



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

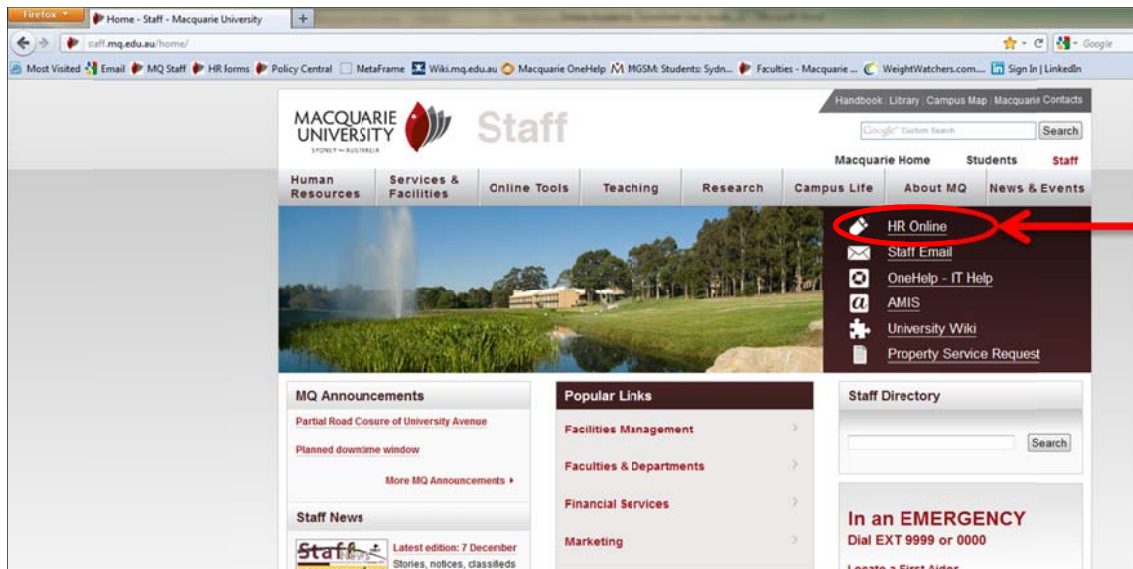
Section 6: Delete or Unsubmit a Submitted timesheet

Section 7: Action a rejected timesheet

## Section 1: Submit a timesheet

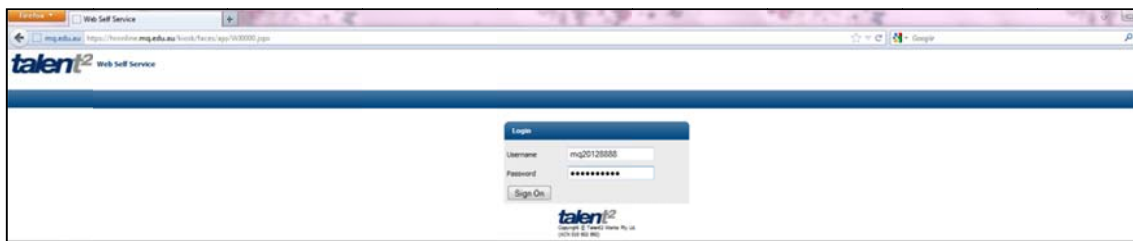
### Step 1

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



### Step 2

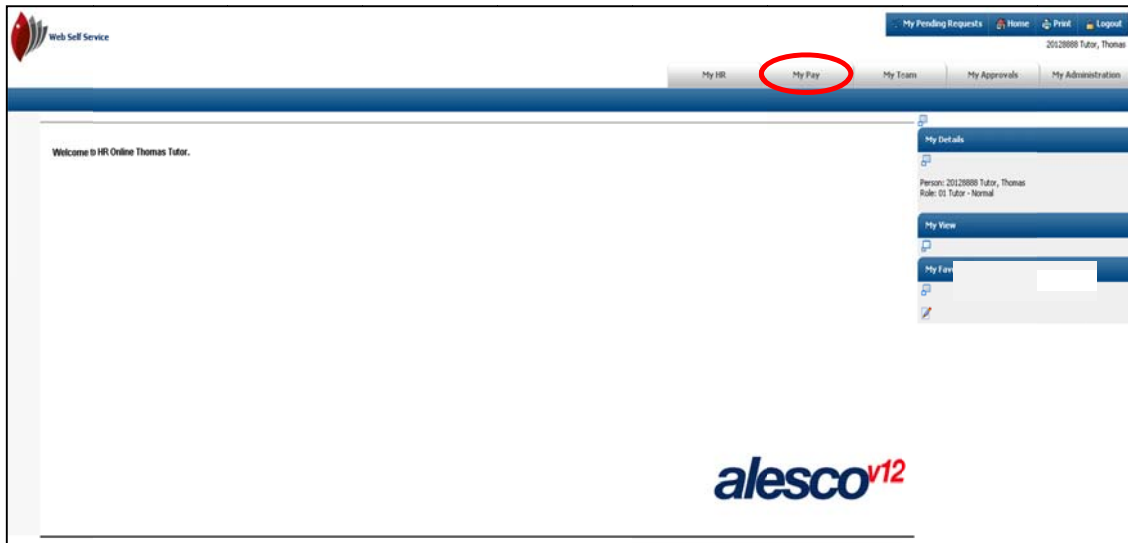
The HR Online homepage will now load. Use your OneID and password to login.



### Step 3

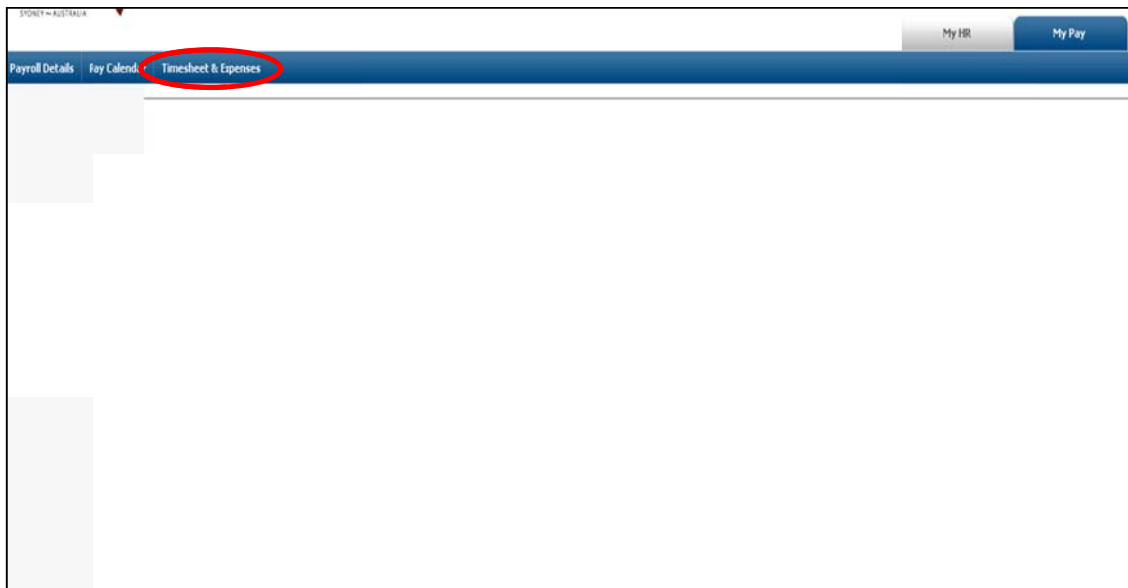


From your home page, access the 'My Pay' tab from the right hand menu.



### Step 4

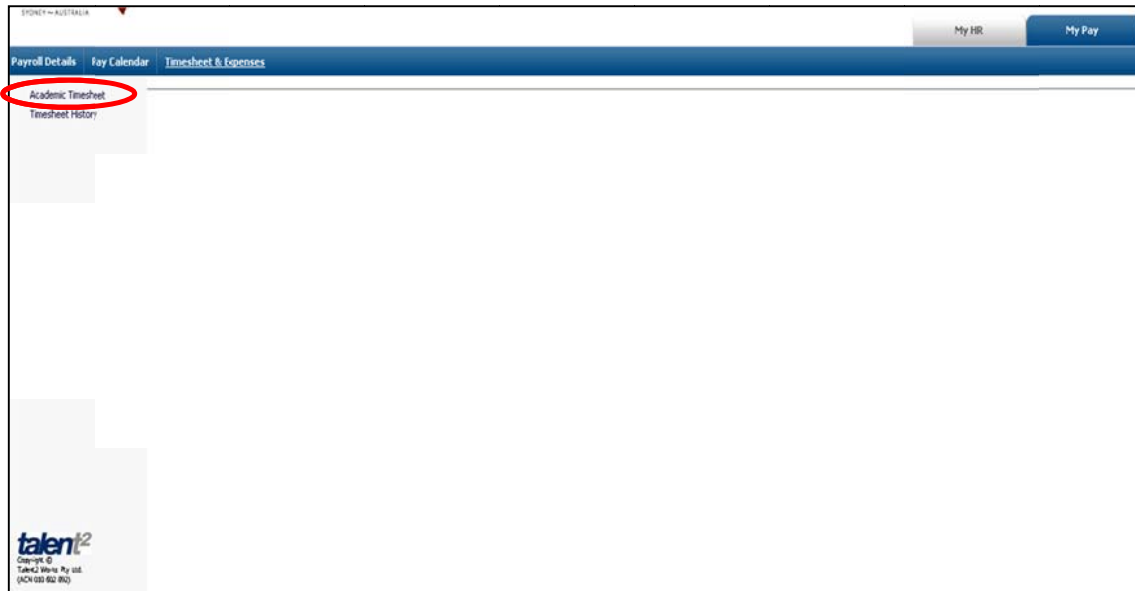
There will be three (3) options available in the left hand menu of the 'My Pay' tab. Click on 'Timesheet and Expenses'.



### Step 5

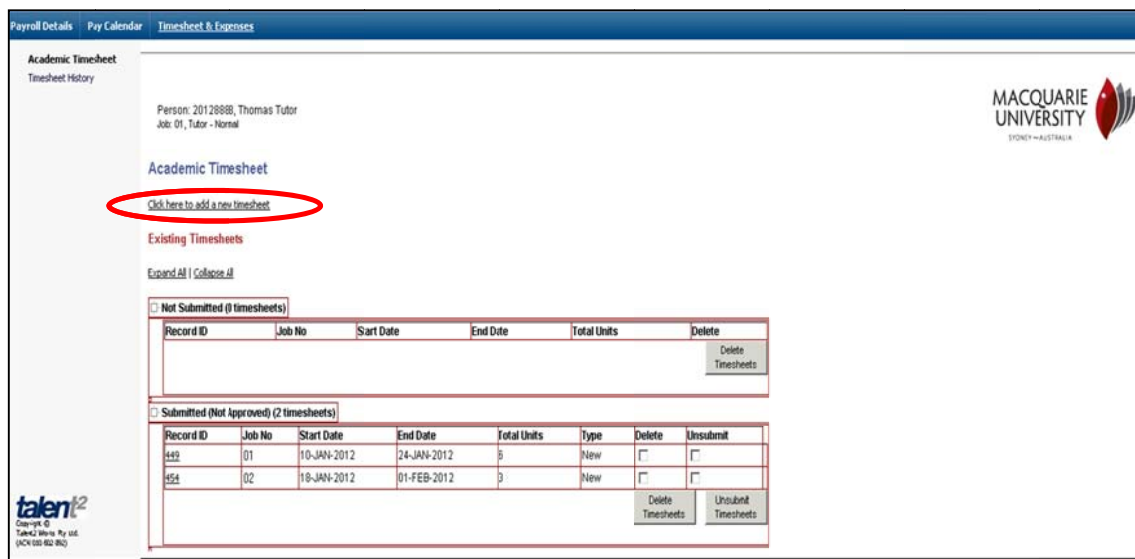


Two (2) menu items will appear in the left hand column. Select 'Academic Timesheet'.



## 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.

The screenshot shows the 'Academic Timesheet' form. The 'Start Date' field is set to '27-Feb-2012'. A calendar pop-up is visible, showing the month of February 2012. The date 27 is highlighted in red. The form also includes fields for 'Person: 20128988, Thomas Tutor' and 'Job: 01, Tutor - Normal'. The 'Add New Timesheet' button is visible. The 'Academic Calendar' dropdown is set to 'CALAC'. The 'Find Employee Jobs' button is also present. The 'Back to Timesheet List' link is at the bottom. The 'User Preferences' link is at the bottom right. The 'talent2' logo is in the bottom left corner.

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).

The screenshot shows the 'Academic Timesheet' form with the 'Academic Calendar' dropdown menu open. The dropdown menu displays a list of values for the 'Calendar Code' field. The list includes 'CALAC' (Casual Academic Calendar) and 'Casual Academic Calendar'. The 'CALAC' option is highlighted in red. The 'Start Date' field is set to '27-Feb-2012'. The 'Find Employee Jobs' button is visible. The 'Back to Timesheet List' link is at the bottom. The 'User Preferences' link is at the bottom right. The 'talent2' logo is in the bottom left corner.

## 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.



Person: 2012888, Thomas Tutor  
Job: 01, Tutor - Normal

Academic Timesheet

Add New Timesheet

Start Date: 27-Feb-2012  
Academic Calendar: CALAC  
Find Employee Jobs

Select	Job No	Position No	CLevel	Classification	Start Date	End Date	Account No
<input type="checkbox"/>	01	8201TUT300	Human Resources	ACAS Tutor - Normal Tutorial	01-JAN-2012	31-DEC-2012	82010001
<input type="checkbox"/>	02	8201DEM200	Human Resources	ACAS Demonstrator - Normal Demo.	01-JAN-2012	31-DEC-2012	82010001
<input type="checkbox"/>	03	8201LEC300	Human Resources	ACAS Lecturer - Basic Lecture	01-JAN-2012	31-DEC-2012	82010001

Select all Jobs  
Continue Clear  
Back to Timesheet List

## 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.

Start Date for Timesheet: 27-FEB-2012  
Academic Calendar Dates: From 01-Jan-2011 to 31-Dec-2011  
Use Academic Calendar: CALAC Casual Academic Calendar

New Timesheet: Status = NEW

Copy line above	Delete	Job No	Work Date	Day	Units (Hours)	Unit/Subject Code	Additional Details/Comments	Duplicate Weekly Class (# weeks)	Attachment
	<input type="checkbox"/>	01	27-Feb-2012	Mon	2	LW853			Browse...
C	<input type="checkbox"/>								Browse...
C	<input type="checkbox"/>								Browse...
C	<input type="checkbox"/>								Browse...
C	<input type="checkbox"/>								Browse...
C	<input type="checkbox"/>								Browse...
C	<input type="checkbox"/>								Browse...
C	<input type="checkbox"/>								Browse...
C	<input type="checkbox"/>								Browse...

Save Save and Submit Refresh Expand Duplicates Add a Row Cancel

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'.

A screenshot of the bottom of the timesheet entry form. It shows a table with columns C, D, and others. Below the table are several buttons: 'Save', 'Save and Submit' (circled in red), 'Refresh', 'Expand Repeats', 'Add a Row', and 'Cancel'.

## 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.

A screenshot of the 'Academic Timesheet' confirmation screen. The page has a blue header with 'Payroll Details', 'Pay Calendar', and 'Timesheet & Expenses'. The main content area shows 'Person: 20128884, Thomas Tutor' and 'Job: 01, Tutor - Normal'. Below this, it says 'Academic Timesheet' and 'Saved! Timesheet details have been saved and submitted for approval.' There is a link 'Back to Timesheet List' and a footer note 'This page was produced February 21, 2012 02:55 pm by program VM8276 (revision 12.8)'. The Macquarie University logo is in the top right corner.

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:



Payroll Details Pay Calendar Timesheet & Expenses

Academic Timesheet  
Timesheet History

Start Date for Timesheet: 27-FEB-2012 Academic Calendar Dates: From 01-Jan-2011 to 31-Dec-2049  
Use Academic Calendar: CALAC Casual Academic Calendar

New Timesheet Status = NEW

Copy line above	Delete	Job No	Work Date	Day	Units (Hours)	Unit/Subject Code	Additional Details/Comments	Duplicate Weekly Class (if weeks)	Attachment
	<input type="checkbox"/>	02	27-FEB-2012	Mon	3	LW557			
C	<input type="checkbox"/>	02	05-MAR-2012	Mon	3	LW557			Browse...
C	<input type="checkbox"/>	02	12-MAR-2012	Mon	3	LW557			Browse...
C	<input type="checkbox"/>	02	19-MAR-2012	Mon	3	LW557			Browse...
C	<input type="checkbox"/>								Browse...
C	<input type="checkbox"/>								Browse...
C	<input type="checkbox"/>								Browse...
C	<input type="checkbox"/>								Browse...

Save Save and Submit Refresh Expand Duplicates Add a Row Cancel

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

Payroll Details Pay Calendar Timesheet & Expenses

Academic Timesheet  
Timesheet History

Person: 2012888, Thomas Tutor  
Job: 01, Tutor - Normal

Academic Timesheet

Saved! Timesheet details have been saved.

[Back to Timesheet List](#)

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[User Preferences](#)

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SYDNEY - AUSTRALIA

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### 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:

Payroll Details Pay Calendar Timesheet & Expenses

Academic Timesheet  
Timesheet History

Person: 2012888, Thomas Tutor  
Job: 01, Tutor - Normal

Academic Timesheet

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

Existing Timesheets

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

Not Submitted (1 timesheet)

Record ID	Job No	Start Date	End Date	Total Units	Delete
452	02	27-FEB-2012	19-MAR-2012	12	<input type="checkbox"/>

Submitted (Not approved) (3 timesheets)

Record ID	Job No	Start Date	End Date	Total Units	Type	Delete	Unsubmit
449	01	10-JAN-2012	24-JAN-2012	3	New	<input type="checkbox"/>	<input type="checkbox"/>
454	02	19-JAN-2012	01-FEB-2012	3	New	<input type="checkbox"/>	<input type="checkbox"/>
456	01	27-FEB-2012	19-MAR-2012	3	New	<input type="checkbox"/>	<input type="checkbox"/>

MACQUARIE UNIVERSITY  
SYDNEY - AUSTRALIA

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





Academic Timesheet  
Timesheet History

Person: 20128691, Thomas Tudor  
Job: 01, Tutor - Normal

Academic Timesheet

Modify Timesheet

Current as at: 27-FEB-2012  
Use Academic Calendar: CALAC

Select	Job No	Position No	CLevel	Classification	Start Date	End Date	Account No
<input checked="" type="checkbox"/>	01	8201TUT300	Human Resources	ACAS Tutor - Normal Tutorial	01-JAN-2012	31-DEC-2012	82010001
<input checked="" type="checkbox"/>	02	8201DEM200	Human Resources	ACAS Demonstrator - Normal Demo.	01-JAN-2012	31-DEC-2012	82010001
<input checked="" type="checkbox"/>	03	8201LEC300	Human Resources	ACAS Lecturer - Basic Lecture	01-JAN-2012	31-DEC-2012	82010001

Select all Jobs

Continue Clear

Back to Timesheet List

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User Preferences

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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.

Academic Timesheet  
Timesheet History

Start Date for Timesheet: 27-FEB-2012  
Use Academic Calendar: CALAC Casual Academic Calendar

Academic Calendar Dates: From 01-Jan-2011 to 31-Dec-2049

New Timesheet Status = NEW

Copy line above	Delete	Job No	Work Date	Day	Units (Hours)	Unit/Subject Code	Additional Details/Comments	Duplicate Weekly Class (# weeks)	Attachment
	<input type="checkbox"/>	02	27-FEB-2012	Mor	3	LW557			Browse...
	<input type="checkbox"/>	02	05-MAR-2012	Mor	3	LW557			Browse...
	<input type="checkbox"/>	02	12-MAR-2012	Mor	3	LW557			Browse...
	<input type="checkbox"/>	02	19-MAR-2012	Mor	3	LW557			Browse...
	<input type="checkbox"/>								Browse...
	<input type="checkbox"/>								Browse...
	<input type="checkbox"/>								Browse...
	<input type="checkbox"/>								Browse...
	<input type="checkbox"/>								Browse...

Save Save and Submit Refresh Expand Duplicates Add a Row Cancel

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:





Academic Timesheet

Timesheet History

Copy line above	Delete	Job No	Work Date	Day	Units (Hours)	Unit/Subject Code	Additional Details/Comments	Duplicate Weekly Class (# weeks)	Attachment
	<input type="checkbox"/>	03	27-FEB-2012	Mon	2	LW557		5	Browse...
C	<input type="checkbox"/>								Browse...
C	<input type="checkbox"/>								Browse...
C	<input type="checkbox"/>								Browse...
C	<input type="checkbox"/>								Browse...
C	<input type="checkbox"/>								Browse...
C	<input type="checkbox"/>								Browse...
C	<input type="checkbox"/>								Browse...

Save Save and Submit Expand Duplicates Add aRow Cancel

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

Academic Timesheet

Timesheet History

Use Academic Calendar: CALAC Casual Academic Calendar

New Timesheet Status = NEW

Copy line above	Delete	Job No	Work Date	Day	Units (Hours)	Unit/Subject Code	Additional Details/Comments	Duplicate Weekly Class (# weeks)	Attachment
	<input type="checkbox"/>	03	27-FEB-2012	Mon	2	LW557			Browse...
C	<input type="checkbox"/>	03	05-MAR-2012	Mon	2	LW557			Browse...
C	<input type="checkbox"/>	03	12-MAR-2012	Mon	2	LW557			Browse...
C	<input type="checkbox"/>	03	19-MAR-2012	Mon	2	LW557			Browse...
C	<input type="checkbox"/>	03	26-MAR-2012	Mon	2	LW557			Browse...
C	<input type="checkbox"/>	03	02-APR-2012	Mon	2	LW557			Browse...
C	<input type="checkbox"/>								Browse...
C	<input type="checkbox"/>								Browse...

Save Save and Submit Refresh Expand Duplicates Add aRow Cancel

Timesheet Summary Details

☐ Show Job 02

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.



Payroll Details Pay Calendar Timesheet & Expenses

Academic Timesheet  
Timesheet History

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

Existing Timesheets

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

☐ Not Submitted (1 timesheet)

Record ID	Job No	Start Date	End Date	Total Units	Delete
457	02	27-FEB-2012	19-MAR-2012	12	<input checked="" type="checkbox"/>

☐ Submitted (Not Approved) (3 timesheets)

Record ID	Job No	Start Date	End Date	Total Units	Type	Delete	Unsubmit
452	01	10-JAN-2012	24-JAN-2012	6	New	<input type="checkbox"/>	<input type="checkbox"/>
454	02	18-JAN-2012	01-FEB-2012	3	New	<input type="checkbox"/>	<input type="checkbox"/>
456	01	27-FEB-2012	19-MAR-2012	8	New	<input type="checkbox"/>	<input type="checkbox"/>

[Delete Timesheets](#) [Unsubmit Timesheets](#)

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

Payroll Details Pay Calendar Timesheet & Expenses

Academic Timesheet  
Timesheet History

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

Existing Timesheets

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

☐ Not Submitted (1 timesheet)

Record ID	Job No	Start Date	End Date	Total Units	Delete
457	02	27-FEB-2012	19-MAR-2012	12	<input checked="" type="checkbox"/>

☐ Submitted (Not Approved) (3 timesheets)

Record ID	Job No	Start Date	End Date	Total Units	Type	Delete	Unsubmit
452	01	10-JAN-2012	24-JAN-2012	6	New	<input type="checkbox"/>	<input type="checkbox"/>
454	02	18-JAN-2012	01-FEB-2012	3	New	<input type="checkbox"/>	<input type="checkbox"/>
456	01	27-FEB-2012	19-MAR-2012	8	New	<input type="checkbox"/>	<input type="checkbox"/>

[Delete Timesheets](#) [Unsubmit Timesheets](#)

Windows Internet Explorer

Are you sure you want to Delete 1 timesheet?

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

Payroll Details Pay Calendar Timesheet & Expenses

Academic Timesheet  
Timesheet History

Person: 20128881, Thomas Tutor  
Job: 01, Tutor - Normal

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

Existing Timesheets

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

☐ Not Submitted (1 timesheets)

Record ID	Job No	Start Date	End Date	Total
-----------	--------	------------	----------	-------

☐ Submitted (Not Approved) (3 timesheets)

Record ID	Job No	Start Date	End Date	Total Units	Type	Delete	Unsubmit
452	01	10-JAN-2012	24-JAN-2012	6	New	<input type="checkbox"/>	<input type="checkbox"/>
454	02	18-JAN-2012	01-FEB-2012	3	New	<input type="checkbox"/>	<input type="checkbox"/>
456	01	27-FEB-2012	19-MAR-2012	8	New	<input type="checkbox"/>	<input type="checkbox"/>

[Delete Timesheets](#) [Unsubmit Timesheets](#)

Windows Internet Explorer

Success! Timesheet changes have been applied.



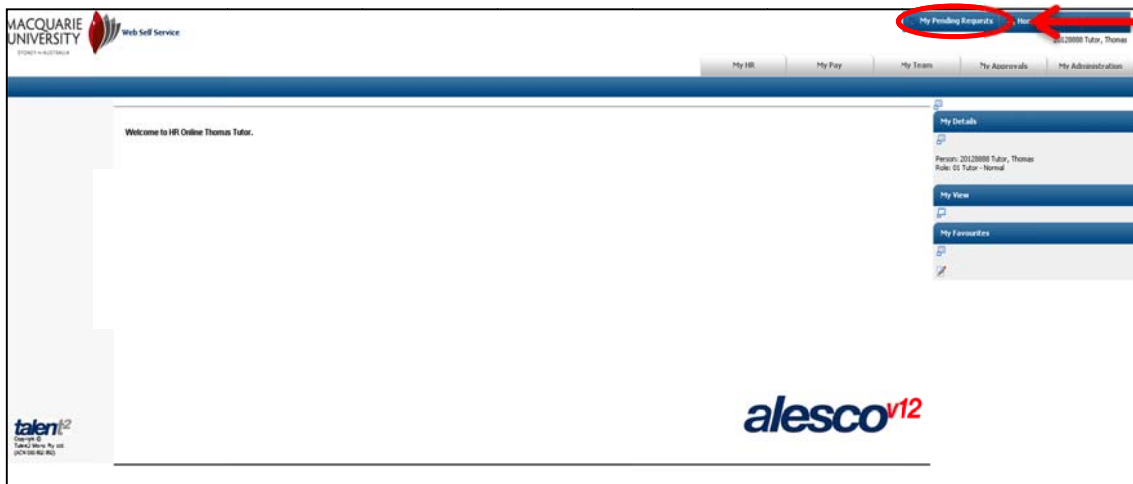
## Section 6: Delete or Unsubmit a Submitted timesheet

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:

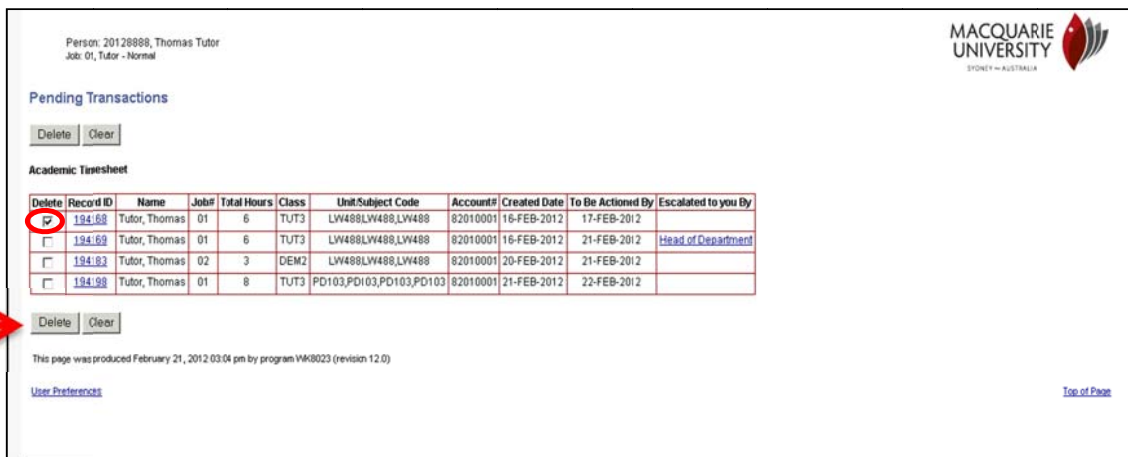
- A. Delete the timesheet
- B. Unsubmit the timesheet

### 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:



Person: 2012888, Thomas Tutor  
Job: 01, Tutor - Normal

Pending Transactions

Delete Clear

Academic Timesheet

Delete	Record ID	Name	Job#	Total Hours	Class	Unit/Subject Code	Account#	Created Date	To Be Actioned By	Escalated to you By
<input checked="" type="checkbox"/>	194163	Tutor, Thomas	01	6	TUT3	LW488,LW488,LW488	82010001	16-FEB-2012	17-FEB-2012	
<input type="checkbox"/>	194161	Tutor, Thomas	01	6	TUT3	LW488,LW488,LW488	82010001	16-FEB-2012		
<input type="checkbox"/>	194159	Tutor, Thomas	02	3	DEM2	LW488,LW488,LW488	82010001	20-FEB-2012		
<input type="checkbox"/>	194158	Tutor, Thomas	01	8	TUT3	PD103,PD103,PD103,PD103	82010001	21-FEB-2012		

Delete Clear

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User Preferences

Top of Page

Windows Internet Explorer

Please confirm the Delete

OK Cancel

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

Person: 2012888, Thomas Tutor  
Job: 01, Tutor - Normal

Pending Transactions

Saved! 1 Row Deleted

Delete Clear

Academic Timesheet

Delete	Record ID	Name	Job#	Total Hours	Class	Unit/Subject Code	Account#	Created Date	To Be Actioned By	Escalated to you By
<input type="checkbox"/>	194183	Tutor, Thomas	02	3	DEM2	LW488,LW488,LW488	82010001	20-FEB-2012	21-FEB-2012	
<input type="checkbox"/>	194198	Tutor, Thomas	01	8	TUT3	PD103,PD103,PD103,PD103	82010001	21-FEB-2012	22-FEB-2012	

Delete Clear

## 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:

Payroll Details Pay Calendar Timesheet & Expenses

Academic Timesheet

Timesheet History

Click here to add a new timesheet

Existing Timesheets

Expand All Collapse All

☐ Not Submitted (0 timesheets)

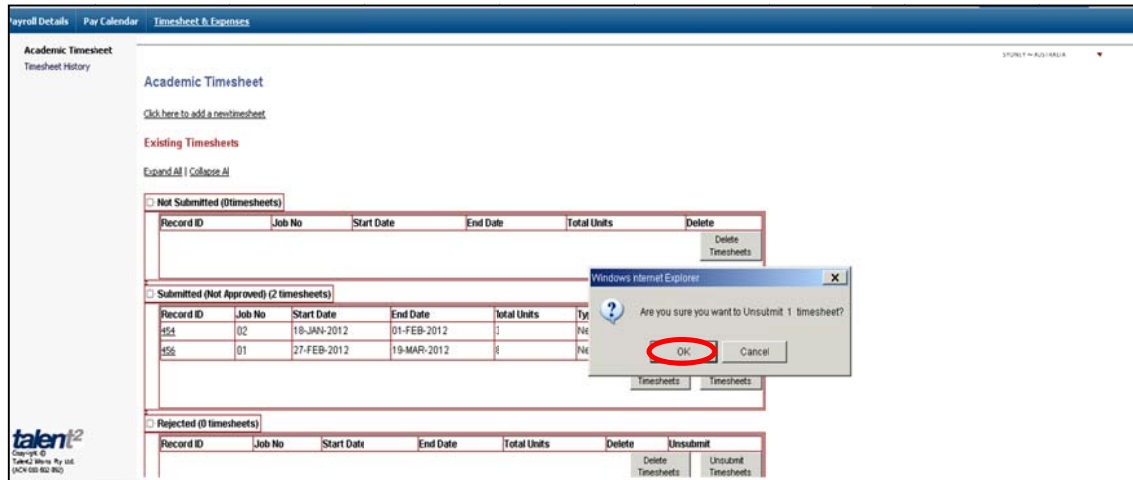
Record ID	Job No	Start Date	End Date	Total Units	Delete
					Delete Timesheets

☐ Submitted (Not Approved) (2 timesheets)

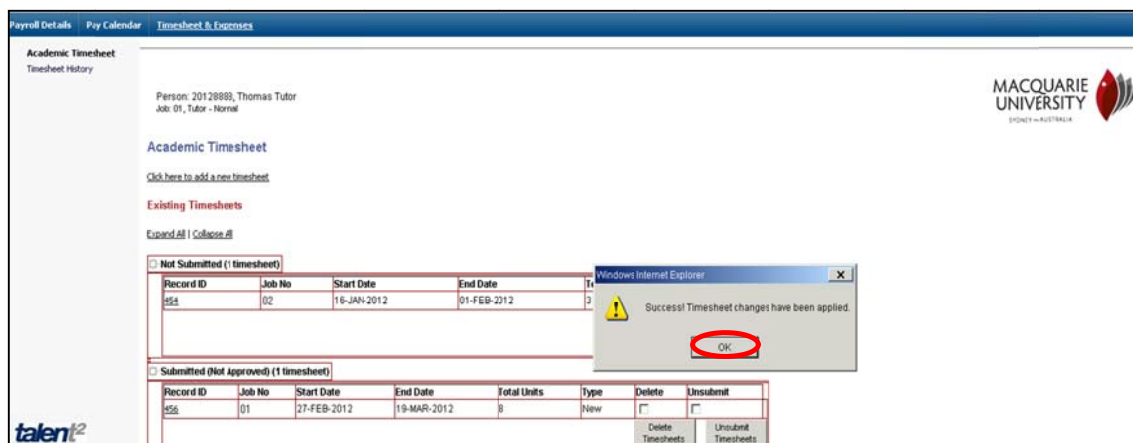
Record ID	Job No	Start Date	End Date	Total Units	Type	Delete	Unsubmit
454	02	18-JAN-2012	01-FEB-2012	3	New	<input type="checkbox"/>	<input checked="" type="checkbox"/>
456	01	27-FEB-2012	15-MAR-2012	8	New	<input type="checkbox"/>	<input type="checkbox"/>

Delete Timesheets Unsubmit Timesheets

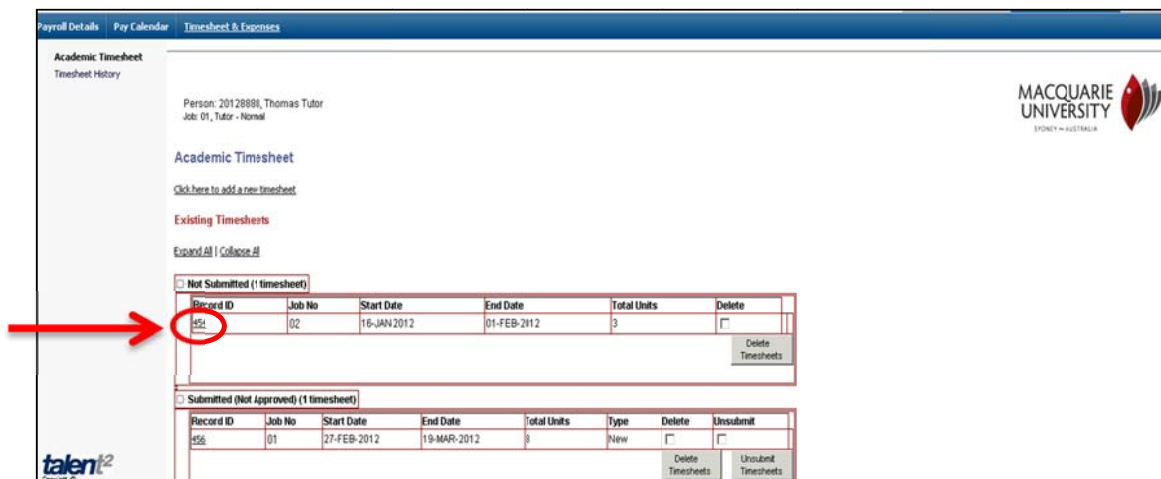
You will receive a pop up message asking you to confirm this action. Click 'Ok' to proceed.



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:

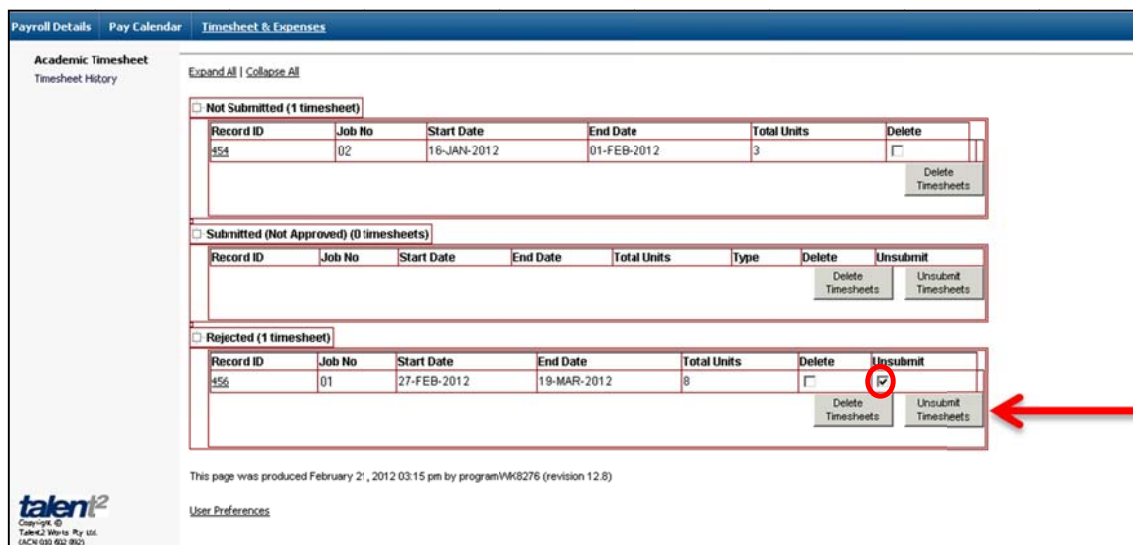


Next, access the Timesheet List where you will see that in the 'Rejected' section, there is a record ID. To action this transaction, there are two options:

- 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.

The screenshot shows the 'Academic Timesheet' page with a confirmation dialog box from Windows Internet Explorer. The dialog asks: 'Are you sure you want to Unsubmit 1 timesheet?'. The 'OK' button is circled in red. The background shows a table with columns: Record ID, Job No, Start Date, End Date, Total Units, and Delete. There are three sections: 'Not Submitted (1 timesheet)', 'Submitted (Not Approved) (0 timesheets)', and 'Rejected (1 timesheet)'. The 'Not Submitted' section has one record with ID 454. The 'Rejected' section has one record with ID 456.

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.

The screenshot shows the 'Academic Timesheet' page with the 'Existing Timesheets' section. The 'Not Submitted (2 timesheets)' section is expanded, showing a table with columns: Record ID, Job No, Start Date, End Date, Total Units, and Delete. There are two records: one with ID 454 and one with ID 456. A red arrow points to the record ID 456. The 'Submitted (Not Approved) (0 timesheets)' and 'Rejected (0 timesheets)' sections are also visible.

## Option B

Click on the record ID number to access the timesheet:

The screenshot shows the 'Academic Timesheet' page with the 'Existing Timesheets' section. The 'Not Submitted (1 timesheet)' section is expanded, showing a table with columns: Record ID, Job No, Start Date, End Date, Total Units, and Delete. There is one record with ID 454. A red arrow points to the record ID 454. The 'Submitted (Not Approved) (0 timesheets)' and 'Rejected (1 timesheet)' sections are also visible.





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

Payroll Details Pay Calendar Timesheet & Expenses

Academic Timesheet  
Timesheet History

01 8201TUT300 Tutor - Normal Human Resources ACAS Tutor - Normal Tutoria 01-JAN-2012 31-DEC-2012 82010001

Start Date for Timesheet: 27-FEB-2012 Academic Calendar Dates: From 01-Jan-2011 to 31-Dec-2019  
Use Academic Calendar: CALAC Casual Academic Calendar

Rejected Timesheet Status = REJECTED

Work Date	Day	Units (Hours)	Unit/Subject Code	Additional Details/Comments	Duplicate Weekly Class (# weeks)	Attachment
27-FEB-2012	Mon	2	FD103			Browse...
05-MAR-2012	Mon	2	FD103			Browse...
12-MAR-2012	Mon	2	FD103			Browse...
19-MAR-2012	Mon	2	FD103			Browse...
						Browse...
						Browse...
						Browse...

Unsubmit Cancel

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

MACQUARIE UNIVERSITY Web Self Service

Person: 20120001, Thomas Tutor  
Job: 01, Tutor - Normal

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

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

Not Submitted (2 timesheets)

Record ID	Job No	Start Date	End Date	Total Units	Type
454	02	16-JAN-2012	01-FEB-2012	3	
456	01	27-FEB-2012	19-MAR-2012	8	

Submitted (Not Approved) (0 timesheets)

Record ID	Job No	Start Date	End Date	Total Units	Type	Delete	Unsubmit
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talent2

Success! Timesheet changes have been applied.  
OK

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.

Academic Timesheet  
Timesheet History

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

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

Not Submitted (2 timesheets)

Record ID	Job No	Start Date	End Date	Total Units	Delete
454	02	16-JAN-2012	01-FEB-2012	3	<input type="checkbox"/>
456	01	27-FEB-2012	19-MAR-2012	8	<input type="checkbox"/>

Delete Timesheets