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 at ordinary rates.
- **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**

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

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   b) **Clock in** (time in)
   c) **Clock out** (time out)
   d) **Comments** – Provide details of agreement with your supervisor if entering Additional Hours or Overtime
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.

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

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Hint: There are also entries for

- *TOIL Banked to accumulate time off in lieu*
- *Public Holiday Worked, if you choose to work*
- *Additional hours for extra hours at normal rate*
- *Overtime*

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

b) **Clock in** (time in)
c) **Clock out** (time out)
d) **More** (if you have a dual role)
   - **Position**: Select the secondary role from the drop-down menu.

Note: Roles are separated by each activity.

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.

Library Penalty (Library Staff only)
If working Saturday to 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.

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

Hint: The Action menu has some shortcuts::

- *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** – select from the drop-down list.

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 total contracted hours.

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.

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