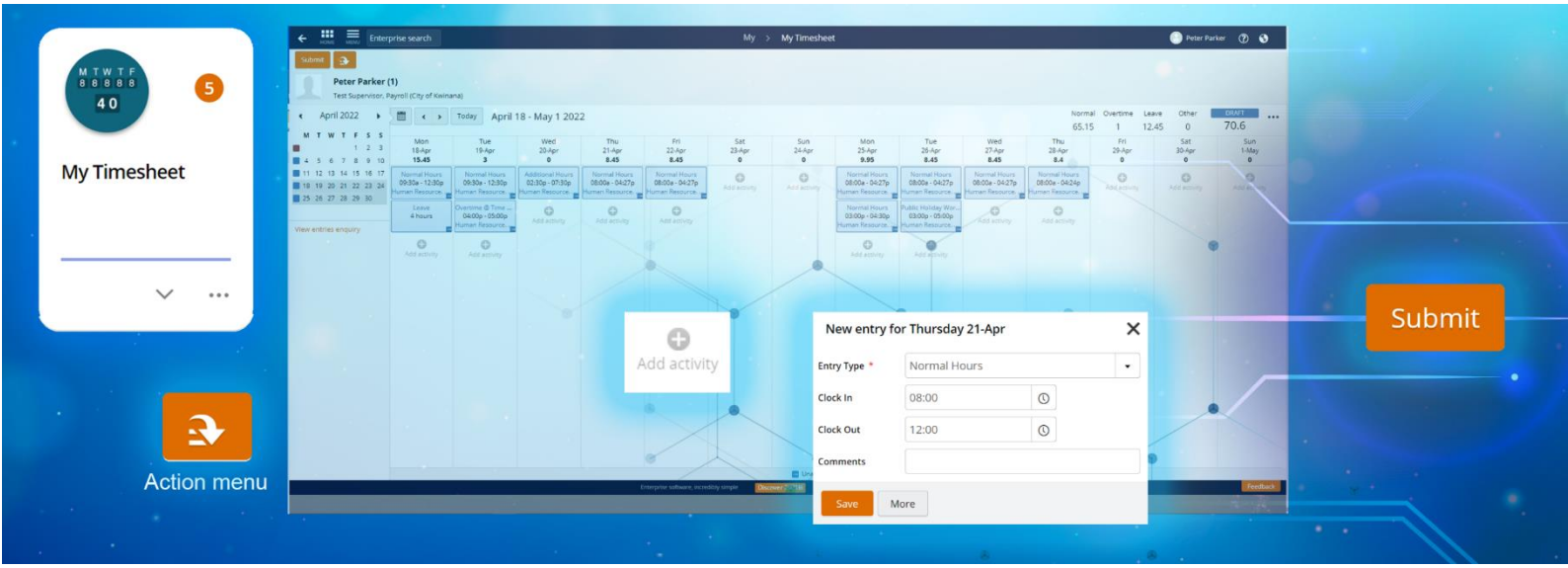
HRP Timesheet 9 Day Fortnight

Cheat Sheet



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.
- **Leave** for all leave requests (excluding Time Off In Lieu).
- **Other** for Time Off In Lieu Banked, and Public Holiday Worked.
- **Timesheet Total**: This is the total for contracted hours (Normal + Leave)

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.

Load from Work Pattern

1. Navigate to an **Outstanding** or **Future** timesheet.
2. Select the **Action menu** and **Load from Work Pattern**.

Note: This will load your contracted hours into one activity block for each day. This will need to be edited into two activities per day – a morning shift and an afternoon shift. One day will not be populated – this is RDO.

3. Select an activity block and edit:
   a) **Entry Type** – Normal hours

Need help? Ask for your friendly Change Champion

Hint: There are also entries for

- *Overtime @ Time & Half*
- *Overtime @ Double Time*
- *TOIL Banked to accumulate time off in lieu hours*
- *RDO Worked 9 Day Fortnight*
- *Public Holiday Worked, if working on a public holiday*
- *On Call Allowance – enter the number of hours (no clock in/out)*

b) **Clock in** (time in)
c) **Clock out** (time out)

Note: The typical roster is:
8.45 hours [8am – 12pm] [12:33pm – 5pm]
and for the second Friday only…
8.4 hours [8am – 12pm] [12:36pm – 5pm]

4. Click **Save**.
5. Repeat for the rest of the activities.
6. Then add a second activity for each rostered day. Follow step 3.
7. Consider other entry types or leave requests.

Leave Requests

1. Select **Action Menu** > **Add Leave**.

Hint: The Action menu has some common pre-filled leave requests for faster submission:

- *I was sick yesterday*
- *I am sick today*
- *I need a holiday*

2. The Leave Request screen displays.
3. Fill out all mandatory fields, indicated with a red asterisk *
   a) **Type of Leave** – a drop-down list:
      - Annual Leave
      - Sick Leave
      - Public Holidays Taken
      - TOIL Taken
      - More…

Note: TOIL is accumulated by booking activities in your timesheet as 'TOIL Banked'.

   b) **From** and **To** date(s)
4. If required: select **Part Day** and enter the number of hours (displayed as Units) if less than a day is taken.
5. Ensure there is an adequate leave balance, check Balance Summary > **Hours Remaining**

Note: Public Holidays will always have a zero balance.

6. **Day Summary** shows how many work days and public holidays are being taken.
7. If required: drag and drop a medical certificate into Attachments, you will be prompted:
   - **Attachment Type:** select either Medical Certificate or Leave Support Document
   - **Notes:** This is optional.

Note: Any personal leave of over 3 consecutive days will require a medical certificate or statutory declaration.

Attachments must either be .doc, .pdf, .jpg with the following file name convention:
Medical Certificate - [Name] - [Date]

8. Click **Submit**.

Submit Timesheet

1. Ensure all activities and leave requests are added.

IMPORTANT: The timesheet total should display your contracted hours, i.e. 76.

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

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.