

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

- Navigate to a timesheet for this pay period.
- For your first working day, select the grey Add Activity plus sign.
- A new entry window displays complete:

a) Entry Type

Note: Extra field Activity - Select the account (shows for Umpires/Creche only)

- b) Clock in (time in)
- c) Clock out (time out)
- d) Comments (optional)
- Select Save.
- An activity block will appear for that day.
- Repeat until all hours worked have been added to the timesheet.
- 7. Add other activities and leave requests (see next page)

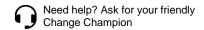
IMPORTANT: Use 24-hour clock or add AM or PM when entering clock in and clock out times.

Secondary Position

- Add Activities as shown in Manual Entry on the previous page - this is your primary default role.
- **Add Activity**
- 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
- *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.

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

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.

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

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

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.