

#### 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](mailto:staffonline@cdu.edu.au) and we will contact you.

#### References

##### Period End Dates:

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:

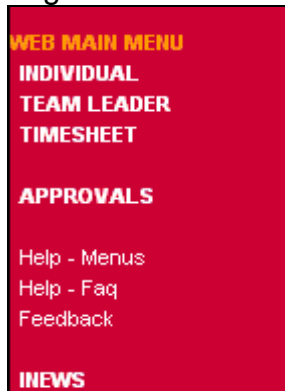
[http://www.cdu.edu.au/pmd/staffonline/help\\_files\\_online/period\\_end\\_dates.html](http://www.cdu.edu.au/pmd/staffonline/help_files_online/period_end_dates.html)

**\*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.

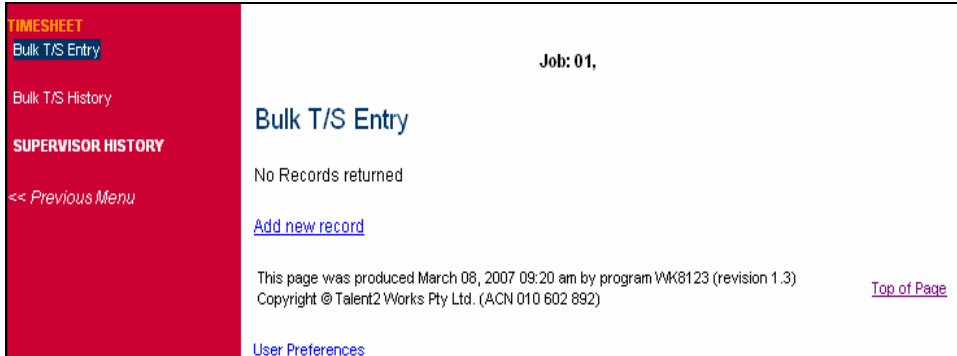
#### Timesheet Entry

This will show you how to create a basic timesheet. This timesheet is not submitted for Approval therefore the lines on the timesheet are available for editing and you are able to add lines (extra casuals) to the timesheet.

1. Log into StaffOnline and click on the Timesheet menu option.



2. Click on Bulk T/S Entry then click on Add new record to create a new timesheet.



**TIMESHEET**  
Bulk T/S Entry  
Bulk T/S History  
**SUPERVISOR HISTORY**  
<< Previous Menu

Job: 01,  
**Bulk T/S Entry**  
No Records returned  
[Add new record](#)

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2. Enter the **period end date\***, click on the drop down arrow next to the field and select the date from the pop up calendar.

Leave the Submit to Supervisor field blank and click the Insert button.

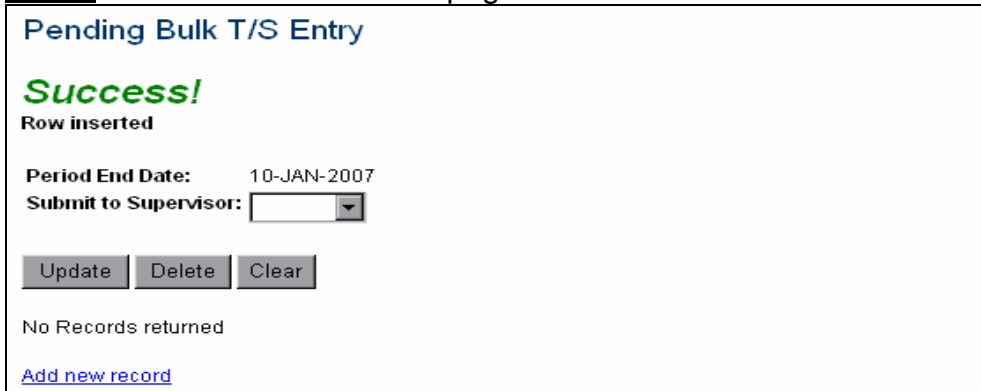


**Bulk T/S Entry**  
Period End Date: 10-Jan-2007  
Submit to Supervisor:

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January 2007  
S M T W T F S  
31 1 2 3 4 5 6  
7 8 9 10 11 12 13  
14 15 16 17 18 19 20  
21 22 23 24 25 26 27  
28 29 30 31 1 2 3  
Today : 12 March 2007

4. To fill in the timesheets, on the 'Success' screen, click on the Add new record link at the bottom of the page.



**Pending Bulk T/S Entry**  
**Success!**  
Row inserted  
Period End Date: 10-JAN-2007  
Submit to Supervisor:

No Records returned  
[Add new record](#)

5. Complete the fields across the screen as shown below. This information is taken from the email you will receive when a casual contract has been entered into Alesco.
- Employee#:** As Supplied  
**Job#:** As Supplied  
**Award:** Click on the drop down arrow next to the award field. This will open a new window that will show the staff members award. You need to select the correct step from this screen. If the correct step is HEW 5.1 you will click on the link that corresponds with Step 51. This will automatically fill in the **Classification, Step** and **Rate** fields.

*List Of Values: Rate*

Award	Classification	Step	Hourly Rate
<a href="#">CDU General Staff Award 2002</a>	HEW Admin Level 5	02	14.5852
<a href="#">CDU General Staff Award 2002</a>	HEW Admin Level 5	1	14.889
<a href="#">CDU General Staff Award 2002</a>	HEW Admin Level 5	51	21.4415
<a href="#">CDU General Staff Award 2002</a>	HEW Admin Level 5	52	22.2996
<a href="#">CDU General Staff Award 2002</a>	HEW Admin Level 5	53	23.158
<a href="#">CDU General Staff Award 2002</a>	HEW Admin Level 5	54	24.0141
<a href="#">CDU General Staff Award 2002</a>	HEW Admin Level 5	55	24.8721

**Hrs Worked:** Enter the totals hours taken from the employees completed and approved timesheet.

Once you have completed all the entries and they are correct, click on the Insert button at the bottom of the screen.

Period End Date: 10-JAN-2007  
 Submit to Supervisor: Not Submitted

Employee#	Job#	Award	Classification	Step	Rate	Hours Worked
Emp No.	<input type="text" value="07"/>	<input type="text" value="HEW"/>	<input type="text" value="HAD12"/>	<input type="text" value="11"/>	<input type="text" value="15.4398"/>	<input type="text" value="15"/>
Emp No.	<input type="text" value="04"/>	<input type="text" value="HEW"/>	<input type="text" value="HAD04"/>	<input type="text" value="41"/>	<input type="text" value="19.7276"/>	<input type="text" value="10"/>
Emp No.	<input type="text" value="13"/>	<input type="text" value="HEW"/>	<input type="text" value="HAD06"/>	<input type="text" value="65"/>	<input type="text" value="27.1015"/>	<input type="text" value="25"/>
Emp No.	<input type="text" value="10"/>	<input type="text" value="HEW"/>	<input type="text" value="HAD06"/>	<input type="text" value="65"/>	<input type="text" value="27.1015"/>	<input type="text" value="2"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6. You will receive a Success notification. This page will also allow you to edit the entries you have made by either clicking on the Employee# to edit that person or click on Add new record to add another casual to the timesheet

**Success!**  
Row inserted

Period End Date: 10-JAN-2007  
Submit to Supervisor: Not Submitted

Employee#	Job#	Award	Classification	Step	Rate	Hours Worked
<a href="#">786</a>	07	HEW	HAD12	11	27.1015	15
<a href="#">792</a>	04	HEW	HAD04	41	19.7276	10
<a href="#">750</a>	13	HEW	HAD06	65	27.1015	25
<a href="#">775</a>	10	HEW	HAD06	65	27.1015	2


[Add new record](#)


To edit, click on the Employee#. In this page you can make changes to the fields as shown below. If the Job# is incorrect it will pull through the incorrect Award/Classification and Step. If this is the case please delete the entire record by clicking on the Delete button at the bottom and redoing the entry in its entirety.

**Pending Bulk T/S Entry**

Period End Date: 10-JAN-2007

Employee: 786 - Mrs

Job:    
HEW Admin Level 1/2, Casual (General) Timeshee

Award:  

Classification:

Step:

Hourly Rate:

Hours Worked:

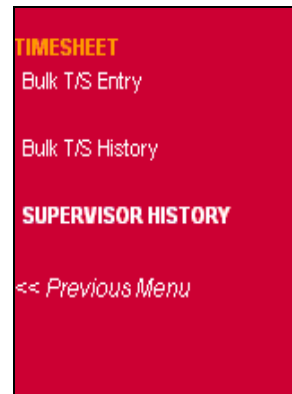
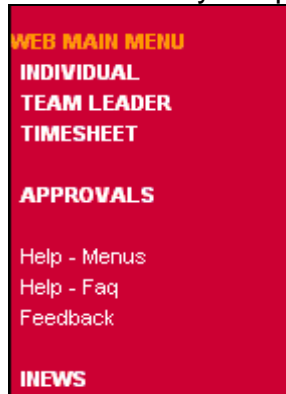
Successfully editing the entry will give you the Success message after clicking the Update button.

**Success!**  
Row updated

**Editing a Timesheet**

You can only add a new line(s) to a timesheet if it has not been submitted for approval.

1. Log into StaffOnline and click on the Timesheet menu option. Click on Bulk T/S Entry to open your current timesheets.



2. Click on the Period Ending date to open the timesheet.

**Bulk T/S Entry**

Period Ending	Status
<a href="#">10-JAN-2007</a>	Not Submitted

Record 1 of 1

3. From the Pending screen click on Add new record from the bottom of the screen.

**Pending Bulk T/S Entry**

Period End Date: 10-JAN-2007  
Submit to Supervisor:

Employee#	Job#	Award	Classification	Step	Rate	Hours Per Week
<a href="#">750</a>	13	HEW	HAD06	65	27.1015	25.00
<a href="#">775</a>	10	HEW	HAD06	65	27.1015	2.00
<a href="#">786</a>	07	HEW	HAD12	11	15.4398	35.00
<a href="#">792</a>	04	HEW	HAD04	41	19.7276	10.00

Records 1 to 4 of 4

[Add new record](#)

4. Complete the fields across the screen as shown below. This information is taken from the email you will receive when a casual contract has been entered into Alesco.
- Employee#:** As Supplied  
**Job#:** As Supplied  
**Award:** Click on the drop down arrow next to the award field. This will open a new window that will show the staff members award. You need to select the correct step from this screen. If the correct step is HEW 5.1 you will click on the link that corresponds with Step 51. This will automatically fill in the **Classification**, **Step** and **Rate** fields.

*List Of Values: Rate*

Award	Classification	Step	Hourly Rate
<a href="#">CDU General Staff Award 2002</a>	HEW Admin Level 5	02	14.5852
<a href="#">CDU General Staff Award 2002</a>	HEW Admin Level 5	1	14.889
<a href="#">CDU General Staff Award 2002</a>	HEW Admin Level 5	51	21.4415
<a href="#">CDU General Staff Award 2002</a>	HEW Admin Level 5	52	22.2996
<a href="#">CDU General Staff Award 2002</a>	HEW Admin Level 5	53	23.158
<a href="#">CDU General Staff Award 2002</a>	HEW Admin Level 5	54	24.0141
<a href="#">CDU General Staff Award 2002</a>	HEW Admin Level 5	55	24.8721

**Hrs Worked:** Enter the totals hours taken from the employees completed and approved timesheet.

Once you have completed all the entries and they are correct, click on the Insert button at the bottom of the screen.

Period End Date: 10-JAN-2007  
 Submit to Supervisor: Not Submitted

Employee#	Job#	Award	Classification	Step	Rate	Hours Worked
Emp No.	07	HEW	HAD12	11	15.4398	15
Emp No.	04	HEW	HAD04	41	19.7276	10
Emp No.	13	HEW	HAD06	65	27.1015	25
Emp No.	10	HEW	HAD06	65	27.1015	2

5. You will receive a Success notification. This page will also allow you to edit the entries you have made by either clicking on the Employee# to edit that person or click on Add new record to add another casual to the timesheet

**Success!**  
Row inserted

Period End Date: 10-JAN-2007  
Submit to Supervisor: Not Submitted

Employee#	Job#	Award	Classification	Step	Rate	Hours Worked
<a href="#">786</a>	07	HEW	HAD12	11	27.1015	15
<a href="#">792</a>	04	HEW	HAD04	41	19.7276	10
<a href="#">750</a>	13	HEW	HAD06	65	27.1015	25
<a href="#">775</a>	10	HEW	HAD06	65	27.1015	2


[Add new record](#)


To edit, click on the Employee#. In this page you can make changes to the fields as shown below. If the Job# is incorrect it will pull through the incorrect Award/Classification and Step. If this is the case please delete the entire record by clicking on the Delete button at the bottom and redoing the entry in its entirety.

**Pending Bulk T/S Entry**

Period End Date: 10-JAN-2007

Employee: 786 - Mrs

Job:    
HEW Admin Level 1/2, Casual (General) Timeshee

Award:  

Classification:

Step:

Hourly Rate:

Hours Worked:

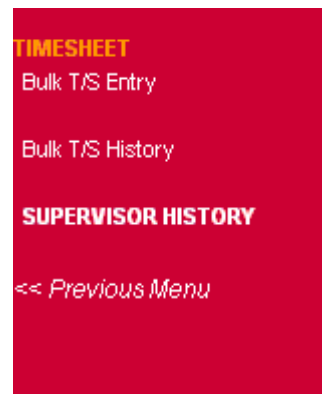
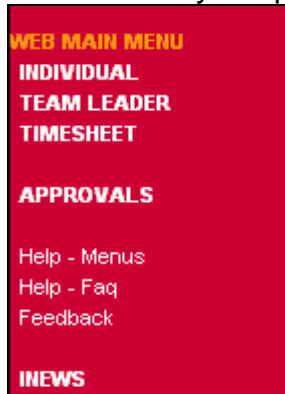
Successfully editing the entry will give you the Success message after clicking the Update button.

**Success!**  
Row updated

**Submitting a Timesheet for Approval**

Once you have fully completed a timesheet you can submit to your supervisor for approval.

1. Log into StaffOnline and click on the Timesheet menu option. Click on Bulk T/S Entry to open your current timesheets.



2. Click on the Period Ending date to open the timesheet.

Bulk T/S Entry	
Period Ending	Status
<a href="#">10-JAN-2007</a>	Not Submitted

Record 1 of 1

3. Click on the drop down button next to the Submit to Supervisor field and select Submit. Click on the Update button.

Pending Bulk T/S Entry						
Period End Date:	24-JAN-2007					
Submit to Supervisor:	Submit ▾					
<input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Clear"/>						
Employee#	Job#	Award	Classification	Step	Rate	Hours Per Week
<a href="#">750</a>	13	HEW	HAD06	65	27.1015	25.00
<a href="#">775</a>	10	HEW	HAD06	65	27.1015	2.00
<a href="#">786</a>	07	HEW	HAD12	11	15.4398	15.00
<a href="#">792</a>	04	HEW	HAD04	41	19.7276	10.00

Records 1 to 4 of 4

[Add new record](#)

4. Successfully submitting the timesheet will give you the Success message and you will be unable to edit the entries or add new lines to the timesheet.

Pending Bulk T/S Entry

**Success!**  
Row updated

Period End Date: 24-JAN-2007  
Submit to Supervisor: Submit

Employee#	Job#	Award	Classification	Step	Rate	Hours Per Week
<a href="#">750</a>	13	HEW	HAD06	65	27.1015	25.00
<a href="#">775</a>	10	HEW	HAD06	65	27.1015	2.00
<a href="#">786</a>	07	HEW	HAD12	11	15.4398	15.00
<a href="#">792</a>	04	HEW	HAD04	41	19.7276	10.00

Records 1 to 4 of 4

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5. From the front timesheets screen, the status field of the timesheet will note that it is submitted.

Bulk T/S Entry

Period Ending	Status
<a href="#">24-JAN-2007</a>	Submitted

Record 1 of 1