

# WESTERN SYDNEY UNIVERSITY



## STAFF OnLine

### ALESCO HRMIS V17

VERSION 1.0

GENERAL 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](http://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 "General Timesheet" as displayed below.

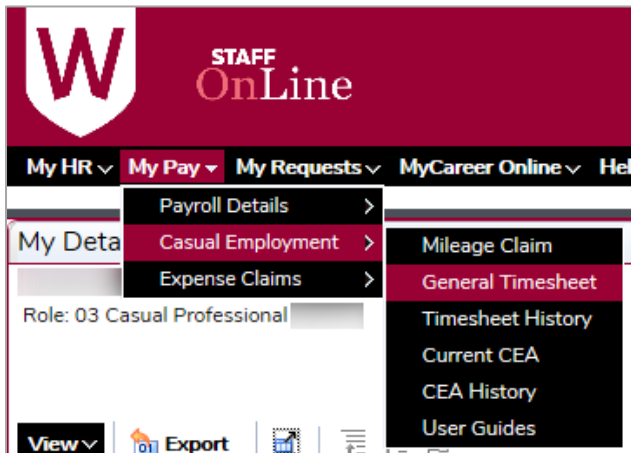


Figure 1

## The General 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.

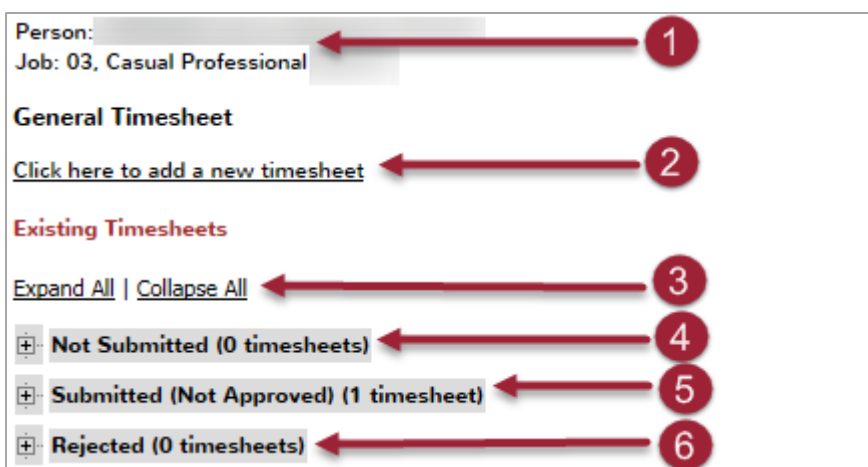



Figure 2

## Creating a new timesheet

Having clicked on the 'Click here to add a new timesheet' link in Step 3, proceed as follows:

1. Enter a 'Start Date' for this timesheet; you cannot enter a timesheet 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. 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 which follows 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.
3. 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 a web form titled 'General Timesheet' with a sub-header 'Add New Timesheet'. At the top, it displays 'Person: [redacted]' and 'Job: 03, Casual Professional'. The 'Start Date' field is highlighted with a red circle and arrow labeled '1', pointing to a calendar icon. Below it, the 'Find Employee Jobs' button is highlighted with a red circle and arrow labeled '2'. Further down, the 'Back to Timesheet List' link is highlighted with a red circle and arrow labeled '3'. At the bottom, there is a note: 'Please ensure you are using a PC with IE11'.

Figure 3

## Selecting the job to create a timesheet for

1. As per the previous step, enter a start date for this new timesheet 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 4, instead you will be taken straight into the timesheet entry screen.
2. If you have multiple current jobs you will see Figure 4, requiring you to select the relevant job that you are creating the new timesheet for. Point 2, Figure 4, 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 4, point 3, 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: [Redacted]  
 Job: 03, Casual Professional

**General Timesheet**

Add New Timesheet

Start Date: 01-Oct-2017 [Calendar Icon]

Find Employee Jobs

Select	Job No	Approval Number	Subject / Program	CLevel	Employment Status	Start Date	End Date	Account No	Approver
<input type="checkbox"/>	02	RES-Aut17-BH(TD)		Dean's Unit - School of Science and Health	Casual General Staff - Online Timesheets	18-APR-2017	01-OCT-2017	20711.57843.5210.13.31.00	<a href="#">7006014 School Program Administrative Coordinator</a>
<input type="checkbox"/>	03	92555-2		Dean's Unit - School of Education	Casual General Staff - Online Timesheets	19-JUN-2017	15-DEC-2017	20141.83111.5210.16.31.00	<a href="#">SC0005 School Admin Officer</a>

Select all Jobs

Continue Clear

Figure 4

## Filling out your timesheet

1. The information shown at

Person: [Redacted]  
Job: 03. Casual Professional

**General Timesheet**

Job No	Approval Number	Subject / Program	CLevel	Employment Status	Start Date	End Date	Account No	Approver
03	92555-2		Dean's Unit - School of Education	Casual General Staff - Online Timesheets	19-JUN-2017	15-DEC-2017	20141.83111.5210.16.31.00	SC0005 School Admin Officer

Start Date for Timesheet: 01-OCT-2017

New Timesheet Status = NEW

Times should be within approved bandwidth. Hours must be 24 hour clock.

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	Activity	Repeat
	D									
C	D									
C	D									
C	D									
C	D									
C	D									
C	D									
C	D									
C	D									
C	D									
C	D									

25% casual loading is added to your rate when paid

**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
03	SAL - Salary Level G0635 Step 4	5.77	\$56.49	26	150.02	\$8,474.70	4	1	145.02
						\$8,474.70			

**Timesheet Summary Details**

☐ Hide Job 03

This Timesheet						Including 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	Units	Indicative Value
Totals for Job 03											

Timesheet to be approved by SC0005 School Admin Officer

Add optional comments for the approver:

Please ensure you are using a PC with IE11

2. Figure 5, point 1, below provides the detail of the job you selected in step 5.

3. The start date you selected for this timesheet is shown at

Person  
Job: 03. Casual Professional

General Timesheet

Job No	Approval Number	Subject / Program	CLevel	Employment Status	Start Date	End Date	Account No	Approver
03	92555-2		Dean's Unit - School of Education	Casual General Staff - Online Timesheets	19-JUN-2017	15-DEC-2017	20141.83111.5210.16.31.00	SC0005 School Admin Officer

Start Date for Timesheet: 01-OCT-2017

New Timesheet Status = NEW

Times should be within approved bandwidth. Hours at is 24 hour clock.

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	Activity	Repeat
	D									
C	D									
C	D									
C	D									
C	D									
C	D									
C	D									
C	D									
C	D									
C	D									

25% casual loading is added to your rate when paid

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
03	SAL - Salary Level G0635 Step 4	5.77	\$56.49	26	150.02	\$8,474.70	4	1	145.02
						\$8,474.70			

Timesheet Summary Details

☐ Hide Job 03

				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	Units	Indicative Value
Totals for Job 03											
Timesheet to be approved by SC0005 School Admin Officer											
Add optional comments for the approver:											

Please ensure you are using a PC with IE11

4. Figure 5, point 2.

5. The status of your timesheet is shown at

Person  
Job: 03. Casual Professional

General Timesheet

Job No	Approval Number	Subject / Program	CLevel	Employment Status	Start Date	End Date	Account No	Approver
03	92555-2		Dean's Unit - School of Education	Casual General Staff - Online Timesheets	19-JUN-2017	15-DEC-2017	20141.83111.5210.16.31.00	SC0005 School Admin Officer

Start Date for Timesheet: 01-OCT-2017

New Timesheet

Status = NEW

Times should be within approved bandwidth. Hours at is 24 hour clock.

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	Activity	Repeat
	D									
C	D									
C	D									
C	D									
C	D									
C	D									
C	D									
C	D									
C	D									
C	D									

25% casual loading is added to your rate when paid

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
03	SAL - Salary Level G0635 Step 4	5.77	\$56.49	26	150.02	\$8,474.70	4	1	145.02
						\$8,474.70			

Timesheet Summary Details

Hide Job 03

				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	Units	Indicative Value
Totals for Job 03											
Timesheet to be approved by SC0005 School Admin Officer											
Add optional comments for the approver:											

Please ensure you are using a PC with IE11

6. Figure 5, point 3.



7. The headings for each column of the timesheet are shown at

Person  
Job: 03. Casual Professional

General Timesheet

Job No	Approval Number	Subject / Program	CLevel	Employment Status	Start Date	End Date	Account No	Approver
03	92555-2		Dean's Unit - School of Education	Casual General Staff - Online Timesheets	19-JUN-2017	15-DEC-2017	20141.83111.5210.16.31.00	SC0005 School Admin Officer

Start Date for Timesheet: 01-OCT-2017

New Timesheet Status = NEW

Times should be within approved bandwidth. Hours at is 24 hour clock.

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	Activity	Repeat
	D									
C	D									
C	D									
C	D									
C	D									
C	D									
C	D									
C	D									
C	D									
C	D									

25% casual loading is added to your rate when paid

[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
03	SAL - Salary Level G0635 Step 4	5.77	\$56.49	26	150.02	\$8,474.70	4	1	145.02
						\$8,474.70			

Timesheet Summary Details

[Hide Job 03](#)

				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 03									
Timesheet to be approved by SC0005 School Admin Officer									
Add optional comments for the approver:									

Please ensure you are using a PC with IE11

8. Figure 5, point 4.

- Copy Line Above. Allows you to copy the timesheet line above the line you are on, you can then update some of the details as required. This option isn't available for the first timesheet line.
- Delete. Allows you to delete the timesheet line you have created.
- 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.
- 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, entry here is in minutes, if you have taken 1 ½ hours break then enter 90 minutes (format MM). If you have not taken a break then enter 0 (zero).
- 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. Activity. 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 are the 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.

9. Data relating to each of the timesheet lines you are claiming is entered in this section (

Person  
Job: 03. Casual Professional

General Timesheet

Job No	Approval Number	Subject / Program	CLevel	Employment Status	Start Date	End Date	Account No	Approver
03	92555-2		Dean's Unit - School of Education	Casual General Staff - Online Timesheets	19-JUN-2017	15-DEC-2017	20141.83111.5210.16.31.00	SC0005 School Admin Officer

Start Date for Timesheet: 01-OCT-2017

New Timesheet Status = NEW

Times should be within approved bandwidth. Hours at is 24 hour clock.

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	Activity	Repeat
	D									
C	D									
C	D									
C	D									
C	D									
C	D									
C	D									
C	D									
C	D									
C	D									

25% casual loading is added to your rate when paid

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
03	SAL - Salary Level G0635 Step 4	5.77	\$56.49	26	150.02	\$8,474.70	4	1	145.02
						\$8,474.70			

Timesheet Summary Details

☐ Hide Job 03

				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 03									

Timesheet to be approved by SC0005 School Admin Officer

Add optional comments for the approver:

Please ensure you are using a PC with IE11

10. Figure 5, point 5).

11. This section holds the button for actioning your timesheet (

Person  
Job: 03. Casual Professional

General Timesheet

Job No	Approval Number	Subject / Program	CLevel	Employment Status	Start Date	End Date	Account No	Approver
03	92555-2		Dean's Unit - School of Education	Casual General Staff - Online Timesheets	19-JUN-2017	15-DEC-2017	20141.83111.5210.16.31.00	SC0005 School Admin Officer

Start Date for Timesheet: 01-OCT-2017

New Timesheet Status = NEW

Times should be within approved bandwidth. Hours at is 24 hour clock.

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	Activity	Repeat
	D									
C	D									
C	D									
C	D									
C	D									
C	D									
C	D									
C	D									
C	D									
C	D									

25% casual loading is added to your rate when paid

[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
03	SAL - Salary Level G0635 Step 4	5.77	\$56.49	26	150.02	\$8,474.70	4	1	145.02
						\$8,474.70			

Timesheet Summary Details

[Hide Job 03](#)

				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 03									
Timesheet to be approved by SC0005 School Admin Officer									
Add optional comments for the approver:									

Please ensure you are using a PC with IE11

12. Figure 5, point 6).

- 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.
- Save and Submit button. Will save the timesheet you have been working on and submit it to your supervisor for approval.
- Refresh button. Will simply update the current timesheet with the latest changes you have made.
- Expand Repeats button. Works in conjunction with the Repeat field, refer item k.

- 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.
13. 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 in line with your current CEA.
  - d. Value per Hour/Unit. Shows the hourly pay rate approved in the CEA.
  - 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 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 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.
14. 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.
15. Optional comments can be provided for the approver to see when approving or rejecting the timesheet (Figure 6, point 8).

Person  
Job: 03. Casual Professional

General Timesheet

Job No	Approval Number	Subject / Program	CLevel	Employment Status	Start Date	End Date	Account No	Approver
03	92555-2		Dean's Unit - School of Education	Casual General Staff - Online Timesheets	19-JUN-2017	15-DEC-2017	20141.93111.5210.16.31.00	SC0005 School Admin Officer

Start Date for Timesheet: 01-OCT-2017

New Timesheet

Status = NEW

Times should be within approved bandwidth. Hours at is 24 hour clock.

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	Activity	Repeat
	D									
C	D									
C	D									
C	D									
C	D									
C	D									
C	D									
C	D									
C	D									
C	D									

25% casual loading is added to your rate when paid

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
03	SAL - Salary Level G0635 Step 4	5.77	\$56.49	26	150.02	\$8,474.70	4	1	145.02
						\$8,474.70			

Timesheet Summary Details

Hide Job 03

This Timesheet						Including This Timesheet			
Job No	Pay Code	Award/Class/Step	Pay Rate	Units	Indicative Value	Overall Estimate	Overall Actuals	Remainder of Allocated Estimate	
Units	Indicative Value	Units	Indicative Value	Units	Indicative Value	Units	Indicative Value	Units	Indicative Value
Totals for Job 03									
Timesheet to be approved by SC0005 School Admin Officer									
Add optional comments for the approver:									

Please ensure you are using a PC with IE11

Figure 5

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	Activity	Repeat
	D	03-Oct-2017	Tue	10:00	11:00	00:00	1	SAL		
C	D	04-Oct-2017	Wed	10:00	16:00	00:30	5.5	SAL		

Figure 6

When clicking the 'Save' or 'Save and Submit' buttons (Error! Reference source not found., point 6), provided there are no errors you will receive a success message (Error! Reference source not found.). However, if there is something wrong with your timesheet you will be shown an 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 (Error! Reference source not found., point 1).

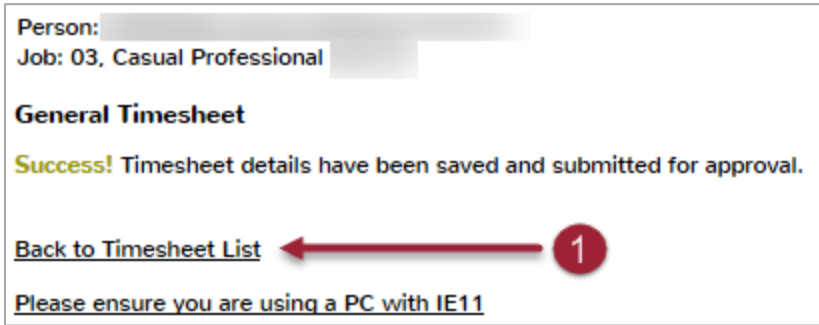


Figure 7

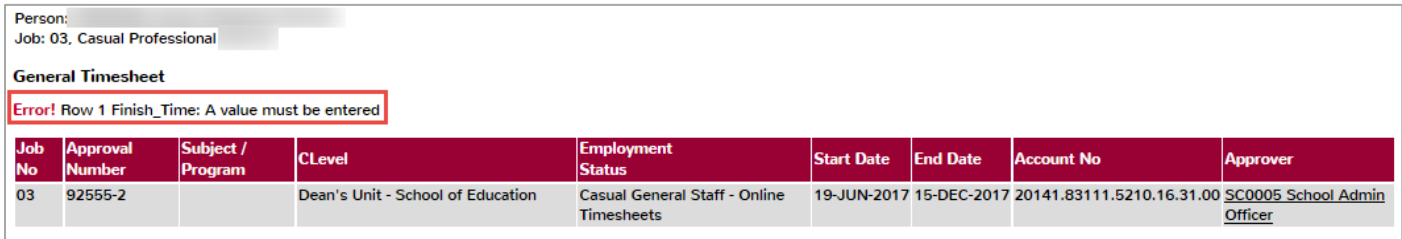


Figure 8

## Modifying a timesheet

If you have previously saved a timesheet that you wish to modify, on the Timesheet List 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.

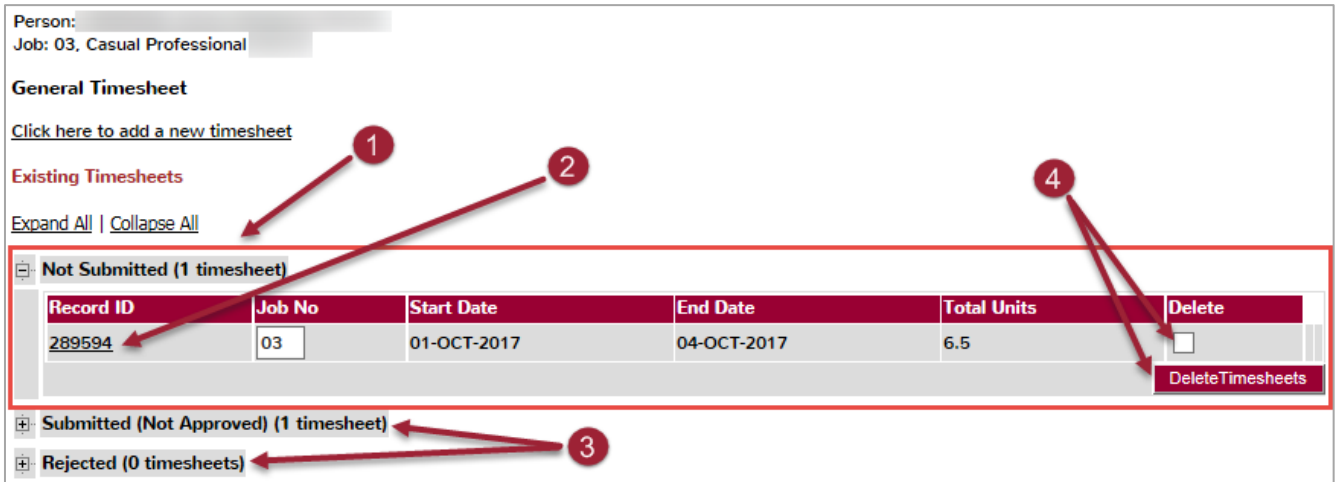


Figure 9

Once you click on the 'Record ID' link you will be presented with the 'Modify Timesheet' selection screen.

1. Leave the job selected as is
2. You can click on the 'Select all Jobs' button if you like, otherwise
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: [Redacted]  
Job: 03, Casual Professional

**General Timesheet**

**Modify Timesheet**

Current as at: 01-OCT-2017

Select	Job No	Approval Number	Subject / Program	CLevel
<input type="checkbox"/>	02	RES-Aut17-BH(TD)		Dean's Unit - School of Health
<input checked="" type="checkbox"/>	03	92555-2		Dean's Unit - School of

[Select all Jobs](#)

[Continue](#) [Clear](#)

[Back to Timesheet List](#)

Please ensure you are using a PC v E11

Figure 10

## 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, 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, then click on the 'Unsubmit Timesheet' button

Person: [Redacted]  
Job: 03, Casual Professional

**General 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
289585	03	04-SEP-2017	04-SEP-2017	1	New	<input type="checkbox"/>	<input type="checkbox"/>

[DeleteTimesheets](#) [UnsubmitTimesheets](#)

[Rejected \(0 timesheets\)](#)

Figure 11



## Timesheet History

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

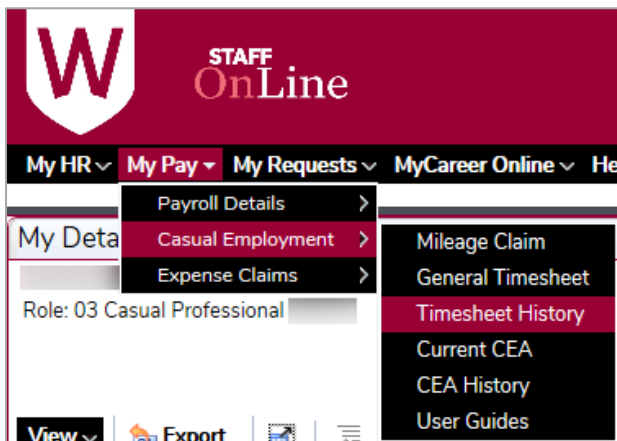


Figure 12

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

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

The screenshot shows the 'Timesheet History' search form. Callout 1 points to the 'Person' field, callout 2 points to the 'Job' field (03, Casual Professional), callout 3 points to the 'Date Worked' date range (11-AUG-2017 to 24-AUG-2017), and callout 4 points to the 'Timesheet Type' dropdown menu. The 'Find' and 'Clear' buttons are also visible.

Figure 13

**List Of Values: Timesheet Type**

Timesheet Type	Description
<u>FC924</u>	Timesheet Entry
<u>WK8276</u>	Academic Timesheet
<u>WK8280</u>	General Timesheet

Callout 1 points to the search bar, callout 2 points to the 'FC924' row, and callout 3 points to the 'WK8280' row.

Figure 15

Person: [Redacted]  
Job: 03, Casual Professional

**Timesheet History**

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
03	28-SEP-2017	SAL	Salary	10:00	11:00	00:00		1						23511.01446.5210.15.31.00			289588	WK8280	General Timesheet		
03	01-SEP-2017	SAL	Salary	10:00	11:00	00:00		1									289584	WK8280	General Timesheet		

Figure 14

## Current Casual Employment Agreement (CEA)

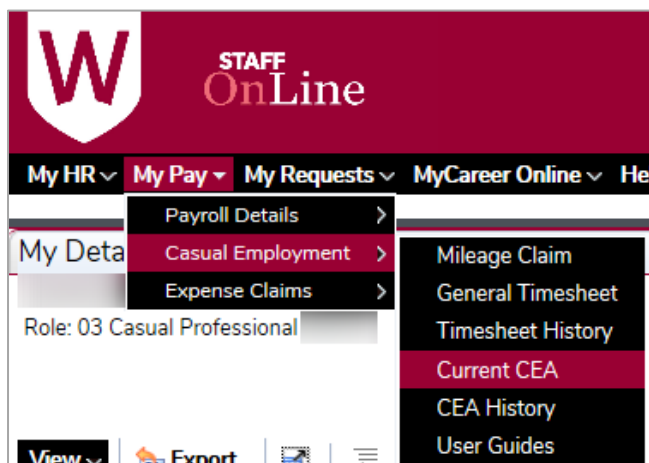


Figure 16

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: 03, Casual Professional [redacted]

**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
	03	7004901	19-Jun-2017	15-Dec-2017	92555-2	Ref 1993/16	25-Sep-2017	<a href="#">View Current CEA version</a>	<a href="#">View Earlier CEA version (changes)</a>

Arrows 1 and 2 point to the 'View Current CEA version' and 'View Earlier CEA version (changes)' links respectively.

Figure 17

When the link 'View Current CEA version' is clicked, the main details of the latest CEA will be displayed. (Figure 17).

When the link 'View Earlier CEA version' is clicked, the main details of the earlier CEA's will be available to view. (Figure 18).

Person: [redacted]  
Job: 03, Casual Professional [redacted]

**CEA Detail**

[Return to Current CEA list](#)

Employee#	Job#	Name	CEA Approval Number
[redacted]	03	[redacted]	92555-2

Commence Date	Position#	Position Title	Job Reference
19-Jun-2017	7004901	Casual Professional SoE (2)	Ref 1993/16

**Casual Employment Agreement**

CEA Start Date	19-Jun-2017	CEA End Date	15-Dec-2017
Statement of Duties	Undertake allocated administrative tasks related to teaching, learning and quality.		
Subject / Program			
Building	Kingswood Building J	Campus	Penrith Campus
School	School of Education	Department	Dean's Unit - School of Education
Section	Dean's Unit - School of Education	Unit	Dean's Unit - School of Education
Supervisor / Unit Coordinator		Phone No.	47360270
Contact Admin Officer		Phone No.	47360336
Cost Centres	20141.83111.5210.16.31.00 - 100%		
Approval Level 1		Date	26-Jun-2017
Approval Level 2		Date	
Additional Comments	Duties including but not limited to: HREC/SERAP ethics applications, participant recruitment, assistance with drafting of reports, assistance with coding, literature review.		
CEA Change Date	25-SEP-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	SAL - Salary Level G0635 Step 4	5.77	\$56.49	26	150.02	\$8,474.70
						<b>\$8,474.70</b>

Figure 18

## CEA History

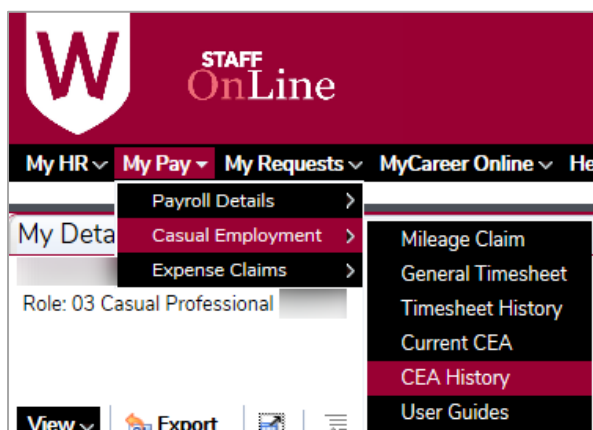


Figure 19

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

Person: [Redacted]  
Job: 03, Casual Professional [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: [Text Box]  
Subject / Program Filter: [Text Box]  
CEA Start From Date: [Text Box] [Calendar Icon]  
CEA Start To Date: [Text Box] [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
	02	7005003	18-Apr-2017	01-Oct-2017	RES-Aut17-BH(TD)	Ref 210/17	12-Oct-2017	<a href="#">View Latest CEA version</a>
	01	7004901	27-Feb-2017	30-Sep-2017	92555	Ref 1800/16	12-Oct-2017	<a href="#">View Latest CEA version</a>

Figure 20