MACQUARIE University

TimeFiler: Online timesheets for casual Professional staff members

Accessing TimeFiler:

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

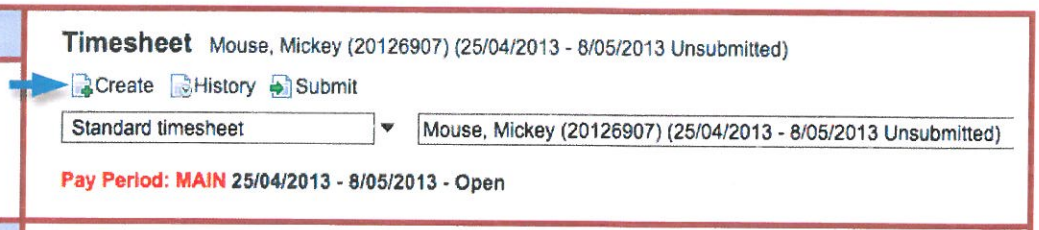
Contact the Informatics Help Desk on (02) 9850 4357 (Option 2) or email help@mq.edu.au if you need your password reset.

Submitting a Standard Timesheet:

- A Standard Timesheet is a timesheet that applies to the current pay period.
- Your timesheet needs to be submitted by 5pm on the Wednesday prior to pay week.
- A calendar showing all pay periods may be found at 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

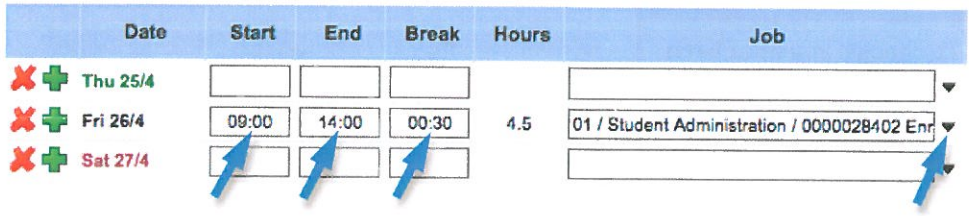
Click on the 'Create' button to create a new Standard Timesheet.



Step 2

For each day, enter the:

* Start time (in 24 hr time)
* End time (in 24 hr time)
* Length of shift break
* Job (select from list)

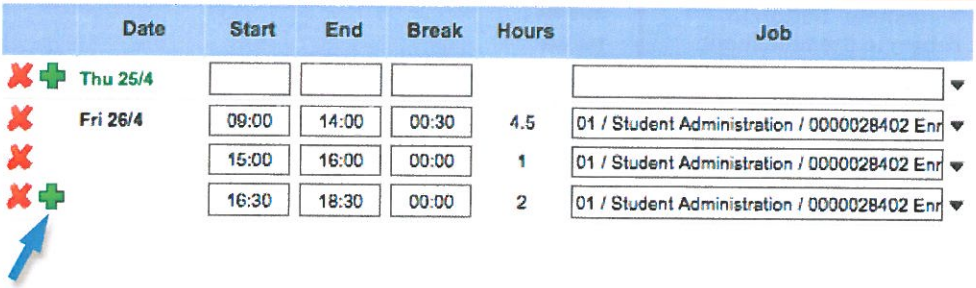


Step 3

Multiple shifts in a day:

If you have more than one shift in a day (either in the same job or another job), click the green ✚ to add more rows.

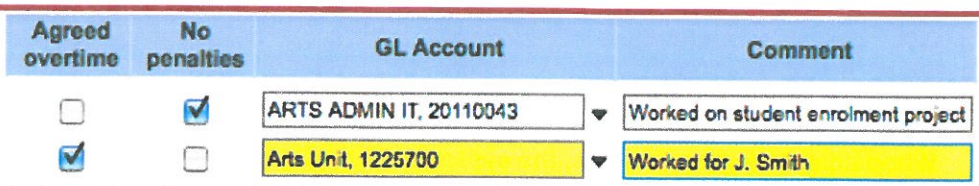
The red ✘ will delete rows.



Step 4

At the end of each row, you have the option to:

* Tick 'Agreed overtime'
* Tick 'No penalties'
* Change the Account
* Enter a Comment

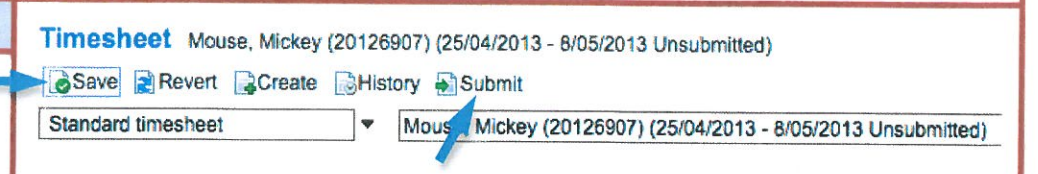


1. Agreed overtime – only tick this box where your manager has asked you to work overtime.
2. No penalties – only tick this box where you and your manager have mutually agreed that you will work on a day that would normally attract penalties (but without payment for them).
3. GL Account – only enter an account in this box if requested by your manager.

Step 5

Click the 'Save' button to save your timesheet.

Click the 'Submit' button when ready to submit the timesheet to your manager for approval.



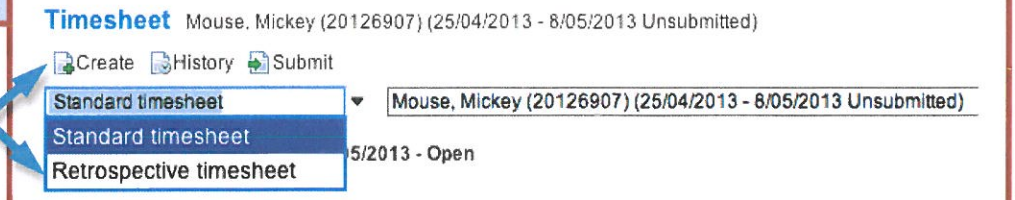
Submitting a Retrospective Timesheet:

- A Retrospective Timesheet applies to a previous pay period (where staff have already been paid).
- Use Retrospective Timesheets for all work completed that does not fall under the current pay period.
- Each Retrospective Timesheet covers a fortnightly period – you can submit more than one timesheet if required.
- Your timesheet/s needs to be submitted by 5pm on the Wednesday prior to pay week.

Step 1

Select 'Retrospective Timesheet' from the menu.

Then click on the 'Create' button to create a new Retrospective Timesheet.

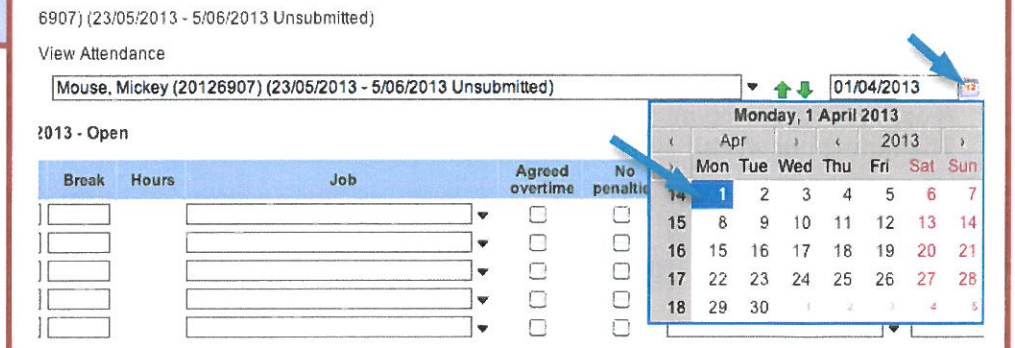


Step 2

A calendar feature will now appear on the right hand side of the page:

a) Click the small calendar icon at end of the line.

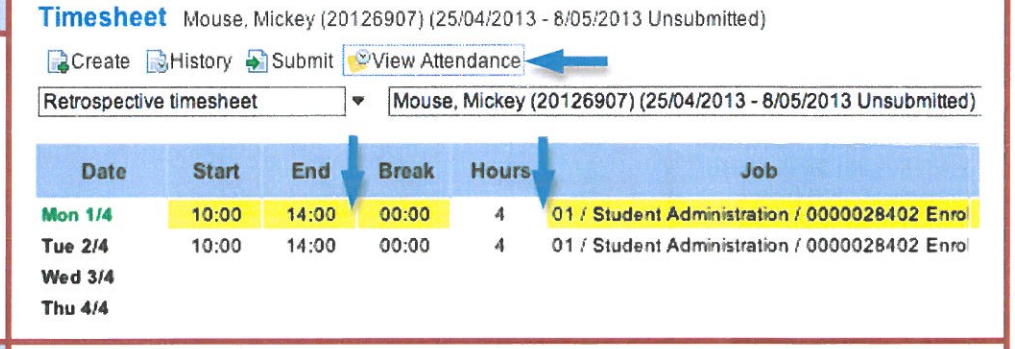
b) Select the start date for the timesheet (the first day of work that you wish to claim).



Step 3

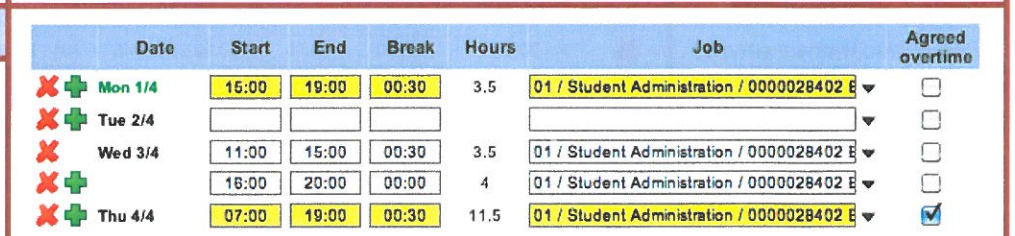
To check if you have been already paid for any hours within the selected fortnight, click the 'View Attendance' button.

Paid hours are now shown. Click 'View Retrospective Timesheet' button to return to the timesheet.



Step 4

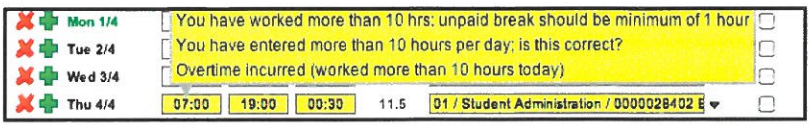
Complete and submit the timesheet following Steps 2-5 of the Standard Timesheet (on Page 1 of this guide).

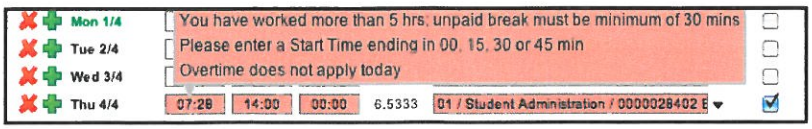


Warning Messages:

- When completing timesheets, the system will display yellow and red warning messages.
- A yellow warning is non-critical – the timesheet may be saved and submitted after the user reviews the warning and acts on it if necessary. Hover over the yellow box to reveal the warning.

An example:



- A red warning is critical – the timesheet may not be saved or submitted until the critical issue is resolved. Hover over the red box to reveal the warning.

An example: