

# Approving Casual Timesheets Procedure

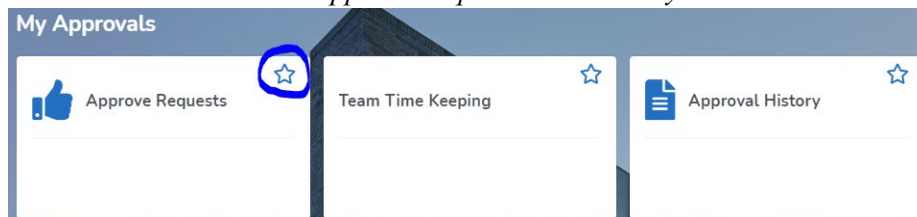
## Contents

Instructions.....	1
Approving Casual Timesheets .....	2
Casual Professional Services - Example.....	2
Casual Academic - Example.....	2
Casual Academic Subject Selection.....	3
Subject Examples.....	3
Campus Details .....	3
Session Details .....	3
Version Control Table.....	4

## Instructions

1. Log in to [Webkiosk](#)
2. Hover over 'Home' for drop down menu and click on 'My Approvals'
3. Under 'My Approvals' select 'Approve Requests'

*Hint: click the star above Approve Requests to add it to your Favourites menu*



# Human Resources Division

## HR Services

### Approving Casual Timesheets

- All timesheets will be listed under 'Academic Timesheet' or 'Professional Services Timesheet'

#### Approve Requests

If Approve Button is shaded and Warning Exists = "Y" please click on Record ID for detail and to approve.

Update Clear

#### Academic Timesheet

Approval Status			Record ID	Name	EmployeeNo	Calendar	Total Hours	Created Date	To Be Actioned By	App.Level	Escalated to you By
Approve	Reject	Escalate									
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3262987			UOW Academic Calendar 2020 (UW_ACAD_2020)	2	02-SEP-2020	05-SEP-2020	2	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3263655			UOW Academic Calendar 2020 (UW_ACAD_2020)	3	02-SEP-2020	05-SEP-2020	2	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3263376			UOW Academic Calendar 2020 (UW_ACAD_2020)	2	02-SEP-2020	05-SEP-2020	2	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3265734			UOW Academic Calendar 2020 (UW_ACAD_2020)	1	04-SEP-2020	05-SEP-2020	1	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3263963			UOW Academic Calendar 2020 (UW_ACAD_2020)	2	03-SEP-2020	06-SEP-2020	2	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3264746			UOW Academic Calendar 2020 (UW_ACAD_2020)	16	03-SEP-2020	06-SEP-2020	2	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3262854			UOW Academic Calendar 2020 (UW_ACAD_2020)	6.5	02-SEP-2020	05-SEP-2020	2	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3263539			UOW Academic Calendar 2020 (UW_ACAD_2020)	13	02-SEP-2020	05-SEP-2020	2	

- To view the timesheet click on the 'Record ID' a popup screen will appear with all the details of the timesheet

### Casual Professional Services - Example

Position Title	Casual Employee	Emp Status	CAH	Account#	H0051.1.51550	100%
CLevel	Woolyungah Indigenous Centre					
Commence Date	01-MAY-2021					
Termination Date	31-DEC-2049					
Work Date	Day	Start Time	Finish Time	Break	Units	Award Class. Activity Attachment Name
08-APR-2021	Thu	10:00	11:00	00:00	1	F-000067916/1878-001.pdf
TOTAL	1					

\* Please enter or update Comments below after updating GL codes.

#### Timesheet Summary

Job No	Position Title	Award/Class./Step	Pay Rate	Units
22	Casual Employee	GS/L3550/01	47.3198	1.00
Totals for Job 22				1.00

### Casual Academic - Example

Occupancy Type	Substantive										
Position Title	Engineering Part-Time Teaching	Emp Status	PT	Account#	E1027.1.51200	100%					
CLevel	Engineering and Information Sciences (EIS) Office		Award	PTT							
Commence Date	01-JAN-2021		Classification	PTTS							
Termination Date	31-DEC-2049		Step	00							
Academic Calendar	UOW Academic Calendar 2021										
Work Date	Day	Units	Award	Class.	Step	Paycode	Rate Override	A/C Override	Topic	Topic Details	Attachment Name
05-MAY-2021	Wed	2	PTT	PTT1	T1				ENGG461	Tutoring	
05-MAY-2021	Wed	2	PTT	PTT1	T2				ENGG461	Tutoring	
06-MAY-2021	Thu	4	PTT	PTTM	M2				ENGG461	Marking	
07-MAY-2021	Fri	4	PTT	PTTM	M2				ENGG461	Marking	
10-MAY-2021	Mon	4	PTT	PTTM	M2				ENGG461	Marking	
11-MAY-2021	Tue	4	PTT	PTTM	M2				ENGG461	Marking	
TOTAL	20										

#### Key items to review:

- Project the work is costed against
- Dates of work and hours worked  
*Take note of minimum periods of engagement per [CI23.4 of the Professional Services Enterprise Agreement](#)*
- Classification and Step ([Casual Pay Rate](#))

#### Key items to review:

- Project the work is costed against
- Classification of work (Tutoring, Lecturing, Marking or Ancillary)
- Dates of work and hours worked  
*Take note of the [Casual Academic Pay Rates Guide](#)*
- Topic (subject) – please note this is now mandatory and feeds into the Finance system to assist with subject costing – see appendices

# Human Resources Division

## HR Services

### Timesheet Summary

Job No	Position Title	Award/Class/Step	Pay Rate	Units	Indicative Value	Including This Timesheet							
						This Timesheet		Overall Estimate		Overall Actuals		Remainder of Allocated Estimate	
						Units	Indicative Value	Units	Indicative Value	Units	Indicative Value	Units	Indicative Value
33	Engineering Part-Time Teaching	PTT / PTTM / M2	54.9425	16.00	879.08	0.00	0.00	16.00	879.08				
		PTT / PTTT / T1	164.8274	2.00	329.65	0.00	0.00	2.00	329.65				
		PTT / PTTT / T2	109.8848	2.00	219.77	0.00	0.00	2.00	219.77				
Totals for Job 33				20.00	1428.50	0.00	0.00	20.00	1428.50				

5. A timesheet summary provides a full summary of rates, face to face hours and indicative value

- Once you have reviewed the timesheet you can change the 'Approval Status' to 'Approved' or 'Rejected'. You can add any comments in the 'Comments' box, this will be sent to the employee once you select Update.
- Click on the 'Update' button to approve/reject the timesheet
- Repeat this process for each timesheet

Approval Status	Submitted ▾
Approval Level	Submitted
Escalated Id	Rejected
Escalation Start	Approved

## Casual Academic Subject Selection

The Topic (subject taught) is now mandatory for all Casual Academic Timesheets. To support this transition below is some additional information on the Subject Code

The Subject Code is now made up of:

- Subject
- Campus
- Session

### Subject Examples

Faculty Code	Subject Code	Subject Name
ASSH	ARTS281_WG_AU	Community, Power and the Common Good
ASSH	EDGT930_ON_SP	Methodology in Second Language Teaching
BAL	ACCY201_BE_SP	Financial Accounting IIB
BAL	ECON102_WG_AU	Economics and Society
EIS	MINE333_WG_AU	Resource Estimation

### Campus Details

Campus Name	Campus Abbreviation	Campus Code
Batemans Bay	BBay	BB
Bega	Bega	BE
UOW Online Wollongong	Online Woll	ON
Shoalhaven	Shoa	SH
South Western Sydney	Sth Wst Syd	LP
Southern Highlands	Sthn Highlan	MV
Southern Sydney	Sthn Sydney	SS
Sydney	Syd	SY
Wollongong	Woll	WG
Innovation Campus	iC	iC

### Session Details

Year	Session Name	Session Code
2021	Annual	AN

# Human Resources Division

## HR Services

2021	Autumn	AU
2021	BUS Summer	SM
2021	DIET Annual	AN
2021	DIET Autumn	AU
2021	EDU Intake Jan	SM
2021	EDU Intake Nov	SM
2021	GSM Ph1 S1	AU
2021	GSM Ph1 S2	SP
2021	GSM Ph1 S3	AU
2021	GSM Ph2 S1	SP
2021	GSM Ph2 S2	AU
2021	GSM Ph3 S1	SP
2021	GSM Ph3 S2	AU
2021	GSM Ph4 S1	SP
2021	ITRP June	SP
2021	LIP S1	AU
2021	LIP S2	SP
2021	LIP Summer	SM
2021	NURS Yr 2 Autumn	AU
2021	NURS Yr 2 Spring	SP
2021	NURS Yr 3 Autumn	AU
2021	NURS Yr 3 Spring	SP
2021	Pathways Summer	SM
2021	Pathways Winter	WI
2021	SMAH Annual	AN
2021	SMAH Annual Midyear	AN
2021	Session 1	AU
2021	Session 2	AU
2021	Session 3	SP
2021	Session 4	SP
2021	Spring	SP
2021	Spring/Autumn	AN
2021	Spring/Summer	SP
2021	Summer	SM
2021	Summer/Autumn	AU
2021	Tri 1	T1
2021	Tri 1/Tri 2	AU
2021	Tri 2	T2
2021	Tri 2/Tri 3	SP
2021	Tri 3	T3
2021	Winter	WI

### Version Control Table

Version	Release	Author/Reviewer	Approved By	Amendment
1.0	201403			
2.0	20171129	Telisha Cassar	Kath Coroneos	
3.0	20210518	Telisha Cassar	Pat Murray	V19 Upgrade