Accessing TimeFiler:

1. Log on to the following website: [https://timesheets.mq.edu.au](https://timesheets.mq.edu.au)
2. When prompted, enter your OneID username and password.

Contact the Informatics Help Desk on (02) 9850 4357 (Option 2) or email help@mq.edu.au if you need your password reset.

Approving a Standard Timesheet:

- A Standard Timesheet is a timesheet that applies to the current pay period.
- Staff members must submit their timesheets for approval by 5pm on the Wednesday prior to pay week.
- **Managers need to approve all timesheets by 5pm on the Thursday prior to pay week.**
- A calendar showing all pay periods may be found at [http://staff.mq.edu.au/public/download/?id=41249](http://staff.mq.edu.au/public/download/?id=41249)
- The timesheet will be due one week before the Pay Period End Date shown on the calendar.

**Step 1**

To begin, ensure that the:
- Timesheet Status is set to 'Submitted'.
- Timesheet Type is set to 'Standard timesheet'.

**Step 2**

Select the staff member's timesheet you wish to view from the menu on the right side of the page.

**Step 3**

The timesheet is now displayed for you to review the times entered.
You can edit any of the shift times entered by the staff member if required.

**Step 4**

At the end of each row, you have the option to:
- Tick 'Agreed overtime'
- Tick 'No penalties'
- Tick 'Not approved'
- Change the Account
- Enter a Comment

1. Agreed overtime – only tick this box where you have agreed for the staff member to work overtime (for working more than 7 hours in a day).
2. No penalties – only tick this box where you and the staff member have mutually agreed that they will work on a day that would normally attract penalties (but without payment for them).
3. Not approved – tick this box if you do not approve payment for a particular shift. Please advise your staff member with the reason for non-approval.
4. GL Account – you can override the default account by entering a different account in this box.

**Step 5**

Click the 'Approve' button to approve the timesheet.

Note: Clicking the Approve button will only approve shifts where you are the designated manager or administrator.
### Approving a Retrospective Timesheet:

- A Retrospective Timesheet applies to a previous pay period (where staff have already been paid).
- Staff members will complete Retrospective Timesheets for all work completed that does not fall under the current pay period. They may have forgotten to submit a Standard Timesheet at the relevant time, or are now wanting to claim additional shifts to a previous pay period.
- Staff members must submit their timesheets for approval by 5pm on the Wednesday prior to pay week.
- Managers need to approve all timesheets by 5pm on the Thursday prior to pay week.

#### Step 1

To begin, ensure that the:
- Timesheet Status is set to ‘Submitted’.
- Timesheet Type is set to ‘Retrospective timesheet’.

#### Step 2

Select the staff member’s timesheet you wish to view from the menu on the right side of the page.

#### Step 3

To view all hours claimed by the staff member in the selected fortnight (new and already paid), click the ‘View Attendance’ button.

All hours are now shown. Click ‘View Retrospective Timesheet’ button to return to the timesheet.

#### Step 4

Review and approve the timesheet following Steps 3-5 of the Standard Timesheet (on Page 1 of this guide).

### Entering a timesheet on behalf of a staff member:

- Managers and administrators are able to enter a timesheet on behalf of a staff member if required.

  **Step 1:** Set the Timesheet Status to ‘All’.
  **Step 2:** Set the Timesheet Type to ‘Standard timesheet’ or ‘Retrospective’ timesheet.
  **Step 3:** Select the staff member’s name.
  **Step 4:** Click the ‘Create’ button.
  **Step 5:** Complete and Submit the Timesheet.

### Warning Messages:

- When viewing the timesheets prior to approving, the system will display yellow warning messages.
- It is suggested that managers view the warnings to ensure that the staff are claiming the correct hours, break times and overtime payments. You can edit the timesheet if required before approving.
- Hover over the yellow box to reveal the warning.

An example:

| Mon 1/4 | You have worked more than 10 hrs. Unpaid break should be minimum of 1 hour.
| Tue 2/4 | You have entered more than 10 hours per day. Is this correct?
| Wed 3/4 | Overtime incurred (worked more than 10 hours today). |