

## Casual Professional Services 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 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 Professional Services Timesheet to add it to your Favourites menu*

### Timesheet Summary

This will display the following timesheets:

- Not Submitted
- Submitted (Not Approved)
- Rejected

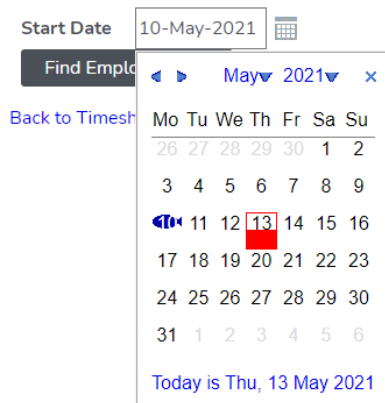
## Adding a new Timesheet

# Professional Services Timesheet

[Click here to add 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. You can also use the drop down calendar by selecting the timesheet 'Start Date'

### Add New Timesheet



Start Date 10-May-2021

Find Employee

Back to Timesheet

May 2021

Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today is Thu, 13 May 2021

3. Click on 'Find Employee Jobs'. If you have more than one current job select the appropriate job number. Then click 'Continue'
4. In 'Work Date' enter the day you are claiming the hours for
5. The 'Start Time' is the time you started. This will need to be entered in 24 hour time
6. The 'Finish Time' is the time you finished. This will need to be entered in 24 hour time
7. The 'Break' will be the amount of time you had for your break in minutes. Examples;
  - a. 1 hour break enter '60'
  - b. 30 minute break enter '30'
8. The 'Units' amount will default with the total hours worked

The following are optional data entry fields:

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

### Professional Services Timesheet

Please note that Mac users will need to submit timesheets using the Firefox web browser

Job No	Position No.	Position Title	CLevel	Employment Status	Award	Classification	Start Date	End Date	Account No
09	980999	Casual Employee	Pro Vice-Chancellor (Students) Admin	Casual-Commitment (Casual)	GENERAL STAFF	HE-LV1/2, BASE 35	12-AUG-2020	31-DEC-2049	A0163.1.51550

Start Date for Timesheet: 10-MAY-2021

New Timesheet

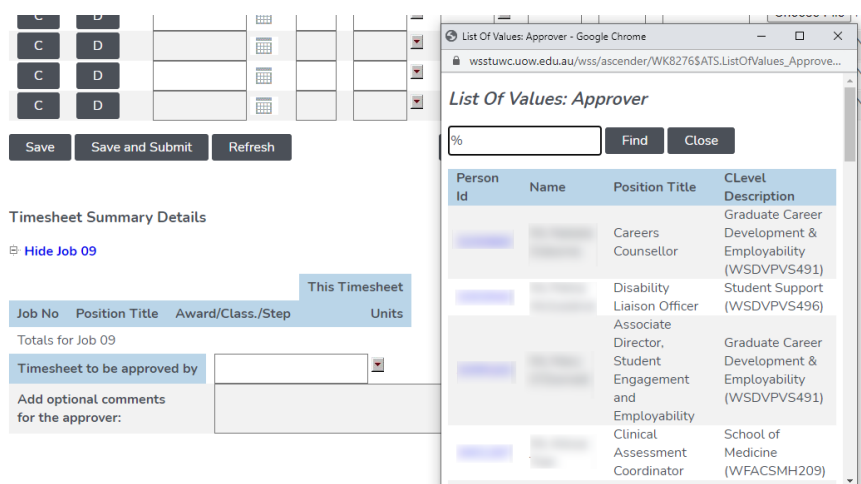
Status = NEW

Please do not enter Public Holiday dates without prior approval.

Copy line above	Delete	Work Date	Day	Start Time 24HR format HHMM	Finish Time 24HR format HHMM	Break in minutes	Units	Task/Activity (Max 99 chars, Do not use #;<>+%)	Attachment
	D	10-May-2021	Mon	09:00	17:00	00:30	7.5		Choose File No file chosen
C	D	11-May-2021	Tue	10:00	17:00	00:30	6.5	Work with Job	Choose File Report papers... GEOS915.pdf
C	D	12-May-2021	Wed	09:00	16:30	01:00	6.5		Choose File No file chosen
C	D								Choose File No file chosen
C	D								Choose File No file chosen
C	D								Choose File No file chosen
C	D								Choose File No file chosen
C	D								Choose File No file chosen

Save Save and Submit Refresh Add a Row Cancel

- Repeat the process for each work date. If you need more rows click on the 'Add a Row' box
- Once you have completed your timesheet you will need to select the approver of the timesheet under 'Timesheet to be approved by'
- Click on the arrow and on the pop up screen will be a list of approvers. To select the approver click on the 'Person Id'
- If you are having trouble finding the approver you can use a wild search by the 'Person Id' which is the employee number (%34212%) then select 'Find'



The screenshot shows the 'Timesheet Summary Details' section with a dropdown menu for 'Timesheet to be approved by'. A 'List Of Values: Approver' pop-up window is open, displaying a search bar and a table of approvers. The table has columns for Person Id, Name, Position Title, and CLevel Description.

Person Id	Name	Position Title	CLevel Description
		Careers Counsellor	Graduate Career Development & Employment (WSDVPV5491)
		Disability Liaison Officer	Student Support (WSDVPV5496)
		Associate Director, Student Engagement and Employment	Graduate Career Development & Employment (WSDVPV5491)
		Clinical Assessment Coordinator	School of Medicine (WFACSMH209)

- 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'


# Human Resources Division

HR Services

## Timesheet Summary Details

Hide Job 09

This Timesheet

Job No	Position Title	Award/Class./Step	Units
Totals for Job 09			
Timesheet to be approved by		<input type="text"/>	
Add optional comments for the approver:		<input type="text"/>	

## Submitting and Saving

No file chosen

1. Once completed you have the option to 'Save and Submit' the timesheet/s. 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"/>

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

# Human Resources Division

HR Services



## 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 timesheet
2. Modify as required
3. Click 'Save and Submit'

## Version Control Table

Version Control	Release Date	Author/Creator	Approved by	Amendment
1.0	201209	N/A		Created
2.0	20171128	Telisha Cassar Payroll Officer	Kath Coroneos HR Services Manager	
3.0	20210513	Telisha Cassar Payroll Services Officer	Pat Murray HRS Delivery Supervisor	V19 Upgrade