Casual Academic timesheet step by step instructions

Before logging into the Employee Self Service, please be sure you have a copy of your Casual Employment form provided by your supervisor or faculty office administrator. This form will confirm the type of paycodes you can claim on your timesheet. In addition to the Casual Employment form, some faculties also provide a schedule showing hours to be worked over the whole semester.

How to log into the Employee Self Service (ESS)

If you are currently logged into the ESS please skip to the next section ‘How to create a new timesheet’.

To log into the Employee Self Service go to the following url: http://www.flinders.edu.au/hrsp/WSS/home.html
It’s a good idea to bookmark this address as your starting point. This page will keep you up to date with important notices relating to ESS downtimes, Timesheet updates etc.
Click the ‘Log into the Employee Self Service’ link below the Important Notices section.
Enter your Web User ID: 6 digit payroll number (not your FAN)
• Contact the Pay Office on ext 13872 or 12501 if you do not know your payroll number.
If this is your first log in, your initial password is your date of birth in the format of DDMYYY.
If your web browser prompts you to save the password to the browser, please say no.

How to create a new timesheet

Once logged in, from the left menu select the following folders:
Single click on Casual Timesheets to open the folder
Single click on Academic Staff T/S to access a new timesheet
Single click: Add new record

A new blank weekly timesheet appears
This timesheet can accept up to 5 different paycodes

Select the first week ending date from the drop down calendar

Select a job number from the drop down arrow
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**Note:** If the job number does not appear in this box please do not continue with the timesheet. This means there is no active job on the HR System as at the date you selected on your timesheet (in the 1st week ending box). The reasons for this may be:
- The Casual Employment form has not reached the payroll office and the job is not on the HR system.
- Or, you may be selecting a date prior to the job start date on the Casual Employment form.
- Or the job may have ended.
- For further assistance contact the pay office on ext. 13872 or 12501

**IMPORTANT:** If you have more than one job, please check the account number against the copy of your Casual Employment form to be sure you are selecting the correct job number. Also, if you select the wrong job number your timesheet may be submitted to the wrong approver.

Enter the sessions/hours per week
- For example: The rate for a lecturer e.g. paycode L1 assumes 1 hr delivery & 1 hr associated work (this is known as one session). This session would be entered as 1 in the hour column. A session should be claimed on your timesheet using the week ending date relating to the time of the delivery and not the associated work.

Enter the topic number (a free text field). The topic number can be found on page 1 of your Casual Employment form or your semester schedule.

Select the paycode from the drop down arrow
The Casual Employment form or semester schedule will confirm the paycodes you can claim during the semester.

The rate per session automatically drops into the timesheet when you select the paycode. Complete the timesheet for the week.

To submit this one timesheet only, please enter zero (0) in the 'No of Repeated Timesheets' box.

The 'No of Repeated Timesheets' box is used to automatically create future timesheets and should only be used if you work the exact same hours each week over a number of consecutive weeks. The example in the picture below shows the employee created a timesheet for 12-Jan (1 hr of marking a week) and nominated to repeat this timesheet 2 more times. Future timesheets for 19-Jan and 26-Jan are automatically created and sent to the supervisor for approval. These future timesheets are not paid until the week ending dates fall within the fortnightly pay cycle. This eliminates manually entering timesheets weekly.

**Nursing Staff** - please do not use the repeat function. Enter 0 to generate one timesheet at a time.
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Casual Academic timesheets will be approved by the Faculties Administrative Officers and not the Supervisors/Topic Coordinator.

The 'Declaration & Authority' section on page 3 of the Casual Employment form will confirm the name of your nominated approver for timesheets.

When your timesheet is complete and ready for approval:
Select **Submit** from the Status drop down arrow.
Click **INSERT**

<table>
<thead>
<tr>
<th>Line Number</th>
<th>Hours Per Week</th>
<th>Topic Number</th>
<th>Paycode</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>JXX004</td>
<td>$1</td>
<td>$1200</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>JXX008</td>
<td>$2</td>
<td>$2400</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Meeting</td>
<td>GC1</td>
<td>$4800</td>
</tr>
</tbody>
</table>

No of Repeated Timesheets: 0 (Please enter additional timesheets if the one you have entered here. For example, enter 1 to create 1 consecutive timesheets, or enter 2 to create 2 consecutive timesheets etc.)
Submit to Approver: **Insert**

After selecting Submit and Insert, the timesheet will show a ‘Success’ message.

An email will be generated the following morning to notify your approver that a timesheet is waiting for approval.

**Note:** If you accidentally leave the ‘Submit to Approver’ box blank and click the Insert button, your timesheet will still say ‘Success’ but will not be sent to your approver for action.

As shown in the picture below you get a second chance to submit your timesheet to your approver:
- Select **Submit** from the Status drop down arrow
- Click the **Update** button
- Wait for the ‘Success’ message to show again.

However, if you choose to leave the ‘Submit to Approver’ box blank and click Update, this timesheet will be saved in the ‘Academic Staff T/S’ menu as a ‘Non Submitted’ timesheet waiting for you to submit to your approver at a later date (as shown in the picture below).
- Click on the ‘Record ID’ number
- Select Submit and Update

**Timesheet pay deadlines**

Timesheets must be entered and approved by the deadline dates found on the left menu:
Casual Timesheets folder
Timesheet Pay Deadlines
Or as advised by your approver

*End of process for entering a timesheet.*
Deleting a Pending Timesheet

If you would like to delete a timesheet before it is approved
Select ‘Pending Requests’ from the menu on the left

The Pending Request menu is a holding area for all ESS records waiting for approval, this includes Academic and General staff timesheets, leave bookings for permanent and contract staff, etc.

Single click in the delete box to select the record for deletion
Click the Delete button
Click OK to confirm the delete.

Or, if you have multiple records waiting for approval and are unsure of the correct record to select for deletion:
Click on the Record ID to open and view the timesheet in full detail, if this is the correct record:
Click the Delete button

Once the ‘Success Message’ appears an email is automatically sent to your approver saying the timesheet has been deleted.

Please note: When your timesheet is approved it will disappear from the Pending Request menu but can then be viewed in the ‘Academic Staff T/S History’ menu as explained in the next section of this document.

Viewing Approved Timesheets

As soon as a timesheet is approved, the data is transferred directly into the HR Payroll system. Therefore you cannot delete an approved timesheet. If you need an approved timesheet changed, please notify your approver as soon as possible to avoid overpayment etc. Your approver will email the payroll office with the changes.

To view timesheets that have already been approved
Select ‘Academic Staff T/S History’ from the menu on the left
To view a specific timesheet, enter a date from and to and click Find
Or, to view ALL timesheets, blank out the dates and click Find
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Click on the ‘First Week Ending’ date, to view the timesheets in full detail.

<table>
<thead>
<tr>
<th>First Week Ending</th>
<th>Job</th>
<th>Hours Per Week</th>
<th>No of Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-JAN-2007</td>
<td>02</td>
<td>8.00</td>
<td>2</td>
</tr>
<tr>
<td>05-AUG-2007</td>
<td>04</td>
<td>4.00</td>
<td>0</td>
</tr>
<tr>
<td>01-DEC-2006</td>
<td>02</td>
<td>1.00</td>
<td>0</td>
</tr>
<tr>
<td>15-FEB-2008</td>
<td>02</td>
<td>4.00</td>
<td>3</td>
</tr>
</tbody>
</table>

To close the History timesheet page, select another option from the left hand menu.


Activating your FAN (Flinders Authentication Name)

When your Casual Employment Form has been entered on the HR System a Flinders University Email address is automatically created for you. To enable the use of this email address you will need to activate your FAN, if you have not already done so.

Please note that the ESS Casual Timesheets produce computer generated emails to your Flinders University email address. It’s important that you receive these messages.

Your FAN is available from the Pay Office or your local computing support staff.

To activate your FAN go to the following address: [https://www.flinders.edu.au/fan/](https://www.flinders.edu.au/fan/), select ‘Activate Fan’ from the left menu, enter your FAN and initial password as explained under the heading STAFF and follow the steps.

If you have any difficulties activating your FAN, please contact your local computing support staff.

A list of computing support staff can be found on the following address: [https://www.flinders.edu.au/fan/#act](https://www.flinders.edu.au/fan/#act) scroll down to STAFF and click the Computer Support Staff button.

If you do not use email on campus, you have the option to forward your Flinders University email to your personal email address by going to the following url: [https://mail.flinders.edu.au/email/index.php](https://mail.flinders.edu.au/email/index.php)
Enter your username (FAN) and password, Click login
Then select **Forward your Email to a different Email address** from the left menu and follow the steps.