

HUMAN RESOURCES DIVISION **HR Services Unit**

MY TIME KEEPING PROCEDURE

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1 Introduction

As per the <u>Professional Services Time and Attendance Policy</u> this procedure sets the steps required for effective time and attendance recording.

2 Instructions

2.1 Accessing Timekeeping

- **1.** Log into the Staff Webkiosk
- 2. Click on 'Home'
- 3. Select 'My Timekeeping'
- 4. On the home screen under 'My Timekeeping' options select 'Timekeeping'
- 5. When you log into Webkiosk and access timekeeping for the first time you will be prompted to Submit 'Flextime Employee Header'

Flexitime Employee Header

Timesheet Cycle	4 Week Flexitime Cycle ADMIN
Start Date	30-APR-2021
Track Flexitime Hours	

Submit

6. You can add 'Timekeeping' to your favourites. Please refer to the 'Adding Actions to your Favourites' procedure

2.2 Finalising Previous Timekeeping Periods

You will not be able to enter in current timekeeping periods if previous timekeeping periods are not complete and submitted.

Timekeeping - View Only - Please submit previous timesheets before entering data in this period

Day: Wednesd	ay 12-May-20	021		Period: 30-Apr-2021 to 27-May-2021												
Start Stop	Duration	Overtime / Additional Hours	s / TOIL	Notes	<< Prev Perio	d d	< Prev I	Day Ne		ext Day >		Next Period >>				
					S	м		Т		W		Т		F		S
Save Day	Book L	eave Setup Default	Apply Default											30-Apr Start Stop Flex	Total 0.00	01-May
Process Claims Submit	View all V	Varnings View all Notes		_	02-May	03-May Start Stop Flex		04-May Start Stop Flex		05-May Start Stop Flex		06-May Start Stop Flex	Total 0.00	07-May Start Stop Flex	Total 0.00	08-May
Selected Day Tota	ıls Wednesday 1	.2-May-2021			09-May	10-May Start Stop Flex	Total 0.00	11-May Start Stop Flex	Total 0.00	12-May Start Stop Flex	Total 0.00	13-May		14-May		15-May
Rostered Hours		7:0	00		16-May	17-May		18-May		19-May		20-May		21-May		22-May
Worked Hours			-													
Overtime / Addit	tional Hours / TO	DIL	-		23-May	24-May		25-May		26-May		27-May				
Flexi Credit Hou	rs Accrued	-7:0	00													

2.3 Completing Timekeeping

Use the following rules to complete the timekeeping.

Start and Finish Times	Enter using 24 hour clock format, e.g. 9am = 0900, 4pm = 1600
Future Entries	The option to enter times up to and including the current day is provided, however, dates in the future will be greyed out.
Days of Work/Rosters	You will only be able to enter hours for the days identified as work days in your roster. If, on occasion, you swap work days, please enter details on the timesheet in the Comments box next to the day swapped. For example, if your work days are Monday, Tuesday and Wednesday and you work Thursday instead of Wednesday, enter your Thursday work times on Wednesday, with a note of the date substituted. If you require a permanent change to your work days, please contact your Payroll Officer.
Leave Bookings	All leave bookings made in web kiosk will automatically be fed through into the timekeeping (they will show as 'unapproved' until your supervisor approves them, then they will show as 'approved').
Part Day Leave Bookings	If leave is booked for a part day, the total hours for the day should not exceed your rostered hours for that day. For example, if you work until lunch, then take leave, you should enter your start time and finish time (the time you left work in the middle of the day) and process your leave booking as usual. The total time should not exceed your daily rostered hours.
Grey Cells	These cells cannot be accessed because they are not days that you normally work, or leave is booked or they are dates in the future.
Errors	All Errors will appear in red - an error message explanation will appear at the bottom of your timekeeping
Public Holidays and Concession Days	All public holidays and concessional days will automatically appear in the timesheet.

- 1. The current timekeeping period will open and will highlight to today's date. The timekeeping will open up day by day.
- 2. Enter in the start and end time. There is no 'Break box' therefore you will need to split the day by the break. For example for a 7 hour day with an hour break;
 - a. Row 1: Start time: 0900 End time: 1200
 - b. Row 2: Start time: 1300 End time: 1700

Day: Wednesday 12-May-2021

Enter times as HHMM e.g. 0830 for 8:30am

Start	Stop	Duration	Overtime / Additional Hours / TOIL	Notes						
0900	1200	3:00	~	E [©]						
1300	1700	4:00	~	E [©]						
			~	E [©]						
Add Row										

Page requires save

3. Once you have entered in your hours for the day you will need to select 'Save Day'. If you do not select 'Save Day' when you close the timekeeping the hours will be lost. You can set up default hours which will save automatically. To do this please see 'Setting up default hours'

Period: 30-Apr-2021 to 27-May-2021

	ay: Tuesday 11-May-2021 iter times as HHMM e.g. 0830 for 8:30am														
Start Stop Duration Overtime / Additional Hours / TOIL Notes															
0900	1200	3:00			~		0								
1230	1700	4:30			~	Ē	٥								
					~		0								
Add R	ow														
uccess! D	av Saved														
	-,														
Save	e Day	Book Leav	е.	Setup Default	Apply I	Default									
Proces	s Claims	View all War	nings	View all Notes	Swap	Day									
Sul															

<< Prev F	Period	< Prev	Day	Ne	xt Day >		Next Period >>			
S	М		Т		W		T	F		S
								30-Apr		01-May
								Non Rostered	d Day	
02-May	03-May		04-May		05-May‡		06-May	07-May †		08-May
	Start Stop	Total	Start Stop	Total	al Non Rostered D		Non Rostered Day	Start Stop	Total	
	09:00 12:00	3:00	09:00 12:00	3:00	(swapped ou	.t)	· · ·	08:30 12:00	3:30	
	13:00 17:00	4:00	13:00 17:00	4:00				13:00 17:00	4:00	
	Worked	7:00	Worked	7:00				Worked	7:30	
	Flex	0.00	Flex	0.00				Flex	0:30	
09-May	10-May		11-May		12-May		13-May	14-May		15-May
	Start Stop	Total	Start Stop		Start Stop	Total	Non Rostered Day	Non Rostered	l Day	
	09:00 12:00 3:00 09:0		09:00 12:00		Flex	-7:00				
	13:00 17:00	4:00	12:30 17:00							
	Worked	7:00	Worked							
	Flex	0.00	Flex							

4. Repeat for the whole timekeeping period

2.4 Submitting Timekeeping

Timekeeping

- 1. Once you have filled in all the days for the current timekeeping period click on the 'Submit' button. This will remain blank until all timekeeping is filled in
- 2. This will go to your supervisor for approval
- 3. You will get a warning message if previous timekeeping periods have not been completed and submitted. You will need to complete these prior to submitting the current period

2.5 Un-Submitting Timekeeping

- 1. To un-submit a timekeeping period that is not approved in the top right hand corner of the screen click on your name.
- 2. Select the 'Pending Request' option
- 3. Under the 'Timekeeping' heading will be all submitted but not approved timekeeping periods

My	Requests
----	----------

Delete	Clear														
Whole Da	Whole Day Leave Request														
Delete	Record ID	Warning Exists	Name	Leave Code	Leave Start Date	End Date Crea		Created Date		ctioned ly	Auto Approve/Rej	ect Approver	Status	View WorkFlow	
	3266573			Annual Leave	25-FEB-2021	04-MAR-2021	12-MAY	-2021	20-MA	Y-2021		HR Services Deliver Supervisor	Y	View	
Timekeep	ing														
Delete	Record ID	Name	Flexitime Per	iod Start Date	Flexitime Perior	d Balance Warn	ings Exist	Creat	ted Date	To Be Act	tioned By	Approver	Status Viev	/ WorkFlow	
	3266582		05-MA	R-2021	10:05		Ν	12-M	AY-2021	13-MA	Y-2021 H	R Services Delivery Supervisor		View	
Qualificat	ions														
Delete	Record ID	Name	Submitted Date	Qualification	Туре	Qualification		Major	r	Ins	titution	Approver	Status	View WorkFlow	
	3266089		04-FEB-2021	09 Gradua Certificat		Advance Diploma of Indu Arts		strial Aboriculture		Adelaide College of Art Education		k HR Services Deliver Supervisor	Y	View	
Delete	Clear														

- 4. You can click on the 'Record ID' to view the timekeeping period
- 5. Select the 'Delete' tick box then click on the 'Delete' button at the bottom
- 6. The request will remove from the list
- 7. You can then go back in via 'My Timekeeping' and update the timekeeping period

2.6 Setting up default hours

You can set up a default daily start and end time.

- 1. Open up 'Timekeeping'
- 2. Click on 'Setup Default'
- 3. Enter in the start and end time. Example for a 7 hour day;
 - **a.** Row 1: Start time: 0900 End time: 1200
 - **b.** Row 2: Start time: 1300 End time: 1700
- 4. Select 'Save Default'

Timekeeping

Day: Default Times

Enter times as HHMM e.g. 0830 for 8:30am

Start	Stop	Duration	Overtime / Additional Hours / TOIL	Notes
0900	1200	3:00	~	e [©]
1300	1700	4:00	~	E [©]
			~	E [©]
Add R	low			

Success! Default Hours Saved

Save Default Back to Timesheet

2.7 Swapping a day

Webkiosk now has the function to 'Swap a day' for part-time employees. This can only be done once per timekeeping period.

- 1. Open up 'My Timekeeping'
- 2. Make sure the day you would like to swap is highlighted. Do not put in hours for that day.
- 3. Click on the 'Swap Day' button
- 4. Select the date/day you would like to move this day to
- 5. Click on 'Close'

Day: Wed	nesday (05-May-2021	L				Period: 30-Ap								
Enter times a	as HHMM	e.g. 0830 for 8:	30am				< Prev Perio	d < Prev l	Day	Ne	Next Day >		Next Period >>		
Start	Stop	Duration	Overtime / Additional	Hours / TOIL		ites O	S	M	Т	т		-	Т	F	S
				~ ~ ~		0								30-Apr Non Rostered Day	01-May
Add Row							.uow.edu.au/wss/ascender v.edu.au/wss/ascender		-May	Total	<mark>05-May</mark> Start Stop	Total	06-May Non Rostered Dav	07-May Non Rostered Day	08-May
 No activity recorded Either make a leave booking or enter the time that was worked Minimum maintainable balance (-6 hours) exceeded 						Swap Date to 07-May-2021				3:00 4:00 7:00 0.00	Flex				
Save [Book Leav			lt .	0.036			-May irt Stop x	Total -7:00	12-May Start Stop Flex		13-May Non Rostered Day	14-May Non Rostered Day	15-May
Process (Subr		View all War	nings View all Notes	s Swap Day					-May		19-May		20-May Non Rostered Day	21-May Non Rostered Day	22-May
		Vednesday 05-	May-2021				23-May	24-May	25-May		26-May		27-May Non Rostered Day		
Rostered H	lours			7:00				-						_	

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6. The new selected date will open up and you can go in and enter the hours worked

Day: Frida	Friday 07-May-2021							Period: 30-Ap	r-2021 to	27-1	4ay-2021							
Enter times	as HHMM	e.g. 0830 for 8:	30am				_	<< Prev Perio	d <	: Prev l	Day	Ne:	kt Day >		Next Period >>			
Start	Stop	Duration	Overtime / Additional Ho	ours / TOIL	Not			s	м		т		W	_	т	F		s
0830	1200	3:30		~		O		<u> </u>								30-Apr		01-May
1300	1700	4:00		~		0										Non Rostered		,
				~		O										Non Nostereu		
Add Row								02-May	03-May		04-May		05-May ‡		06-May	07-May †		08-May
									Start Stop	Total	Start Stop	Total	Non Rostere		Non Rostered Day			
0 Min	imum mai	ntainable balan	ce (-6 hours) exceeded						09:00 12:00	3:00	09:00 12:00	3:00	(swapped ou			08:30 12:00		
Success! Da	ay Saved								13:00 17:00 Worked	4:00 7:00	13:00 17:00 Worked	4:00 7:00				13:00 17:00 Worked		
									Flex	0.00	Flex	0.00				Flex		
Save	Day	Book Leav	e Setup Default	Apply [Default			09-May	10-May		11-May		12-May		13-May	14-May		15-May
Process	Claims	View all War	nings View all Notes	Swap	Day				Start Stop	Total	Start Stop	Total	Start Stop	Total	Non Rostered Day	Non Rostered	Day	
Sub	mit								Flex	-7:00	Flex	-7:00	Flex	-7:00	· · · ·			
								16-May	17-May		18-May		19-May		20-May	21-May		22-May
															Non Rostered Day	Non Rostered	Day	
Selected D	ay Totals F	riday 07-May-2	2021					23-May	24-May		25-May		26-May		27-May			
Rostered	Hours		;	7:00											Non Rostered Day			
Worked H	lours		7	:30														
0	/ A 1818181111	······ / TO!																

3 Timekeeping Break

For a variety of reasons, employee may not be required to enter timesheets for a period although they are not on leave. If this is the case, an employee can make a request for a timesheet break.

For example, Mat Grant leave can be recorded as "Timekeeping Break" by going to:

Home \rightarrow Timekeeping Break

Home	T¥ NKGONG A			Job 🕻
	My Timekeeping	Timekeeping History	Timekeeping Break	OLD Time Ke
	To Do			

Enter the Mat Grant leave day, add notes to your manager in the "Comment" section and submit to your manager for approval.

		-	cords			
tart Date		Status	Start Date	End Date	Comments	Remove
ind Date						
Comments	Enter text here 482 of 500 characters remaini	///				

Submitted requests are reviewed by the manager for approval or rejection

4 NOTE

- 1. The maximum rollover balance is prorated by FTE.
- 2. If agreed with your manager; you can record the hours that exceeds your flex as "Time in Lieu" or as "Additional Hours".
- 3. The Time in Lieu balance will be displayed the day after it was approved.

Timekeeping

Day: Monday 05-Jul-2021

Enter time	s as HHMM	e.g. 0830 for 8:	30am	
Start	Stop	Duration	Overtime / Additional Hours / TOIL	Notes
0800	1300	5:00	~	e ⁰
1330	1600	2:30		E ⁰
			Additional hours - part timers only	🖹 ⁰
Add Row			Overtime	
			Time off in lieu	
O Pe	riod opening	halance cann	ed to 10	

5 Version Control Table

Version Control	Release Date	Author/Reviewer	Approved By	Amendment
1.0	201311			
2.0	20171130	Telisha Cassar Payroll Officer		
3.0	20210513	Telisha Cassar Payroll Services Officer	Pat Murray	V19 Upgrade

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4.0	20211104	Telisha Cassar Payroll Services Officer	Rabab Alhazmi	
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