Quick Reference Guide – Approving General Staff Timesheets Online via Web Kiosk

Step One	Step Two	Other Features	
Timesheets online	Approving Timesheets Online	Approval History	Delegating Approval
1. You will receive a Web Kiosk Email Notification when a timesheet is submitted. 2. 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. 3. Select the **Approvals** folder from the menu on the left hand side. 4. Select **Approve Transactions** and the **Approve Requests** screen will appear.	1. Under the heading "General Timesheet" you will see a list of all General Timesheets which have been submitted to you for approval. 2. To view details of each timesheet click on the **Record ID** number. This will show you the details of the timesheet. 3. Check each Timesheet entry. At minimum, we suggest the following: • The Account number, shown in the **Account#** field (if this is incorrect, please advise hr@csu.edu.au) • The dates worked • The Units for each date worked (ie. No. of hours claimed) • Paycode for normal salary must be "TIM" Note: You can also check the Classification (Level) and Step of your staff by going into your Team Management folder then looking at the Staff Profile Report. 4. 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.	1. To view any timesheets you have approved, go to the **Approval History** menu item in the **Approvals** folder. ***2.*** 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. • *To view Individual Staff Members*: 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**.** • *To view all Staff Members*: Click the **Find** button while the **Employee** field is blank. This will return all employees that you have approved/rejected timesheets for.	1. Go to the **Approvals** folder. 2. Select **Approval Delegation.** 3. To set a new delegation click on the **Add new Approval Delegation record** link. 4. Select **Web Timesheets** from the list that appears. 5. 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 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.

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

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 to make the changes and resubmit.

Staff will not be able to enter timesheets after the end date of their appointment, even for a period worked within those 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