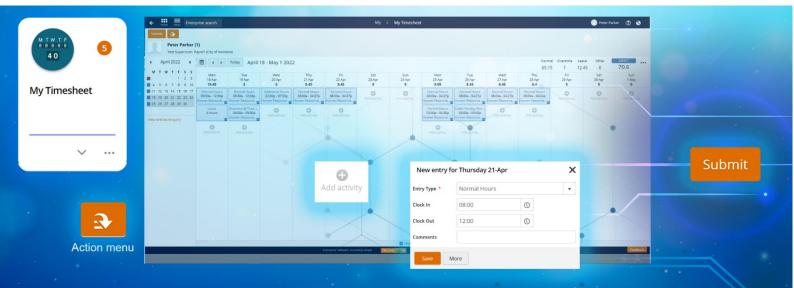
HRP My Timesheet City Assist Cheat Sheet





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 < > ٠

Create a Timesheet Manual Entry

- 1. Navigate to a timesheet for this pay period.
- For your first working day, select the grey Add 2. Activity plus sign.
- 3. A new entry window displays - complete:
 - a) Entry Type (select a rate)
 - b) **Clock in** (time in)
 - c) Clock out (time out)
 - d) **Comments** (optional)
- 4. Select Save.
- An activity block will appear for that day. 5.
- Repeat until all hours worked have been added 6. 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

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

Note: This will load your contracted hours into one activity block for each scheduled day. This will need to be edited into two activities per day - a morning shift and an afternoon shift.

- 3. Select an activity block and edit:
 - a) Entry Type Normal hours
 - Day Shift (6am-6pm)
 - Swing Shift (9am-7pm)
 - Saturday City Assist
 - Sunday City Assist





Hint: There are also entries for

- TOIL Banked to accumulate time off in lieu hours
- 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)
- 4. Click Save.
- Repeat for the rest of the activities. 5.
- 6. Then add a second activity for each rostered day. Follow step 3.

Note: Ensure your daily total equals your contracted hours.

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
- The Leave Request screen displays. 2.
- Fill out all mandatory fields, indicated with a red 3 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.