

CASUAL STAFF UPDATE

TIPS FOR TIMESHEET ENTRY – January 2022



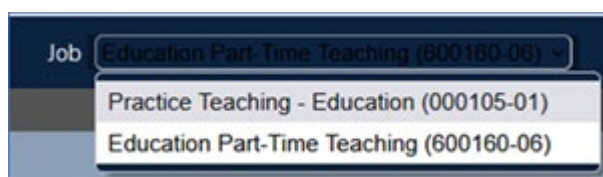
UNIVERSITY
OF WOLLONGONG
AUSTRALIA

This update provides some tips and advice on how to enter your timesheets.

Aligning work dates and Jobs

Timesheets should be entered in the fortnight after you complete the work.

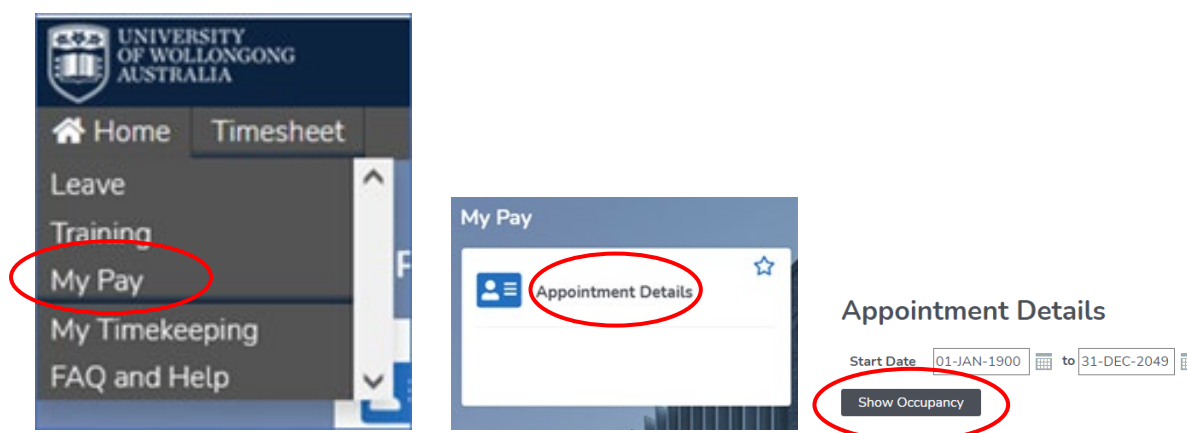
To enter your timesheet in Web Kiosk you must select the correct Job so that your timesheet can direct to the right area for approval and payment. Firstly, go to Web Kiosk and choose the correct Job:



When will I get a new job number?

You will only get a new job number if you are working in a different department or school or if you need to work on an additional cost centre or project.

Within your Job there are different occupancy layers. You also need to ensure that the **timesheet dates match the dates of the occupancy for your Job**. To check the Job (occupancy) details go to **Home > My Pay > Appointment Details > Show Occupancy**



You can only enter work dates within a single occupancy layer on a timesheet; you can't combine dates into a single timesheet. Please check that timesheet work dates entered align to the appointment dates.

Why do I have different occupancy layers?

Some of the common reasons for a new occupancy layer include:

- a restructure in your work area or you report to a new manager
- you get a new pay rate if you are a Professional casual e.g. move from rate 3 to rate 4
- your work is costed to a changed project number e.g. research funded from a new grant

Appointment Details

Occ	Active From	Active To	Classification	Step	Commence Reason	Position#	Title
SUB	1. 01-MAY-2021	31-DEC-2049	PTT SESSION	00	Initial transfer (For initial conversion only)	600160	Education Part-Time Teaching
SUB	2. 26-APR-2021	30-APR-2021	PTT SESSION	00	Position details change - Sub Con Hda / No Inc	600160	Education Part-Time Teaching
SUB	3. 01-JAN-2021	25-APR-2021	PTT SESSION	00	New appointment ie after EOD - Sub Con / No Inc	600160	Education Part-Time Teaching
SUB	4. 24-JUL-2020	31-DEC-2020	PTT SESSION	00	Initial transfer (For initial conversion only)	600160	Education Part-Time Teaching
SUB	5. 01-JAN-2020	23-JUL-2020	PTT SESSION	00	New appointment ie after EOD - Sub Con / No Inc	600160	Education Part-Time Teaching

Records 1 to 5 of 5

First Previous Next Last

CASUAL STAFF UPDATE

TIPS FOR TIMESHEET ENTRY – January 2022



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

For example in the sample above work dates from 1 January 2021 – 25 April could be on one timesheet, but a separate timesheet would need to be submitted for dates worked between 26 April - 30 April and another for dates worked from 1 May 2021 onwards. Claiming across these dates will cause a timesheet error and you will not be able to submit your timesheet.

Error! Row 2 Work Date: Date may not be after the employee occupancy end date of 30-APR-2021

Minimum payments

Under the variation to the Academic Staff Enterprise Agreement 2019, a casual academic will be paid for at least 2 hours of work at the relevant rate on each occasion they are required to attend work by the University, inclusive of any incorporated time and payment for preparation or associated working time.

If you are required by UOW to undertake a single hour of Marking, Demonstration or Ancillary duties that is not adjacent to any other required work, you are entitled to a minimum payment of 2 hours. You must note this in the timesheet in the comments against the entry. HR will then process the top-up.

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 #; <>+%)	Repeat (Another "x" weeks)	Attachment
	D	01-JUN-2021	Tue	2	PTT	PTTD	D1	HHAS861	minimum paym		Choose File No file chosen

Some rates, such as Tutorial rates, are deemed to be for 2 or 3 hours of work, no minimum applies. More details can be found on the HR Intranet on the [Minimum Payments Fact Sheet](#)

Mandatory Subject code entry

When casual academics enter a timesheet, they are required to enter a subject code against each entry for reporting purposes. If the work you are doing is not subject-specific such as a team meeting or induction then use **Other** as the Subject code.

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 (e.g. %SHS%) then selecting 'Find'.

Subjects now include a code for the session and the campus. A [more detailed procedure](#) is available on the intranet.

List Of Values: Subject Codes

Subject Codes	Subject Title
BIOL340_WG_AU	Cell and Molecular Biology
CAVA107_WG_AU	100 Objects That Changed The World
CSCI236_WG_SP	3D Modelling and Animation
FEIS808_WG_WI	AWS Academy Cloud Foundations
MEDI345_WG_SP	Aboriginal & Torres Strait Islander Advocacy in He
MEDI241_WG_AU	Aboriginal & Torres Strait Islander Health Researc