Bulk timesheet processing allows a number of casual timesheets to be quickly completed and lodged in a batch by administrative staff via StaffOnline. Staff are able to enter data from the manual timesheets for the casual staff in their area. Casual employees will complete paper timesheets which must be approved by their direct supervisor; administrative staff will complete and lodge the timesheets which will then be approved by supervisors/managers as per the online approvals process.

All divisions/schools/faculties that employ casual staff are trained in processing online timesheets. If training is required Human Resource Services (HRS) will liaise with administration staff to organise training times. Please direct any queries to staffonline@cdu.edu.au.

This is a step-by-step guide for entering Casual Staff Timesheets

To access the Bulk Timesheet Entry menu
- Login to StaffOnline
- Under the Timesheets
- Select Bulk T/S/ Entry

- Click on Bulk T/S Entry.
- Click on “Add new record” link.
- Use the drop down calendar box and select the “Period End Date”.

- **Period End Date**
  - Period End dates must be unique.
  - Period End dates should be in the Pay period of the timesheet.
  - The Period End date should be the Wednesday of the pay week.
  - If the Wednesday has already been used, use the previous date (e.g. Tuesday) within the same pay period.
  - Avoid entering 2 periods of timesheets within the same pay period as this will impact on tax of the individuals.
  - If the approver is absent arrange by Email to staffonline@cdu.edu.au with the details of a delegate to approve prior to submitting timesheets.

- **Submit to Supervisor**
  - After selecting the ‘Period End Date’ leave the ‘Submit to Supervisor’ **blank** (as at this stage you have not yet entered the timesheets so there is nothing to submit).
  - Click on **Insert** button.
At Click on ‘Add New Record’ link.

```
PendingBulk T/S Entry

Success! Row inserted

Period End Date: 13-AUG-2014
Submit to Supervisor: 

Update  Delete  Clear

No Records returned
Add new record
```

You should now see the timesheet entry screen.

```
Bulk T/S Entry

Period End Date: 13-AUG-2014
Submit to Supervisor: Not Submitted

<table>
<thead>
<tr>
<th>Employee#</th>
<th>Job#</th>
<th>Award</th>
<th>Classification</th>
<th>Step</th>
<th>Rate</th>
<th>Hours Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Insert  Clear
```

Casual Timesheet Report

To assist with the process:
- A Casual Timesheet Report spreadsheet is emailed every fortnight and you will receive this on the Friday after payday.
- Please keep staffonline@cdu.edu.au updated with who should be receiving the report for your area.
- The email sent with the Casual Timesheet Report will also let you know the date that timesheets need to be entered and approved by.

- Identify the person on the paper timesheet and spreadsheet.
- Enter the employee number and job number from the spreadsheet, ensuring that these numbers are correct.
**Note:** job numbers have two digits (eg job no 2 must be entered as 02)

**Note:** in some cases a person will have multiple casual jobs. Ensure that the staff member clearly identifies which timesheet is for which job. **Failure to confirm the correct job number can lead to incorrect payment to the staff member and the incorrect cost code being charged.**

- Tab to the ‘Award’ column. Click on ‘Award’ drop down arrow. A new window will open.

<table>
<thead>
<tr>
<th>Award</th>
<th>Classification</th>
<th>Step</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDU Enterprise Agreement</td>
<td>Casual General Staff</td>
<td>01</td>
<td>34.2816</td>
</tr>
<tr>
<td>CDU Enterprise Agreement</td>
<td>Level 05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CDU Enterprise Agreement</td>
<td>Casual General Staff</td>
<td>02</td>
<td>34.8592</td>
</tr>
<tr>
<td>CDU Enterprise Agreement</td>
<td>Level 05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CDU Enterprise Agreement</td>
<td>Casual General Staff</td>
<td>03</td>
<td>36.4385</td>
</tr>
<tr>
<td>CDU Enterprise Agreement</td>
<td>Level 05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CDU Enterprise Agreement</td>
<td>Casual General Staff</td>
<td>04</td>
<td>36.019</td>
</tr>
<tr>
<td>CDU Enterprise Agreement</td>
<td>Level 05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CDU Enterprise Agreement</td>
<td>Casual General Staff</td>
<td>05</td>
<td>36.5954</td>
</tr>
<tr>
<td>CDU Enterprise Agreement</td>
<td>Level 05</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Select the appropriate Award/Classification/Step combination by clicking the ‘Award’ link. Ensure the award step selected is the same as the step on the spreadsheet.
  - **Note:** Make sure you have entered the job number correctly.

- The Classification, Step and Rate columns will automatically fill.

<table>
<thead>
<tr>
<th>Award</th>
<th>Classification</th>
<th>Step</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDU</td>
<td>CHW06</td>
<td>02</td>
<td>34.8592</td>
</tr>
</tbody>
</table>
If the Award Window displays the ‘List of Values’ with ‘No rows match the search criterion’ then the staff member’s contract has terminated or data has been entered incorrectly, please check the contract details and send the timesheet to HRS if the contract has finished.

<table>
<thead>
<tr>
<th>Award</th>
<th>Classification</th>
<th>Step</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No rows match the search criterion

- Add up the total hours worked from the paper timesheet and enter into the ‘Hours Worked’ column. Minutes should be entered as a decimal point, eg. 15 hours and 15 minutes is entered as 15.25
  - There is a Minutes to Decimals Conversion table on the HRS StaffOnline website.

<table>
<thead>
<tr>
<th>Rate</th>
<th>Hours Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>34.8592</td>
<td>15.25</td>
</tr>
</tbody>
</table>

- Ensure all entries for the period are entered for the employee

- Click on ‘Insert’ to save that entry.
  - This will prevent you from losing all of your work if the page errors or times out. It will allow you to identify any errors easily.
- You will now to get a success message.

**PendingBulk T/S Entry**

**Success! Row inserted**

<table>
<thead>
<tr>
<th>Period End Date:</th>
<th>13-AUG-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit to Supervisor:</td>
<td>Not Submitted</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee#</th>
<th>Job#</th>
<th>Award</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>855555555</td>
<td>03</td>
<td>CDU</td>
<td>CHW06</td>
</tr>
</tbody>
</table>

- Click on ‘Employee#’ on the ‘PendingBulk T/S Entry’ summary screen to see details of the entry.
- Details can be amended if necessary.
Click on update when amendments are completed.
You will get a success message.

To Delete an entry, click on ‘Employee#’ on the ‘PendingBulk T/S Entry’ summary screen to see details of the entry.
• Click on ‘Delete’ if entry is to be removed.
• A pop up message to confirm deletion will appear. Click ‘OK’ to delete.
• A Success message for the deletion will appear.

To enter timesheet entries for another employee for the same ‘Period End Date’ click on the Period Ending. This can only be done if the status is ‘Not Submitted’.

• Enter the details for the employee as per the manual timesheet provided.
• Click on ‘Insert’ to save the entry.
You cannot add the same person with the same job number to a period end date twice.
This error message will appear when this is attempted.

Once you have completed all the Timesheets

- Select Bulk T/S Entry from the drop down menus.
- Click on the ‘Period End Date’ that is to be submitted.

- The Pending Bulk T/S entry will be displayed.

- Select ‘Submit to Supervisor’
- Select ‘Update’ to send to Supervisor for approval
- After selecting ‘Update’ the Bulk Timesheet cannot be updated or amended.

Ensure the Supervisor is aware that if the timesheet is not approved by Tuesday cut-off then the casual staff member will not be paid.