

WESTERN SYDNEY UNIVERSITY



STAFF OnLine

ALESCO HRMIS V17

VERSION 1.0

ACADEMIC CASUAL TIMESHEET GUIDE

March 2019

HR Systems
Information Technology & Digital Services

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Logging In

Using a PC with Internet Explorer 11, login to Staff OnLine with your WesternAccount credentials at www.westernsydney.edu.au/staffonline. If you only have access to a Mac, please access Staff OnLine via [Citrix](#). Citrix is available on the University Homepage and instructions on installation can be found [here](#).

Finding the Timesheet Link

From the 'My Pay' menu, select 'Casual Employment' then 'Academic Timesheet' as displayed below.

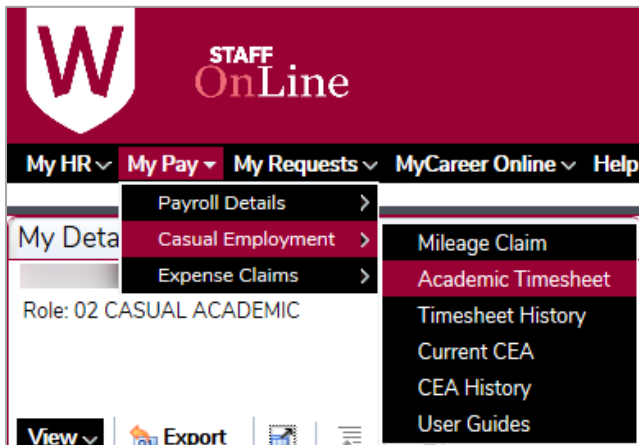


Figure 1

The Academic Timesheet screen

1. Your details (name, job# and position title) are displayed
2. The link to add a new timesheet. [To create a new timesheet click on this link.](#)
3. Links to expand or collapse the existing timesheet options (4, 5 & 6)
4. Expand this link to display casual timesheet(s) that you are working on but are yet to submit
5. Expand this link to display casual timesheet(s) that you have submitted for approval to your supervisor
6. Expand this link to display casual timesheet(s) that have been rejected by your supervisor.

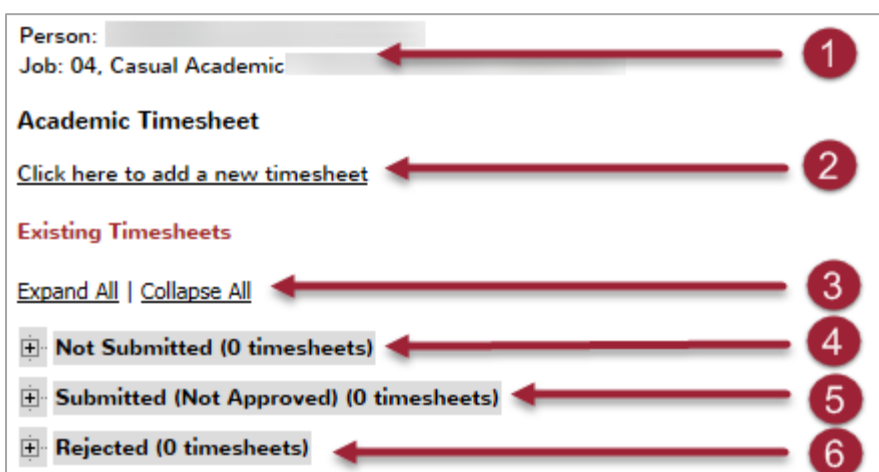


Figure 2

Creating a new timesheet

Having clicked on the 'Click here to add a new timesheet' link on the Academic Timesheet screen, proceed as follows:

1. Enter a 'Start Date' for this timesheet; you cannot enter timesheets for advance periods. You can enter the date manually (format DD-MON-YYYY) or you can select a date from the calendar by clicking on the calendar icon adjacent to the 'Start Date' field.
2. You will need to select an Academic Calendar against which to process your timesheet, currently there is only one calendar available so you can either select it from the drop down list or simply enter ACAD in this field.
3. Clicking on the 'Find Employee Jobs' button will then show you a list of all your current casual jobs for which you can enter online timesheets. If your casual job is not shown on the list it may be that your latest casual contract has not yet reached payroll. You should contact your supervisor to determine where your contract is up to.
4. If you do not want to continue, you can click on the 'Back to Timesheet List' link; this will take you back to the main timesheet screen.

The screenshot shows the 'Add New Timesheet' form. At the top, it displays 'Person: [redacted]' and 'Job: 04, Casual Academic'. Below this is the 'Academic Timesheet' section with the heading 'Add New Timesheet'. There are two input fields: 'Start Date' and 'Academic Calendar:'. The 'Start Date' field has a calendar icon to its right. Below these fields are two buttons: 'Find Employee Jobs' and 'Back to Timesheet List'. Four red callout boxes with numbers 1 through 4 point to the following elements: 1 points to the calendar icon next to the 'Start Date' field; 2 points to the dropdown arrow of the 'Academic Calendar' field; 3 points to the 'Find Employee Jobs' button; and 4 points to the 'Back to Timesheet List' link.

Figure 3

Selecting the job to create a timesheet for


1. As per the previous step, enter a start date for this new timesheet, enter the Academic Calendar and then click on the 'Find Employee Jobs' button. A list of jobs is then displayed. If you only have one job as of the start date chosen you will not see Figure 5, instead you will be taken straight into the timesheet entry screen.
2. If you have multiple current jobs you will see Figure 5, requiring you to select the relevant job that you are creating the new timesheet for. The area in Figure 5, point 2, displays the details of each of your current jobs, providing you with enough information to determine your job.
3. The check boxes shown at Figure 5, point 1, allow you to select one or more jobs to create a timesheet for.
4. The 'Select all Jobs' button will select all jobs to save you having to place a check in each of the check boxes.
5. Once you have selected the job(s) that you wish to create a timesheet for you can click the 'Continue' button. If you want to deselect all you have done so far just click on the 'Clear' button.


Person:

Job: 04, Casual Academic

Academic Timesheet

Add New Timesheet

Start Date: 01-Oct-2017 

Academic Calendar: ACAD 

Find Employee Jobs

[Back to Timesheet List](#)

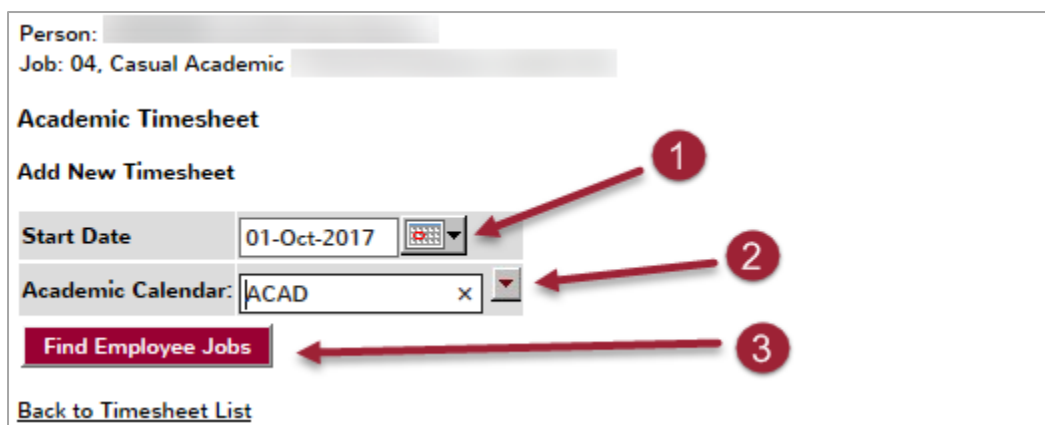



Figure 4


Person:

Job: 02, CASUAL ACADEMIC

Academic Timesheet

Add New Timesheet

Start Date: 01-Oct-2017 

Academic Calendar: ACAD 

Find Employee Jobs

Select	Job No	Approval Number	Subject / Program	CLevel	Employment Status	Start Date	End Date	Account No	Approver
<input type="checkbox"/>	02	NF16/439A		Dean's Unit - School of Nursing and Midwifery	Casual Academic Staff - Online Timesheets	12-SEP-2016	10-OCT-2017	20341.01464.5010.15.31.00	7004030 Clinical Placement Team Coordinator
<input type="checkbox"/>	04	NF17/432		Dean's Unit - School of Nursing and Midwifery	Casual Academic Staff - Online Timesheets	14-MAR-2017	20-OCT-2017	20341.01464.5010.15.31.00	7004030 Clinical Placement Team Coordinator

Select all Jobs

Continue **Clear**

[Back to Timesheet List](#)

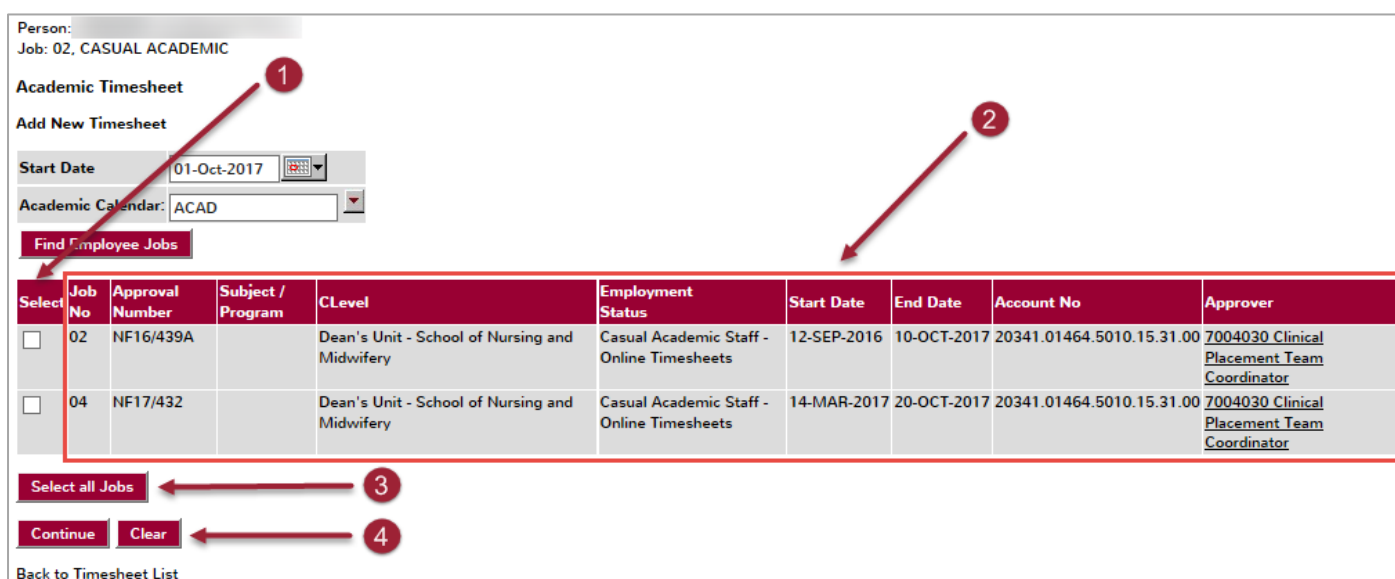


Figure 5

Filling out your timesheet

1. The information shown at Figure 6, point 1, provides the detail of the job selected previously.
2. The start date you selected for this timesheet is shown at Figure 6, point 2.
3. The status of your timesheet is shown at Figure 6, point 3.
4. The headings for each column of the timesheet are shown at Figure 6, point 4.
 - a. Copy Line Above. Allows you to copy the timesheet line immediately above the line you are on, you can then update some of the details as required. This option is not available for the first timesheet line.
 - b. Delete. Allows you to delete the timesheet line you have created.
 - c. Work Date. This is where you select the date worked for the timesheet line, a dropdown calendar is available by clicking on the icon adjacent to the Work Date field.
 - d. Day. This field will automatically display the 'Day' that the work was performed based on the work date chosen previously.
 - e. Start Time (mandatory). Enter your start time (in 24 hour format – HHMM).
 - f. End Time (mandatory). Enter your finishing time (in 24 hour format – HHMM).
 - g. Break (mandatory). Enter the period of any breaks you have taken between the start and end times. The time entered here is in minutes, e.g. if you have taken 1 ½ hours break then enter 90 minutes (format MM). If you have not taken a break then enter 0.

- h. Hours Worked. This field will automatically display the number of hours you are claiming for this timesheet line.
 - i. Paycode. This is the paycode that you are claiming the hours (Hours Worked) for, click on the dropdown list to see a list of all available paycodes.
 - j. Comments. This is just a general comments field, your supervisor may require you to record details about the subject number taught etc. Please discuss this requirement with them.
 - k. Repeat. This field, which is linked to the '*Expand Repeats*' button, allows you to repeat a particular line on the timesheet a number of times, a week apart, so if you had a regular work pattern you could use this facility to replicate this. If you enter a value of 3 in this field and click on the '*Expand Repeats*' button your timesheet will have an additional 3 timesheet lines added to it that same as this line. You should check with your supervisor before doing this as they may not be willing to approve that type of timesheet and as a result it may be rejected and the whole timesheet will be sent back to you, not just some days.
5. Data relating to each of the timesheet lines you are claiming is entered in this section, Figure 6, point 5.
 6. This section holds the button for actioning your timesheet, Figure 6, point 6.
 - a. Save button. Will save the timesheet you are working on so that you can come back and edit it at a later date. It will not submit it for approval.
 - b. Save and Submit button. Will save the timesheet you have been working on and submit it to your supervisor for approval.
 - c. Refresh button. Will update the current timesheet with the latest changes you have made.
 - d. Expand Repeats button. Works in conjunction with the Repeat field, refer to item k above.
 - e. Add Row button. Allows you to add more lines to the timesheet in the event that you need to accommodate more paycodes etc.
 - f. Cancel button. Will cancel any changes you have made and return the form to the last known state at which it was saved.
 7. This section provides pay details for the approved Casual Employment Agreement (CEA) which the timesheet is covered by, Figure 6, point 7. This table will only be available to those employees who have received an electronic CEA.
 - a. Job #. This is the job which the timesheet is being completed for.
 - b. Paycode. Approved paycodes which you can claim hours against as per your CEA.
 - c. No of Hours/Units per week. The number of hours that can be claimed per week and per paycode in line with your current CEA.
 - d. Value per Hour/Unit. Shows the hourly pay rate for each paycode.
 - e. No of Weeks. The number of weeks approved to be worked as per the CEA.
 - f. Total Hours/Units. The total number of hours approved for each paycode over the CEA period.
 - g. Total Cost. Details the approved total cost that can be claimed over the CEA period.
 - h. Hours Approved. Shows the number of hours per paycode that have already been claimed/approved in a timesheet since the start of the CEA.
 - i. Hours Submitted but not yet Approved excluding this timesheet. Shows the number of hours that have been claimed per paycode in a timesheet that is awaiting approval.
 - j. Hours Remaining. Shows the number of approved hours that can still be claimed in the current timesheet per paycode.
 8. The Timesheet Summary Details table will update to reflect the total amount that will be paid, based on the data entered in Figure 6, point 5.
 9. Optional comments you can provide for the approver to see when approving or rejecting the timesheet, Figure 6, point 9.

Person:
 Job: 02. CASUAL ACADEMIC

Academic Timesheet

Job No	Approval Number	Subject / Program	CLevel	Employment Status	Start Date	End Date	Account No	Approver
04	NF17/432		Dean's Unit - School of Nursing and Midwifery	Casual Academic Staff - Online Timesheets	14-MAR-2017	20-OCT-2017	20341.01464.5010.15.31.00	7004030 Clinical Placement Team Coordinator

Start Date for Timesheet: 01-OCT-2017 Academic Calendar Dates: From 01-Jan-1950 to 31-Dec-2017
 Use Academic Calendar: ACAD Academic Calendar

New Timesheet Status = NEW

Copy line above	Delete	Work Date	Day	Start Time (HH:MM) 24HR Clock	Finish Time (HH:MM) 24HR Clock	Break (HH:MM)	Hours Claimed	Pay Code	Comments	Repeat
	D									
C	D									
C	D									
C	D									
C	D									
C	D									
C	D									
C	D									
C	D									
C	D									

Save Save and Submit Refresh Expand Repeats Add a Row Cancel

CEA Details

Job#	Paycode	No of Hours / Units per Week	Value per Hour / Unit	No of Weeks	Total Hours/ Units	Total Cost	Hours Approved	Hours Submitted but not yet Approved excluding this timesheet	Hours Remaining
04	UCCF1 - Casual Clinical Facilitator Rate 1 Step 1	40	\$70.34	19	760	\$53,458.40	229	0	531
						\$53,458.40			

Timesheet Summary Details

☐ Hide Job 04

				Including This Timesheet					
		This Timesheet		Overall Estimate		Overall Actuals		Remainder of Allocated Estimate	
Job No	Pay Code	Award/Class/Step	Pay Rate	Units	Indicative Value	Units	Indicative Value	Units	Indicative Value
Totals for Job 04									
Timesheet to be approved by 7004030 Clinical Placement Team Coordinator									
Add optional comments for the approver:									

Please ensure you are using a PC with IE11

Figure 6

The following is an example of some completed timesheet lines.

Copy line above	Delete	Work Date	Day	Start Time (HH:MM) 24HR Clock	Finish Time (HH:MM) 24HR Clock	Break (HH:MM)	Hours Claimed	Pay Code	Comments	Repeat
	D	02-Oct-2017	Mon	10:00	12:00	00:00	2	UCCF1		
C	D	03-Oct-2017	Tue	10:00	16:00	00:30	5.5	UCCF1		

Figure 7

When clicking the 'Save' or 'Save and Submit' buttons (Figure 6, point 6), provided there are no errors you will receive the success message shown in Figure 8. However, if there is something wrong with your timesheet you will be shown any error messages at the top of the timesheet entry page (**Error! Reference source not found.**). To return to the Timesheet List screen, click on the 'Back to Timesheet List' link (Figure 8, point 1).

Person:
 Job: 02, CASUAL ACADEMIC

Academic Timesheet

Success! Timesheet details have been saved and submitted for approval.

[Back to Timesheet List](#) 1

[Please ensure you are using a PC with IE11](#)

Figure 8

Person:
 Job: 02, CASUAL ACADEMIC

Academic Timesheet

Error! Row 1 Hours Claimed: A value must be entered Row 1 Start Time (HH:MM) 24HR Clock: A value must be entered Row 1 Finish_Time: A value must be entered Row 1 Break (HH:MM): A value must be entered

Job No	Approval Number	Subject / Program	CLevel	Employment Status	Start Date	End Date	Account No	Approver
04	NF17/432		Dean's Unit - School of Nursing and Midwifery	Casual Academic Staff - Online Timesheets	14-MAR-2017	20-OCT-2017	20341.01464.5010.15.31.00	7004030 Clinical Placement Team Coordinator

Figure 9

Modifying a timesheet

If you have previously saved a timesheet that you wish to modify, on the Academic Timesheet Screen:

1. Expand the 'Not Submitted' section to display a list of timesheets that you have been working on. The job #, start date, end date and total units entered so far will be displayed.
2. Click on the 'Record ID' link of the timesheet you wish to modify.
3. Other areas of the Timesheet List screen allow you to view timesheets that have been submitted and those that have been rejected.
4. This area also allows you to delete timesheets that you no longer require, simply check the 'Delete' check box for the timesheet(s) you wish to delete and then click on the 'Delete Timesheets' button.

Person:
 Job: 02, CASUAL ACADEMIC

Academic Timesheet

[Click here to add a new timesheet](#) 1

Existing Timesheets

[Expand All](#) | [Collapse All](#)

Not Submitted (1 timesheet)

Record ID	Job No	Start Date	End Date	Total Units	Delete
289590 2	04	01-OCT-2017	03-OCT-2017	1	<input type="checkbox"/> 4

[DeleteTimesheets](#)

Submitted (Not Approved) (1 timesheet) 3

Rejected (0 timesheets)

Figure 10

Once you click on the 'Record ID' link you will be presented with the 'Modify Timesheet' selection screen, as in Figure 11.

1. Leave the job selected as is.
2. You can click on the 'Select all Jobs' button if you wish to claim hours for other jobs.
3. Click on the "Continue" button to proceed.
4. You can then proceed to make changes to your timesheet and then save or save & Submit as required.

Person:
Job: 02, CASUAL ACADEMIC

Academic Timesheet

Modify Timesheet

Current as at: 01 OCT-2017
Use Academic Calendar: ACAD

Select	Job No	Approval Number	Subject / Program	CLevel
<input type="checkbox"/>	02	NF16/439A		Dean's Unit - School of Midwifery
<input checked="" type="checkbox"/>	04	NF17/432		Dean's Unit - School of Midwifery

Select all Jobs

Continue Clear

[Back to Timesheet List](#)

Please ensure you are using a PC with IE11

Figure 11

Deleting & Unsubmitting Timesheets

If you need to delete or modify a timesheet that you have already submitted (which has not yet been approved) you can select it from the 'Submitted (Not Approved)' timesheet selection.

1. To delete a timesheet, check the 'Delete' check box for the selected timesheet, and then click on the 'Delete Timesheets' button.
2. To unsubmit a timesheet, so that you can modify it, check the 'Unsubmit' check box for the selected timesheet, and then click on the 'Unsubmit Timesheet' button.

Person:
Job: 02, CASUAL ACADEMIC

Academic Timesheet

[Click here to add a new timesheet](#)

Existing Timesheets

[Expand All](#) | [Collapse All](#)

Not Submitted (1 timesheet)

Submitted (Not Approved) (1 timesheet)

Record ID	Job No	Start Date	End Date	Total Units	Type	Delete	Unsubmit
289589	04	03-OCT-2017	04-OCT-2017	7.5	New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Rejected (0 timesheets)

DeleteTimesheets UnsubmitTimesheets

Figure 12

Timesheet History

Choosing the 'Timesheet History' menu option will display a history of all timesheets that you have submitted (both online and historical paper based timesheets).

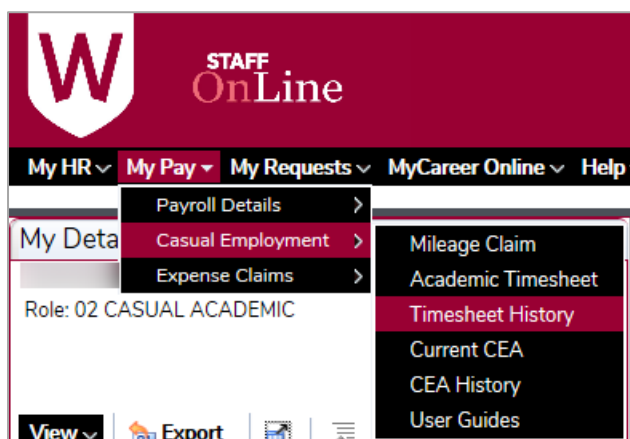


Figure 14

When selecting the 'Timesheet History' menu option you will be presented with a selection screen which allows you to choose a date range for the history and the type of timesheet.

1. Select the earliest date for your timesheet history.
2. Select the latest date for your timesheet history.
3. Select the type of casual timesheet history you would like to display. The 'Timesheet Type' drop down list will display a list of timesheet types you can display:
 - a. FC924 - Paper based timesheets
 - b. WK8276 - Academic Timesheets
 - c. WK8280 - General Timesheets
4. Select Find or Clear to proceed with the request.

The screenshot shows the 'Timesheet History' selection screen. It includes fields for 'Date Worked' (11-AUG-2017 to 24-AUG-2017) and 'Timesheet Type'. Numbered callouts indicate: 1. Date Worked start date, 2. Date Worked end date, 3. Timesheet Type dropdown, and 4. Find/Clear buttons.

Figure 13

The screenshot shows the 'List Of Values: Timesheet Type' dialog box. It displays a list of timesheet types: FC924 (Timesheet Entry), WK8276 (Academic Timesheet), and WK8280 (General Timesheet). Numbered callouts indicate: 1. Search field, 2. FC924 entry, and 3. WK8276 entry.

Figure 15

You can leave the 'Timesheet Type' field blank and a timesheet history for all timesheet types will be displayed.

Job No	Work Date	Paycode	Paycode Desc	Start Time	Finish Time	Break	Rate Override	Units	Payroll Date	Period End Date	Award	Classification	Step	A/C Override	Topic	Activity / Topic Details	Web TS ID	Origin	Origin Desc	Comments	Attachments
04	21-AUG-2017	UCCF1	Casual Clinical Facilitator Rate 1	10:00	11:00	00:00		1									289562	WK8276	Academic Timesheet		
04	08-AUG-2017	UCCF1	Casual Clinical Facilitator Rate 1	11:00	12:00	00:00		1									289561	WK8276	Academic Timesheet		
04	07-AUG-2017	UCCF1	Casual Clinical Facilitator Rate 1	12:00	13:00	00:00		1									289565	WK8276	Academic Timesheet		

Figure 16

Current Casual Employment Agreement (CEA)

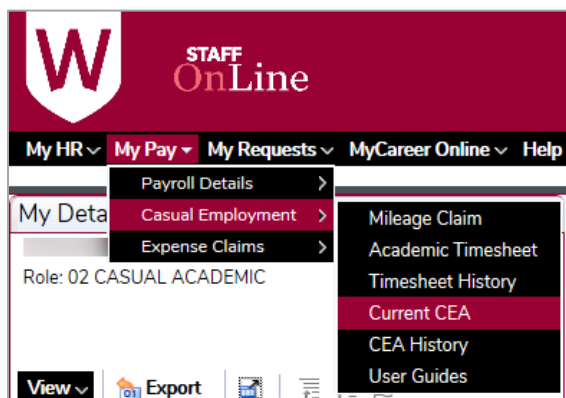


Figure 17

Choosing the 'Current CEA' menu option will display the main details of your current Casual Employment Agreement (CEA) and a link to the full electronic version. Electronic CEAs that have been created using the e-Recruit system will be available, those created using the paper process will not be available.

Person: [Redacted]
Job: 05, Casual Academic

Current CEA

This project is in PILOT stage, if you cannot see a CEA please contact your School Administrator to see when your School/Unit will be included in this new process.

Subject / Program	Job#	Position#	CEA Start Date	CEA End Date	CEA Approval Number	Job Reference	CEA Change Date	Current CEA Version	Earlier CEA Version
401020 - Professional Practice Experience 6	06	7008667	01-Jul-2017	31-Dec-2017	N17669	Ref 698/17	04-Jul-2017	View Current CEA version	
401012 - Professional Practice Experience 4	05	7008667	01-Jul-2017	31-Dec-2017	N17576	Ref 697/17	09-Oct-2017	View Current CEA version	View Earlier CEA version (changes)

Figure 18

When the link 'View Current CEA version' is clicked, the main details of the latest CEA will be displayed. (Figure 19).

When the link 'View Earlier CEA version' is clicked, the details of earlier CEA's will be available to view. (Figure 20).

Person: [Redacted]
Job: 05, Casual Academic

CEA Detail

[Return to Current CEA list](#)

Employee#	Job#	Name	CEA Approval Number
[Redacted]	06	[Redacted]	N17669

Commence Date	Position#	Position Title	Job Reference
01-Jul-2017	7008667	Casual Academic SoNM Spring 2017 MP V2	Ref 698/17

Casual Employment Agreement

CEA Start Date	CEA End Date
01-Jul-2017	31-Dec-2017

Statement of Duties

The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and/or studio sessions. Deliver quality tutorials/clinical practice unit sessions and provide academic support for students in the undergraduate programs. Mark and assess students' learning as directed by the Unit Coordinator, and consistent with Western Sydney University policy, utilising provided templates, if required.

Subject / Program

401020 - Professional Practice Experience 6

Building	Campus
Campbelltown Building 24	Campbelltown Campus

School	Department
School of Nursing and Midwifery	Dean's Unit - School of Nursing and Midwifery

Section	Unit
Dean's Unit - School of Nursing and Midwifery	Dean's Unit - School of Nursing and Midwifery

Supervisor / Unit Coordinator	Phone No.
[Redacted]	02 4570 1931

Contact Admin Officer	Phone No.
[Redacted]	02 4570 1248

Cost Centres

20341.00000.5010.13.31.00 - 100%

Approval Level 1	Date
[Redacted]	30-Jun-2017

Approval Level 2	Date
[Redacted]	

Additional Comments

UCO1 20 HOURS STUDENT CONSULTATION 10 HOURS MEETING OTHER DUTIES

CEA Change Date

04-JUL-17

Paycode Detail

Row No.	Paycode	No of Hours / Units per Week	Value per Hour / Unit	No of Weeks	Total Hours / Units	Total Cost
1	UCM2 - Casual Marking (Routine) Rate 2 Step 1	20	\$46.89	1	20	\$937.80
2	UCO1 - Casual Academic Other Duties Step 1	30	\$46.89	1	30	\$1,406.70
3	UCT1 - Casual Tutor (Autonomous) Rate 1 Step 1	5	\$140.68	9	45	\$6,330.60
						\$8,675.10

Figure 19

Person: [Redacted]
Job: 05, Casual Academic [Redacted]

CEA Earlier Versions

[Return to Current CEA list](#)

Subject / Program	CEA Start Date	CEA End Date	CEA Approval Number	Job Reference	CEA Change Date	Action
401012 - Professional Practice Experience 4	01-Jul-2017	31-Dec-2017	N17576	Ref 697/17	30-Jun-2017	View

Figure 20

CEA History

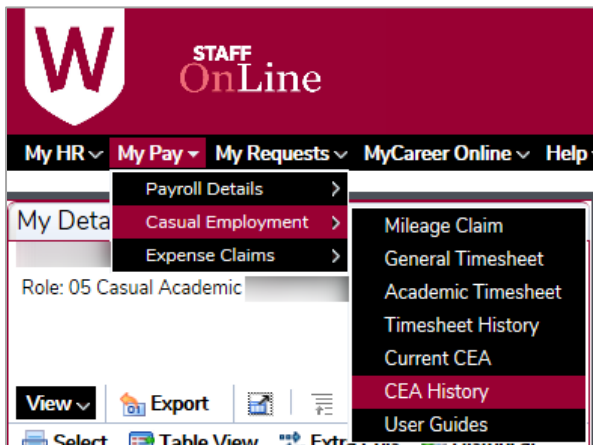


Figure 21

Choosing the 'CEA History' menu option will provide a search function to view a history of all CEAs that you have been engaged under and which have ended or expired since CEAs became electronic.

Person: [Redacted]
Job: 05, Casual Academic [Redacted]

CEA History

This project is in PILOT stage, if you cannot see a CEA please contact your School Administrator to see when your School/Unit will be included in this new process.

Position# Filter: [Input Field]
Subject / Program Filter: [Input Field]
CEA Start From Date: [Input Field] [Calendar Icon]
CEA Start To Date: [Input Field] [Calendar Icon]

Clear Filters Search

Subject / Program	Job#	Position#	CEA Start Date	CEA End Date	CEA Approval Number	Job Reference	CEA Change Date	Latest CEA Version
Clinical Facilitation	04	7005062	14-Mar-2017	13-Sep-2017	NF17/443	Ref 258/17	13-Mar-2017	View Latest CEA version
401008 - Professional Practice Experience 3	02	7008667	10-Feb-2017	31-Jul-2017	N17149	Ref 2040/16	22-Jun-2017	View Latest CEA version
401000 - Professional Practice Experience 1	01	7008667	12-May-2017	31-Jul-2017	N17335	Ref 018/17	31-May-2017	View Latest CEA version

Figure 22