose Tutorial
   
   ii. Other casual staff may choose Normal

iv. **Details or Course Code**
   
   a. Click on the search function for your available choices.
   
   b. In field picker, select from Course Code or Description.
   
   c. Type the start of either the course code or description into the search field (Note- the Course codes must be entered in capitals- this is case sensitive) and press Go.
   
   d. Select the appropriate Course from the list.
   
   e. Casual staff other than academics should select the area they have been working in. General Areas start with the letter Z (Capital Z as Kiosk is case sensitive).

v. **Hours worked**
   
   a. Enter the appropriate hours or number of papers marked (PM) - please note the hours should exclude meal breaks
   
   b. **Exam Invigilators.** Please note if you choose the following pay element you will need to enter the following into the hours column.
   
   i. Exam X 1.5 hrs you should enter 1 into the hours column.
   
   ii. Exam X 2.0 hrs you should enter 1 into the hours column.
   
   iii. Exam X 2.5 hrs you should enter 1 into the hours column.
   
   iv. Exam X 3.0 hrs you should enter 1 into the hours column.
   
   c. If you have been marking papers please enter the number of papers that you have marked into this field.

vi. **Campus or department**
   
   This only needs to be completed if you are working away from your home campus or are working in another area. For example if a lecturer is based in Brisbane but working on the Gold Coast.

vii. **Notes**
   
   This is a free text field that your manager or the person checking the timesheet will be able to see.
### Request Enhanced Timesheet

#### Your timesheet entries:

**Period End Date:** 1/07/2012

<table>
<thead>
<tr>
<th>Date Worked</th>
<th>Pay Element</th>
<th>Course Code</th>
<th>Hours/PM</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>20/06/2012</td>
<td>Lecture</td>
<td>ACCT 11079</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>28/06/2012</td>
<td>Lecture Repeat</td>
<td>ACCT 11079</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

- Cannot filter/search on pay element
- Can search/filter on course or description code
- You can click on the drop down box and choose to search/filter on description or course code
- Only required if you are not working in your designated campus
- Notes can be added here to be viewed by supervisor or manager.
6. To save timesheet select **Update** on the light blue Text Toolbar

7. When you are ready to submit your timesheet, add additional data if applicable, then select ‘Requested’ button on right of screen. Select **Update** in the light blue Text Toolbar. Message will appear informing of successfully entered. Click OK. Your timesheet has been forwarded to your supervisor for approval. Email will be sent to you advising the status of your timesheet.
8. Once the timesheet has been changed to status ‘requested’ it will be sent for checking and approval. Please note the campus personnel approval process differs from campus to campus but if it is a Casual Lecturer timesheet it will go the Faculty Administration Officer to check and then be forwarded to the appropriate person of final approval. All other casual timesheets should go to your manager and are then forwarded to the Business Manager or Associate director Finance & Administration to forward to payroll. As your timesheet is submitted, checked and authorised you will be sent emails informing you of what stage your timesheet is at. If your timesheet has been rejected by your manager you can reopen the timesheet in the HR21 Kiosk, make any necessary changes and then resubmit it for authorisation.

1. **Method 2** – using the menus - Click on ‘Timesheet Entry’ tab and select Request Enhanced Timesheet.

2. To Enter timesheet select Add from the light blue Text Toolbar. Select pay period date. Complete your timesheet by following steps 5-8 above.

For assistance please contact:

- **Casual Lecturers** - Please talk to the Faculty Assistant who checks the timesheets for your Campus.
- **All other casual staff** - Please talk to the campus Business Manager or Associate Director of Finance & Administration.

Managers should refer to the HR21 Kiosk User Guide for Managers for procedures on checking and authorising timesheet applications.