ONLINE ACADEMIC TIMESHEET USER GUIDE

This user guide provides step by step guidance on how to use the online academic timesheets via HR Online. It contains the following sections:

Section 1: Submit a timesheet

Section 2: Save transactions for future submission

Section 3: Review saved transactions

Section 4: Using the Duplicate function

Section 5: Delete saved (not submitted) timesheets

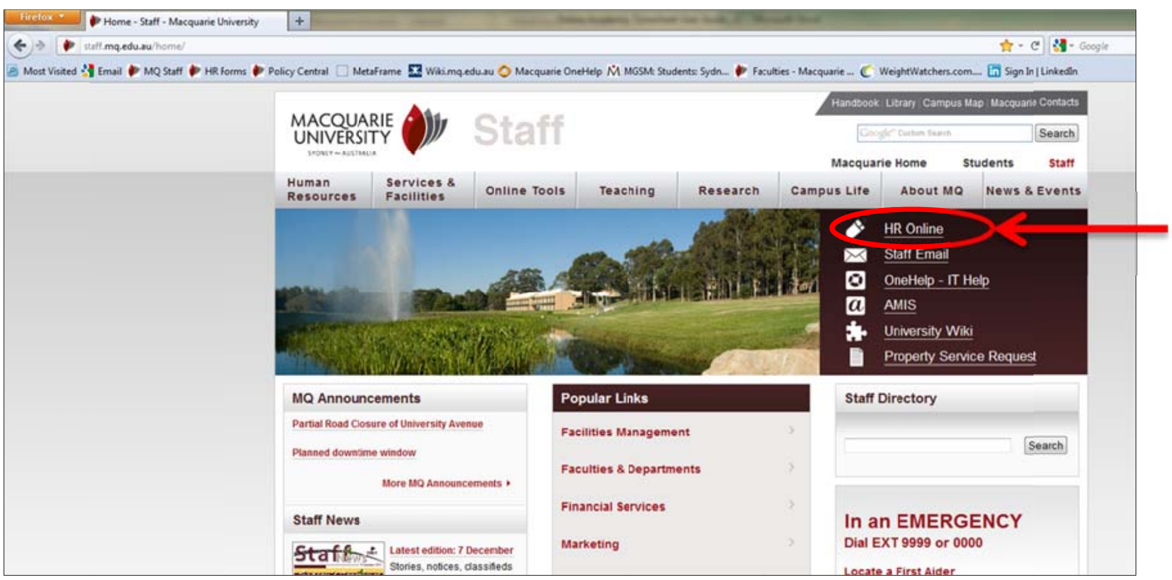
Section 6: Delete or Unsubmit a Submitted timesheet

Section 7: Action a rejected timesheet

Section 1: Submit a timesheet

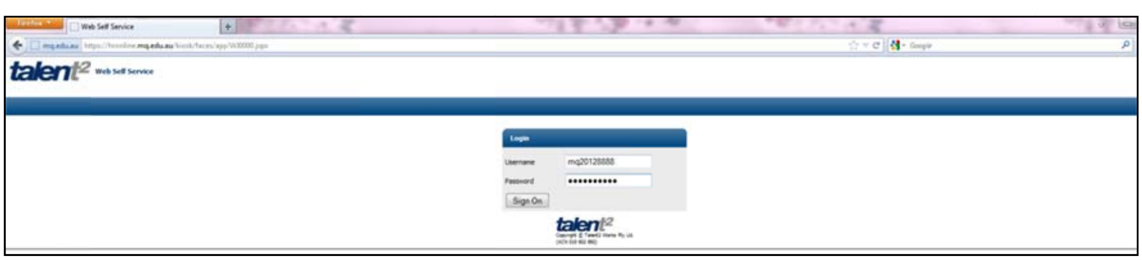
Step 1

Access the HR Online portal from the MQ Staff home page: http://staff.mq.edu.au/home/



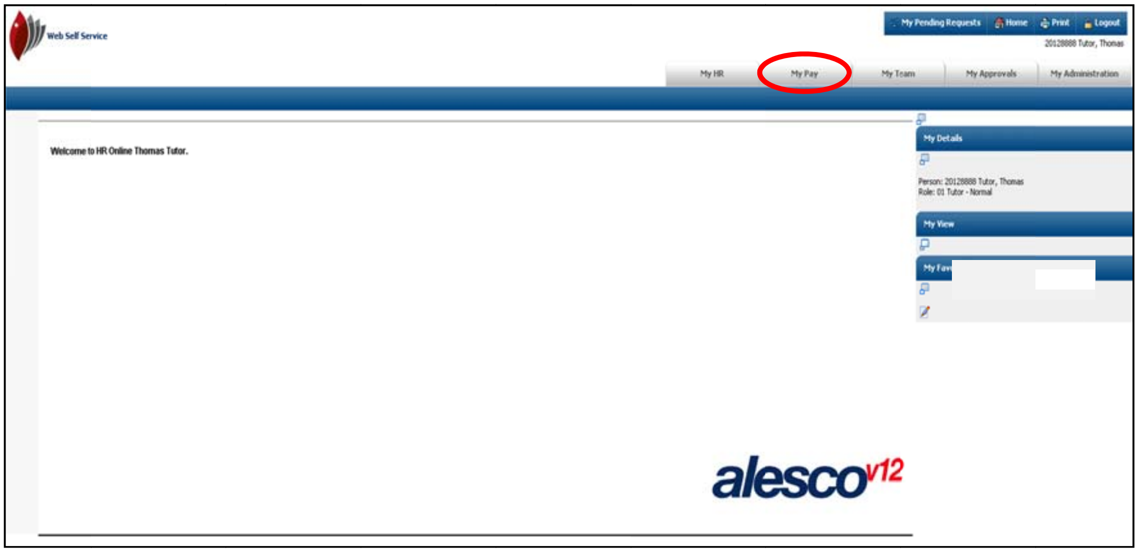
Step 2

The HR Online homepage will now load. Use your OneID and password to login.



Step 3

From your home page, access the 'My Pay' tab from the right hand menu.



Step 4

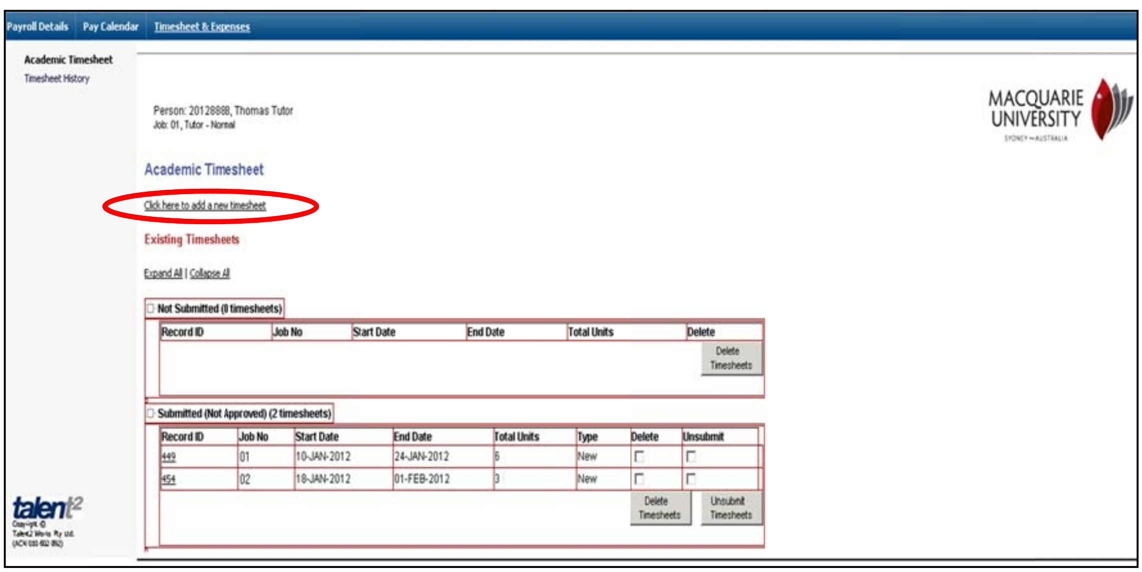
There will be three (3) options available in the left hand menu of the 'My Pay' tab. Click on 'Timesheet and Expenses'.

Step 5

Two (2) menu items will appear in the left hand column. Select 'Academic Timesheet'.

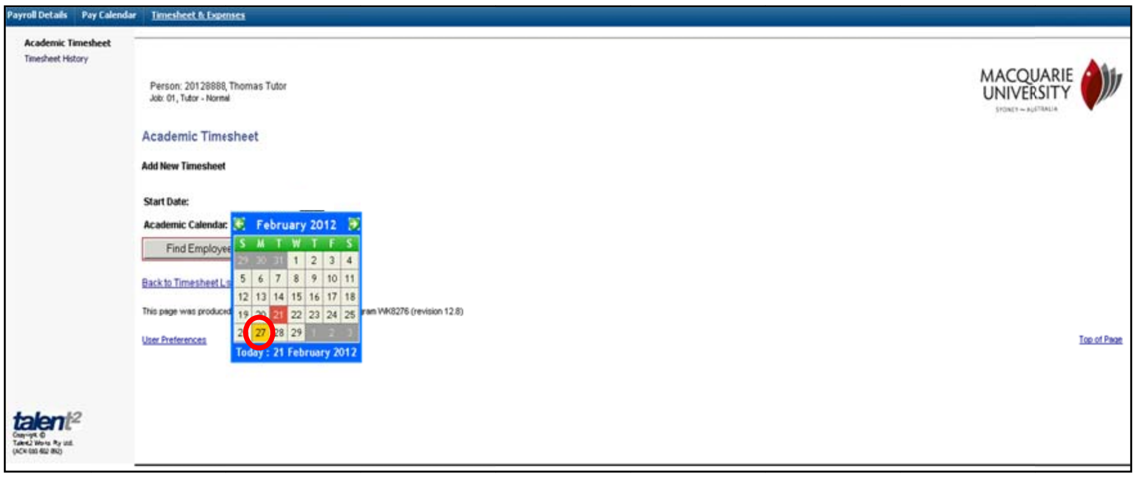
Step 6

You will now be on the Timesheet List for all entries which have not been finalised. In order to submit a timesheet, click on the link 'Click here to add a new timesheet'.

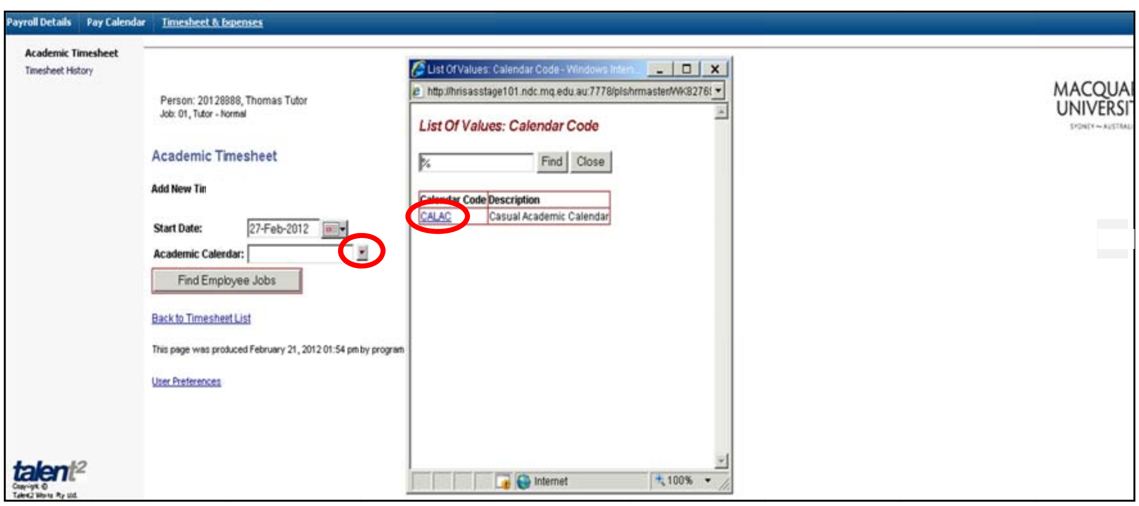


Step 7

From the following screen, click on the arrow for 'Start Date' and a calendar will appear from which you will choose the date. The date chosen should be the earliest date of work for which you need to enter a timesheet. In the below example, 27 February has been selected.



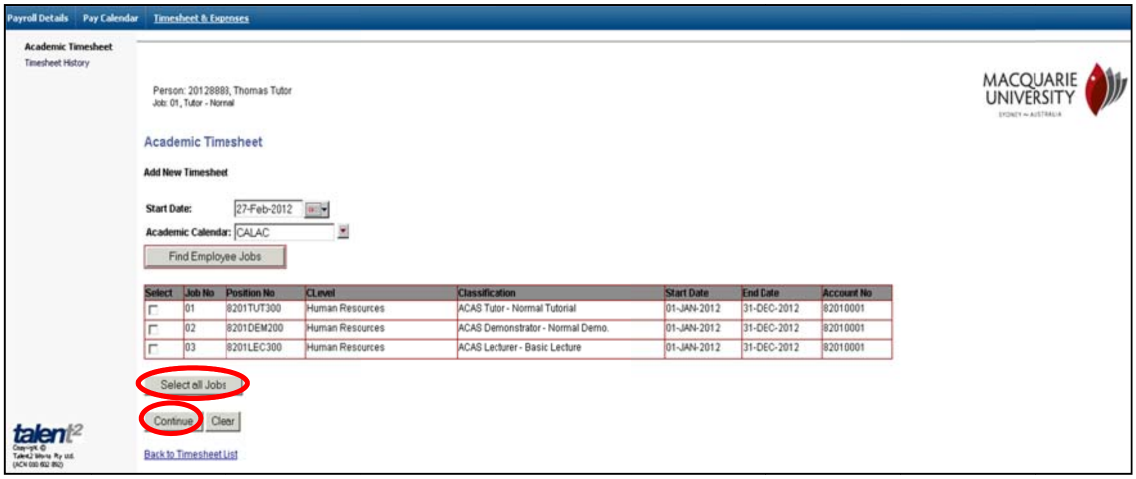
On the same page, click on the arrow for 'Academic calendar. A pop up table will appear from which you should click on 'CALAC' (or type this directly into the text box).



Step 8

A. **If you only have one academic job, go to Step 10.**
B. **If you have more than one academic job, continue with this step.**

All the current academic jobs you hold will appear in a list. Hit the 'Select All jobs' button. Next, hit the 'Continue' button.

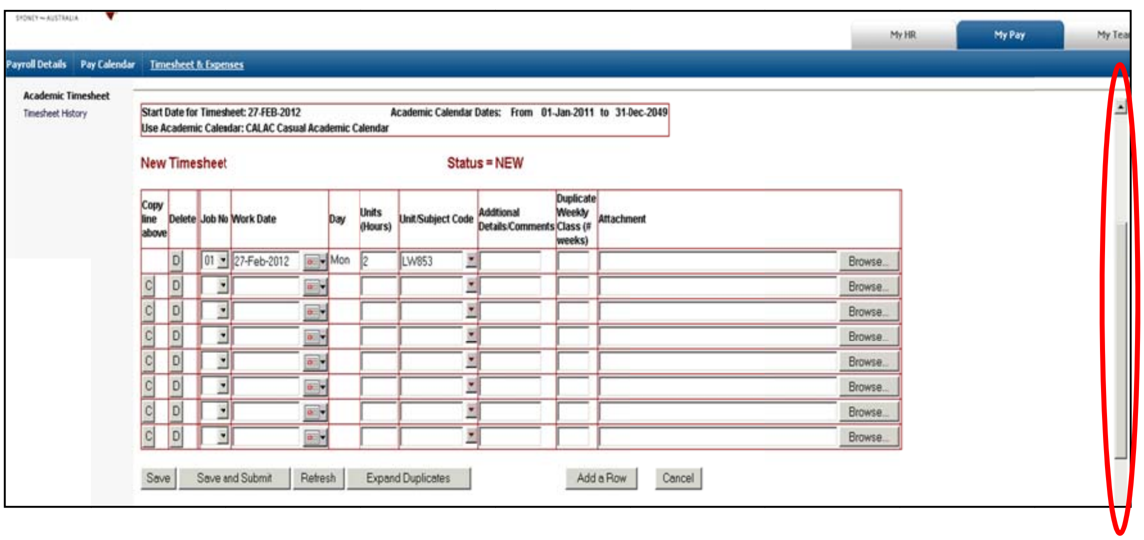


Step 9

After hitting 'Continue', the next screen will appear with a summary of all jobs at the top:

Step 10

Scroll down the page using the middle scroll bar and then enter the details of the work you have completed in this period.

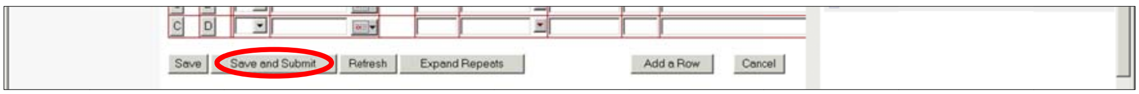


You will be required to enter the following details:

Title	Description
Job no	This is the number which corresponds to each task e.g. TUT3 and can be found in the summary at the top of the page.
Work date	Select this date from the pop up calendar.
Units	The number of face to face hours worked.
Unit/Subject	The unit code this work was performed for. This code is 5 characters long. It can either be typed directly into this field or there is a pop up with all the unit

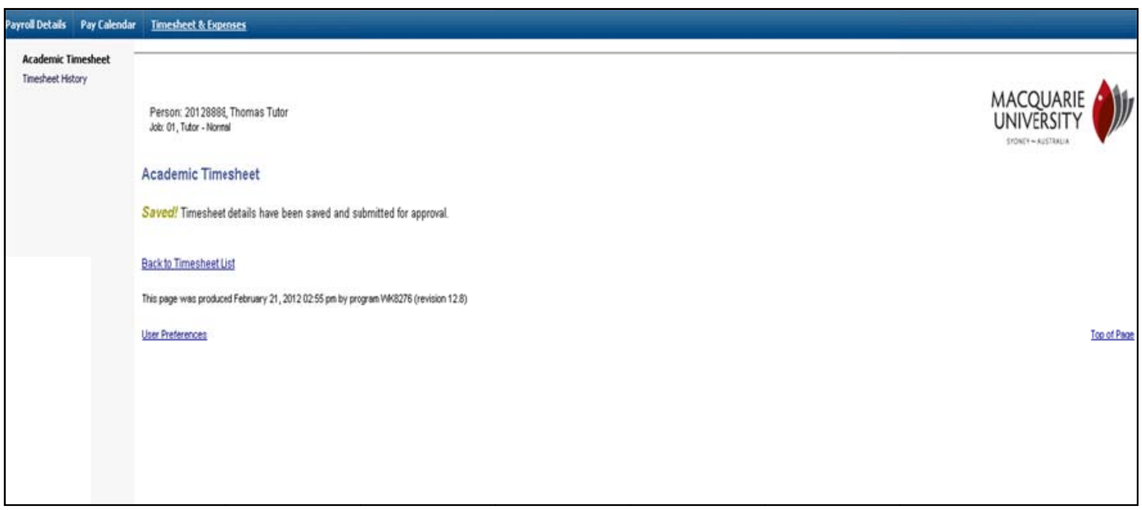
code	codes listed alongside the name of the subject.
Additional details	This field is optional. It can be used to enter comments e.g. ‘additional tutorial to replace X’.
Repeat	This field is optional. It can be used to pre fill the timesheet to submit the same class for more than 1 week.
Attachment	This field is optional. It can be used to attach document/s which may assist your timesheet approver e.g. email from unit convenor.

Once you have entered all the transactions you need to enter and you are ready to send your timesheet for approval, click ‘Save and Submit’.



Step 11

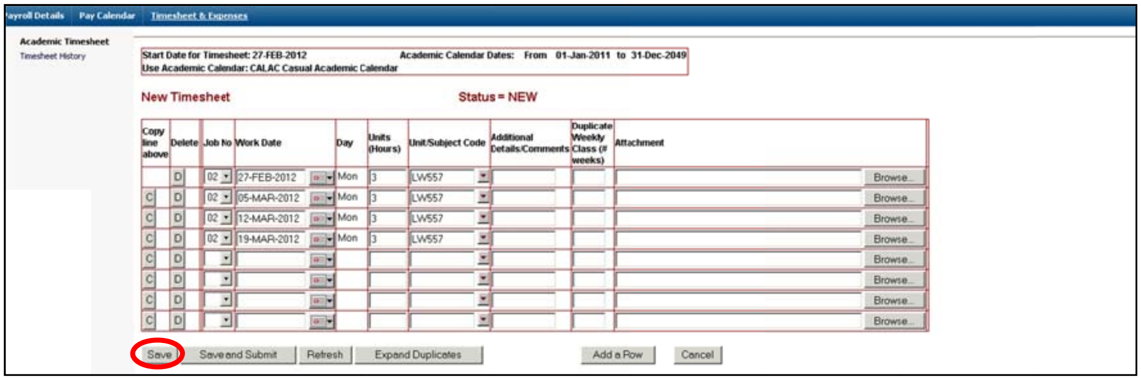
You will see the following screen which confirms your timesheet has been saved and submitted for approval. You have now completed the timesheet submission.



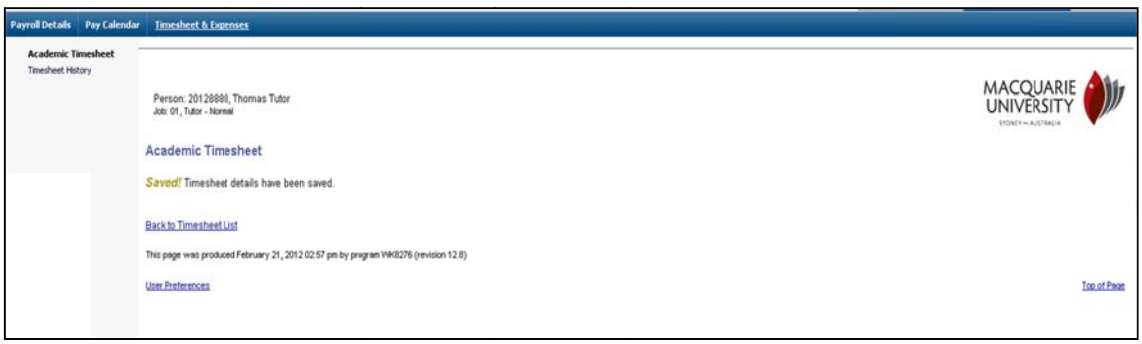
Once your timesheet has been approved by your Department representative, you will receive an email confirmation to your MQ email address.

Section 2: Save transactions for future submission

If you get to Step 10 and wish to save your entries for submission at a later stage, press the ‘Save’ button on the timesheet entry screen:

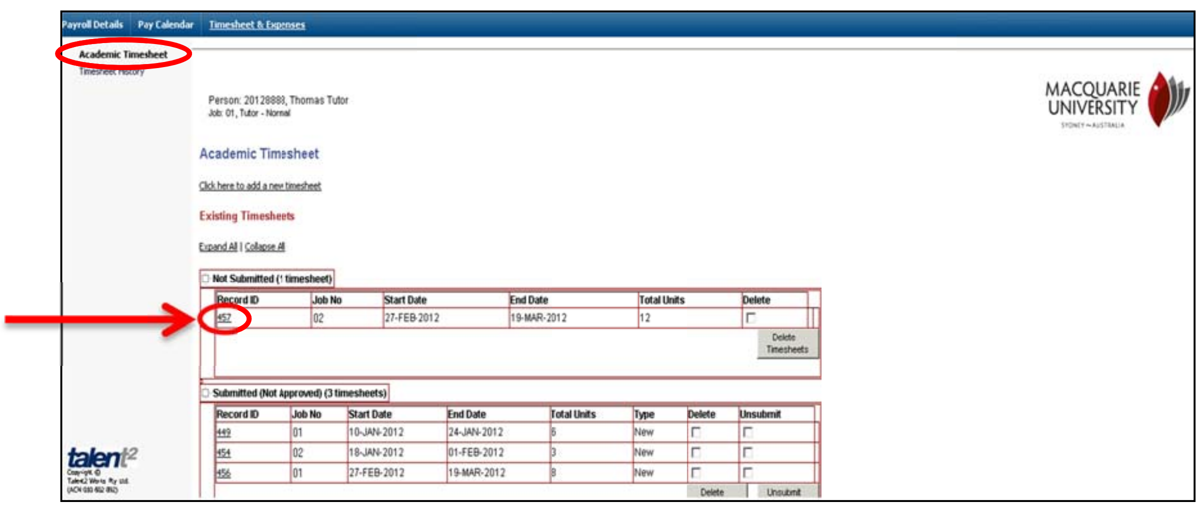


You will see the following screen which confirms your timesheet has been saved.

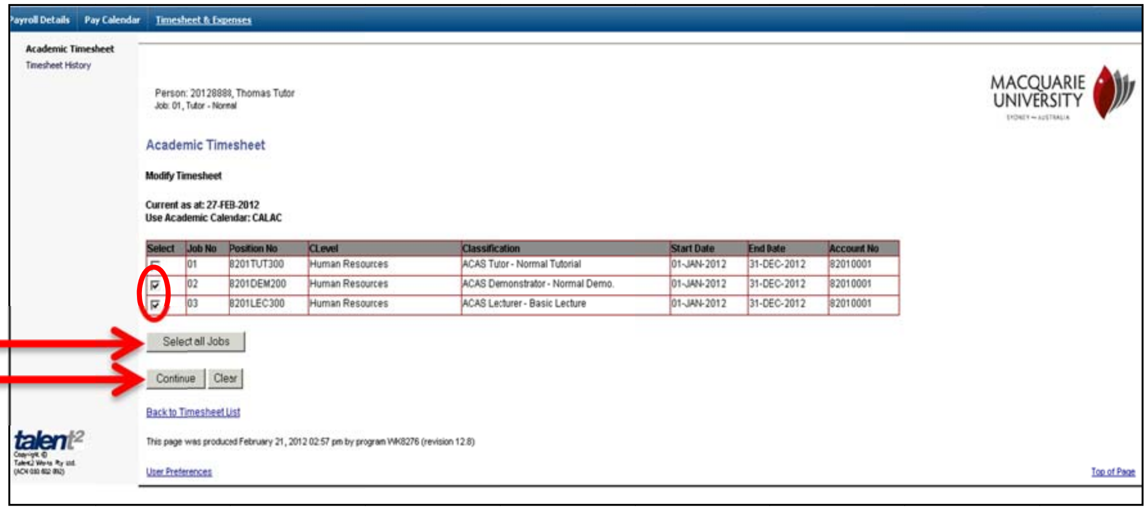


Section 3: Review saved transactions

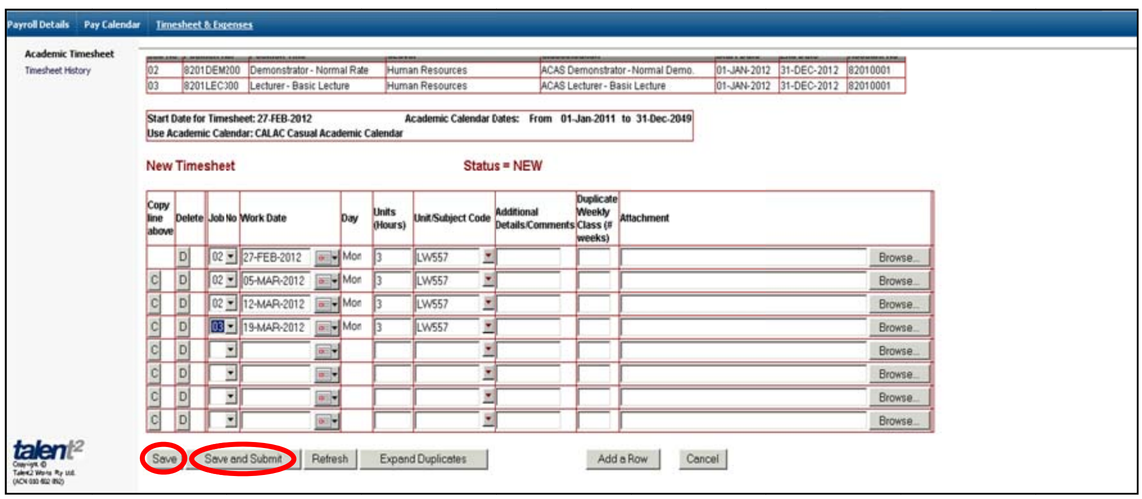
When you wish to review the details of a saved timesheet, navigate to the Timesheet List. You will note that in the 'Not Submitted' section, there is a record ID. Click on the record ID number to access the timesheet:



The next screen will require you to verify which jobs you wish to modify:



The jobs for which you have saved timesheets will be automatically selected. You can click on 'Select all Jobs' and then 'Continue' if you wish to add transactions to a different job, or click directly on 'Continue' if you only wish to amend the existing transactions.

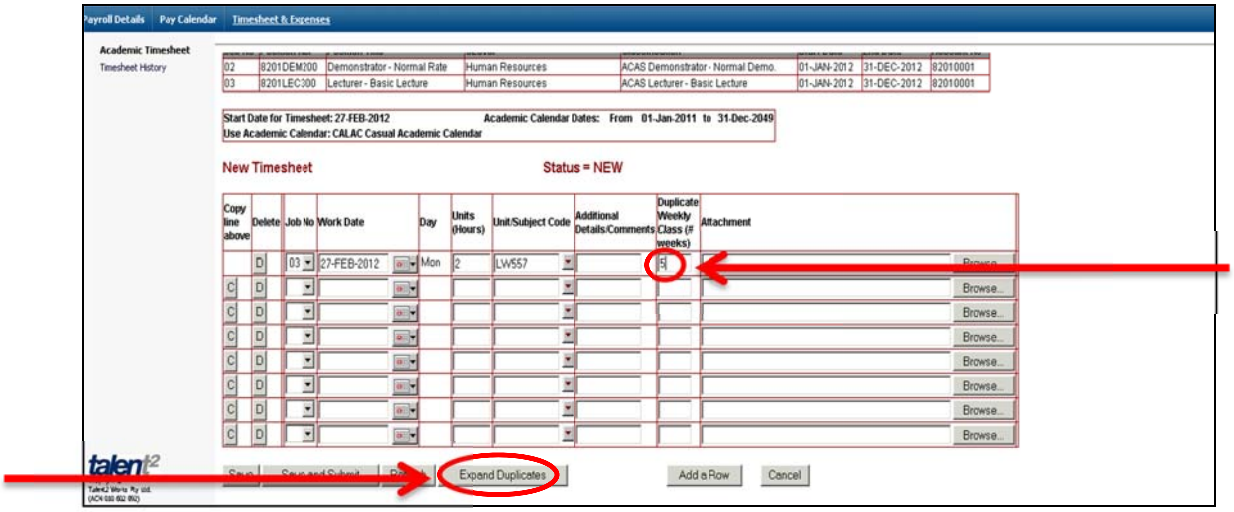


You will then be brought to the standard Timesheet Entry page where you can add, delete or modify transactions as required prior to clicking 'Save' or 'Save and Submit'.

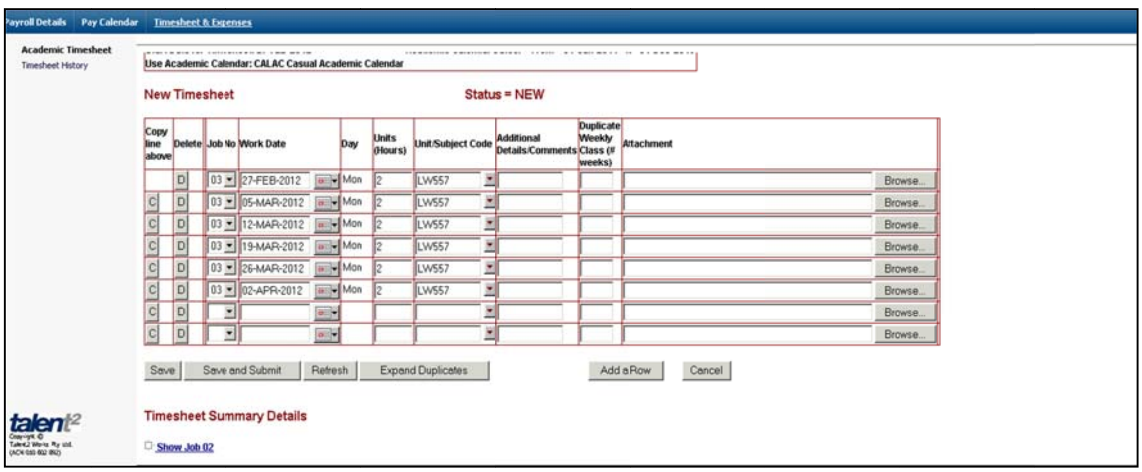
Section 4: Using the Duplicate function

The duplicate function is useful if you have a regular class each week. You will need to check with your Department representative if you can use this function for future classes, or if it is just available for classes worked up to the current period end date.

When entering timesheets, rather than adding each transaction individually, you can put the number of weeks required in the 'Duplicate Weekly Class' field then click on the 'Expand Duplicates' button:



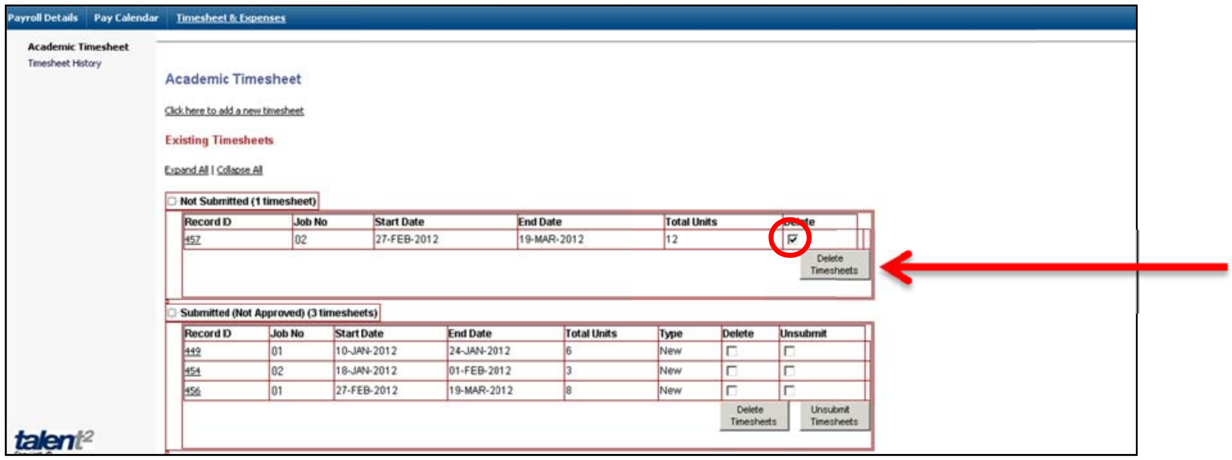
The page will refresh and you will be able to see the repeated transactions:



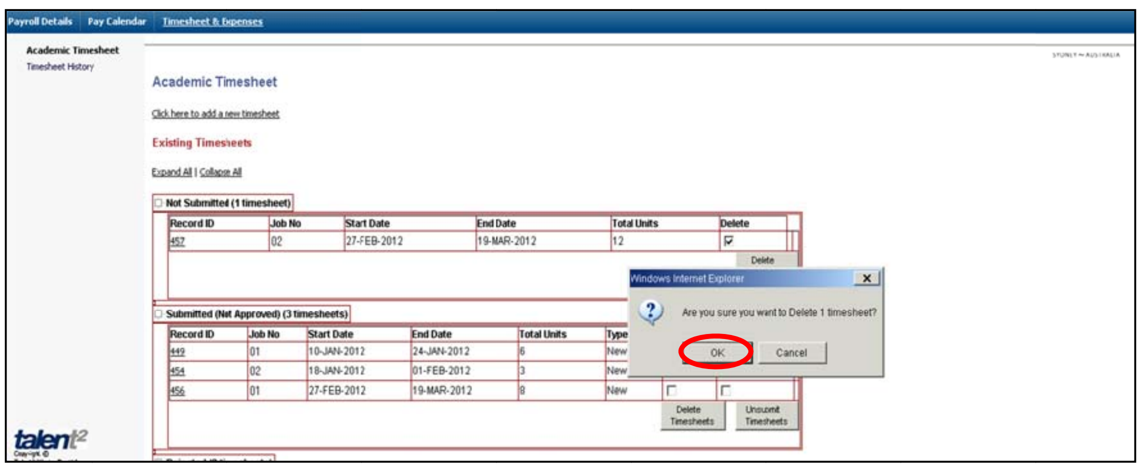
You can then proceed with your timesheet submission.

Section 5: Delete saved (not submitted) timesheets

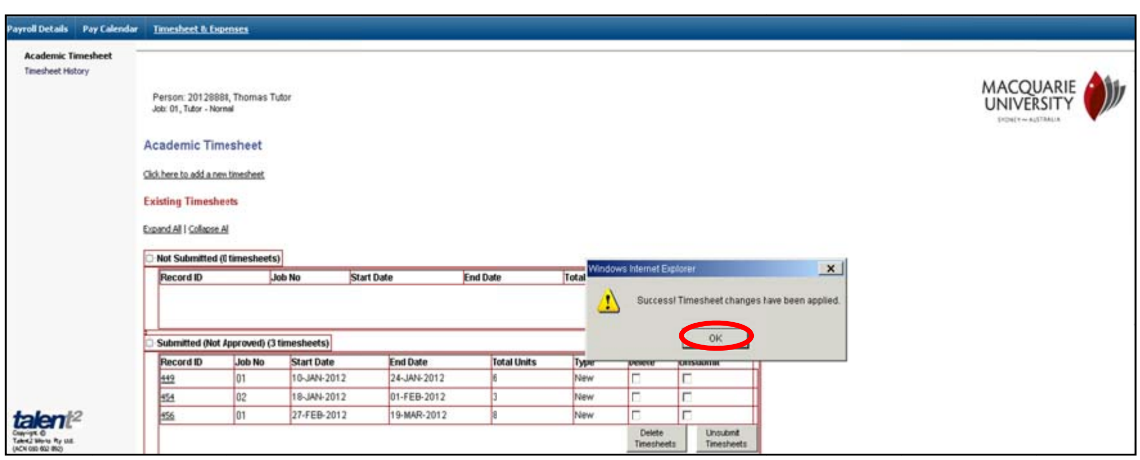
When you wish to delete a saved timesheet, navigate to the Timesheet List. You will note that in the 'Not submitted' section, there is a record ID. On the right hand side, there is the option to Delete. Tick this option, then click the 'Delete Timesheets' button.



You will be prompted by a pop up box. Click ‘OK’ to confirm this action:



After clicking ‘OK’, a new pop up will confirm that the timesheet has been deleted. Click ‘OK’ again to finish.



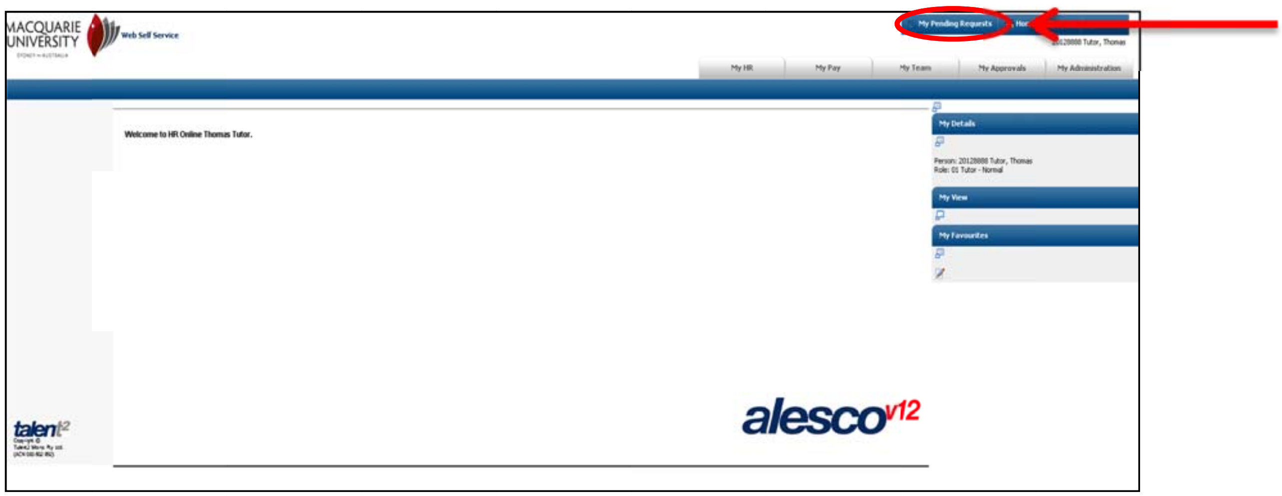
Section 6: Delete or Unsubmit a Submitted timesheet

If you have already submitted your timesheet and then wish to make changes to the timesheet, you can do so if the timesheet has not yet been actioned by your approver. You can do this one of two ways:

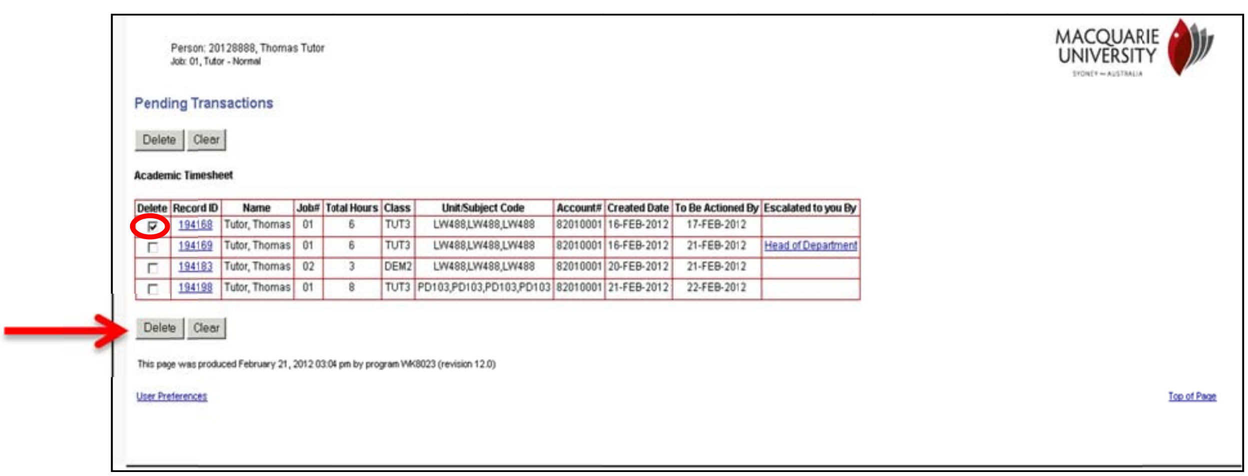
A. Delete the timesheet
B. Unsubmit the timesheet

Option A

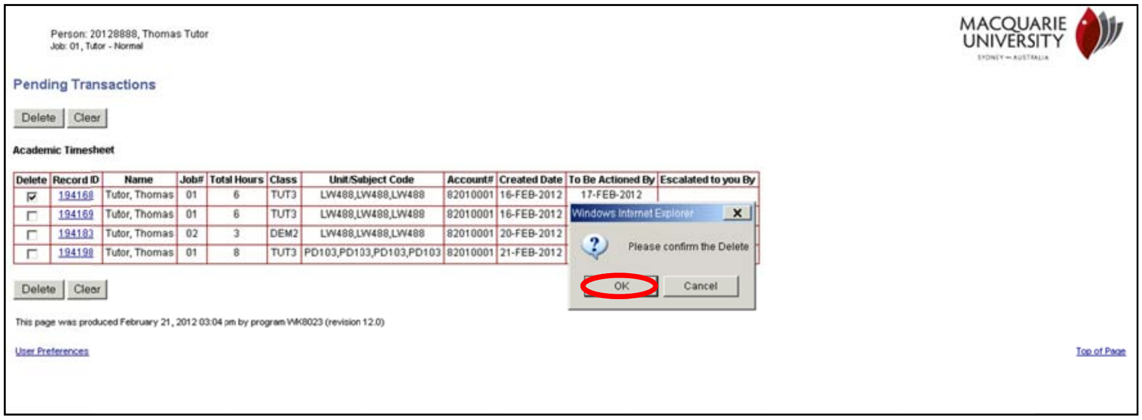
If you wish to delete the timesheet and start afresh, log in to HR Online and choose 'My Pending Requests' from your home page:



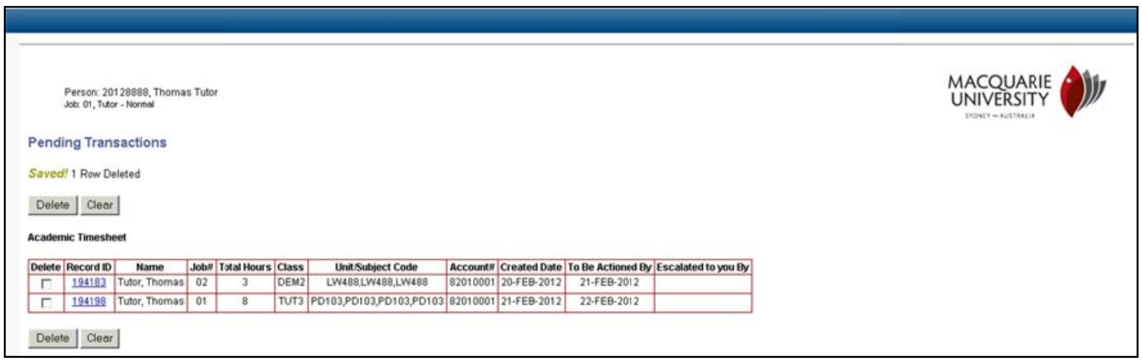
The following screen will show all the pending transactions you have. If you have more than one job, there will be multiple transactions. Select the transaction you wish to delete, and then click on 'Delete'.



You will be prompted by a pop up box. Click 'OK' to confirm this action:

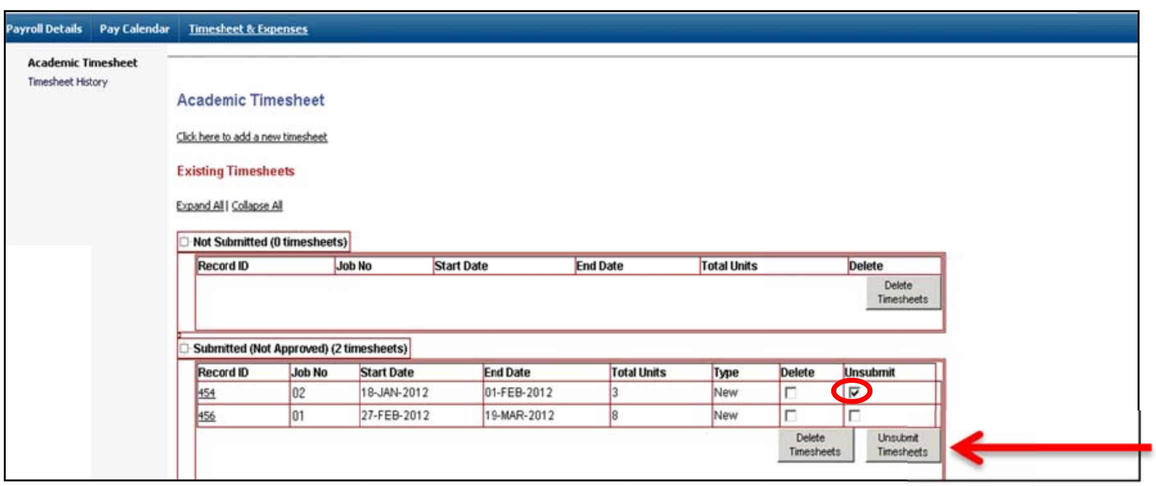


After clicking 'Ok', you will see a message on screen confirming that the timesheet has been deleted.

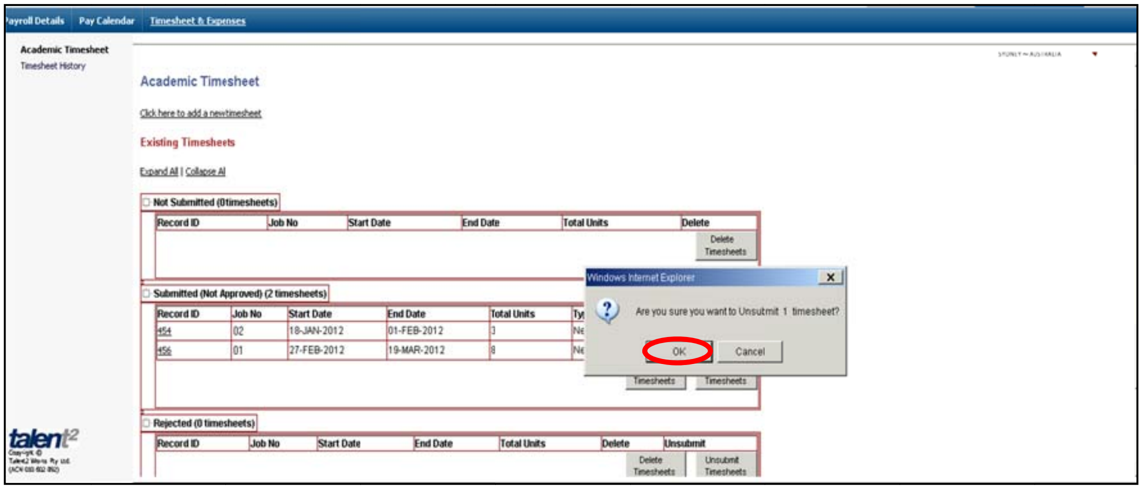


Option B

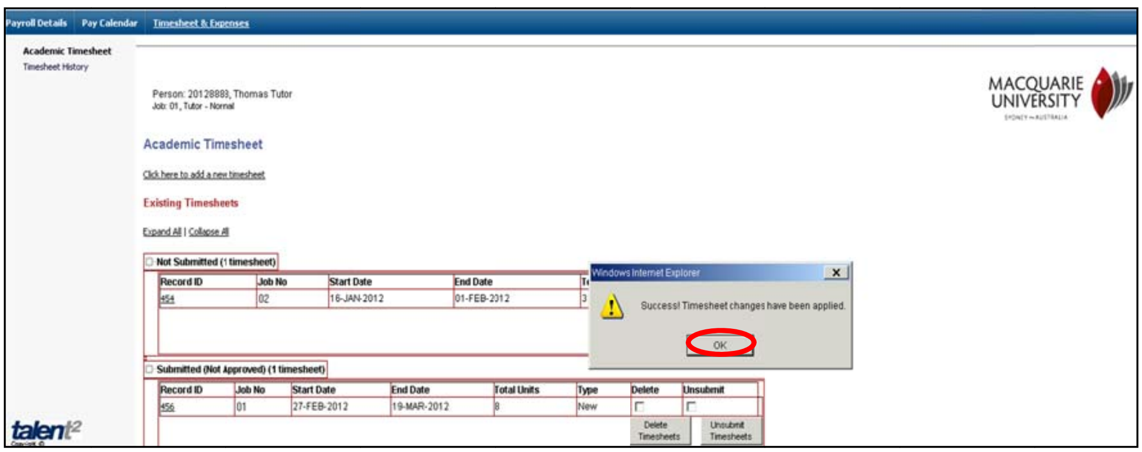
If you wish to unsubmit the timesheet and then make amendments, go to the Timesheet List. You will see a Record ID in the 'Submitted (Not Approved)' section. Check the 'Unsubmit' box, then click the 'Unsubmit Timesheets' button:



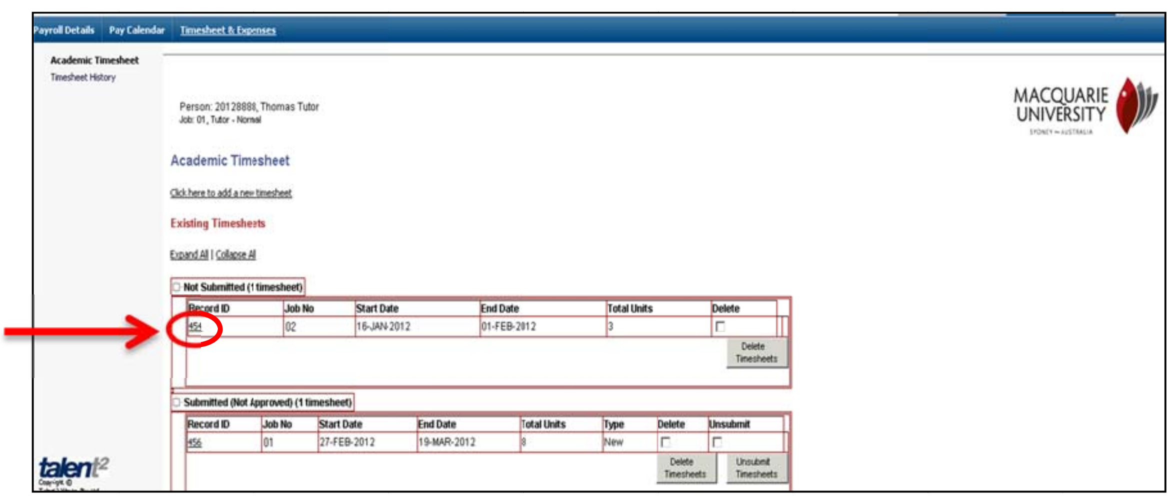
You will receive a pop up message asking you to confirm this action. Click 'Ok' to proceed.



You will receive a new pop up message confirming the change has been applied. Click OK again to continue.



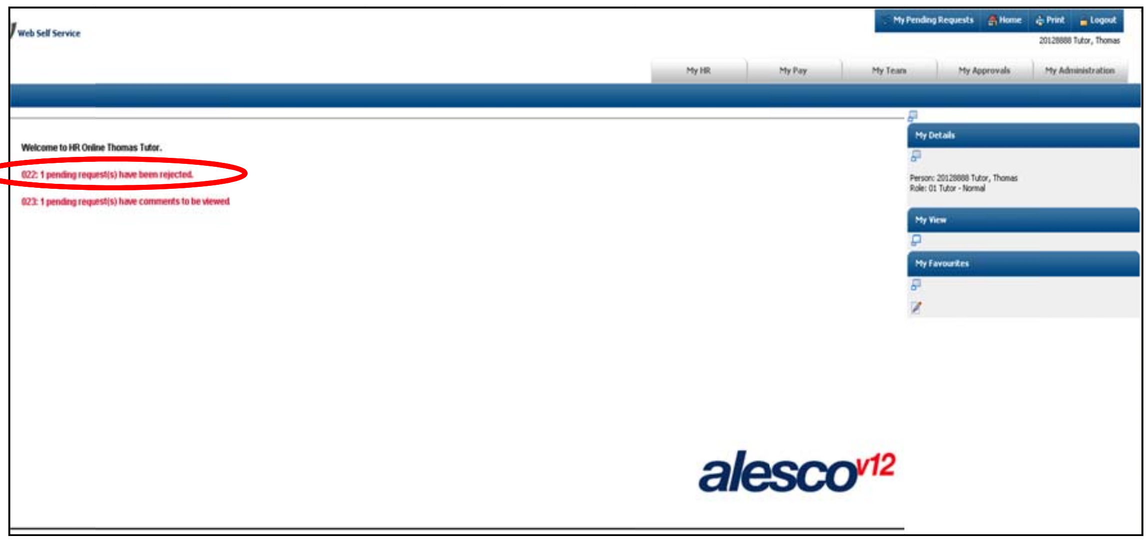
The timesheet will now appear in the ‘Not Submitted’ section of your Timesheet List. You will be able to edit the timesheet by clicking on the record ID and following the normal process.



Section 7: Action a rejected timesheet

If your Department representative identifies an issue with your timesheet, you will be notified that you need to take further action.

In order to make changes to the timesheet, you will need to log in to HR Online. On your home page there will be a message indicating that you have rejected timesheet/s:

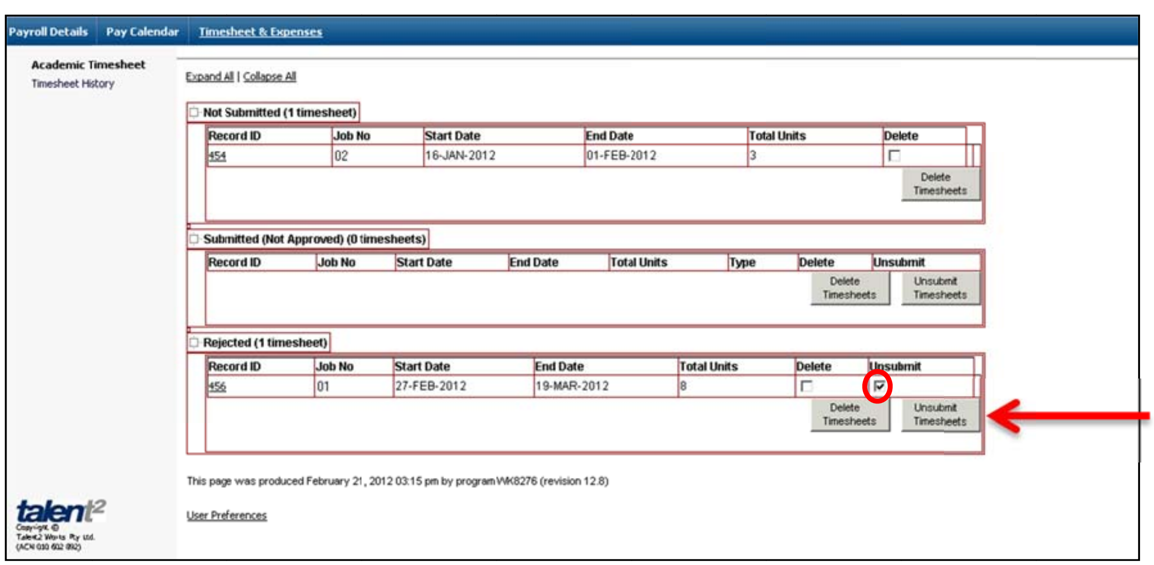


Next, access the Timesheet List where you will see that in the ‘Rejected’ section, there is a record ID. To action this transaction, there are two options:

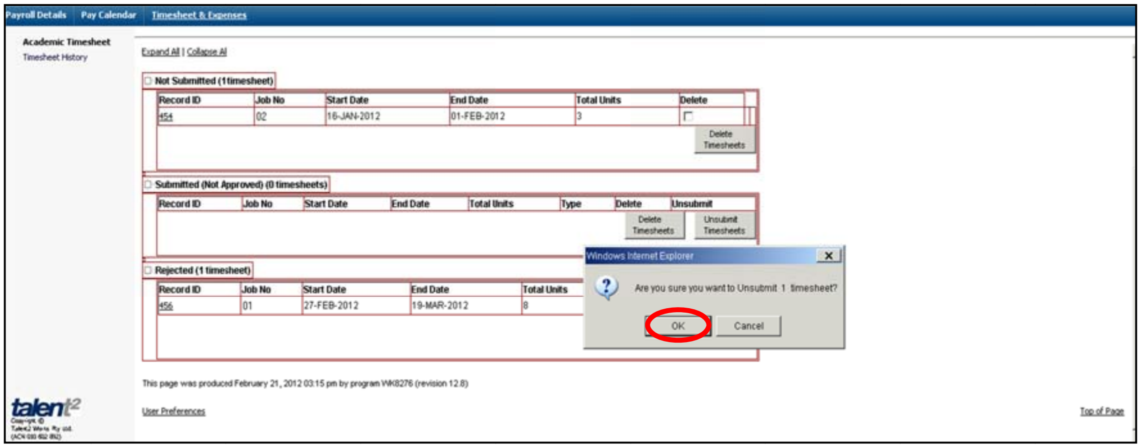
A. Unsubmit from the Timesheet List
B. Review the details of the rejected transaction and then Unsubmit

Option A

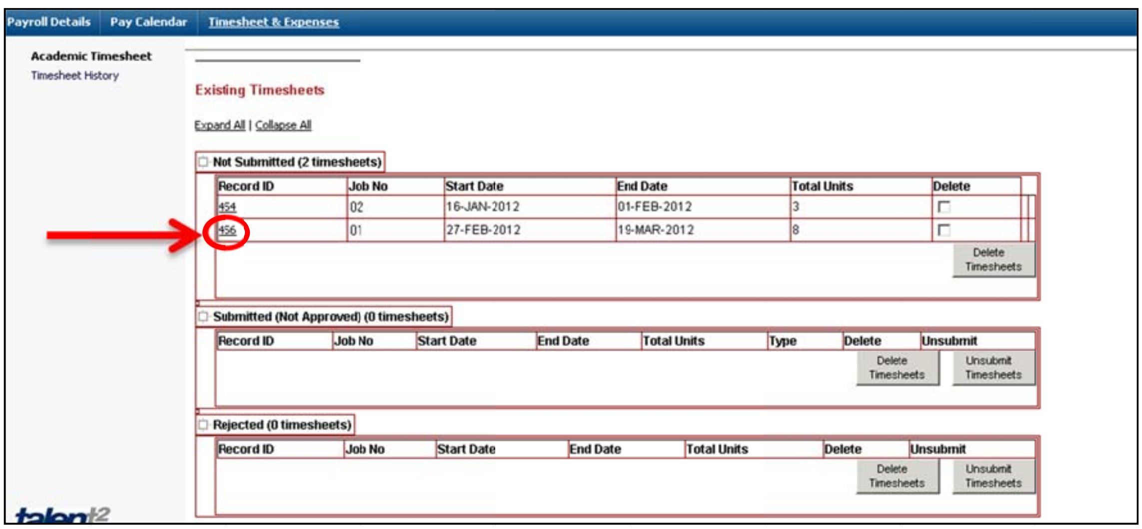
Check the ‘Unsubmit’ box, then click the ‘Unsubmit Timesheets’ button.



You will receive a pop up message asking you to confirm this action. Click ‘OK’ to proceed.

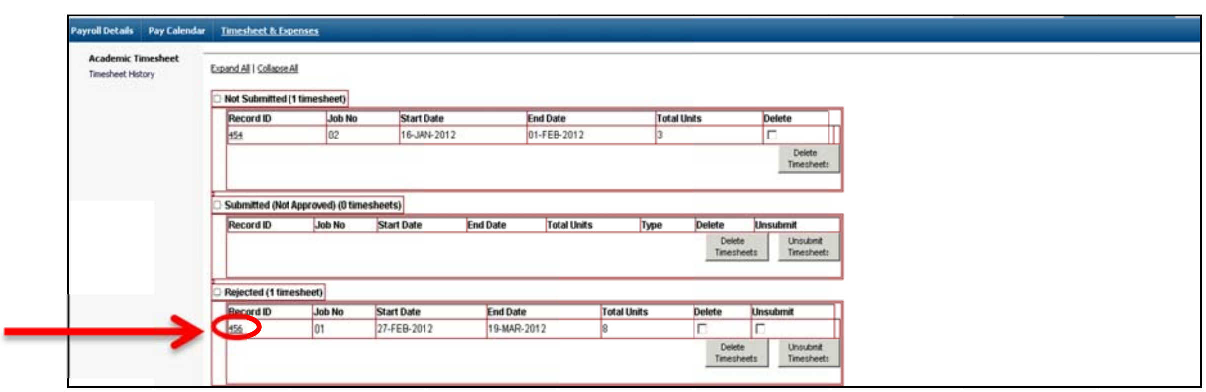


You will see the Timesheet in the ‘Not Submitted’ section of your Timesheet List. You will now be able to edit the timesheet by clicking on the record ID and following the normal process.

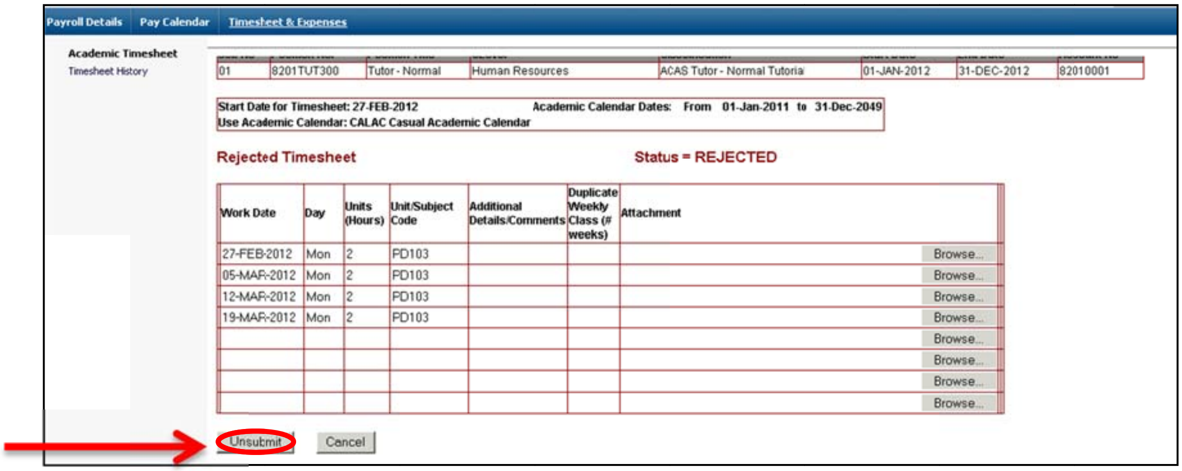


Option B

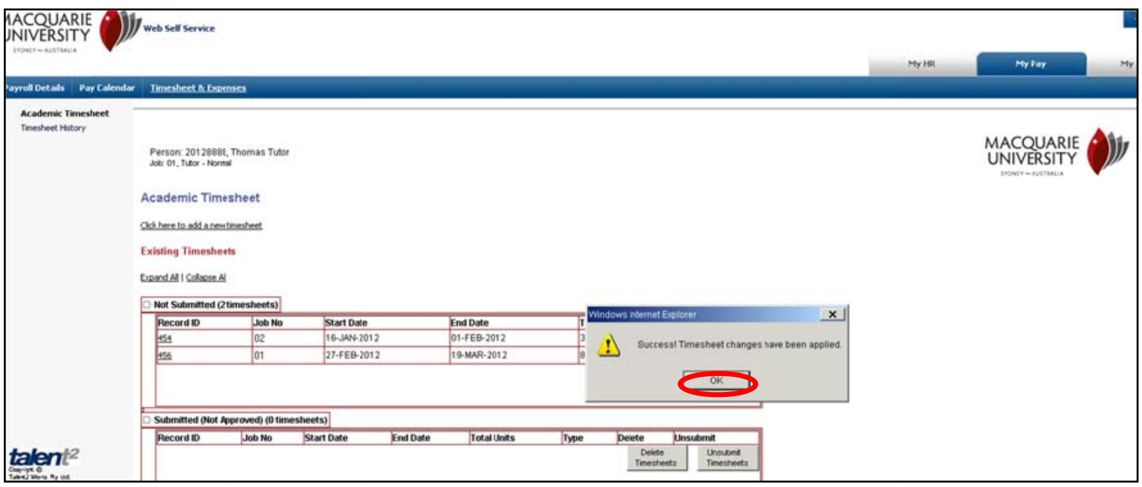
Click on the record ID number to access the timesheet:



You will then be brought to the detail of the rejected timesheet where you will need to ‘Unsubmit’ the timesheet.



You will receive a pop up message confirming this action. Click ‘OK’ to proceed.



This will then bring you to the Timesheet Entry list where you will see the Timesheet in the ‘Not Submitted’ section of your Timesheet List. You will now be able to edit the timesheet by following the normal process.