- Tutorial Support (TS)



Tutor Timesheet Entry Help

- 1. **Tutorial Claim Forms** are no longer acceptable, unless compelling circumstances exist. For further information or discussion, please call the OISS TS office on **(08)** 8946 6563.
- 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://oiss-ts.cdu.edu.au/tutors.
 Note: Please contact T. (08) 8946 6563 or E. ts@cdu.edu.au should you have any troubles logging in.
- To enter your timesheets, please click on enter the timesheet next to the **Student Name** under whom you want to enter the timesheet. Then all the timesheet entries under that student's name will appear under **My Current Timesheets** and **My Completed Timesheets**.

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.

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Step 2:

- Once you are on the **Timesheet Entry page**, you could start entering hours by selecting **Unit Code**, **Date**, **Start Time** and **Hours and Minutes**. Then, click on and the hours entered will be saved underneath.
 - Note: 1. The **Date** may be selected by clicking a date in the multi-coloured calendar, selecting the calendar icon or entering the date directly into the Date field.
 - 2. The colours in the calendar indicate the following: Yellow Before the first day of the period (late reporting); Green Days in the current period; Orange Future date or outside of the contract dates, not able to set this date; Red After the last day of the period, not able to set this date; The Blue border in the calendar highlights the days in the current pay period.



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Important note:

- 1. The unit code, date, start time and duration must reflect the actual tutorial session that has actually 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 selecting Edit



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.

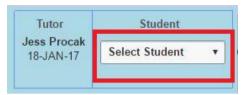
Note: By selecting your name, you declare that the information you have provided in the timesheet is true and complete.

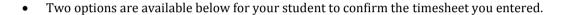


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• Then, please click on the **Student** drop-down list and select your student's name.





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**.



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



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

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