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My Timesheet

Submit

Action menu

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.
- **Leave** for all leave requests (excluding Time Off In Lieu).
- **Other** for 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

Hint: There are also entries for

- 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 Fridays
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.

Note: If you have exceeded your contracted hours (timesheet total), add an activity for Hours Adjustment on the last day. Enter your extra hours in negative value.

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
 - More...
 - 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.