



### Launch My Timesheet

1. Select the **My Timesheet** tile or:
2. Use Enterprise Search.
  - Search for **My Timesheet** and launch.
  - The **My > My Timesheet** screen displays.

### Desktop Display

#### Status

- **Outstanding** (red) are timesheets in the current pay period ready to fill in and submit.
- **Future** (red) is for the next pay period.
- **Draft** (blue) are timesheets you have previously started and not submitted
- **Submitted** (blue) are completed timesheets sent to your supervisor for approval
- **Rejected** (blue) are timesheets not approved
- **Approved** (green) are timesheets authorised by your supervisor

*Hint: The colour theme of the status is reflected throughout the activity blocks and calendar.*

#### Summary Totals

- **Normal** for standard rates and additional hours.
- **Overtime** for all overtime rates.
- **Other** for Public Holiday Worked
- **Timesheet Total** is the total Normal Hours submitted.

#### Timesheet Navigation

- Navigate through the timesheets using either:
- Calendar, or
  - Navigation buttons < >

### Create a Timesheet

#### Manual Entry

1. Navigate to a timesheet for this pay period.
2. For your first working day, select the grey **Add Activity** plus sign.

3. A new entry window displays – complete:
  - a) **Entry Type**
  - b) **Clock in** (time in)
  - c) **Clock out** (time out)
  - d) **Comments** (optional)
4. Select **Save**.
5. An activity block will appear for that day.
6. Repeat until all hours worked have been added to the timesheet.
7. Add other activities and leave requests (see next page)

**IMPORTANT: Use 24-hour clock or add AM or PM when entering clock in and clock out times.**

#### Secondary Position

1. Add Activities as shown in **Manual Entry** on the previous page – this is your primary default role.
2. **Add Activity**
3. Select **More**: A new entry window displays:
  - a) **Entry Type** - Normal hours – Casuals

*Hint: There are other entries for*

- *Public Holiday Worked (if you choose to work it)*
- *Library 10% - (see separate section)*

- b) **Clock in** (time in)
- c) **Clock out** (time out)
- d) **Comment** (optional)
- e) **Position**: Select the secondary role from the dropdown menu.

Note: Roles are separated by each activity.

4. Click **Save**.
5. Repeat for the rest of the activities.

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Note: Add a second activity for each rostered day if the shift is greater than 5.5 hours - follow step 3.

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6. Consider other roles, entry types or leave requests.

#### Library Penalty (Library Staff only)

If working Saturday until 12pm, or weekday until 7pm:

1. **Add Activity:** Add an extra activity to that day
2. **Entry Type:** Library 10% - Worked Sat or >=7pm
3. **Hours:** Same hours worked for that day
4. Select **Save**.

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Note: Apply this penalty to all worked days if you were employed prior to 26 July 2019.

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#### **Submit Timesheet**

1. Ensure all activities and leave requests are added.
2. Select **Submit**.
3. Ensure Status changes from **DRAFT** to **SUBMITTED**.

*Hint: You will receive an email to show if the timesheet is approved or rejected.*

*If you have submitted in error, click Recall to resume.*

#### Rejected Timesheet

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Note: If your timesheet is rejected, check the note from your supervisor which displays below the navigation arrows. Make necessary changes to the activity (s) and submit.

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