

## Quick Reference Guide

### Submitting General/Professional Staff Timesheets



| STEP ONE  | STEP TWO   |   |  | OTHER FEATURES   |
|---|--|---|--|--|
| Timesheets online   | Creating your Timesheet  | New Timesheet entry   | Save and Submit  | Modifying Timesheets   |
| <ol style="list-style-type: none"> <li>1. Login to the Web Kiosk using your CSU Username and Password.</li> <li>2. Select the <b>My Pay</b> tab at the top right of the web page.</li> <li>3. Select <b>Timesheets</b> from the Menu Bar towards the left-hand side of the page.</li> <li>4. Select <b>General Timesheets</b>.</li> </ol>   | <ol style="list-style-type: none"> <li>1. The Timesheet summary page will appear. Click on the link <b>Click here to add a new timesheet</b>.</li> <li>2. Enter the <b>start date</b> for the timesheet. Note: The start date is the first day worked in the timesheet period.</li> <li>3. Click on <b>Find Employee Jobs</b></li> <li>4. Select a specific <b>Job</b> by clicking on the applicable tick box in the <b>Select</b> column.<br/><br/>Select all Jobs by clicking on the <b>Select all Jobs</b> button. Check the details of the Job to ensure you are entering the timesheet against the correct Job. <b>Note:</b> Check the following details of the Job to ensure you are entering the timesheet against the correct Job: <ul style="list-style-type: none"> <li>• School/Section</li> <li>• Account No.</li> <li>• Approver</li> </ul> </li> <li>5. Check the <b>End Date</b> shown against the job, as you will not be able to enter a timesheet if that date has passed.</li> <li>6. Click <b>Continue</b>. The General Timesheet screen will now appear.</li> </ol> | <ol style="list-style-type: none"> <li>1. The New Timesheet section of the screen is where you will enter your timesheet details.</li> <li>2. If you have clicked on “Select all Jobs” on the previous screen you will need to select the appropriate <b>Job No.</b> for each timesheet entry. If you only have one current Job you will not need to enter a Job No.</li> <li>3. Enter <b>Work Date</b> (for each day worked) by typing or selecting from the calendar button.</li> <li>4. Enter <b>Units</b> (i.e., no. of hours worked on that day to a maximum of 10) in decimal format, e.g., 3 hours is entered as 3 and 3 hours 30 minutes is entered as 3.5.</li> <li>5. Enter <b>Pay Code</b> (for ordinary salary type in ON-C or OFF-C) OR, select by clicking on the down- arrow icon and selecting the appropriate code by clicking on the applicable pay code. The pay code to select depends on whether the work was On Campus or Off Campus.</li> <li>6. Repeat process from step 1 to 6 above for each day worked in the period.</li> </ol> | <ol style="list-style-type: none"> <li>1. Check your timesheet entry.</li> <li>2. Press the Save and Submit button.</li> <li>3. A receive a message on the screen will advise your timesheet has been successfully submitted to the approver. The approver is then notified of your timesheet submission via email.</li> <li>4. You will receive an email notifying you when your timesheet has been actioned (i.e., approved or rejected).</li> </ol> | <p>If the timesheet has been submitted but not yet approved, you have an opportunity to make modifications to the timesheet. Any timesheet that is still in the <b>Not Submitted</b> and <b>Submitted (Not Approved)</b> section of the timesheet summary page can be modified. You can also modify timesheets that have been <b>Rejected</b> by the approver.</p> <p><b>Modifying timesheets that have been submitted but not approved:</b></p> <p>From the Timesheet summary page, first you must unsubmit the timesheet. Click the <b>box in the Unsubmit</b> column for the appropriate timesheet and then click the <b>Unsubmit button</b>. You can also click on the <b>Record ID</b> number and unsubmit the timesheet by clicking the <b>Unsubmit button</b>, near the bottom of the page.</p> |
| <p><b>Minimum no. of hours to be worked per day is: Casual staff - 3 hours; Students employed on the student rate - 1 hour; Part-time staff working additional casual hours – no minimum.</b></p> <p>If you receive a warning after submitting your timesheet, please read the warning as the reason will be stated. Review your timesheet and adjust, if necessary, before final submission.</p> <p><b>Timesheets should be submitted on a regular basis, preferably fortnightly. The deadline to submit timesheets to ensure prompt payment should be discussed with your timesheet approver.</b></p> <p><b>A comprehensive User Guide is located on the Division of People and Culture website at: <a href="#">CSU-Web-Kiosk-Submitting-General-Timesheets.pdf</a></b></p> |  |   |  |  |