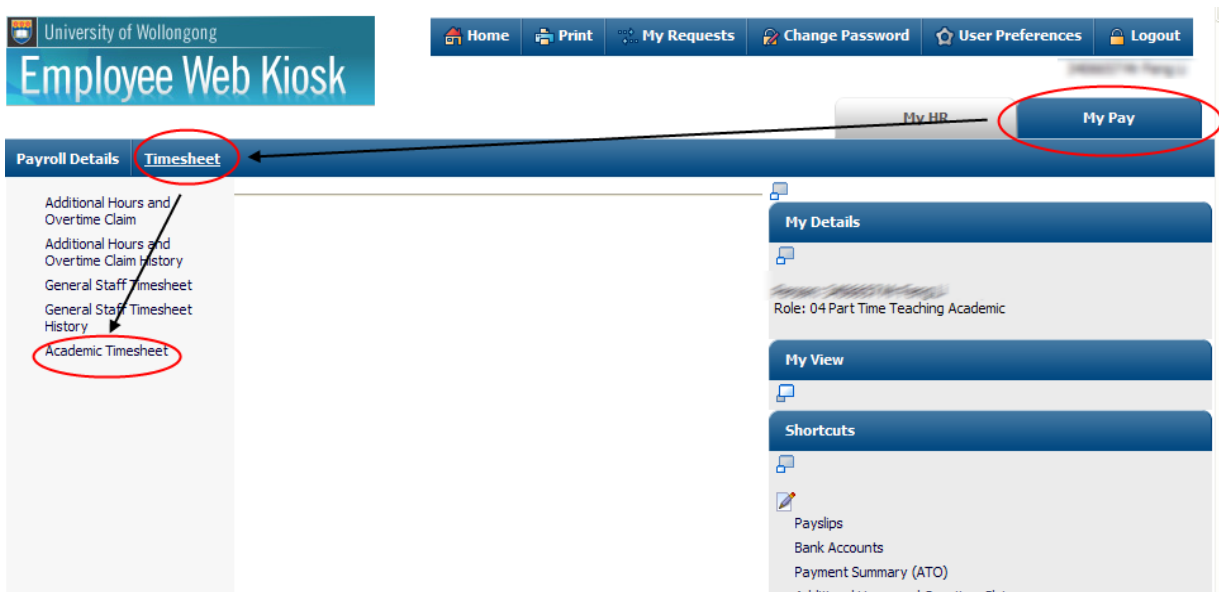




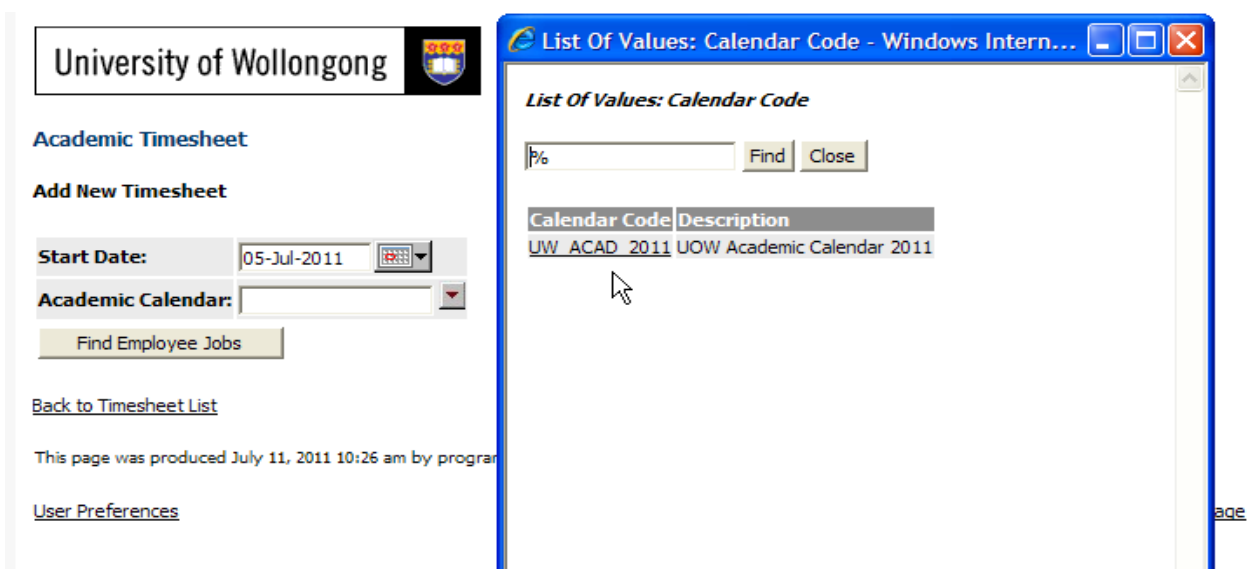
USER GUIDE

CASUAL ACADEMIC TIMESHEETS ON-LINE

1. **Login** to Web Kiosk and access the Academic Timesheet by clicking
 <My Pay>
 <Timesheets>
 <Academic Timesheets>



2. Enter the timesheet **'Start Date'** – this is the first date of work for the timesheet period you're claiming. Select the **'Academic Calendar'** – for 2011, it's 'UW ACAD 2011' as shown. Click **'Find Employee Jobs'** – the system will search for all valid jobs as at the 'Start Date' entered.



3. Select the appropriate **'Job No'**.

Click 'Continue'.

University of Wollongong

Academic Timesheet

Add New Timesheet

Start Date: 05-Jul-2011

Academic Calendar: UW_ACAD_2011

Find Employee Jobs

Clevel refers to School Units

Approver of this school/faculty had been pre-defined!

Select	Job No	Position No	Position Title	CLevel	Employment Status	Award	Classification	Start Date	End Date	Subject	Account No	Contract Hours	Approver
<input type="checkbox"/>	16	600142	Part Time Teaching Academic - WFACFCM142	Accounting & Finance	Part-Time Teaching-academics (Casual)	PART TIME TEACHING	PTT SESSION	07-DEC-2010	28-DEC-2011			35	

Select all Jobs

Continue Clear

Casuals Start-End Dates are here

4. The 'Timesheet' page will then be displayed.

Select the **'Work Date'** – this is the date on which the hours to be claimed were worked.

Enter the **'Units'** – this is the number of hours worked.

Select the **'Award'** – drop down box lists academic pay rates, choose the rate for the hours worked.

Academic Timesheet

Job No	Position No.	Position Title	CLevel	Employment Status	Account
16	600142	Part Time Teaching Academic - WFACFCM142	Accounting & Finance	Part-Time academics	

Start Date for Timesheet: 05-JUL-2011

Academic Calendar: UW_ACAD_2011

Use Academic Calendar: UW_ACAD_2011 UOW Academic Calendar 2011

New Timesheet Status = NEW

Copy line above	Delete	Work Date	Day	Units	Award	Classification	Step	S
	D	05-Jul-2011	Tue	6	PTT	PTTL	L3	
C	D							
C	D							
C	D							
C	D							
C	D							
C	D							
C	D							
C	D							
C	D							

List Of Values: Awards - Windows Internet Explorer

List Of Values: AWARD

% Find Close

AWARD CODE	DESCRIPTION	CLASSIFICATION CODE	DESCRIPTION	STEP
PTT	PART TIME TEACHING	PTTA	AUXILLIARY RATES	A1
PTT	PART TIME TEACHING	PTTA	AUXILLIARY RATES	A2
PTT	PART TIME TEACHING	PTTD	DEMO'ING RATES	D1
PTT	PART TIME TEACHING	PTTD	DEMO'ING RATES	D2
PTT	PART TIME TEACHING	PTTL	LECTURE RATES	L1
PTT	PART TIME TEACHING	PTTL	LECTURE RATES	L2
PTT	PART TIME TEACHING	PTTL	LECTURE RATES	L3
PTT	PART TIME TEACHING	PTTL	LECTURE RATES	L4
PTT	PART TIME TEACHING	PTTM	MARKING RATES	M1
PTT	PART TIME TEACHING	PTTM	MARKING RATES	M2

5. Choose the **'Subject'** – select the relevant subject from the drop down list.
If your subject is not found, choose 'Other'.

6. **FOR REPEAT TIMESHEETS ONLY**

If you are submitting a 'Repeat Timesheet', enter the **number of weeks** to be repeated.
Then click **'Expand Repeats'** to display all dates within the 'Repeat' period.

Start Date for Timesheet: 05-JUL-2011 **Academic Calendar Dates: From 01-**
Use Academic Calendar: UW_ACAD_2011 UOW Academic Calendar 2011

New Timesheet **Status = NEW**

Copy line above	Delete	Work Date	Day	Units	Award	Classification	Step	Subject	Repeat (Another 'x' Weeks)
	D	05-JUL-2011	Tue	6	PTT	PTTL	L3	ACCY211	
C	D	12-JUL-2011	Tue	6	PTT	PTTL	L3	ACCY211	
C	D	19-JUL-2011	Tue	6	PTT	PTTL	L3	ACCY211	
C	D	26-JUL-2011	Tue	6	PTT	PTTL	L3	ACCY211	
C	D	02-AUG-2011	Tue	6	PTT	PTTL	L3	ACCY211	
C	D	09-AUG-2011	Tue	6	PTT	PTTL	L3	ACCY211	
C	D	16-AUG-2011	Tue	6	PTT	PTTL	L3	ACCY211	
C	D	23-AUG-2011	Tue	6	PTT	PTTL	L3	ACCY211	
C	D	30-AUG-2011	Tue	6	PTT	PTTL	L3	ACCY211	
C	D	06-SEP-2011	Tue	6	PTT	PTTL	L3	ACCY211	
C	D	13-SEP-2011	Tue	6	PTT	PTTL	L3	ACCY211	
C	D	20-SEP-2011	Tue	6	PTT	PTTL	L3	ACCY211	
C	D	27-SEP-2011	Tue	6	PTT	PTTL	L3	ACCY211	

Save Save and Submit Refresh Expand Repeats Add a Row Cancel

You can **manually adjust** for Public Holidays, Recess Breaks or Non-Working dates within the range. Use [C] or [D] Button on left to Copy or Delete timesheet line.

Click **[Refresh]** or [Expand Repeats] to update the summary.

- You may also leave **additional comments** in the 'Job Summary' section to support your claims or give any further information relating to your timesheet hours.

C	D	10-OCT-2011		Mon	3.5	PTT	PTTT	T3	<input type="text"/>	<input type="text"/>
C	D	13-OCT-2011		Thu	2	PTT	PTTT	T4	<input type="text"/>	<input type="text"/>

Timesheet Summary Details

Hide Job 16

Job No	Position Title	Award/Class./Step	This Timesheet Units
16	Part Time Teaching Academic - WFACFCM142	PTT / PTTT / T3	45.50
		PTT / PTTT / T4	26.00
Totals for Job 16			71.50

Timesheet to be approved by 9200245 Ms GRACE DEMO-APPROVER

Add optional comments for the approver:

- TO SAVE AND RETURN TO THE TIMESHEET LATER

Click **"Save"** to save your timesheet without submitting to your approver. Later you may access this saved timesheet, make amendments or fill in further details before submission.

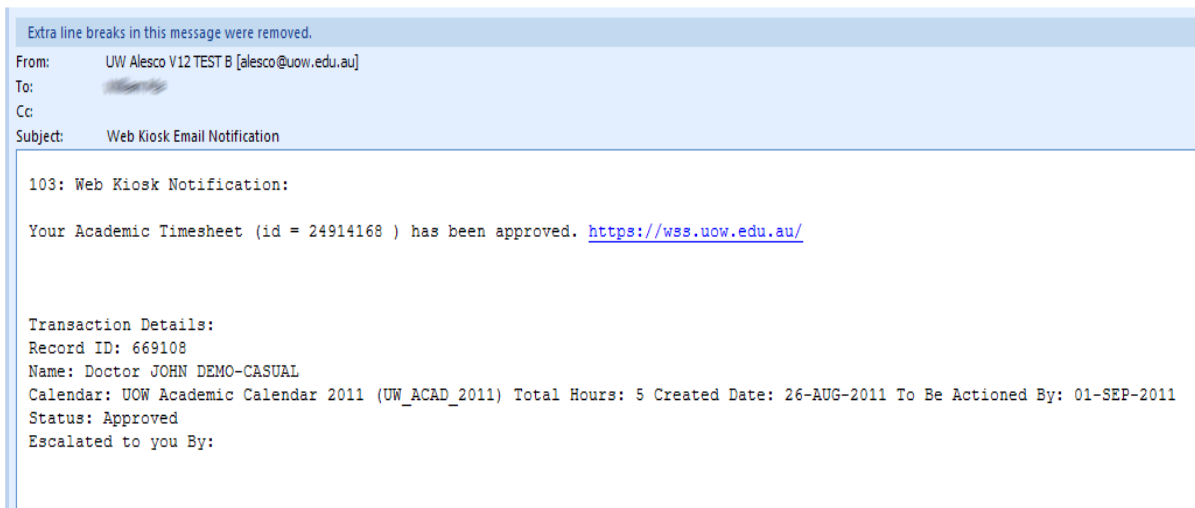
TO SUBMIT THE TIMESHEET FOR APPROVAL

Review and check the content for accuracy and completeness.


Click **"Save and Submit"** to save and send the timesheet for approval.

“TIMESHEET APPROVED” NOTIFICATIONS

If you have a **UOW email address**, once your timesheet is approved, you will receive the following message:



If you **do not** have a UOW email address, you will not receive this notification, however, you can view the status of your claims at any time in the ‘Existing Timesheets’ screen. Approved timesheets will no longer appear in the summary screen as follows:

University of Wollongong 

Academic Timesheet
[Click here to add a new timesheet](#)

Existing Timesheets
Expand All | Collapse All

Not Submitted (1 timesheet)

Record ID	Job No	Start Date	End Date	Total Units	Delete
31	16	05-JUL-2011	27-SEP-2011	78	<input type="checkbox"/>

Submitted (Not Approved) (0 timesheets)

Record ID	Job No	Start Date	End Date	Total Units	Type	Delete	Unsubmit
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Rejected (2 timesheets)

Record ID	Job No	Start Date	End Date	Total Units	Delete	Unsubmit
30	16	07-JUN-2011	07-JUN-2011	1	<input type="checkbox"/>	<input type="checkbox"/>
40	16	02-AUG-2011	16-AUG-2011	9	<input type="checkbox"/>	<input type="checkbox"/>

APPROVED timesheets will come off from this list.

“TIMESHEET REJECTED” NOTIFICATIONS

If you have a **UOW email address**, and your timesheet is NOT approved, you will receive the following message:



You can view the rejected timesheet via the ‘Existing Timesheets’ screen and modify as required. Be sure to check ‘Comments’ from your Approver . Then modify, and resubmit.

Academic Timesheet

[Click here to add a new timesheet](#)

Existing Timesheets

[Expand All](#) | [Collapse All](#)

Click SAVE button

Not Submitted (1 timesheet)						
Record ID	Job No	Start Date	End Date	Total Units	Delete	
<u>31</u>	16	05-JUL-2011	27-SEP-2011	78	<input type="checkbox"/>	Delete Timesheets

Click SAVE & SUBMIT button

Submitted (Not Approved) (1 timesheet)							
Record ID	Job No	Start Date	End Date	Total Units	Type	Delete	Unsubmit
<u>32</u>	16	05-JUL-2011	11-OCT-2011	32.5	New	<input type="checkbox"/>	<input type="checkbox"/>

Use this button to modify timesheet

Rejected by Approver

Rejected (1 timesheet)						
Record ID	Job No	Start Date	End Date	Total Units	Delete	Unsubmit
<u>30</u>	16	07-JUN-2011	07-JUN-2011	1	<input type="checkbox"/>	<input type="checkbox"/>

Delete Timesheets

Unsubmit Timesheets

If you **do not** have a UOW email address, you will not receive this notification, however, you can view the status of your claims at any time in the 'Existing Timesheets' screen, and REJECTED timesheets will be shown as follows:

University of Wollongong
Employee Web Kiosk

Home | Print | My Requests | Change Password | Logout

My HR | My Team | My Approvals | My Pay

Please ensure you close your web browser when finished - otherwise anyone using this computer after you may be able to access your information

Payment Summaries Are Now Available on Web Kiosk
Click on "Payment Summary (ATO)" under Shortcuts > Click on "Serial Number" located next to 2011 Tax Year > Printing instructions will be displayed

2011/12 TAX RATE CHANGE - From 1 July 2011 to 30 June 2012, the Australian Taxation Office will impose a "Temporary Flood and Cyclone Reconstruction Levy". For further information, please visit www.ato.gov.au

OCTAL nominations are now open. For further information, go to <http://focusonteaching.uow.edu.au/octal/index.html>. Nominations close 9 September 2011.

STAFF SERVICES INTRANET - easy access to HR and Payroll information, including the Staff Services Calendar, now available at <https://intranet.uow.edu.au/personnel/staffservices>

Upcoming 2011 holidays for the University
Labour Day - Monday 3 October | Christmas Day - Monday 26 December | Boxing Day - Tuesday 27 December

FEEDBACK@UOW - Submit a compliment, complaint or an idea to improve a process within Admin here: feedback@UOW

022: 3 pending records have been rejected.

talent²
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You can view the rejected timesheet via the 'Existing Timesheets' screen and modify as required. Be sure to check 'Comments' from your Approver. Then modify, and resubmit.

University of Wollongong

Academic Timesheet

[Click here to add a new timesheet](#)

Existing Timesheets

Expand All | Collapse All

Not Submitted (1 timesheet)

Record ID	Job No	Start Date	End Date	Total Units	Delete
31	16	05-JUL-2011	27-SEP-2011	78	<input type="checkbox"/>

Submitted (Not Approved) (1 timesheet)

Record ID	Job No	Start Date	End Date	Total Units	Type	Delete	Unsubmit
32	16	05-JUL-2011	11-OCT-2011	32.5	New	<input type="checkbox"/>	<input type="checkbox"/>

Rejected (1 timesheet)

Record ID	Job No	Start Date	End Date	Total Units	Delete	Unsubmit
30	16	07-JUN-2011	07-JUN-2011	1	<input type="checkbox"/>	<input type="checkbox"/>

PAYROLL SUPPORT

Please contact your Payroll Officer

<https://intranet.uow.edu.au/personnel/staffservices/contacts/index.html>