

# **Staff Connect Self Service User Guide Timesheets**

<b>Date Last Updated</b>	<i>May 2018</i>
<b>Document Version</b>	<i>Final</i>

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## 1. TIMESHEETS

Use the Timesheets page to view and process timesheets. All staff submit their timesheets here.

Under the **Dashboard** drop down menu, select **Timesheets**.

The page displays the current timesheet. See Figure 2.

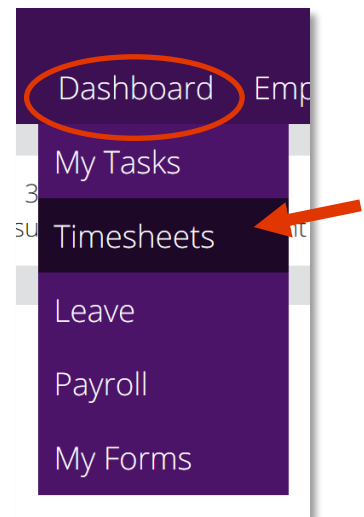


Figure 1.

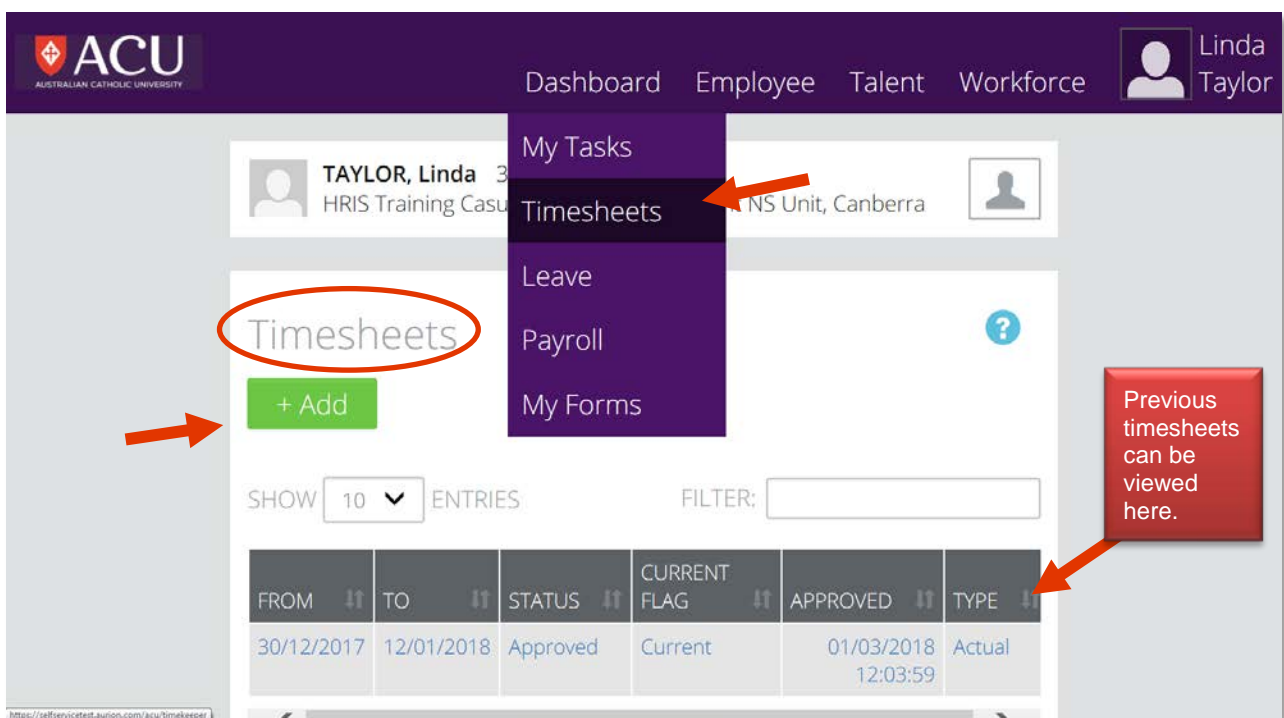


Figure 2.

### 1. New Timesheet

Click the **Add** button (see Figure 2.)

Select **Type**, and then choose **Actual** to submit a timesheet for the current fortnight or **Schedule** for a pay period in the future. The **Ruleset Code** will display your default ruleset and should not be changed. Select the relevant fortnight from the dropdown menu for **Period**.

New Timesheet ?

TYPE: Actual Schedule

RULESET CODE: Casual Professional ▼

PERIOD: 30/12/2017 to 12/01/2018 Current ▼

Save

07/04/2018 to 20/04/2018 Future

24/03/2018 to 06/04/2018 Future

10/03/2018 to 23/03/2018 Future

24/02/2018 to 09/03/2018 Future

10/02/2018 to 23/02/2018 Future

27/01/2018 to 09/02/2018 Future

13/01/2018 to 26/01/2018 Future

30/12/2017 to 12/01/2018 Current

16/12/2017 to 29/12/2017

02/12/2017 to 15/12/2017

18/11/2017 to 01/12/2017

04/11/2017 to 17/11/2017

21/10/2017 to 03/11/2017

07/10/2017 to 20/10/2017

## 2. Update a timesheet

This is where you will enter the details of your timesheet.

Click on **Show Form**.

Summary for 13/01/2018 - 26/01/2018 (Incomplete) ?

Show form Set as default Delete form

	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOTAL
Week 1			4:00	5:30				9:30
Week 2						4:00	4:30	8:30

You will see the Daily view of your timesheet. Options are:-

**Daily** – displays a summary for the selected day, ready for entering hours

**Period** – displays timesheet entries, summarised by time code for each day, ready for entering hours

**Detailed** – displays the details of all timesheet entries ready for entering hours

**Summary** – displays all the basic information needed to progress the timesheet in a single tab

In the Daily view the selected date is shown in the calendar ribbon. Any entries made in Daily view are made to the selected date. To select a different date to process click it in the calendar ribbon.

Days with **dots** under the dates are days that have times already entered.

January 13th 2018 — January 26th 2018

Daily Period Detailed Summary

Sat 13th Jan	Sun 14th Jan	Mon 15th Jan	Tue 16th Jan	Wed 17th Jan	Thu 18th Jan	Fri 19th Jan	Sat 20th Jan	Sun 21st Jan
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0:00 Ordinary Hours



0 Allowances



0:00 Total Hours Today

### Timesheet entry screen

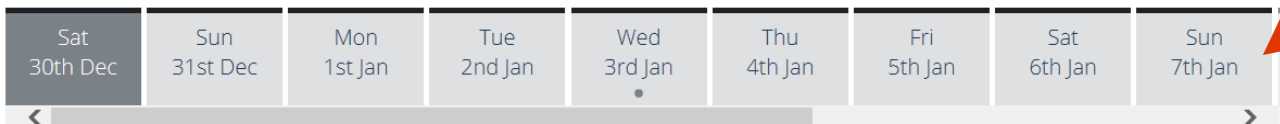
In the timesheet entry form select the Date and Type of time based entry. You will also enter the Start and Finish times for this entry and any necessary Comments. If require you can also enter information for Entity, Project-Source of Fund, Activity, Pay Rate (Alternate).

NOTE: All time values in Timesheets are displayed in HH:MM format (hours and minutes) **which is 24 hour clock**, e.g. 13:30 is 1:30 pm. Unit-based values, such as allowances and adjustments, are displayed in decimal format, e.g. 7.5.

DATE	Thu 4th Jan	▼
TYPE	Additional Hours Afternoon Shift	▼
START	17:30	
FINISH	18:30	×
BREAK START	hh:mm	
BREAK FINISH	hh:mm	
ENTITY		🔍
PROJECT-SOURCEOFFUND		🔍
ACTIVITY		🔍
PAY RATE (ALTERNATE)		🔍
COMMENTS	Approved additional hours	

### Daily View

Select the day you wish to update hours for from the calendar ribbon. Daily totals for the selected date are displayed.



Select the item that you wish to update. The selected section is expanded to display the work and break hours recorded for that day.

Click **Add** button to add an entry. The entry details page is displayed.

Alternatively, click the ellipsis ... on the entry you wish to update. The slide-out options are displayed.



Click **Delete** if you wish to delete the row. The row is deleted.

Click the row or the **Edit** icon to edit the row. The hour's page is displayed.

Click **Delete** if you wish to delete the row. The row is deleted.

Update the fields as required and click **Save**. The entry is updated and the Timesheets page, Daily view is displayed for the timesheet. Alternatively, click **Save & New** to save the existing entry and add another entry, or click **Save & Copy** to save the existing entry and add another entry that is a copy of the current entry.

## Period View

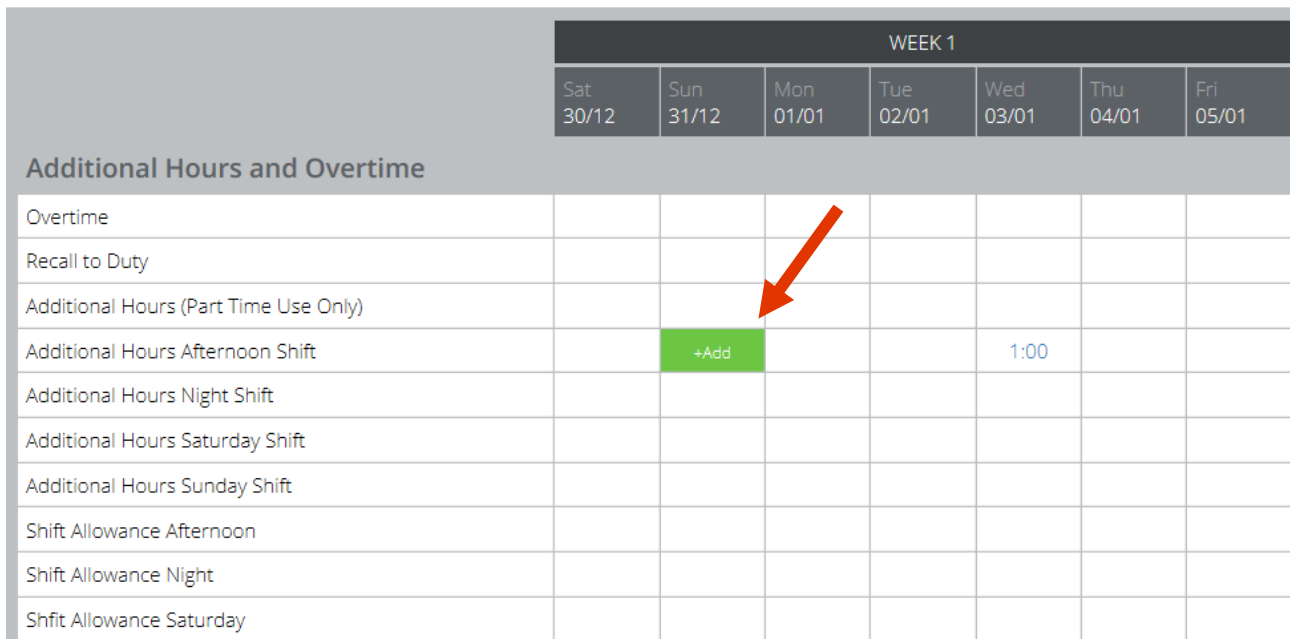
Click on **Edit**. The timesheet is displayed.



	WEEK 1							Total	WEEK 2							Total	PERIOD
	Sat 30/12	Sun 31/12	Mon 01/01	Tue 02/01	Wed 03/01	Thu 04/01	Fri 05/01		Sat 06/01	Sun 07/01	Mon 08/01	Tue 09/01	Wed 10/01	Thu 11/01	Fri 12/01		
Additional Hours and Shift Allowance					1:00			1:00								0:00	1:00
Total Hours Paid					1:00			1:00								0:00	1:00

To add an entry:

In an empty timesheet cell, hover over the cell and click **Add**. The entry details page is displayed



WEEK 1							
Sat 30/12	Sun 31/12	Mon 01/01	Tue 02/01	Wed 03/01	Thu 04/01	Fri 05/01	
<b>Additional Hours and Overtime</b>							
Overtime							
Recall to Duty							
Additional Hours (Part Time Use Only)							
Additional Hours Afternoon Shift							1:00
Additional Hours Night Shift							
Additional Hours Saturday Shift							
Additional Hours Sunday Shift							
Shift Allowance Afternoon							
Shift Allowance Night							
Shift Allowance Saturday							

Or update an entry in a timesheet cell with a pre-existing entry:

Click in the cell. The entry details are displayed.

Click **Add** to add a new entry or select an existing entry to update it. The entry details page is displayed.

Click on **Delete** if you wish to delete the row. The row is deleted.

Update the fields as required and click **Save**. The timesheet is displayed with the new entry added. Alternatively, click **Save & New** to save the existing entry and add another entry, or click **Save & Copy** to save the existing entry and add another entry that is a copy of the current entry.

Repeat steps 2—4 to add additional entries as required and click **Done**. The Timesheets page, Period view is displayed.

## Detailed View

Click **Add** above the section that you wish to add an entry to. The entry details page is displayed.

## Additional Hours and Overtime

+ Add

For Permanent CCGS employees - If you are Recalled to Duty more than once for the same issue, please do not record any breaks.

DATE	TYPE	START	FINISH	BREAK START	BREAK FINISH	ENTITY	PROJECT-SOURCEOFFUND	ACTIVITY	PAY RATE (ALTERNATE)	COM
Wed 3rd Jan	Additional Hours Afternoon Shift	05:00	06:00							

Alternatively, click an existing entry in the section that you wish to update. The entry details page is displayed.

Click **Delete** if you wish to delete the row. The row is deleted.

Update the fields as required and click **Save**. The Timesheets page, Detailed view is displayed. Alternatively, click **Save & New** to save the existing entry and add another entry, or click **Save & Copy** to save the existing entry and add another entry that is a copy of the current entry

### 3. Validate and Submit a Timesheet

If there are errors in your timesheet you will need to **Validate** it. Click **Validate** at the bottom of the timesheet. If there are any errors the first is identified in a frame above the timesheet. If there are multiple errors a **Show more** link is provided to display the additional errors.

For example:

The following error is also displayed at the bottom in place of the **Submit** button:

The screenshot shows a warning banner at the top: "Warning. Timesheet line was saved but the timesheet is invalid." Below the banner is a "Close this alert" button. The main content area displays a calendar ribbon for the week of Sun 31st Dec to Mon 8th Jan. The Thursday 4th Jan entry is highlighted in red and has a red dot above it. Below the calendar, a large red clock icon is shown next to the text "23:30 Additional Hours and Overti...". Below this, a smaller red clock icon is shown next to "23:30 hours" and "17:00 to 16:30 Overtime". A "+ Add" button is visible above the error details.

Each of the timesheet views also has additional ways in which errors are identified:

In the Daily view a red dot is displayed on days in the calendar ribbon that have errors and invalid timesheet sections are highlighted in red.

The Period view 'Data invalid, please edit' in the table. Click **Edit** to view the timesheet. Cells with invalid entries are highlighted in red. Click in the cell to view entry details. Invalid entries are highlighted in red. The Detailed view highlights invalid entries in red.

Click an error in the frame above the timesheet. The entry details page is displayed.

Update the fields as required and click **Save**.



Once all errors are addressed click **Submit**. The Timesheet for <date range> page is displayed. Enter a Message if required and click **Submit**. The timesheet is sent to the next user in the timesheet workflow for approval.

NOTE: Some timesheets with errors will not have an invalid entry to highlight. For example, if there is a minimum period hour's requirement, there may be insufficient hours entered in the timesheet. In Detailed view, rows with errors are highlighted in red. Click the row to view the row detail page with in line error messages.

## 4. Withdraw a Submitted Timesheet

You can recall timesheets that have been submitted but not yet approved.

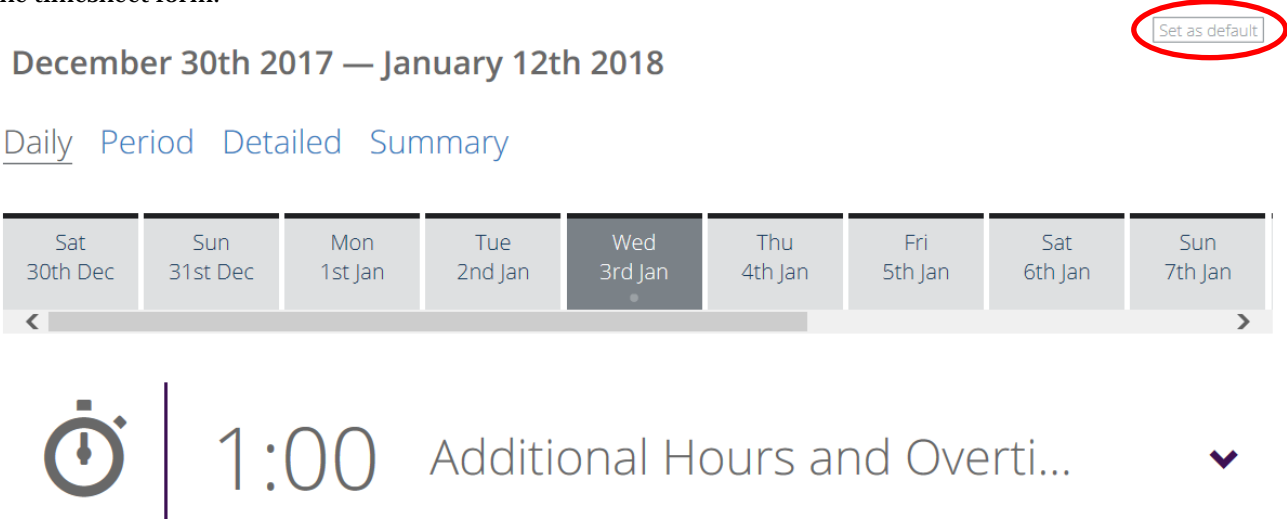
Click **View full list**. The Timesheets page is displayed, showing all approved and incomplete timesheets. Select the timesheet you wish to recall. The Summary for <date from> - <date to> (<status>) is displayed below the Timesheets list.

Click **Show form**. The Timesheets page, Daily view is displayed for the timesheet.

Click **Recall**. The recalled timesheet is displayed. You can now update and resubmit the timesheet.

## 5. Set a Default Timesheet

You can set a timesheet to be your default timesheet by clicking the **Set as default** shown in the top right of the timesheet form.



December 30th 2017 — January 12th 2018 Set as default

[Daily](#) [Period](#) [Detailed](#) [Summary](#)

Sat 30th Dec	Sun 31st Dec	Mon 1st Jan	Tue 2nd Jan	Wed 3rd Jan	Thu 4th Jan	Fri 5th Jan	Sat 6th Jan	Sun 7th Jan
-----------------	-----------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------

1:00 Additional Hours and Overti... ▼

Alternatively:

Click **View full list**. The Timesheets page is displayed, showing all approved and incomplete timesheets. Select the timesheet you want to set as the default. The Summary for <date from> - <date to> (<status>) is displayed below the Timesheets list.

Click **Set as default**. A pop up dialog is displayed requesting confirmation that you want to create a default timesheet from this timesheet.

Select OK. The timesheet will be used as a default template for new timesheets.

## 6. Reset a Timesheet

You can reset any timesheet that is not submitted to take advantage of automatic population of timesheet lines. Timesheets are reset to the default timesheet. To reset a timesheet:

Click **View full list**. The Timesheets page is displayed, showing all approved and incomplete timesheets. Select the timesheet you want to reset. The Summary for <date from> - <date to> (<status>) is displayed below the Timesheets list.

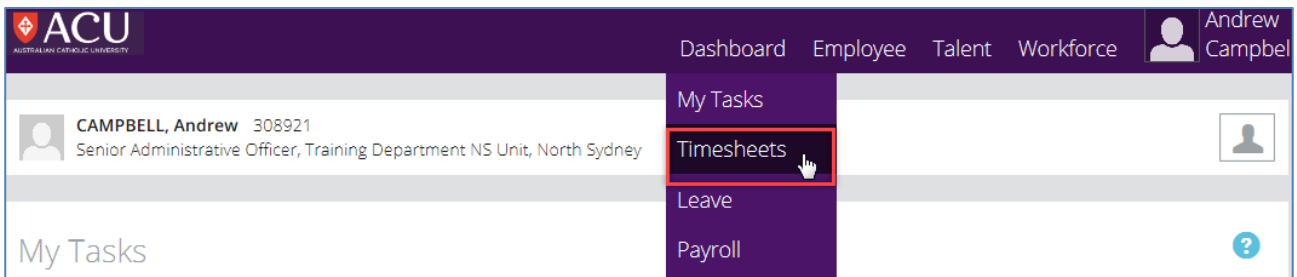
Click **Show form**. The Timesheets page, Daily view is displayed for the timesheet.

Click **Reset** at the bottom of the page. The timesheet is reset to your default.

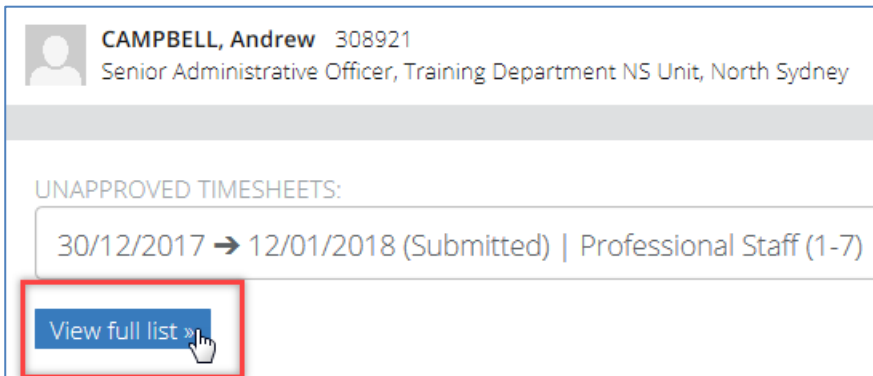
## 7. Submit a Timesheet from a Prior Period

You can submit an electronic timesheet for a prior period but only if you have not previously submitted one for that period.

When you log in to Self Service click on **Dashboard > Timesheet**

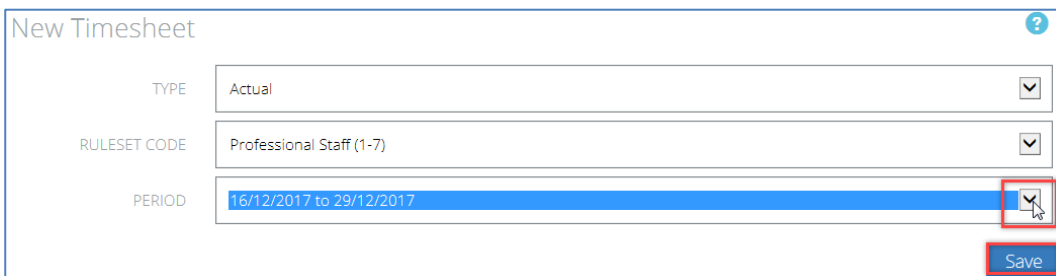


If a current timesheet is not underway then click the **Add** button as per **Section 1 New Timesheet** above. If there is a timesheet underway then click **View full list**.



This will display the details for the current Timesheet and make the **Add** button available. Click the **Add** button.

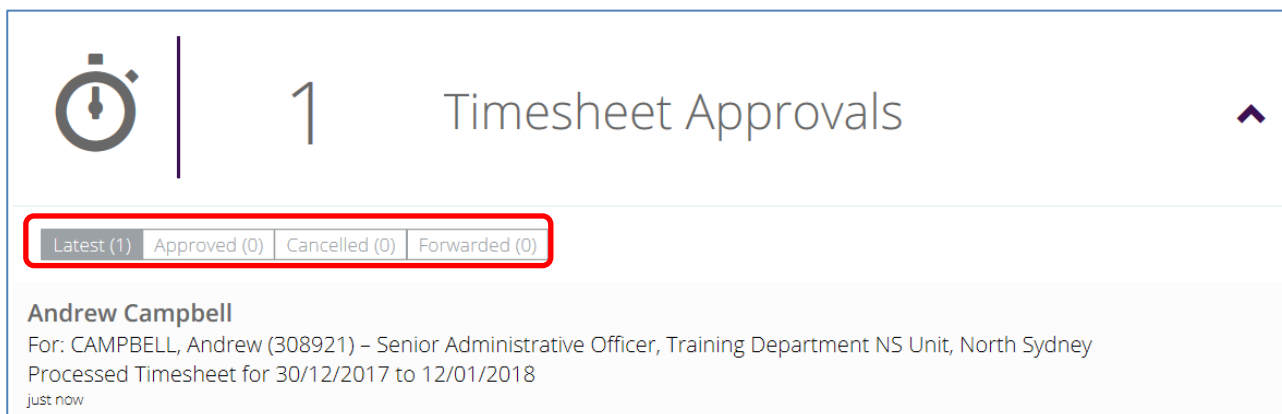
In the **New Timesheet** dialogue select the period required and click **Save**



You can then complete and submit the timesheet as per **Section 1 New Timesheet** above.

## 2. APPROVING A TIMESHEET – SUPERVISOR / MANAGER

The Tasks page allows you to manage timesheets waiting your attention.



NOTE: Timesheet Approvals can be classified as **Latest, Approved, Cancelled, or Forwarded**. Your latest Timesheet Approvals are displayed by default. To switch the view between Latest, Approved, Cancelled, and Forwarded items click the relevant button at the top of the expanded Timesheet Approvals panel.

Timesheets can be displayed in different views:

- The Daily view displays a summary for the selected day, ready for entering hours.
- The Period view displays timesheet entries, summarised by time code for each day, ready for entering hours.
- The Detailed view displays the details of all timesheet entries, ready for entering hours.
- The Summary view displays all the basic information needed to progress the timesheet in a single tab.

Click the Daily, Period, Detailed and Summary links on the Timesheets page to switch between views.

### 1. Process a Timesheet

#### Process a Timesheet - Daily View

Select Tasks from the Dashboard menu. The Tasks page is displayed.

Click the Timesheet Approvals panel. Timesheets assigned to you are displayed.

Click the timesheet you wish to approve. The Daily view of the timesheet is displayed.

The Daily view defaults to the first day in the timesheet period. Click a date in the calendar ribbon to view the daily totals for that date.

Click a daily total section to expand it. Details of the daily total are displayed.

Review the sections and select the required option in the Approval Workflow section to:

- **Approve** to approve the timesheet.
- **Forward** to forward the timesheet to another employees for review or approval. You can view, approve and decline forwarded timesheets.
- **Return** to return the timesheet to the previous user in the workflow.
- **Decline** to reject the timesheet.

The timesheet submitter is notified of the outcome of the timesheet approval. If you selected **Approve**, the applicant will be forwarded to the next workflow recipient, if applicable.

#### Process a Timesheet - Detailed View

Select **Tasks** from the **Dashboard** menu. The **Tasks** page is displayed.  
Click the **Timesheet Approvals** panel. Timesheets assigned to you are displayed.

Click the timesheet you wish to approve. The **Approval Details** page **Daily** view is displayed.

Select **Details**. The **Approval Details** page **Detailed** view is displayed.

Review the sections and select the required option in the **Approval Workflow** section to:

- **Approve** to approve the timesheet.
- **Forward** to forward the timesheet to another employees for review or approval. You can view, approve and decline forwarded timesheets.
- **Return** to return the timesheet to the previous user in the workflow.
- **Decline** to reject the timesheet.

The applicant is notified of the outcome of the timesheet approval. If you selected **Approve**, the applicant will be forwarded to the next workflow recipient, if applicable.

## 2. Update a Timesheet

You can update your current timesheet in the following views:

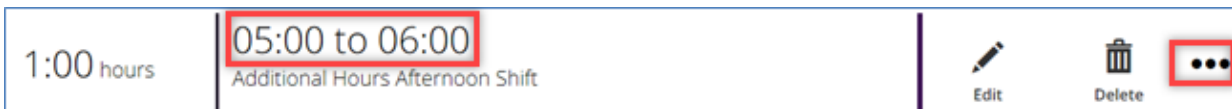
### Daily View

Select the day you wish to update hours for from the calendar ribbon. Daily totals for the selected date are displayed.

Select the section that you wish to update. The selected section is expanded to display the work and break hours recorded for that day.

Click **Add** to add an entry. The entry details page is displayed.

Alternatively, click the ellipsis ... on the entry you wish to update. The slide-out options are displayed.



Click **Delete** if you wish to delete the row. The row is deleted.

Click the row or the **Edit** icon to edit the row. The hour's page is displayed.

Click **Delete** if you wish to delete the row. The row is deleted.

**NOTE the error in the timesheet above. Afternoon Shift has been selected but 05:00 to 06:00 is 5am and 6am respectively. These times would need to be amended to 24 hour clock values of 17:00 to 18:00 respectively.**

Update the fields as required and click **Save**. The entry is updated and the **Timesheets** page, **Daily** view is displayed for the timesheet. Alternatively, click **Save & New** to save the existing entry and add another entry, or click **Save & Copy** to save the existing entry and add another entry that is a copy of the current entry.

### Period View

Click **Edit**. The timesheet is displayed.

To add an entry:

In an empty timesheet cell, hover over the cell and click **Add**. The data entry page is displayed.

Or update an entry in a timesheet cell with a pre-existing entry:

Click in the cell. The entry details are displayed.

FROM	TO	HOURS	BREAK
05:00	06:00	1:00	0:00
Total		1:00	0:00

Click **Add** to add a new entry or select an existing entry to update it. The data entry page is displayed.

Click **Delete** if you wish to delete the row. The row is deleted.

Update the fields as required and click **Save**. The timesheet is displayed with the new entry added. Alternatively, click **Save & New** to save the existing entry and add another entry, or click **Save & Copy** to save the existing entry and add another entry that is a copy of the current entry.

Repeat steps 2—4 to add additional entries as required and click **Done**. The Timesheets page, Period view is displayed.

### Detailed View

Click **Add** above the section that you wish to add an entry to. The entry details page is displayed. Alternatively, click the section that you wish to update. The entry details page is displayed.

Click **Delete** if you wish to delete the row. The row is deleted.

Update the fields as required and click **Save**. The Timesheets page, Detailed view is displayed. Alternatively, click **Save & New** to save the existing entry and add another entry, or click **Save & Copy** to save the existing entry and add another entry that is a copy of the current entry.