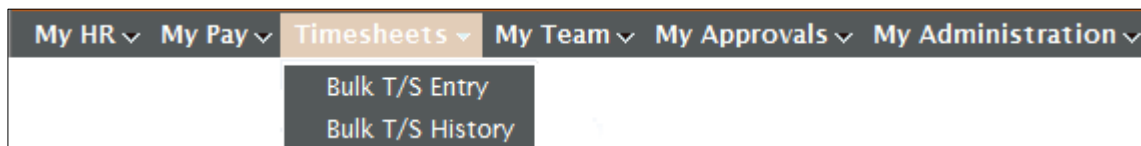


Timesheets Overview



Bulk timesheet processing allows a number of casual timesheets to be quickly completed and lodged in a batch by administrative staff via StaffOnline.

Staff are able to enter data from the manual timesheets for the casual staff in their area. Casual employees will complete paper timesheets which must be approved by their direct supervisor; administrative staff will complete and lodge the timesheets which will then be approved by supervisors/managers as per the online approvals process.

All divisions/schools/faculties that employ casual staff are trained in processing online timesheets. If training is required Human Resource Services (HRS) will liaise with administration staff to organise training times. Please direct any queries to staffonline@cdu.edu.au.

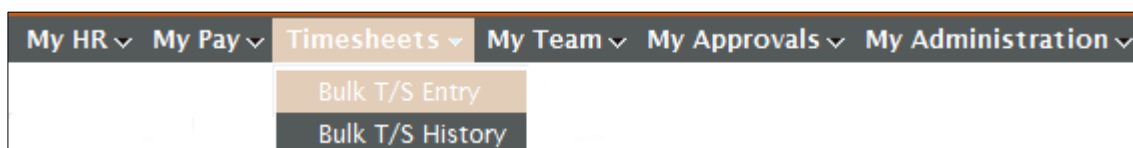
Timesheets Processing Training

- Before using StaffOnline to enter timesheets for your area you are required to complete a short training session.
- If you have been identified to enter timesheets please email staffonline@cdu.edu.au to organise the training.
- This document is a guide for Staff members who have completed training.

This is a step-by-step guide for entering Casual Staff Timesheets

To access the Bulk Timesheet Entry menu

- Login to StaffOnline
- Under the Timesheets
- Select Bulk T/S/ Entry



- Click on Bulk T/S Entry.
- Click on “Add new record” link.


Bulk T/S Entry


No Records returned

[Add new record](#)

- Use the drop down calendar box and select the “Period End Date”.

Bulk T/S Entry

Period End Date: 

Submit to Supervisor: 

Mo	Tu	We	Th	Fr	Sa	Su
29	30	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

Today : Jan 15, 2015

- Period End Date
 - Period End dates must be unique.
 - Period End dates should be in the Pay period of the timesheet.
 - The Period End date should be the Wednesday of the pay week.
 - If the Wednesday has already been used, use the previous date (eg. Tuesday) within the same pay period.
 - Avoid entering 2 periods of timesheets within the same pay period as this will impact on tax of the individuals.
 - If the approver is absent arrange by Email to staffonline@cdu.edu.au with the details of a delegate to approve prior to submitting timesheets.
- Submit to Supervisor
 - After selecting the ‘Period End Date’ leave the ‘Submit to Supervisor’ **blank** (as at this stage you have not yet entered the timesheets so there is nothing to submit).
 - Click on **Insert** button.

Bulk T/S Entry

Period End Date: 

Submit to Supervisor:

- At Click on 'Add New Record' link.

PendingBulk T/S Entry

Success! Row inserted

Period End Date: 13-AUG-2014
Submit to Supervisor:

No Records returned

[Add new record](#)

- You should now see the timesheet entry screen.

Bulk T/S Entry

Period End Date: 13-AUG-2014
Submit to Supervisor: Not Submitted

Employee#	Job#	Award	Classification	Step	Rate	Hours Worked

Casual Timesheet Report

To assist with the process:

- A Casual Timesheet Report spreadsheet is emailed every fortnight and you will receive this on the Friday after payday.
 - Please keep staffonline@cdu.edu.au updated with who should be receiving the report for your area.
 - The email sent with the Casual Timesheet Report will also let you know the date that timesheets need to be entered and approved by.
- Identify the person on the paper timesheet and spreadsheet.
 - Enter the employee number and job number from the spreadsheet, ensuring that these numbers are correct.

Employee#	Job#
73000000	12


- **Note:** job numbers have two digits (eg job no 2 must be entered as 02)
 - **Note:** in some cases a person will have multiple casual jobs. Ensure that the staff member clearly identifies which timesheet is for which job. **Failure to confirm the correct job number can lead to incorrect payment to the staff member and the incorrect cost code being charged.**
- Tab to the 'Award' column. Click on 'Award' drop down arrow. A new window will open.

List Of Values: Rate

%

Award	Classification	Step	Hourly Rate
CDU Enterprise Agreement	Casual General Staff Level 06	01	34.2816
CDU Enterprise Agreement	Casual General Staff Level 06	02	34.8592
CDU Enterprise Agreement	Casual General Staff Level 06	03	35.4385
CDU Enterprise Agreement	Casual General Staff Level 06	04	36.019
CDU Enterprise Agreement	Casual General Staff Level 06	05	36.5954

- Select the appropriate Award/Classification/Step combination by clicking the 'Award' link. Ensure the award step selected is the same as the step on the spreadsheet.
 - **Note:** Make sure you have entered the job number correctly.
- The Classification, Step and Rate columns will automatically fill.

Award	Classification	Step	Rate
CDU 	CHW06	02	34.8592

If the Award Window displays the 'List of Values' with 'No rows match the search criterion' then the staff member's contract has terminated or data has been entered incorrectly, please check the contract details and send the timesheet to HRS if the contract has finished.

List Of Values: Rate

Award	Classification	Step	Hourly Rate
No rows match the search criterion			

- Add up the total hours worked from the paper timesheet and enter into the 'Hours Worked' column. Minutes should be entered as a decimal point, eg. 15 hours and 15 minutes is entered as 15.25
 - There is a Minutes to Decimals Conversion table on the HRS StaffOnline website.

Rate	Hours Worked
<input type="text" value="34.8592"/>	<input type="text" value="15.25"/>

- Ensure all entries for the period are entered for the employee
- Click on '**Insert**' to save that entry.
 - This will prevent you from losing all of your work if the page errors or times out. It will allow you to identify any errors easily.
- You will now to get a success message.

PendingBulk T/S Entry

Success! Row inserted

Period End Date: 13-AUG-2014
Submit to Supervisor: Not Submitted

Employee#	Job#	Award	Classification
85555555	03	CDU	CHW06

- Click on 'Employee#' on the 'PendingBulk T/S Entry' summary screen to see details of the entry.
- Details can be amended if necessary.

PendingBulk T/S Entry

Period End Date: 13-AUG-2014

Employee: CASUAL12 - Mrs SD Casual

Job: ▼

General Staff Level 06, Casual (General) Timeshee

Award: ▼

Classification:

Step:

Hourly Rate:

Hours Worked:

- Click on update when amendments are completed.
- You will get a success message.

PendingBulk T/S Entry

Success! Row updated

Period End Date: 13-AUG-2014

Employee: CASUAL12 - Mrs SD Casual

Job: ▼

General Staff Level 06, Casual (General) Timeshee

Award: ▼

Classification:

Step:

Hourly Rate:

Hours Worked:

- To Delete an entry, click on 'Employee#' on the 'PendingBulk T/S Entry' summary screen to see details of the entry.

PendingBulk T/S Entry

Period End Date: 13-AUG-2014

Employee: CASUAL12 - Mrs SD Casual

Job: 01

General Staff Level 06, Casual (General) Timeshee

Award:

Classification:

Step:

Hourly Rate:


Hours Worked: 6

PendingBulk T/S Entry

CASUAL12, 01, 13-AUG-2014, 22777301

Success! Row deleted

Message from webpage



Please confirm the Delete

- Click on 'Delete' if entry is to be removed.
- A pop up message to confirm deletion will appear. Click 'OK' to delete.
- A Success message for the deletion will appear.

To enter timesheet entries for another employee for the same 'Period End Date' click on the Period Ending. This can only be done if the status is 'Not Submitted'.

Bulk T/S Entry	
Period Ending	Status
26-OCT-2012	Not Submitted
Record 1 of 1	

- Enter the details for the employee as per the manual timesheet provided.
- Click on 'Insert' to save the entry.

You cannot add the same person with the same job number to a period end date twice.

This error message will appear when this is attempted.

Bulk T/S Entry

Error! Casual T/S with the same employee#, job# and Period End Date already exists

Period End Date: 13-AUG-2014

Submit to Supervisor: Not Submitted

Once you have completed all the Timesheets

- Select Bulk T/S Entry from the drop down menus.
- Click on the 'Period End Date' that is to be submitted.

Bulk T/S Entry	
Period Ending	Status
26-OCT-2012	Not Submitted
Record 1 of 1	

- The Pending Bulk T/S entry will be displayed.

Pending Bulk T/S Entry						
Period End Date:		13-AUG-2014				
Submit to Supervisor:		<input type="text"/>				
<input type="button" value="Update"/>		<input type="button" value="Delete"/>		<input type="button" value="Clear"/>		
Employee#	Job#	Award	Classification	Step	Rate	Hours Per Week
85555555	03	CDU	CHW06	02	34.8592	15.00

- Select 'Submit to Supervisor'
- Select 'Update' to send to Supervisor for approval
- After selecting 'Update' the Bulk Timesheet cannot be updated or amended.

Period End Date:	26-OCT-2012
Submit to Supervisor:	<input type="button" value="Submit"/> ▼
<input type="button" value="Update"/>	<input type="button" value="Delete"/>
<input type="button" value="Clear"/>	

Ensure the Supervisor is aware that if the timesheet is not approved by Tuesday cut-off then the casual staff member will not be paid.