

Casual Academic Timesheet Submission Procedure

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Introduction

Timesheets must be submitted to supervisors for approval within 2 weeks of work having been completed. This is done through the Staff Web Kiosk <https://wss.uow.edu.au/>.

Instructions

1. Log in to [Web Kiosk](#)
2. Hover over 'Home' for drop down menu and click on 'My Pay'
3. Under 'Timesheet' select 'Academic Timesheet'

Hint: click the star above Academic Timesheet to add it to your Favourites menu

Timesheet Summary

This will display the following timesheets:

- Not Submitted
- Submitted (Not Approved)
- Rejected

Adding a new Timesheet


1. Select 'Click here to add a new timesheet'
2. Enter the timesheet 'Start Date' – this is the first date of work for the timesheet period being claimed for payment
3. Select the 'Academic Calendar'. Click on the down arrow and select the 'UW_ACAD_YEAR' calendar
4. Click on 'Find Employee Jobs'


Academic Timesheet

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

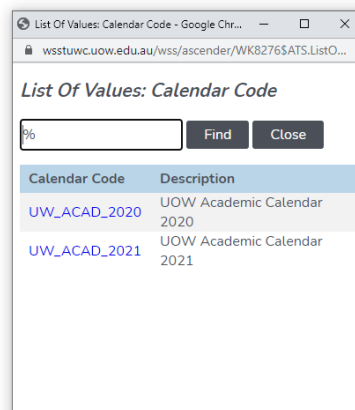
Academic Timesheet

Add New Timesheet

Start Date: 

Academic Calendar: 

[Back to Timesheet List](#)



5. Select the appropriate 'Job No'
6. Click on 'Continue'

Academic Timesheet

Add New Timesheet

Start Date: 
 Academic Calendar: 

Select	Job No	Position No	Position Title	CLevel	Employment Status	Award	Classification	Start Date	End Date	Account No	Contract Hours	Approver
<input type="checkbox"/>	01	600203	School of Nursing Part Time Teaching	School of Nursing	Part-Time Teaching-academics (Casual)	PART TIME TEACHING	PTT SESSION	01-JAN-2021	31-DEC-2049	A0006.1.51200	35	
<input type="checkbox"/>	02	600203	School of Nursing Part Time Teaching	School of Nursing	Part-Time Teaching-academics (Casual)	PART TIME TEACHING	PTT SESSION	01-JAN-2020	31-DEC-2049	A0006.1.51200	35	

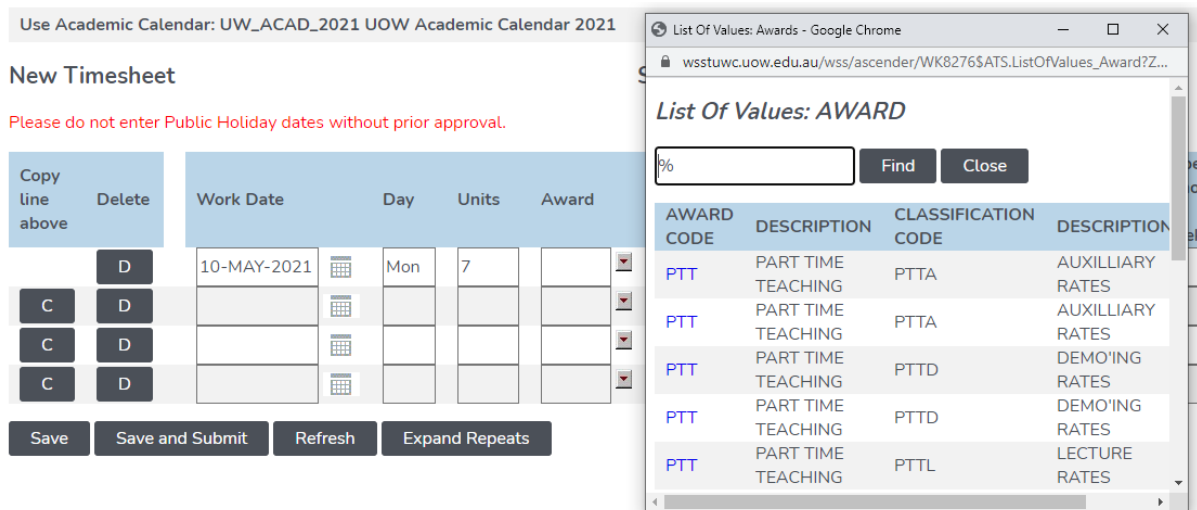
The following steps are mandatory data entry fields:

- In 'Work Date' enter the day you are claiming the hours for
- In 'Units' enter the total number of hours worked.

PLEASE NOTE: Claims must be submitted in line with the [Casual Academic Pay Rates Guide](#) and will be rejected if they are not compliant

- Select the 'Award' by clicking the dropdown list. The pop up menu will display the Academic Pay Rates, select the appropriate award.

PLEASE NOTE: The pop up screen will need to be adjusted - You can do this by viewing in full screen or by expanding the window to broaden the view



The screenshot shows the 'New Timesheet' form with the following fields: Copy line above, Delete, Work Date (10-MAY-2021), Day (Mon), Units (7), and Award. Below the form are buttons for Save, Save and Submit, Refresh, and Expand Repeats. A dropdown menu is open, displaying a list of awards with columns for Award Code, Description, Classification Code, and Description. The list includes: PTT PART TIME TEACHING (PTTA) AUXILLIARY RATES, PTT PART TIME TEACHING (PTTA) AUXILLIARY RATES, PTT PART TIME TEACHING (PTTD) DEMO'ING RATES, PTT PART TIME TEACHING (PTTD) DEMO'ING RATES, and PTT PART TIME TEACHING (PTTL) LECTURE RATES.

- In the 'Subject' field enter the Subject Code. If you do not know the subject code you can search the code by selecting the down arrow, and using a wild card % search (%SHS%) then

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selecting 'Find'. See **Casual Academic Subject Selection** for more details on changes to the subject format.

The following steps are optional data entry fields:

11. 'Task/Activity' section is for comments. Your supervisor can see these comments
PLEASE NOTE: max 99 characters and the following symbols are invalid # ; < > + %
12. The Attachment upload can be used to attach documents in relation to the job or timesheet

Academic Timesheet

Job No	Position No.	Position Title	CLevel	Start Date	End Date	Approver
01	600203	School of Nursing Part Time Teaching	School of Nursing	01-JAN-2021	31-DEC-2049	

Start Date for Timesheet: 10-MAY-2021 Academic Calendar Dates: From 01-Jan-2021 to 31-Mar-2022
Use Academic Calendar: UW_ACAD_2021 UOW Academic Calendar 2021

New Timesheet Status = NEW

Please do not enter Public Holiday dates without prior approval.

Copy line above	Delete	Work Date	Day	Units	Award	Classification	Step	Subject	Task/Activity (Max 99 chars, Do not use #;<>+%)	Attachment
	D	10-May-2021	Mon	7	PTT	PTTA	A1	GEOS915	Work with Job	<input type="button" value="Choose File"/> Report papers... GEOS915.pdf
C	D									<input type="button" value="Choose File"/> No file chosen
C	D									<input type="button" value="Choose File"/> No file chosen
C	D									<input type="button" value="Choose File"/> No file chosen

13. Repeat the process for each date and award worked. If you need more rows click on the 'Add a Row' box
14. If you have any additional comments to add you can add these in the 'Add optional comments for the approver' box. You can find this under the 'Timesheet Summary Details'

Timesheet Summary Details

Hide Job 01

Job No	Position Title	Award/Class./Step	Units
This Timesheet			
Totals for Job 01			
Timesheet to be approved by		Approver will be determined on Submission based on Approval Rules Defined for Timesheets	
Add optional comments for the approver:		<input type="text" value="All hours with John Smith claimed in the above timesheet"/>	

Submitting and Saving



1. Once completed you have the option to 'Save and Submit' the timesheets. This will move the timesheet to the 'Submitted (Not Approved)' section under 'Existing Timesheets', or
2. You can select 'Save' which will not submit the timesheet but will save the timesheet so at a later time you can go in and edit the timesheet. This will be saved under 'Not Submitted' section under 'Existing Timesheets'

Un-Submitting a Timesheet

If any details in your timesheet are incorrect, you can un-submit the timesheet, amend it and re-submit to your timesheet approver.

1. Under 'Submitted (Not Approved)' click on the tick under 'Unsubmit'

Submitted (Not Approved) (1 timesheet)

Record ID	Job No	Start Date	End Date	Total Units	Type	Delete	Unsubmit
280261	01	10-MAY-2021	18-MAY-2021	17	New	<input type="checkbox"/>	<input checked="" type="checkbox"/>

DeleteTimesheets UnsubmitTimesheets

2. A pop up screen will appear click 'OK'
3. This will move the selected timesheet to the 'Not Submitted' section
4. Amend the timesheet with the correct details then click the 'Save and Submit' button

Checking the status of a Timesheet

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 'Submitted (Not Approved)'.

If a timesheet is rejected you will need to do the following to view and modify the timesheet. Ensure you check for 'Comments' from your approver before making the changes.

1. On the 'Existing Timesheets' screen select the time
2. Modify as required
3. Click 'Save and Submit'

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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
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

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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 Control	Release Date	Author/Creator	Approved by	Amendment
0.1	201311	N/A		Created
0.2	20171128	Telisha Cassar Payroll Officer	Kath Coroneos HR Services Manager	
0.3	20210510	Telisha Cassar	Pat Murray	V19 Upgrade