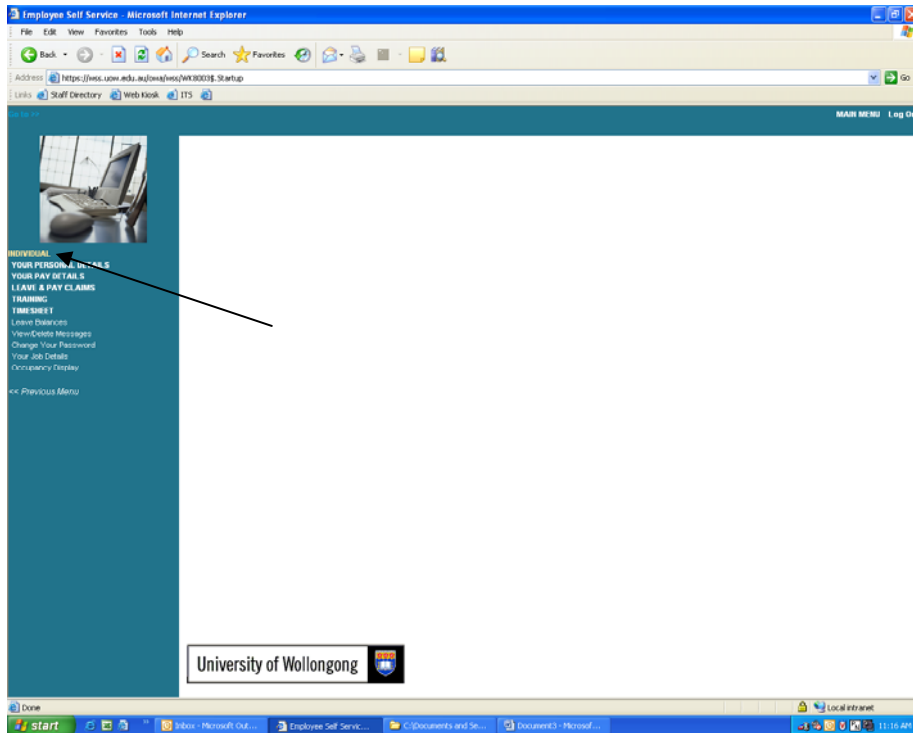


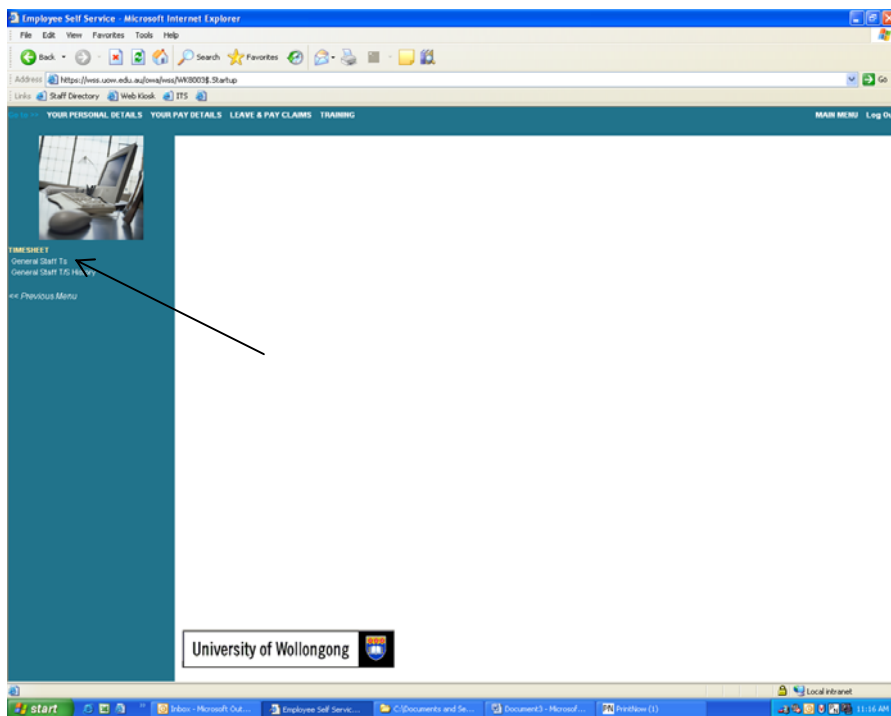
Time Sheets Online

A User Guide for Casual (General) Staff

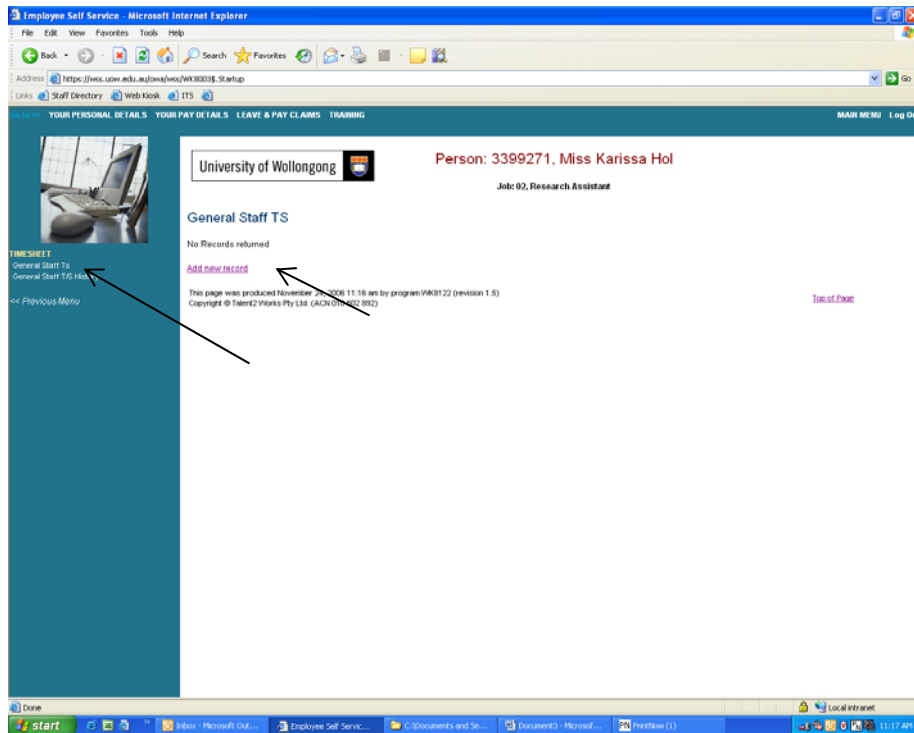
- 1) log on to web kiosk
- 2) Select the **Individual** menu option



- 3) Select **Timesheet**



- 4) Select **General Staff Ts**
- 5) Select **Add a new record**



- 7) Select **Add** to save – you can update the timesheet and save it any number of times before you're ready to submit it to your supervisor for approval. Once all the information is complete and you're ready to submit to your supervisor, move to Step (8) below.
- 8) Select **Submit to Supervisor** when ready to send – this field should be left blank until you're ready to submit the timesheet to your supervisor. Once you've selected 'Submit' your timesheet will be forwarded to your supervisor for approval. Once approved, this will automatically flow through to the Payroll system for payment.
- 9) To view comments that your supervisor has made go to **[view/delete messages](#)**