

Quick Reference Guide – Approving Academic Timesheets Online via Web Kiosk

Step One	Step Two	Other Features	
Timesheets online	Approving Timesheets Online	Approval History	Delegating Approval
<ol style="list-style-type: none"> You will receive a Web Kiosk Email Notification when a timesheet is submitted. Go to Web Kiosk on the HR webpage, enter login details. If you have pending records a message will appear on the screen advising pending records are awaiting your approval. Select the Approvals folder from the menu on the left hand side. Select Approve Transactions and the Approve Requests screen will appear. 	<ol style="list-style-type: none"> Under the heading “Academic Timesheet” you will see a list of all Academic Timesheets which have been submitted to you for approval. To view details of each timesheet click on the Record ID number. This will show you the details of the timesheet. Check each Timesheet entry. At minimum, we suggest the following: <ul style="list-style-type: none"> The Contract No. against which the timesheet was entered, shown in the Details field against each Job. The Account number, shown in the Account# field (if this is incorrect, please advise hr@csu.edu.au) Units (ie no. of hours claimed) Pay Code Subject From the Approval Status drop down box select Rejected, Approved or Escalated, and then click Update. The employee is automatically notified via email when their timesheet has been actioned. 	<ol style="list-style-type: none"> To view any timesheets you have approved, go to the Approval History menu item in the Approvals folder. Click on Approval History. You can view approval history for individuals or for all staff members for whom you have approved timesheets. You can also search for specific periods by adding dates into the Approval Dates fields. <ul style="list-style-type: none"> <i>To view Individual Staff Members:</i> Enter the staff member’s employee number into the Employee field then click Find. You can also search by clicking on the drop-down box, and then enter the surname between two wildcards (%), eg. %Smith% and click OK. This will provide a list of those staff with that name. Click on the applicable employee number then click Find. <i>To view all Staff Members:</i> Click the Find button while the Employee field is blank. This will return all employees that you have approved/rejected timesheets for. 	<ol style="list-style-type: none"> Go to the Approvals folder. Select Approval Delegation. To set a new delegation click on the Add new Approval Delegation record link. Select Web Timesheets from the list that appears. Enter the number of the position that is receiving the Approval Delegation and also the start and end dates of the period of delegation.

Note: You will need to have approvals completed before 12.30 on the Friday before pay day to ensure the timesheets are included in the next pay. You should advise your casual academic staff the deadline you require them to have the timesheets submitted. Eg. You might advise them that all timesheets submitted by Wednesday will be actioned – this gives you Thursday and Friday morning to approve.

You cannot change a timesheet that has been submitted – if a change is required you will need to reject the timesheet and the staff member will need make the changes and resubmit.

The commence date and the termination date are as per the contract but the end date will show as plus one month and then to the following pay date. Staff will not be able to enter timesheets after that end date even for a period worked within the contract dates.

A comprehensive User Guide is located on the Division of Human Resources website at: <http://www.csu.edu.au/division/hr/online/web-kiosk/web-kiosk.htm>