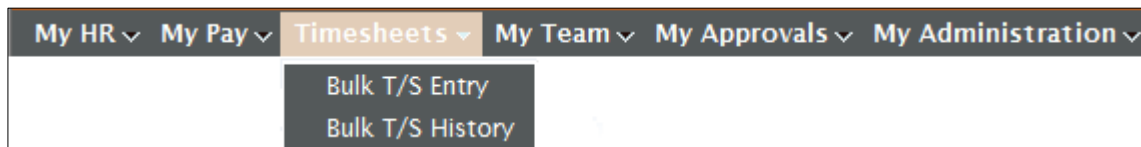


Timesheets Overview



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

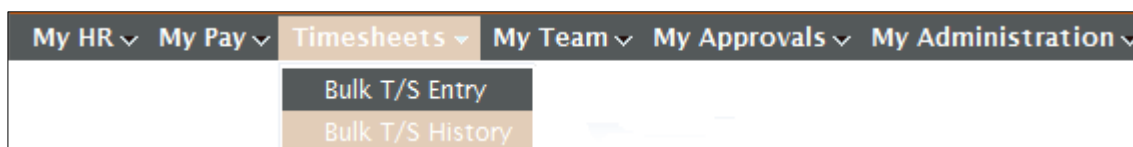
Timesheets Processing Training

- 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.

Bulk Time Sheet History

To access the Bulk Timesheet Entry menu

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



- Click on Bulk T/S History. **Note:** This history is for the submitter of the timesheets.

Bulk T/S History



Enter query criteria

Start Date  to 

- Use the drop down calendar box and select the Start Date and to date for the period of your search.

Bulk T/S History

Enter query criteria

Start Date  to 

< Jan 2015 >

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 16, 2015

- Clicking on 'Find' will display a summary of all your Timesheet Entries.

Bulk T/S History

Period Ending

[16-JAN-2015](#)

[14-JAN-2015](#)

[23-DEC-2014](#)

- Clicking on 'Period Ending' link will display details of the selected Timesheet Entry.

Bulk T/S History

Period Ending: 14-JAN-2015

Employee#	Job#	Award	Classification	Step	Rate	Hours Per Week
INDIVID1	01	CDU	HEW06	04	36.0190	30.00