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**Bulk General Timesheets**

Log on to the Web Kiosk using your CSU Username and Password.

**1. Creating Bulk General Timesheets**

1. Click on the **Timesheets** menu
2. Click on the **Bulk General Timesheets** item (Fig 1)

![Fig 1](image)

3. After clicking the Bulk General Timesheet menu item, the Bulk General Timesheet summary page will appear (Fig 2).

![Fig 2](image)

5. The menus below the heading **Existing Timesheets** can be expanded by clicking on the **Expand All** option or by clicking the plus sign to expand individual menus (Fig 3).
Not Submitted – Timesheets that have been saved but not submitted to the approver

Submitted – Timesheets that have been submitted for Approval

Approved (Not Paid) – Timesheets that have been approved for payment

Rejected – Timesheets that have been rejected by the approver

2. Entering bulk timesheets
   1. Before creating a new bulk timesheet you will need to:
      a. Enter a date in the Current as at: field that will encompass the timesheets you need to enter (Fig 4).

   2. After selecting a date, click on the link that says Click to enter an employee timesheet (Fig 5)
3. You will then be presented with a current list of staff who work in your area and have valid occupancies. The list will look similar to the screen shot in Fig 6. Select a staff member by clicking on their Staff ID number.

![Fig 6](image.png)

4. The staff member job selection screen will appear (Fig 7). Choose/Select the job that you want to enter a timesheet for by clicking on the tick box in the **Select** column beside the appropriate job, then click the continue button.

![Fig 7](image.png)

5. After selecting a valid job, the General Timesheet will open (Fig 8). The timesheet can be separated into four sections:

   - **Section 1** – Job details
   - **Section 2** – The timesheet entry matrix
   - **Section 3** – the Action buttons
   - **Section 4** – The Timesheet Summary details
1. **Job Details (Section 1)**

   **Section 1** at the top of the timesheet is a summary of the employee's job information and the start date for the timesheet.

2. **Creating a timesheet (Section 2)**

   **Section 2** of the Timesheet screen (Fig 8) is a New Timesheet.
   
   a. The delete button [x] will delete the entire row of the timesheet
   
   b. The **Work Date** field can be entered by typing or selecting from the calendar button. This date must be from the start date of the timesheet and within the Start and End dates of the job. After entering the date, if you use the Tab button the keyboard, the Day will appear.
   
   c. The **Units** that you enter are appropriate to the pay code. The units will be hours in decimal format. For example 1 hour and 15 minutes will be 1.25 units or 1 hour and 45 minutes will be 1.75 units. To enter whole hours, you only need to enter the number eg 3 or 7, you do not need to enter 3.0 or 7.0
   
   d. To select a **Paycode** click on the down-arrow icon [▼] beside the field. This will open a pop-up window that will display all the available paycodes (Fig 9). To select a paycode, click on the paycode and this will place the paycode into your timesheet.
c. Saving and Submitting a timesheet (Section 3)

In Section 3 of the timesheet screen (Fig 8) there are the following buttons:

<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Save</td>
<td>Saves the timesheet. This allows you to return to the timesheet later to either add or delete entries. (see below)</td>
</tr>
<tr>
<td>Save and Submit</td>
<td>Saves the timesheet and also submits the timesheet for approval. (see below)</td>
</tr>
<tr>
<td>Refresh</td>
<td>Refresh will update the timesheet. If you added some information that is not displaying in the Timesheet summary details and you don’t want to save the timesheet, click the refresh button to update the information</td>
</tr>
<tr>
<td>Add a Row</td>
<td>Adds an additional row to the bottom of the timesheet.</td>
</tr>
<tr>
<td>Cancel</td>
<td>Cancels any entries made. Then takes you back to the initial General Timesheet screen (Fig 2)</td>
</tr>
</tbody>
</table>

After you click Save, you will receive a message saying you have been able to save a timesheet for the particular employee (Fig 10). At this point you can return the Employee List (Fig 6) to enter a timesheet for another employee (or the same employee) or you can go back to the Timesheet List (Fig 2)
After you click **Save and Submit** you will receive a message on the screen telling you that your timesheet has been successfully submitted to the approver (Fig 11). In this example the screen shot also contains a Warning message. This warning message has only been displayed as the staff member has exceeded the allotted number of hours for this particular Paycode. **This will not stop the timesheet from being submitted.** The warning will also appear for the approver.

[Fig 11]

Clicking the **Back to Timesheet List** link will take you back to the initial Timesheet page (Existing Timesheets) as seen in Fig 2.

d. **Timesheet Summary Details (Section 4)**

**Section 4** of the Timesheet is a Timesheet Summary. The summary can be viewed by clicking on the **show job** link or by clicking the plus sign [+] (Fig 12)

[Timesheet Summary Details]

This provides you with a summary of the timesheet. You can include comments for the approver by adding them to the optional comments box at the bottom of the form.

[Fig 13]

e. **Modifying a timesheet**

Before a timesheet is approved you have an opportunity to make modifications. Any timesheet that is still in the **Not Submitted** or **Submitted (Not Approved)** section of the timesheet summary page can be modified. You can also modify timesheets that been **Rejected** by the approver. You cannot modify timesheets that have been approved or paid.

i. **Modifying timesheets that have not been submitted**

From the Timesheet summary page, to modify a timesheet that has not been submitted, click on the Record ID number of the time sheet (Fig 14). This will open the timesheet and you can make any necessary modifications. Modifications are made using the same steps you would use to create a timesheet, as outlined in previous sections.
ii. **Modifying timesheets that have been submitted but not approved**

From the General Timesheet summary page, to modify a timesheet that has been submitted but not yet approved, first you must unsubmit the timesheet. The quick way to unsubmit a timesheet is to 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.

This will then move the submitted time sheet back to the **Not Submitted** section of the Timesheet Summary page. The timesheet can then be treated as if it had not been submitted.

This method can also be applied to timesheets that have been **Rejected**.
3. Viewing Timesheet information

Once you have saved or saved and submitted a timesheet or a timesheet has been approved or rejected, you will be able to view a summary of the timesheet in the Existing Timesheets page, which was mentioned in the Accessing Timesheets section of this document. This is the screen you first view after clicking on Bulk General Timesheet from the left hand menu (Fig 16).

From this screen you can perform some quick actions to the timesheet. By using the tick boxes on the far right hand side of the screen and the Delete or Unsubmit timesheet buttons, you can easily delete or unsubmit timesheets without having to go into the timesheet itself.

**PLEASE NOTE:**
1. Once the timesheet has been deleted, you cannot retrieve it. However, an unsubmitted timesheet can be resubmitted.
2. After a timesheet has been paid, it will be removed from the Approved (Not Paid) section.

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**Fig 16**

Not Submitted
Timesheets that have been saved by you but not submitted to the approver

Submitted
Timesheets that have been submitted for Approval

Approved (Not Paid)
Timesheets that have been approved for payment

Rejected
Timesheets that have been rejected by the approver
4. My Requests

You are also able to view any pending timesheets (timesheet that are still to be approved) from the My Requests menu item.

![Image of My Requests menu](image1.png)

Fig 17

After clicking on the My Requests menu item a screen similar to Fig 18 will appear.

![Image of My Requests screen](image2.png)

Fig 18

You are able to delete the timesheet by clicking the tick box under the Delete column and pushing the delete button.

**NOTE**: you can only delete timesheets from My Requests, you cannot change or unsubmit them.

You are able to view the detail of the timesheet by clicking on the Record ID number, which will then open a pop-up window with the information on the timesheet, similar to Fig 19.
### Fig 19

#### Academic Timesheet

**Warning:** The actual hours recorded against Paycode A1950 for employee 445904 have exceeded the warning level of 5 hours in pay period 44.

#### User Interface

<table>
<thead>
<tr>
<th>User Interface</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table Name</td>
<td>W399 TIMESHEET</td>
</tr>
<tr>
<td>Description</td>
<td>Academic Timesheet</td>
</tr>
<tr>
<td>Hour Code</td>
<td>M227777</td>
</tr>
<tr>
<td>Created Date</td>
<td>25-FEB-2009</td>
</tr>
<tr>
<td>Approval Date</td>
<td>25-FEB-2009</td>
</tr>
<tr>
<td>Approval Status</td>
<td>Submitted</td>
</tr>
<tr>
<td>View Comments</td>
<td>N/A</td>
</tr>
<tr>
<td>Comments</td>
<td>N/A</td>
</tr>
</tbody>
</table>