

Tutor Timesheet Entry Help

1. Tutorial Claim Forms are no longer acceptable, unless compelling circumstances exist. For further information or discussion, please call the TS office on (08) 8946 6844.
2. Payment cannot be processed until students confirm tutors' timesheets. It is the tutors' responsibility to make sure that their students confirm their timesheets by the due date.

Entering Your Tutorial Times

Step 1:

- Log into TS Tutor Online application here: <https://joiss-ts.cdu.edu.au/tutors>.

Note: Please contact T. (08) 8946 6844 or E. ts@cdu.edu.au should you have any troubles logging in.

- To enter your timesheets, please click on entries under that student's name will appear under **My Current Timesheets** and **My Completed Timesheets**.

next to the **Student Name** under whom you want to enter the timesheet. Then all the timesheet

*Note: You can edit your timesheets under **My Current Timesheets**; these are the timesheets due to be actioned, whereas timesheets under **My Completed Timesheets** have been processed for payment and no changes can be made.*

- Then, under **My Current Timesheets** section, select **Edit** to go to the corresponding **Timesheet Entry** page.



Step 2:

- Save

Date TS Tutor Online

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Important note:

1. The unit code, date, start time and duration must reflect the actual tutorial session that has taken place.
2. If the student fails to show up without giving one-hour notice prior to the scheduled tutorial session, you are eligible to claim for 1 hour as a NO SHOW. In this case, please select NO SHOW as the Unit Code and record 1 hour. Only two NO SHOWs can be claimed for each contract.
3. Contract start date, end date, total contracted hours, hours used, contracted exam preparation hours etc. can be viewed at the top of the page.
4. NO tutorial session can be done before the contract start date or after the contract end date, unless otherwise advised.

- The saved entry can be edited or deleted by [Edit](#).

The screenshot shows a form with a table of tutorial entries. The 'Edit' button for the first entry is highlighted in a red box. The 'Save' and 'Delete' buttons are also highlighted in a red box.

Unit Code	Date	Start Time	End Time	Hours	Minutes	AM/PM	Save	Delete
SISFFIT302A	14-JAN-17	10:00	12:00	2	00	PM		

Step 3:

- After you have entered all the hours for that fortnight period, please click on the **Tutor** drop-down list and select your name to sign electronically.

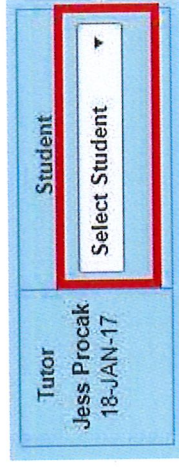
Note: By selecting your name, you declare that the information you have provided in the timesheet is true and complete.

The screenshot shows the same form as before, but with the 'Tutor' dropdown menu highlighted in a red box. The 'Save' button is also highlighted in a red box.

Unit Code	Date	Start Time	End Time	Hours	Minutes	AM/PM	Save
SISFFIT302A	14-JAN-17	10:00	12:00	2	00	PM	

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- Then, please click on the **Student** drop-down list and select your student's name.

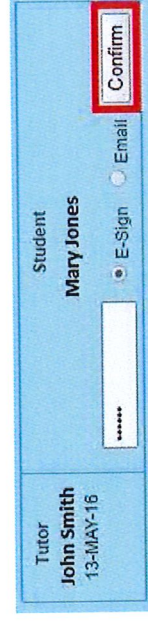


A screenshot of a web form with two sections: 'Tutor' and 'Student'. The 'Tutor' section shows 'Jess Procak' and '18-JAN-17'. The 'Student' section has a dropdown menu with 'Select Student' and a red rectangle highlighting the dropdown arrow.

- Two options are available below for your student to confirm the timesheet you entered.

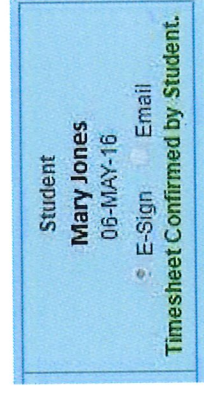
Option One

If the student is with you at the time, it is strongly recommended that you select **E-Sign** and have the student enter his/her CDU student account password and click the **Confirm Button**.



A screenshot of a web form for 'Option One'. It shows 'Tutor John Smith 13-MAY-16' and 'Student Mary Jones'. There is a password field with '*****' and radio buttons for 'E-Sign' (selected) and 'Email'. A red rectangle highlights the 'Confirm' button.

Once the correct password is entered and confirmed, the **Timesheet** will be recorded as **Timesheet Confirmed by Student**.



A screenshot of a confirmation screen showing 'Student Mary Jones 06-MAY-16'. It has radio buttons for 'E-Sign' (selected) and 'Email'. Below them, it says 'Timesheet Confirmed by Student.' in green.

Option Two

You can also select the **Email** option and click on the **Confirm Button**; this will send the student an email to confirm the hours you have entered.

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Student
Mary Jones
☐ E-Sign ☒ Email
Confirm

The students will confirm your timesheet in their **TS Student Online account** by following the instructions provided in the confirmation email sent to them.

Note: 1. Your timesheets cannot be processed by the TS team until the student confirms them. It is the tutors' responsibility to ensure that their students confirm the timesheets before Thursday midnight of the due date every fortnight.

2. Each time you modify a timesheet by adding, editing or deleting an entry, your electronic signature and the student confirmation will be reset. You must sign this new version of the timesheet and get student confirmation again.

Our Tutorial Support Team is only a phone call away – feel free to contact us should you require further assistance.

Yasmin Crawshaw (Project Officer – Tutorial Support) – T: 8946 6844 E: ts@cdu.edu.au