



## 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](mailto:ts@cdu.edu.au) should you have any troubles logging in.*

- To enter your timesheets, please click on [Enter 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.*

The screenshot displays the 'My Contracts' section with a table of contracts. The 'Enter Timesheet' link is highlighted in red for both Student A and Student B. Below this is the 'My Current Timesheets' section, which contains a table of timesheet entries. The 'Edit' link for the first entry is highlighted in red. At the bottom is the 'My Completed Timesheets' section, which is currently empty.

Time sheets	Student(s)	Contract	Contract Start	Contract End	Cancelled
<a href="#">Enter Timesheet</a>	Student A	1872	01-JAN-17	18-JUN-17	-
<a href="#">Enter Timesheet</a>	Student B	1871	13-FEB-17	18-JUN-17	-

Edit	Contract	Cut Off Date	Period End Date	Unit Hours Starting	Unit Hours Ending	Unit Hours	Exam Prep	Total Hours	Tutor Signed	Student(s) Signed	Approved	Staff Online
<a href="#">Edit</a>	1872	09-FEB-17	09-FEB-17	13-JAN-17	14-JAN-17	2.00	-	2.00	Jess Procak	Student A	-	-
<a href="#">Edit</a>	1872	26-JAN-17	26-JAN-17	13-JAN-17	14-JAN-17	2.00	-	2.00	Jess Procak	Student A	-	-

- Then, under **My Current Timesheets** section, select [Edit](#) to go to the corresponding **Timesheet Entry** page.

# Office of Indigenous Student Services (OISS)



## – Tutorial Support (TS)



### 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  .

- 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.

### TS Tutor Online

Home
My Details
Timesheets

Timesheet for - Employee No: - Job No: Not yet assigned

Contract	Contract Start	Contract End	Contract Hours	Used Hours	Contract Exam Prep	Used Exam Prep
1872	01-JAN-17	18-JUN-17	84	4	2	0

Cut Off Date	Period End Date	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Timesheet Hours	Student(s)
26-JAN-17	26-JAN-17	8	9	10	11	12	13	14	4.00	Student A
		15	16	17	18	19	20	21		
		22	23	24	25	26	27	28		

Unit Code	Date	Start	Time	AM/PM	Hours	Minutes	End	Time	AM/PM	
SISFFIT302A	18-JAN-17	10	00	AM	1	00	11	00	AM	<input type="button" value="Save"/>

Edit	Unit Code	Date	From	To	Hours	Title
<a href="#">Edit</a>	SISFFIT302A	14-JAN-17	10:00 AM	12:00 PM	2.00	Provide Quality Service In The Fitness Industry
<a href="#">Edit</a>	SISFFIT302A	13-JAN-17	10:00 AM	12:00 PM	2.00	Provide Quality Service In The Fitness Industry

Tutor

Student

# Office of Indigenous Student Services (OISS) – Tutorial Support (TS)



### 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](#).

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

Edit	Unit Code	Date	From	To	Hours	Title
<a href="#">Edit</a>	SISFFIT302A	14-JAN-17	10:00 AM	12:00 PM	2.00	Provide Quality Service In The Fitness Industry
<a href="#">Edit</a>	SISFFIT302A	13-JAN-17	10:00 AM	12:00 PM	2.00	Provide Quality Service In The Fitness Industry

### 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.*

Unit Code	Date	Start Time AM/PM	Hours	Minutes	End Time AM/PM	Save
SISFFIT302A	18-JAN-17	10:00 AM	1	00	11:00 AM	

Edit	Unit Code	Date	From	To	Hours	Title
<a href="#">Edit</a>	SISFFIT302A	14-JAN-17	10:00 AM	12:00 PM	2.00	Provide Quality Service In The Fitness Industry
<a href="#">Edit</a>	SISFFIT302A	13-JAN-17	10:00 AM	12:00 PM	2.00	Provide Quality Service In The Fitness Industry

<b>Tutor</b>	Student
Select to Sign	

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## – Tutorial Support (TS)



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

A screenshot of a web form with two columns: "Tutor" and "Student". The "Tutor" column contains the text "Jess Procak" and "18-JAN-17". The "Student" column contains a dropdown menu with the text "Select Student" and a downward arrow. A red rectangular box highlights the dropdown menu.

- 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 with two columns: "Tutor" and "Student". The "Tutor" column contains "John Smith" and "13-MAY-16". The "Student" column contains "Mary Jones". Below the student name is a password field with "\*\*\*\*\*" and two radio buttons: "E-Sign" (selected) and "Email". A red rectangular box 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 message box. It displays "Student Mary Jones" and "06-MAY-16". Below this are two radio buttons: "E-Sign" (selected) and "Email". At the bottom, the text "Timesheet Confirmed by Student." is displayed 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.

## Office of Indigenous Student Services (OISS) – Tutorial Support (TS)

A screenshot of a student confirmation interface. It shows the name 'Student Mary Jones' at the top. Below the name are two radio buttons: 'E-Sign' (unselected) and 'Email' (selected). To the right of the radio buttons is a button labeled 'Confirm', which is highlighted with a red rectangular border.

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.*

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

Zhu Liang (Project Assistant – Tutorial Support) – T: 8946 6563 E: [ts@cdu.edu.au](mailto:ts@cdu.edu.au)  
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