

NOTE

Before using online timesheets, you must complete a small training session run by the HRIS section of PMD. If you believe that you should be using online timesheets in your area/division/School, please email staffonline@cdu.edu.au and we will contact you.

References

Period End Date:

Period End Date is required for each timesheet batch you enter.

This date dictates what pay your casuals will be paid in and is required to create each new timesheet. PMD pays staff on a fortnightly basis but the actual payroll is run the week before payday. EG: Payday is the 22-Mar-2007 so the payroll is processed on Wednesday 14-Mar-2007.

Period End Date will be the Tuesday before the payroll is run. So as above, the payroll is run on the 14-Mar-2007, so the Period End Date will be the 13-Mar-2007.

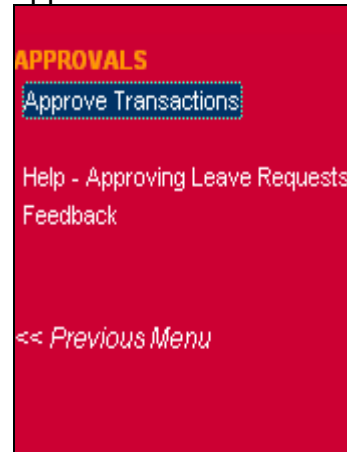
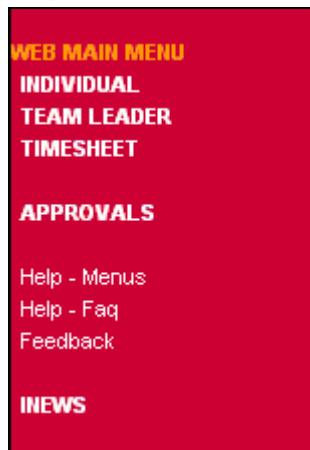
A table of Period End Dates is available from:

http://www.cdu.edu.au/pmd/staffonline/help_files_online/period_end_dates.html

NOTE Period End Dates over the Christmas period will be advised via email in October/November. These dates will change every year depending on the shutdown dates.

Approving a Timesheet

1. Log into StaffOnline and navigate to the Approvals menu.



2. Click on the Record ID number to open the Timesheet. This will open a new window with the timesheet details displayed.

Approve Transaction

Update Clear

Bulk T/S Entry

Approval Status				Record ID	Name	Period Start Date	App. Level	Escalated to you By	Created Date	To Be Actioned By
Approve	Reject	Escalate	No Action							
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	25786		10-JAN-2007	1		08-MAR-2007	09-MAR-2007

Update Clear

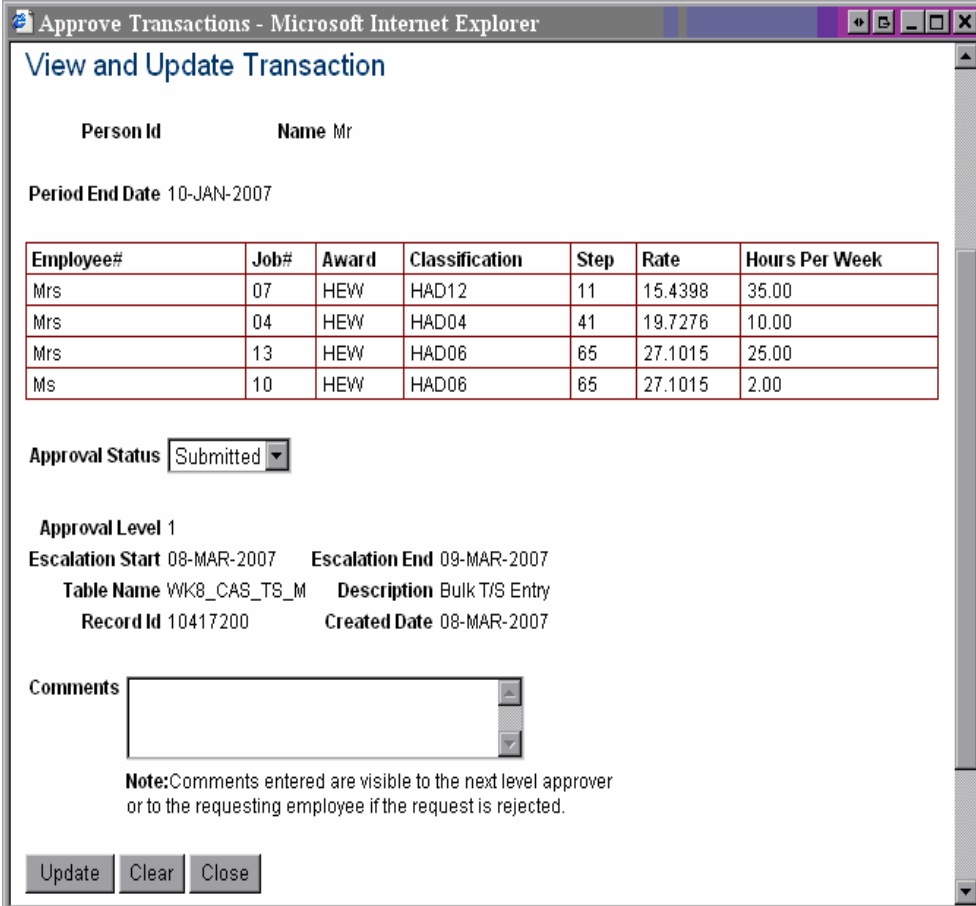
3. Check that the details on the timesheet are correct.

If you are unsure please check before approving the timesheet as PMD will not be checking these before payment is made.

If you are happy with the timesheet, click on the drop down arrow next to the Approval Status field and change to show Approved. You also have options to Escalate (to your supervisor/manager), Defer to a later date or Reject.

If you reject a timesheet, please complete the comments box as to why the timesheet was rejected.

Click on the Update button at the bottom of the page.



Approve Transactions - Microsoft Internet Explorer

View and Update Transaction

Person Id Name Mr

Period End Date 10-JAN-2007

Employee#	Job#	Award	Classification	Step	Rate	Hours Per Week
Mrs	07	HEW	HAD12	11	15.4398	35.00
Mrs	04	HEW	HAD04	41	19.7276	10.00
Mrs	13	HEW	HAD06	65	27.1015	25.00
Ms	10	HEW	HAD06	65	27.1015	2.00

Approval Status

Approval Level 1

Escalation Start 08-MAR-2007 Escalation End 09-MAR-2007

Table Name WK8_CAS_TS_M Description Bulk T/S Entry

Record Id 10417200 Created Date 08-MAR-2007

Comments

Note:Comments entered are visible to the next level approver or to the requesting employee if the request is rejected.

4. Successfully approving the timesheet will give you the 'Success' message after clicking the Update button.

Approve Transaction

Success!

00003: This transaction record was successfully applied on 08-MAR-2007.