

## Quick Reference Guide – Submitting General Staff Timesheets Online via Web Kiosk

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 at the top of the summary page that says <u><a href="#">Click here to add a new timesheet</a></u>.</li> <li>2. Enter the start date for the timesheet. Note: The start date for the timesheet is the first day worked in the timesheet period.</li> <li>3. Click on Find Employee Jobs</li> <li>4. Select a specific <b>Job</b> by clicking on the applicable tick box in the <b>Select</b> column. Select all Jobs by clicking on “Select all Jobs” 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 End Date shown against the job, as you will not be able to enter a timesheet if that date has passed.</li> <li>6. Click Continue. 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 step 6 above for each day worked in the period.</li> </ol>	<ol style="list-style-type: none"> <li>1. Check your timesheet entry.  Press the <b>Save and Submit</b> button.</li> <li>2. You will receive a message on the screen telling you your timesheet has been successfully submitted to the approver. The approver is then notified of your timesheet submission via email.</li> <li>3. 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 box in the Unsubmit column for the appropriate timesheet and then click the Unsubmit button. You can also click on the Record ID number and unsubmit the timesheet by clicking the Unsubmit button, near the bottom of the page.</p>

**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.**

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.

**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.**

**A comprehensive User Guide is located on the Division of Human Resources website at: [CSU-Web-Kiosk-Submitting-General-Timesheets.pdf](#)**