

## Quick Reference Guide – Submitting Academic Timesheets Online via Web Kiosk

STEP ONE	STEP TWO			OTHER FEATURES
Timesheets on line	Creating your Timesheet	New Timesheet entry	Save and Submit	Modifying Timesheets
<ol style="list-style-type: none"> <li>Go to <b>Web Kiosk</b> on the HR webpage, enter your login details, ie. your CSU Username and Password</li> <li>Select the <b>Timesheets</b> folder on the left hand side.</li> <li>Select <b>Academic Timesheets</b>.</li> </ol>	<ol style="list-style-type: none"> <li>The Timesheet summary page will appear. Click on the link at the top of the summary page that says <a href="#">Click here to add a new timesheet</a>.</li> <li>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>Select an <b>Academic Calendar</b> from the down-arrow icon.</li> <li>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.</li> <li>Click Continue</li> <li>The Academic Timesheet screen will now appear.</li> </ol>	<ol style="list-style-type: none"> <li>The New Timesheet section of the screen is where you will enter your timesheet details.</li> <li>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.</li> <li>Enter <b>Work Date</b> (for each day worked) by typing or selecting from the calendar button.</li> <li>Enter <b>Units</b> (ie no. of hours worked on that day to a maximum of 10) in decimal format, eg. 2 hours is entered as 2 and 2 hours 30 minutes is entered as 2.5.</li> <li>Enter <b>Pay Code</b> or select by clicking on the down-arrow icon and selecting the appropriate code by clicking on the applicable pay code.</li> <li>Repeat process from step 1 to step6 above for each day worked in the period.</li> </ol>	<ol style="list-style-type: none"> <li>Check your timesheet entry.</li> <li>Press the <b>Save and Submit</b> button.</li> <li>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>You will receive an email notifying you when your timesheet has been actioned (ie. 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>

**If you receive a warning after submitting your timesheet please read the warning as the reason will be stated. Please review your timesheet and adjust if necessary before final submission.** If you receive a warning advising the actual hours recorded have exceeded the warning level of a number of hours this is just to let you know that you only have that many hours still to be claimed against that contract.

You can identify the appropriate job to enter your timesheet against by matching up with the Contract No. as shown under the **Details** heading.

**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.**

To allow you to see the whole timesheet on the screen you can hide the menu by clicking on “Hide Menu” in the top right hand corner of the screen. Click on “Show Menu” to return the menu.

**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>**