# Table of Contents

Approving Academic Timesheets ....................................................................................................................................................... 1

1. Approving Academic Timesheets ........................................................................................................................................... 1

2. Approval History .................................................................................................................................................................... 3
   i. Viewing Individual Staff Members ................................................................................................................................ 3
   ii. Viewing all Staff Members............................................................................................................................................3

3. Timesheet Unit Check Snapshot ............................................................................................................................................ 5
   a. Creating a Snapshot – Unit Check Group .......................................................................................................................... 5
   b. Creating a Snapshot – Unit Check Snapshot .................................................................................................................... 8

4. Timesheet reports ............................................................................................................................................................... 11
   a. Logging into the Timesheet reports ............................................................................................................................... 11
      i. Creating a connection ................................................................................................................................................ 12
   b. Using/Running timesheet reports ..................................................................................................................................13
Approving Academic Timesheets

Log on to the Web Kiosk as you normally would. When you put the following URL into the address bar of your internet browser you will be taken directly to the Web Kiosk: [http://webkiosk.csu.edu.au](http://webkiosk.csu.edu.au)

1. Approving Academic Timesheets
   a) When you open the web kiosk there might be timesheets waiting for approval. If this the case you will see a message similar to the screen shot below, just after you log into the Web Kiosk

   ![Welcome to the new Employee Kiosk, Please LOGOUT when finished. 024: 1 pending records are awaiting your approval.](image1.png)

   Fig 1

   b) To approve the timesheets click on the Approvals then click on the Approve Requests menu item (Fig 2) or click on the pending approvals message

   ![Welcome to the Employee Kiosk, Please LOGOUT when finished. 2 pending records are awaiting your approval.](image2.png)

   Fig 2

   This will then open the Approve Requests screen (Fig 3).

   c) On the initial Approve Request screen (Fig 3) you are able to view:
      • who has submitted a timesheet
      • the number of total hours for the timesheet
      • when it was created and when it needs to Actioned by

   You can also quickly Approve, Reject, Escalate by clicking on one of the radio buttons below the appropriate Approval Status, then click the Update button.

   ![Approve Requests](image3.png)

   Fig 3

   d) Once a timesheet has been Approved or Rejected you will receive one of the following messages:

      **When Approved**
      ![Approve Transaction](image4.png)

      **When Rejected**
      ![Approve Requests](image5.png)
You are also able to view more detailed information by clicking on the Record ID number (Fig 3) for each of the Requests. After clicking the Record ID number, a new window will pop-up with the more detailed information (Fig 4).

This includes:

a. Further information on the staff member (Staff ID number, Name, Occupancy type, etc.)

b. Breakdown of the total hours into Work Dates, Paycodes and the Subjects the staff member is claiming with this timesheet

You are also able to approve/reject a timesheet from this screen. Near the bottom of the screen there is a drop-down box labeled Approval Status. If you select either Approved or Rejected, then you can add a comment to the Comments field (if required), then click the Update button. The Timesheet will then be approved or rejected.

You are also able to leave the approval status at Submitted, if you do not want to do anything with the timesheet at that time.

f) If the timesheet is approved or reject using the more detailed method (above), as this timesheet has been approved in a separate window, when you return to the main web kiosk screen the original record will be “greyed-out” (Fig 5)
2. Approval History
   
a) To view any timesheets you have approved, can be viewed under the Approval History menu item in the Approvals folder.

b) After clicking the Approval History menu item the Query screen will appear (Fig 7)

From this query screen you are able to view the approval history for an individual staff member or for all the staff members for whom you have approved timesheets.

   i. Viewing Individual Staff Members
   Enter the staff member’s employee number into Employee field or you can perform a search by clicking on the drop-down button, then putting the employee’s surname into the search box between two wildcards (%) eg %Smith% and pushing OK. This will provide you with a list of those staff members with that surname. Then if you click on their employee number, this will place the number into the Employee field. Then push the Find button. You can also add dates into the Approval Dates fields.

   ii. Viewing all Staff Members
   Simply push the Find button while the Employee field is blank. This will return all the employees that you have approved/rejected timesheets for (Fig 8). You can also add dates into the Approval Dates fields.

<table>
<thead>
<tr>
<th>Record ID</th>
<th>Name</th>
<th>Calendar</th>
<th>Total Hours</th>
<th>Created Date</th>
<th>To Be Actioned By</th>
<th>Escalated to you By</th>
</tr>
</thead>
</table>

You can view the each of the records by clicking the Record ID number. This provides you with a summary of the timesheet (Fig 9).
**Academic Timesheet**

<table>
<thead>
<tr>
<th>Person ID</th>
<th>54618944</th>
<th>Name</th>
<th>MacKinnon, Andrew Iain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job ID</td>
<td>01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Occupancy Type</td>
<td>Substantive</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position Title</td>
<td>PT CASACS Marketing &amp; Management</td>
<td>Emp Status</td>
<td>CASAC</td>
</tr>
<tr>
<td>School/Section</td>
<td>School of Marketing &amp; Mgt</td>
<td>Commence Date</td>
<td>01-JAN-2007</td>
</tr>
<tr>
<td>Termination Date</td>
<td>29-FEB-2010</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Academic Calendar 2009

<table>
<thead>
<tr>
<th>Work Date</th>
<th>Day</th>
<th>Units</th>
<th>Paycode</th>
<th>Subject Code</th>
<th>Subject Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-JAN-2009</td>
<td>Mon</td>
<td>2</td>
<td>A00160</td>
<td>MHT31</td>
<td></td>
</tr>
<tr>
<td>20-JAN-2009</td>
<td>Tue</td>
<td>1</td>
<td>A00240</td>
<td>MHT31</td>
<td></td>
</tr>
<tr>
<td>27-JAN-2009</td>
<td>Tue</td>
<td>1</td>
<td>A00240</td>
<td>MHT31</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>4</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Fig 9**
3. Timesheet Unit Check Snapshot

Once created Unit Check Snapshot provides a snapshot of the current status of a Unit’s hours used/spent in a tabular form. The Timesheet Unit Check Snapshot menu can be accessed from the Timesheets link.

After clicking the Timesheet Unit Check Snapshot menu item, the initial Timesheet Unit Check Snapshot screen will appear.

**Please Note**: To Create a Unit Check Snapshot you have first create a **Unit Check Group**, then create the **Unit Check Snapshot**

a. Creating a Snapshot – Unit Check Group

i. To create a snapshot you must first create a **Unit Check Group**. To create a **Unit Check Group**, click the **Create or Modify Unit Check Groups** link (Fig 11)

ii. After clicking the link, the Unit Check Groups screen will appear (Fig 12). This screen will display all of the current Unit Check Groups, once they have been created. Click on **Create a new Unit Check Group** link, to setup a group.
iii. The New Unit Check Group screen will appear (Fig 13).

a. You will need to enter a **Description (**Max. of 100 Characters**) of the group. This description, for example, could be the Academic Session that this Check Group will be created for. Accordingly, for the 2009 Autumn Session the description could be 2009 Autumn Session or the code 0940 to represent the session.

b. There are three options for the **Group Selection Type**. Generally, the recommended option to is **Direct From Team List**

c. Click **Next**

---

![Fig 13]

---

iv. You will now need to choose the employees you WANT/NEED to exclude from this snapshot group. To exclude employees, tick the box in the **Exclude** column relevant to the employees. Then click **Next**.

---

![Fig 14]
v. After clicking next, a summary of the employees to that will be included in the snapshot will be displayed. If this is incorrect, you can click the Back to add or remove further employees. When you are satisfied with the list of employees, click the Finish button.

![Timesheet Unit Check Snapshot](image)

vi. When the Group has been successfully created you will receive the Success! screen (Fig 16).

![Success! Unit Check Group created](image)

vii. Then click on the Timesheet Unit Check Snapshot menu item on the main menu (Fig 17), on the left hand side to navigate back to initial Timesheet Unit Check Snapshot screen (Fig 11).

![Timesheet Unit Check Snapshot](image)

viii. If you need to modify the Snapshot Group you can click the Create or Modify Unit Check Groups link (Fig 11), then click the Code number beside the appropriate Group (Fig 18). You will then be able to make any modifications as required.

![Timesheet Unit Check Snapshot](image)
b. Creating a Snapshot – Unit Check Snapshot

i. To create a Unit Check Snapshot, click the Create new Unit Check Snapshot link (Fig 11) on the initial Timesheet Unit Check Snapshot screen

ii. The Unit Check Snapshot parameter screen will open (Fig 19).

![Fig 19](image)

a. Add a Snapshot Description (Max. of 100 Characters). The description needs to be relevant for you. This is to ensure you know what will be displayed when you choose the particular snapshot. For example, 2009 Autumn - All Paycodes or 2009 Autumn Marking - AX150 to AX170.

b. If you have more than one Unit Check Group, that field will be displayed as a drop-down list. You can then choose the appropriate Unit Check Group from the list.

c. Choose Start and End Dates. Ensure you have enough leeway in the dates to cover any eventualities. For example you might want to have the End Date a few weeks past the end of the semester.

d. Choose a Calendar from the calendar list.

e. The recommended Group By option in most situations is Paycode.

f. Then click Next

iii. The next stage of the setting the Snapshot involves choosing Paycodes that are used when the employees enter their timesheets. To choose the paycodes, click the down arrow and choose the Paycode from the list provided. Alternatively, if you know the paycode you can type the code into each of the paycode fields. Then click the Finish button

![Fig 20](image)
iv. When the Snapshot has been successfully created you will receive the Success! screen (Fig 21).

![Timesheet Unit Check Snapshot](image1)

**Success! Snapshot created**

<table>
<thead>
<tr>
<th>Snapshot ID</th>
<th>34</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>2009 Autumn Marking - AU150 to AU170</td>
</tr>
<tr>
<td>Unit Check Group</td>
<td>7</td>
</tr>
<tr>
<td>Start Date</td>
<td>01-FEB-2009</td>
</tr>
<tr>
<td>End Date</td>
<td>17-JUL-2009</td>
</tr>
<tr>
<td>Calendar</td>
<td>2009</td>
</tr>
</tbody>
</table>

**Fig 21**

v. Then click on the Timesheet Unit Check Snapshot menu item on the main menu (Fig 21), on the left hand side to navigate back to initial Timesheet Unit Check Snapshot screen (Fig 11).

![Fig 22](image2)

vi. You can then view then snapshot that was created (Fig 23)

![Timesheet Unit Check Snapshot](image3)

**Guidance Text**

Select snapshots between dates below or leave blank to display all snapshots.

**Fig 23**

vii. To edit the Snapshot, click the **Snapshot ID** number. To view the Snapshot, click the **Update Snapshot** link. By clicking the **Update Snapshot** link, the Snapshot will be displayed as it was setup in the previous steps (Fig 23).

viii. You will now be able to enter specific hours into the snapshot for the staff member and their particular paycodes. Once these hours have been entered, this will enable you to use the snapshot as a useful monitoring tool.
When hours have been added to the Snapshot, click the **Save** button at the bottom of the page. The **Save** button can be clicked at any time to save any progress you have made.

The **Refresh** button will refresh any changes you might have made.

There is also a tick-box option that will only display entries that have estimates in them. This will reduce the overall size of the snapshot. That is, (using Fig 23 below) if you only enter an estimate in paycode AX150 and AX155, then click the tick-box, only AX150 and AX155 will be displayed for that staff member.

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Estimate</strong></td>
<td>Insert the number of <strong>Estimated</strong> hours for this Staff member, for this paycode.</td>
</tr>
<tr>
<td><strong>Warning</strong></td>
<td>Insert the number hours when a <strong>Warning</strong> will be given for this Staff member, for this paycode.</td>
</tr>
<tr>
<td><strong>Submitted</strong></td>
<td>Number of hours <strong>Submitted</strong> for this Staff member, for this paycode.</td>
</tr>
<tr>
<td><strong>Approved</strong></td>
<td>Number of hours <strong>Approved</strong> for this Staff member, for this paycode.</td>
</tr>
<tr>
<td><strong>Paid</strong></td>
<td>Number of hours <strong>Paid</strong> for this Staff member, for this paycode.</td>
</tr>
<tr>
<td><strong>Actuals</strong></td>
<td>Number of <strong>Actual</strong> hours for this Staff member, for this paycode.</td>
</tr>
<tr>
<td><strong>Remainder</strong></td>
<td>Number of <strong>Remaining</strong> hours – Calculated from the Estimated hours.</td>
</tr>
</tbody>
</table>

Please Note: This image has had a number of staff members removed, so the image is easier to display.
4. Timesheet reports

Two timesheet reports have been created to display timesheet information for your school/section. The reports are accessed through the timesheet folder within the web kiosk.

After you clicking the Timesheet Reports menu item you will receive a security warning. Simply click the Yes button.

This will then open the Discoverer Viewer, within the Web Kiosk.

a. Using/Running timesheet reports

i. After successfully logging into the Timesheet Reports section of your web kiosk, there will be a list of reports that you can use. Initially, you will be presented with the Payroll – Timesheets – Period Payments workbook. You will need to expand this workbook to be able to view the reports. To expand the workbook, click on the small blue triangle to the left of the workbook.

ii. You will then be able to view the reports within the Payroll – Timesheets – Period Payments workbook. The reports will appear below the workbook, as they do in Fig 31.
iii. To use/view a report, click on the report name. This will open a parameter screen (Fig 32). On this parameter screen you will need to enter two dates, then click **Go**. Generally, these dates will be from the *day after the previous pay date* to the *latest pay date*. However, the reports do not need to be limited this time frame.

iv. After clicking **Go**, the report will begin processing and gathering the relevant data. During this processing you will see a screen similar to Fig 33.

v. When the report has finished processing, it will appear within the Web Kiosk. If you need to you can change the parameters, you can change them at the top of the page and click **Go**, to re-run the report. Due space restrictions within the Kiosk, the entire report may not display on one page. Accordingly, you can transfer the report to a printable PDF or export it to Excel.
vi. To transfer the report to a Printable PDF, click the **Printable page** option in the **Actions** menu in the top left hand corner of the page (Fig 34).

vii. On the page that opens, click the **Printable PDF** button in the top right corner

![Printable Page Options](image)

Fig 35

viii. This will then process the report into a PDF file. Click the **Click to view or save** option to view the report.

![Click to view or save](image)

Fig 36

ix. A new Adobe Acrobat Reader window will open containing your report.

![Adobe Acrobat Reader](image)

Fig 37

x. You will then be able to save or print this report.
xi. To run another report, click back to the web kiosk. Then click the Workbooks option at the top of the page. This will take you back to the Workbook that contains the timesheet reports.

![Fig 38](image)

xii. Click the report that you want to run. However, please note the report will be run using the same parameters that you entered previously.

![Fig 39](image)

xiii. After the report has been run, if necessary, you will be able to change the parameters at the top of the page. Then click **Go** to run the report with the new parameters.