

# Interpretive Timesheets- Professional Casuals

## Contents

Introduction .....	1
Instructions.....	2
Accessing Professional Services Interpretive Timekeeping.....	2
Creating a new timesheet.....	3
Inputting hours worked and saving a Timesheet .....	3
Submitting a Timesheet for Approval.....	4
Unsubmitting a Timesheet before it is approved.....	5
Warning Messages .....	5
Timesheet Approved / Rejected.....	6
Rejected Timesheets.....	6
Minimum Periods of Engagement .....	7
Version Control Table.....	8

## Introduction

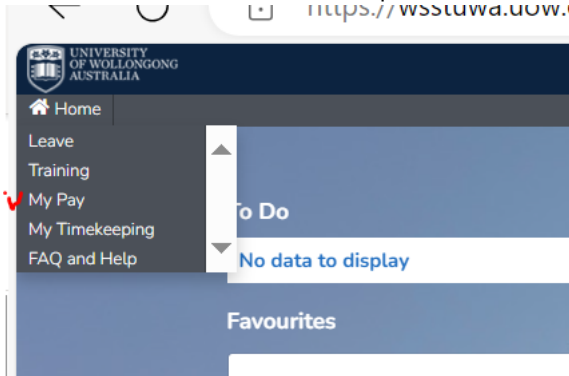
As per the [Professional Services Time and Attendance Policy](#) this procedure documents the steps that professional Services Casuals need to follow to submit their timesheets for the hours worked in order to get paid.

Professional Services casuals need to ensure they submit their timesheets for approval to the relevant supervisor before the relevant deadline to ensure they are paid in a timely manner. Your supervisor will inform you of the deadline that applies to your department.

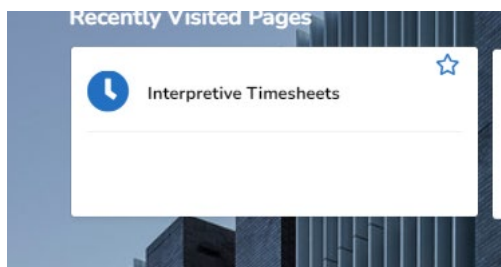
# Instructions

## Accessing Professional Services Interpretive Timekeeping

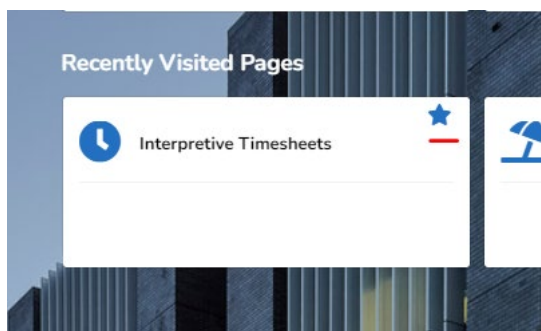
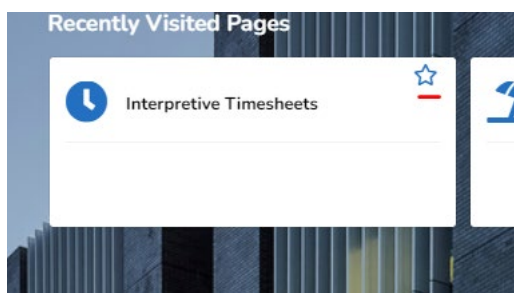
1. Log in to [Web Kiosk](#)
2. Hover over 'Home' for drop down menu and click on 'My Pay'



3. Click on Professional Services Interpretive Timesheets



4. Click on the star to make it a favourite. The star will turn blue when added to your favourites. If you wish to remove the module from your favourites, click on the star to make it white.



## Creating a new timesheet

If you do not have an open timesheet, you will need to create a new timesheet. To do this you will need to click on *Professional Services Interpretive Timesheets* icon and then click on 'Add a New Timesheet'.

### Interpretive Timesheets

[Add a New Timesheet](#)

In the Timesheet Start Date section, input the starting period of your timesheet (e.g. 23- Aug -2024), then click on Create Timesheet

### Interpretive Timesheets

Select the Timesheet Start Date as your EARLIEST TIMESHEET claim

Timesheet Start Date

Create Timesheet

Return to Main Form

This will create a new Timesheet.

## Inputting hours worked and saving a Timesheet

Input your hours worked into the timesheet in the 24hr format and click save.

Start	23-Aug-2024								
Timesheet ID	-								
Job No	Position No.	Position Title	Company Level	Employment Status	Start Date	End Date	Account No.	Contract Hours	
12	980999	Casual Employee		Casual-Hours Commitment (Casual)	25-Dec-2023	31-Dec-2049	R0136.1.51550	35	
14	980999	Casual Employee		Casual-Hours Commitment (Casual)	01-Jan-2024	31-Dec-2049	R6114.1.51550	35	
15	982058	Professional Services Casual		Casual-Hours Commitment (Casual)	01-Jan-2024	31-Dec-2049	S0207.1.51550	35	
Row No	Work Date	Job No	Start Time	Break Start	Break End	End Time	Total Hours	Activity	Delete
1	23-Aug-2024 <input type="text"/>	Fri 14 - Casual Employee <input type="text"/>	0900	1230	1300	1500	05:30		<input type="checkbox"/>
2	DD-MON-YYYY <input type="text"/>	<input type="text"/>							<input type="checkbox"/>

Any shift penalties that are applicable will be reflected in the *view/hide interpretative results* section of the Timesheet



PEOPLE & CULTURE, P&C Operations Professional Interpretive Timesheets - Casuals

Interpretive Timesheets

Success: Timesheet Saved

Timesheet Details	Job No	Position No.	Position Title	Company Level	Employment Status	Start Date	End Date	Account No.	Contract Hours
Start	06-AUG-2024	12	980999	Casual Employee	Casual-Hours Commitment (Casual)	25-Dec-2023	31-Dec-2049	R0136.1.51550	35
Timesheet ID	525	14	980999	Casual Employee	Casual-Hours Commitment (Casual)	01-Jan-2024	31-Dec-2049	R6114.1.51550	35
		15	982058	Professional Services Casual	Casual-Hours Commitment (Casual)	01-Jan-2024	31-Dec-2049	S0207.1.51550	35

Row No	Work Date	Job No	Start Time	Break Start	Break End	End Time	Total Hours	Activity	Delete	Work Pattern	Interpretation Logic
1	09-Aug-2024	14 - Casual Employee	1500	1800	1830	2100	05:30		<input type="checkbox"/>	View	View
2	DD-MON-YYYY								<input type="checkbox"/>		
3	DD-MON-YYYY								<input type="checkbox"/>		
4	DD-MON-YYYY								<input type="checkbox"/>		
5	DD-MON-YYYY								<input type="checkbox"/>		

Allowances

Row No	Workdate	Job No	Paycode	Units	Delete
1	DD-MON-YYYY				<input type="checkbox"/>

View / Hide Interpretation Results

Interpretation Results (Save to Refresh)									
Workdate	Day	Start	Stop	Job No	Paycode	Units	GL Override	Comments	Claim as Toll?
09-Aug-2024	Friday	1500	2100	14	Shift Penalty - 15% Evening	5.5			
		1500	1800	14	Salary	3			
		1830	2100	14	Salary	2.5			

To enter additional entries into the Timesheet or adjust the hours previously saved, click on the Professional Services Interpretive Timesheet module and then click on the number in blue next to the saved timesheet you wish to adjust/ add additional entries to.

Interpretive Timesheets

[Add a New Timesheet](#)

Search Filters

From Date: DD-MON-YYYY To Date: DD-MON-YYYY

Submitted  Saved

Approved  Rejected

Partially Rejected

Search Reset Filters Unsubmit Selected Rows Delete Selected Rows

Timesheets

Timesheet ID	Status	Start	Normal Hrs	Overtime Hrs	Min. Engage Top Up Hrs	Unsubmit (Excludes Approved Records)	Delete (Excludes Approved Records)	Rejection Comments
525	Saved	06-Aug-2024	10	0	0	<input type="checkbox"/>	<input type="checkbox"/>	

Submitting a Timesheet for Approval

To submit your timesheet for approval, click on the Professional Services Interpretive Timesheet Icon, then click on the number in blue next to the saved timesheet you wish to submit.

### Interpretive Timesheets

[Add a New Timesheet](#)

**Search Filters**

From Date  To Date

Submitted  Saved

Approved  Rejected

Partially Rejected

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**Timesheets**

Timesheet ID	Status	Start	Normal Hrs	Overtime Hrs	Min. Engage Top Up Hrs	Unsubmit (Excludes Approved Records)	Delete (Excludes Approved Records)	Rejection Comments
<u>525</u>	Saved	06-Aug-2024	10	0	0	<input type="checkbox"/>	<input type="checkbox"/>	

Once the Timesheet loads, scroll to the *Timesheet Approvers*, section of the Timesheet and from the drop-down menu, next to the casual job the timesheet relates to, select the supervisor/manager you wish to submit your timesheet to and then click on 'Submit Form'.

### Timesheet Approvers

Job No	Timesheet to be approved by	Comments for Approver
12	<input type="text"/> <input type="button" value="Clear"/>	
14	<input type="text"/> <input type="button" value="Clear"/>	
15	<input type="text"/> <input type="button" value="Clear"/>	

**Allowances**

Row No	Workdate	Job No	Paycode	Units	Delete
1	<input type="text" value="DD-MON-YYYY"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

[Add Row](#)

## Unsubmitting a Timesheet before it is approved

If you wish to unsubmit a Timesheet before it is approved, click on the *Professional Services Interpretive Timesheet* icon and then tick the unsubmit box next to the unapproved timesheet you wish to unsubmit.

## Warning Messages

If you have worked for more than 5 hours without a break **or** worked for more than 10 hours, the following warning messages will appear at the top of the Time sheet.

**PEOPLE & CULTURE, P&C Operations**  
**Professional Interpretive Timesheets - Casuals**

Type	Row No	Timesheet Warnings / Errors	Confirmed
Warning	1	No break entered for day.	<input type="checkbox"/>
Warning	2	Maximum hours in day exceeded.	<input type="checkbox"/>
Warning	2	No break entered for day.	<input type="checkbox"/>
Error	1	Row no. 1 overlaps row no. 2	

You will need to confirm each warning before submitting the Timesheet for approval. If you do not tick the confirmed box, next to the warning, the Timesheet will not submit.

Type	Row No	Timesheet Warnings / Errors	Confirmed
Warning	1	No break entered for day.	<input checked="" type="checkbox"/>
Warning	2	Maximum hours in day exceeded.	<input checked="" type="checkbox"/>
Warning	2	No break entered for day.	<input checked="" type="checkbox"/>
Error	1	Row no. 1 overlaps row no. 2	

## Timesheet Approved / Rejected

Once your supervisor approves or rejects your timesheet, you will receive and email notification confirming the timesheet has been approved or rejected.

To view the approved/rejected Timesheet, click on the Professional Services Interpretive Timesheet Icon and the approved/rejected Timesheet will appear in the list of Timesheets.

## Rejected Timesheets

If the Timesheet is rejected by your supervisor/manager, they should have put a comment as to why the timesheet has been rejected. To fix any errors in the timesheet, click on the blue number next to the rejected Timesheet, make the necessary adjustments and re-submit the timesheet for approval.

Interpretive Timesheets

[Add a New Timesheet](#)

Search Filters

From Date:  To Date:

Submitted  Saved

Approved  Rejected

Partially Rejected

[Search](#) [Reset Filters](#) [Unsubmit Selected Rows](#) [Delete Selected Rows](#)

Timesheet ID	Status	Start	Normal Hrs	Overtime Hrs	Min. Engage Top Up Hrs	Unsubmit (Excludes Approved Records)	Delete (Excludes Approved Records)	Rejection Comments
525	Saved	06-Aug-2024	20	20	0	<input type="checkbox"/>	<input type="checkbox"/>	
497	<a href="#">Approved</a>	04-Aug-2024	10	1.5	0	<input type="checkbox"/>	<input type="checkbox"/>	

### Interpretive Timesheets

[Add a New Timesheet](#)

**Search Filters**

From Date:  To Date:

Submitted  Saved

Approved  Rejected

Partially Rejected

[Search](#) [Reset Filters](#) [Unsubmit Selected Rows](#) [Delete Selected Rows](#)

Timesheet ID	Status	Start	Normal Hrs	Overtime Hrs	Min. Engage Top Up Hrs	Unsubmit (Excludes Approved Records)	Delete (Excludes Approved Records)	Rejection Comments
525	Saved	06-Aug-2024	20	20	0	<input type="checkbox"/>	<input type="checkbox"/>	
497	Approved	04-Aug-2024	10	1.5	0	<input type="checkbox"/>	<input type="checkbox"/>	
511	Rejected	09-Jun-2024	3	0	2	<input type="checkbox"/>	<input type="checkbox"/>	Rejected By: [Redacted] Timesheet Lines for Job#: 14 Comment:
315	Pending payroll review	23-May-2024	10	3	0	<input type="checkbox"/>	<input type="checkbox"/>	
314	Approved	15-May-2024	3	0	2	<input type="checkbox"/>	<input type="checkbox"/>	
416	Saved	13-May-2024	1	0	0	<input type="checkbox"/>	<input type="checkbox"/>	
489	Saved	21-Apr-2024	10	1.5	0	<input type="checkbox"/>	<input type="checkbox"/>	

## Minimum Periods of Engagement

If you work for less than 3 hours in a day, you will be prompted to answer some questions to determine if you are eligible for a top up to 3 hours.

The questions asked will depend on whether it is an Autumn, Spring or Summer sessions are in progress.

You will need to answer each question based on your personal situation and click on the save button before the next question will populate.

**Note:** The answer to question 1 will determine if question 2 pops up and the answer to question 2 will determine if question 3 pops up.

Professional Services Casual - Casual Hours Commitment (Casual) 01-Jan-2024 - 31-Dec-2024 06/07/11:51:50 39

Row No	Work Date	Job No	Start Time	Break Start	Break End	End Time	Total Hours	Activity	Delete	Work Pattern	Interpre Logic
1	09-Aug-2024	Fri 14 - Casual Employee	0900			1000	01:00		<input type="checkbox"/>	<a href="#">View</a>	<a href="#">View</a>
Have you requested to work less than your normal minimum engagement due to personal circumstances?											
Do you have a primary occupation elsewhere (or with the University)? For example, a Continuing Position or a Fixed Term Position or a Permanent Position or a Part-Time Position?											
Are you a student or post graduate student of the University of Wollongong and its associated entities?											
2	<input type="text" value="DD-MON-YYYY"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
3	<input type="text" value="DD-MON-YYYY"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
4	<input type="text" value="DD-MON-YYYY"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
5	<input type="text" value="DD-MON-YYYY"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
<a href="#">Add Row</a>											
<b>Allowances</b>											
Row No	Workdate	Job No	Paycode	Units	Delete						
1	<input type="text" value="DD-MON-YYYY"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>						
<a href="#">Add Row</a>											
<a href="#">View / Hide Interpretation Results</a>											
<b>Interpretation Results (Save to Refresh)</b>											
Workdate	Day	Start	Stop	Job No	Paycode	Units	GL Override	Comments	Claim as Toit?		
09-Aug-2024	Friday	0900	1000	14	Salary	1					
<a href="#">Save</a> <a href="#">Submit Form</a> <a href="#">Return to Main Form</a>											

### Timesheet Approvers

If you are eligible for a top up payment this will be shown in the view/hide interpretation results.

[Add Row](#)

[View / Hide Interpretation Results](#)

Interpretation Results (Save to Refresh)									
Workdate	Day	Start	Stop	Job No	Paycode	Units	GL Override	Comments	Claim as Toit?
09-Aug-2024	Friday	0900	1000	14	Salary	1			
		1000	1200	14	Minimum Payment TopUp	2		Line adjusted to minimum engagement per day	

If you work for less than 3 hours and do not receive a top up and believe you are eligible for a top up payment – please put a comment 'Claiming minimum hours' in the Activity section next to your entry and indicate if you are a student /post graduate student at UOW and its associated entities and if you have a Primary occupation at UOW or elsewhere.

We may contact you to provide additional documentation to support your claim for minimum hours.

Row No	Work Date	Job No	Start Time	Break Start	Break End	End Time	Total Hours	Activity	Delete
1	09-Aug-2024	Fri 14 - Casual Employee	0900			1000	01:00	Claiming minimum hours - <input type="checkbox"/>	

Have you requested to work less than your normal minimum engagement due to personal circumstances?  NO

### Version Control Table

Version Control	Release Date	Author/Creator	Approved by	Amendment
1.0	23 August 2024	Matthew Olima -		