

# TIMESHEET ENTRY USER GUIDE FOR FACULTY/SCHOOL/ADMIN USERS

## Overview

This timesheet entry application allows a two step process of submitting and approving timesheet entries into the Alesco payroll system.

Payments must be in accordance with the current [General Staff Agreement](#), and that the payments are made in accordance with the Minimum Hours of Engagement (Schedule I, 4.1).

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### **General Information**

Timesheets are entered on the Bulk Entry screen for each batch. When all timesheets are entered, and all records are correct, the records will be updated to the holding area.

While the batch is in the holding area, new records can be added, or existing records can be modified or deleted.

When all records are complete and accurate, the batch can be loaded to Concept. Please note that payments must be in accordance with the current Staff Agreements, which can be viewed at [http://www.acs.uwa.edu.au/hrs/hric/dept\\_support.htm](http://www.acs.uwa.edu.au/hrs/hric/dept_support.htm) and must be approved by the relevant departmental authority (see Delegations to Instruct Human Resources to Act on the HR Department/Faculty User Support Page).

Please note that as a security measure if the computer is left idle for 20 minutes, you will need to log in again. When you have completed each session, please log out as described on page 16.

## **Helpful Hints**

### **Batch: (Located on "Bulk Entry" menu item)**

A **Batch** is a list of casual staff payments for a particular pay period. Batches can be copied using the "Copy" facility for future pay periods and reviewed/changed as each pay deadline falls due. Once all changes have been made, the batch is then uploaded into Concept for payment in the next pay period. The batch may incorporate both casual teachers and casual general staff. Batch numbers are managed at the department level and have no impact on the Concept system.

### **Copy facility: (Located on "Copy Timesheet" menu item)**

The **Copy** facility allows for any given batch number to be copied and modified (if required) for current or future pay periods.

### **Lookup facility:**



This facility is available on a variety of screens. Click on the grey box to the right of the field marked "?" and the options available for that specific field will be listed.

### **Mandatory fields:**

The mandatory fields are identified with an \*. Although you can tab over these fields, the record will not be uploaded without all mandatory fields being completed.

### **Printing:**

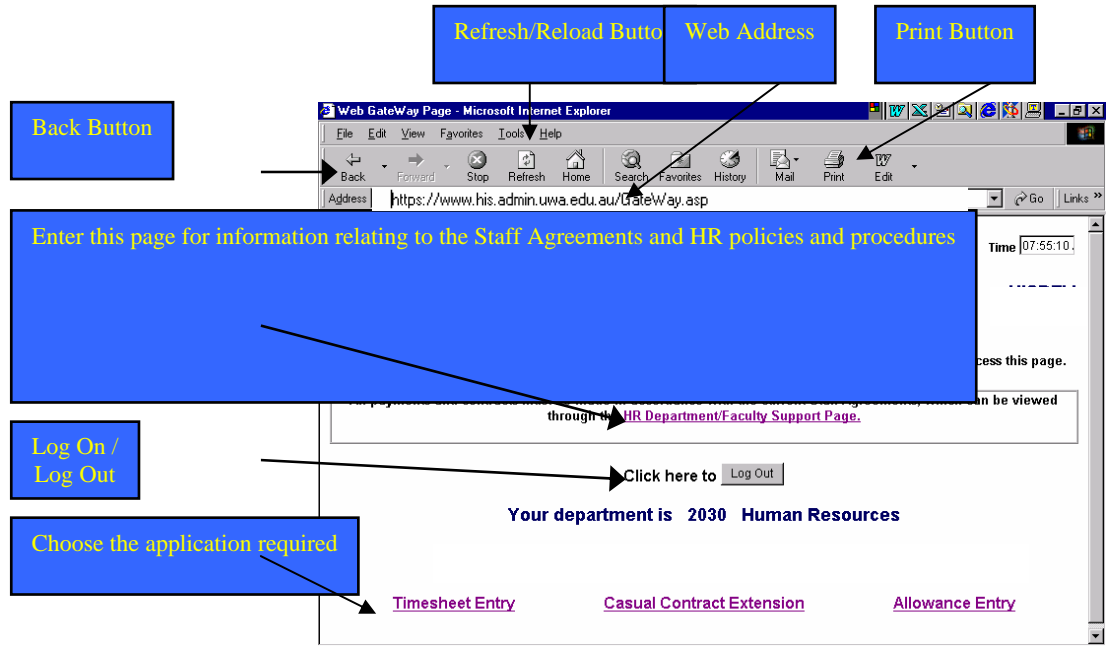
You may print any screen as required. Click anywhere on the frame that you wish to print and use the printer button on the icon menu.

For printing from the View or Change Timesheet screen, print in landscape to see all fields.

**To log on to Timesheet Entry**

**Step 1: Enter the Main Page for Processing via the Web at**

**https://www.his.admin.uwa.edu.au/GateWay.asp** You may bookmark this page.

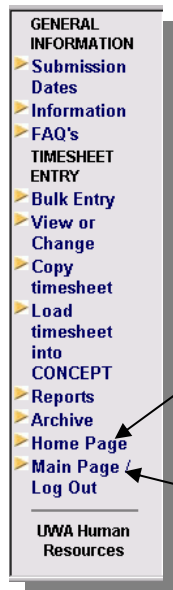


**Step 2: Click "Log On",** and type your admin (or ACS) username and password when prompted.

**Step 3: The department number and name will be displayed.** For those users with access to more than one department, select the department required, and click "Choose". If a message appears "You have not authority to access this application" please contact Human Resources.

**Step 4: Choose the application required.**

**You will be presented with the Timesheet Entry Home Page, with the Main Menu on the left hand side of the screen.**

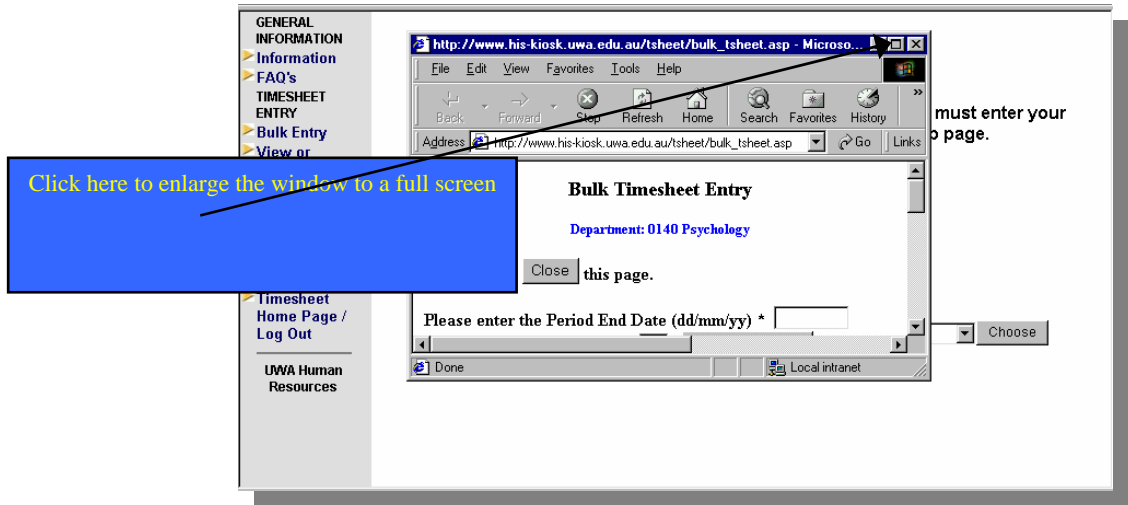


To return to the Timesheet Entry Home Page at any stage, click on "Home Page".

To return to the Main Page for Processing via the Web, click on "Main Page / Log Out".

**To Enter a New Batch**

**Step 1: Choose "Bulk Entry"** from the Main Menu on the Timesheet Homepage. The following window will be displayed. Enlarge the window to fill the screen.



Please note that the fields marked with \* are mandatory fields.

Click here to close the bulk entry screen	Click here to view batches already used	Click here to use the date lookup facility	Click here to lookup the BU and PG for the batch	Click here to lookup the account for the batch
---	---	--	--	--

Click here to update records to the holding area

Click here to reset all records on the bulk entry screen

Click on the grey box marked '?' to use the lookup facility

Please note that the account number is not mandatory for casual teaching payments. For payments to casuals the account may either be nominated when defining the batch, or on each individual record (row 1-12).

? **Step 2: Enter the period end date.** This is usually the end of the pay fortnight. Use the lookup facility if required.

**Step 3: Enter the batch number.** This can be any number between 01 and 99 and is controlled at department level. **Please note that this must be 2 digits.**

? **Step 4: Enter the project grant and account if required.** It is recommended that this feature be used if the majority of records in the batch will be for a project grant. Click on the grey box marked "?" for the look up facility. All 28 digits must be recorded.

? **Step 5: Enter a new record.** Enter the employee number and job number in row 1. Use the lookup facility to select an employee record. By clicking on the employee number, the employee and job number will default to the bulk timesheet entry page.

If you know the employee number and job number, this may be entered directly (without using the lookup facility). Ensure that the employee number is 8 digits and the job number is 2 digits.

? **Step 6: Enter workdate if required.** As the workdate has been nominated when defining the batch, no workdate needs to be added in this field. This field will override the workdate nominated at the top and can be used if payment needs to be made in a different period to the rest of the batch. Use the lookup facility if required.

When the batch number, employee number, job number, paycode and workdate are the same, an error message will read that a duplicate record has been entered. **If payment for a casual is to be charged to two or more accounts, you will need to use different workdates to separate each record.**

**Step 7: Enter hours worked.** Please note that minutes must be entered in decimal format (minutes/60, ie for 30 minutes enter 0.5 in the hours column, for 45 minutes enter 0.75 in the hours column, etc). Please also note that it is not necessary to enter the hours worked each day. You may enter the total amount of hours for the fortnight.

? **Step 8: Enter paycode.** The lookup facility can be used if required.

**Note:** The rate column is not used as each paycode has the appropriate rate attached.

**Step 9: Tick in the "A/C Above" field if the project grant number nominated in the batch heading is to be used for the record.**

? **Step 10: If the record is to be charged to a different project grant to the one nominated in the batch heading, enter the project grant required for that record.** You may use the lookup facility on left of "Bu" column and select the business unit and project number. Then use the lookup for the "Acc" column to select the account required. If completed, this PG will override the PG nominated at the top.

**For payments to casuals (ie using the SAL or overtime paycodes) a P/G number must be nominated,** otherwise the payment will not be processed and the employee will not be paid. For casual teaching payments, a PG is not required, as the department's generic casual teaching PG will be charged directly.

**Note:** Lookup from different business units is not available at this stage. You may type in different business units and project numbers if you know the full PG number.

**Step 11: Enter additional records as required.** Continue the above process for the following 11 rows. Please note that only 12 rows can be displayed on the bulk timesheet entry at one time.

**Step 12: Select "Update".** When you have finished entering records or when you have entered 12 rows. The data is then sent to a holding area, as displayed on the next page. If any errors have been made a message will be displayed at the top of the bulk entry page. Make corrections and press "Update".



Choose "**Close**" if no corrections or additional records needed.

Choose "**Add Record**" if additional staff need to be added to the batch. A new bulk entry screen will be displayed, which specifies the period end date and batch number to which you will be adding records. You may change the period end date or batch number if required (to either create a new batch or add records to any batch that has not been loaded to Concept).

**Bulk Timesheet Entry**

Department: 0310 Human Movement

Click here to  this page.

Please enter the Period End Date (dd/mm/yy) \*  ?

Please enter batch number \*

Please enter the account number  ?  ?

Enter the timesheet details below. When finished press  or

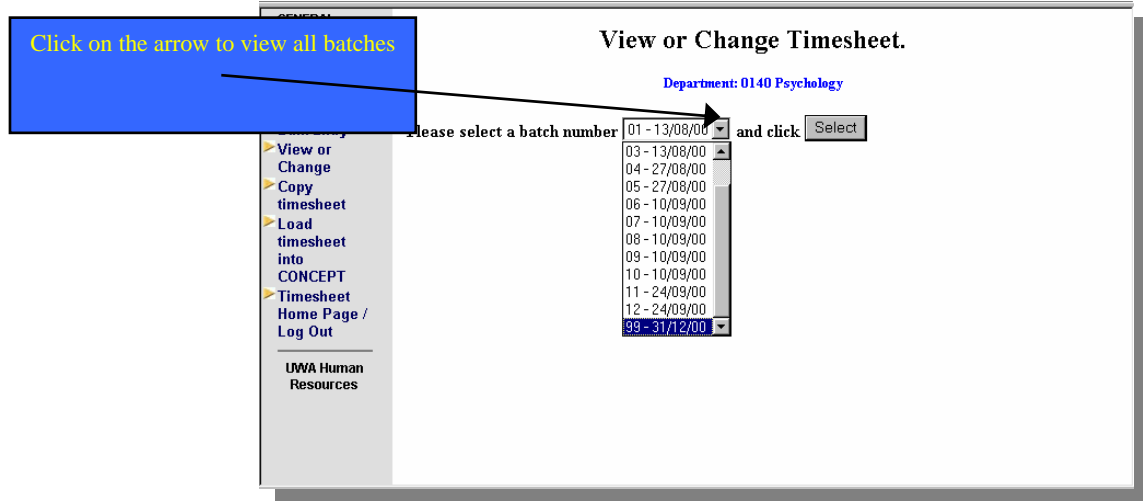
	Staff# *	Job# *	Workdate	Hours *	Paycode *	Rate	A/C Above	Bu	Acc	Fu	Org	Sub	Yr	Pro
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Select "Update".** When you have finished entering records or when you have entered 12 rows. The data will then be sent to the holding area as previously described. This process may be repeated as many times as required. After updating the added records, choose View or Change from the Main Menu to view the whole batch.

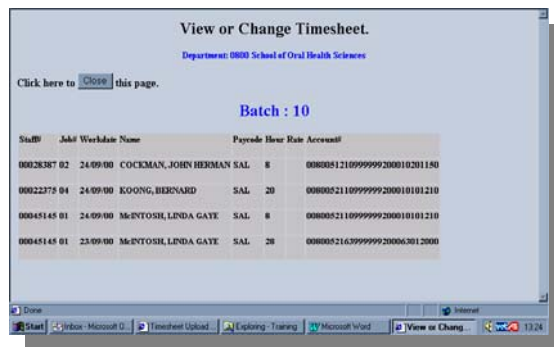
## To View or Change an Existing Batch

**Step 1: Choose "View or Change"** from the Main Menu on Timesheet Homepage.

**Step 2: Select batch number.** Click on the arrow to select the batch number. The workdate for the batch is also displayed. Click "Select".



**Step 3: Batch can be viewed.** To view or change another batch use the arrow to select another batch and choose select.



This screen displays that the batch has been uploaded to Concept. It cannot be changed.



This screen displays that the batch has not been uploaded to Concept. Records can be added and changed.

**To add another record.** Click on "Add Record". This will display the bulk timesheet entry page. Please note that the workdate and batch number is already nominated. Add records, as described above. Click "Update" when completed, which will send data to the holding area. If any errors have been made a message will be displayed on the top of the bulk entry screen. Make corrections and press "Update".

To view the whole batch select View or Change from the Main Menu and choose the batch required.

**To change a record.** Make the alterations to paycode, hour, or P/G as required. When all changes have been made click "Update". This will return you to the View or Change screen, where you will notice the changes that you have made. You can make as many changes as required before the batch is uploaded to Concept.

**To delete a record.** Scroll to the right hand side of the screen to choose "Delete" from the action column. Then click "Update".

These above actions can be combined, that is you may make all changes and delete all records as required and then press "Update" just once.

**Note:** to change an employee's number, job number or workdate, delete the record (as above) and then use the Add Record option and enter the correct details.

View or Change Timesheet.

Department: 0800 School of Oral Health Sciences

to  this page.

to  then close this page.

**Batch : 09**

**WARNING!** You must scroll to the ACTION field to DELETE a record.

When finished all changes press

Job#	Workdate	Name	Paycode	Hour	Rate	Bu	Acc	Fu	Org	Sub	Yr	Project	Action
87 02	9/09/00	COCKMAN, JOHN HERMAN	SAL	6		00800	521	10	999	999	2000	10101210	Delete

Click on the arrow to choose Delete

Scroll across to the ACTION field

## To Copy an Existing Batch

**Step 1: Choose "Copy Timesheet"** from the Main Menu on the Timesheet Homepage.

**Step 2: Select the existing batch to copy.** Click on the arrow to select the batch to copy and click "Select".

The screenshot shows the 'Copy Timesheet' interface. On the left is a navigation menu with options like 'GENERAL INFORMATION', 'FAQ's', 'TIMESHEET ENTRY', 'Bulk Entry', 'View or Change', 'Copy timesheet', 'Load timesheet into CONCEPT', and 'Timesheet Home Page / Log Out'. The main content area is titled 'Copy Timesheet.' and shows 'Department: 0140 Psychology'. It contains three input fields: 'Please select a batch number' (with a dropdown menu showing '01 - 13/08/00'), 'Please enter the new Period End Date (dd/mm/yy)', and 'Please enter the new batch number'. There are 'Select' and 'Copy' buttons. Below these is a table showing the current batch details, with 'Batch : 01' displayed above it. Four blue callout boxes with arrows point to specific elements: 'Use the arrow to choose the batch to copy' points to the dropdown arrow; 'Enter the new period end date' points to the date input field; 'Enter the new batch number and click copy' points to the batch number input field and the 'Copy' button; and 'Displays the batch number to be copied' points to the 'Batch : 01' text.

Staff#	Job#	Name	Workdate	Hour	Paycode	Rate	Account#
00010899	02	DIAMOND, MARK REIDPATH	13/08/00	6	723		
00015464	07	JEFFERY, LINDA ROSLYN	13/08/00	4	745		
00015464	07	JEFFERY, LINDA ROSLYN	13/08/00	4	747		

**Step 3: Enter the new period end date.**

**Step 4: Nominate new batch number.** Enter the batch number and click "Copy". You will receive a message that the timesheets were successfully uploaded into the holding area.

**Note:** If the original batch had two records for one employee (where the paycode was the same but workdates separated the records) an error message will be displayed that a duplicate record has been found in the new batch. This occurs as the new batch has the same workdate for all records. Only the first record from the original batch will be copied to the new batch.

**Step 5: To change a record.** Choose "View or Change" from the Main Menu on the Timesheet Homepage, and make alterations as described previously.

## To Load Batch into Concept

**Step 1: Choose "Load Timesheet into CONCEPT"** from the Main Menu on the Timesheet homepage.

**Step 2: Select batch number.** Click on arrow to select batch number and click select.

The screenshot shows the 'Load Timesheet into Concept' web interface. On the left is a navigation menu with options: GENERAL INFORMATION, Information, FAQ's, TIMESHEET ENTRY, Bulk Entry, View or Change, Copy timesheet, Load timesheet into CONCEPT, Timesheet Home Page / Log Out, and UWA Human Resources. The main content area is titled 'Load Timesheet into Concept.' and shows 'Department: 0140 Psychology'. Below this is a form with a dropdown menu for 'Please select a batch number' (currently showing '99 - 31/12/00') and a 'Select' button. Below the dropdown is a 'Load' button. A message 'Batch : 99' is displayed. At the bottom is a table with the following data:

Staff#	Job#	Name	Workdate	Hour	Paycode	Rate	Account#
00032555	02	AMOS, ANDREW JAMES	31/12/00	1	700		

Five blue callout boxes with yellow text provide instructions: 'Use the arrow to select the batch to load' (pointing to the dropdown), 'Click the Load button to load the batch into Concept' (pointing to the Load button), 'View the batch before loading' (pointing to the table), 'Return to View/Change if an alteration needs to be made' (pointing to the 'View or Change' menu item), and 'Return to Timesheet Home if not ready to load' (pointing to the 'Timesheet Home Page / Log Out' menu item).

**Step 3: View the records, and if no modifications are required click "Load".** You will receive a message that the batch was successfully loaded into Concept.

**Note:** Only authorised signatories will have the security access to this option.

## To Run Reports

The following reports are provided to ensure that the data entered for each staff member is correct.

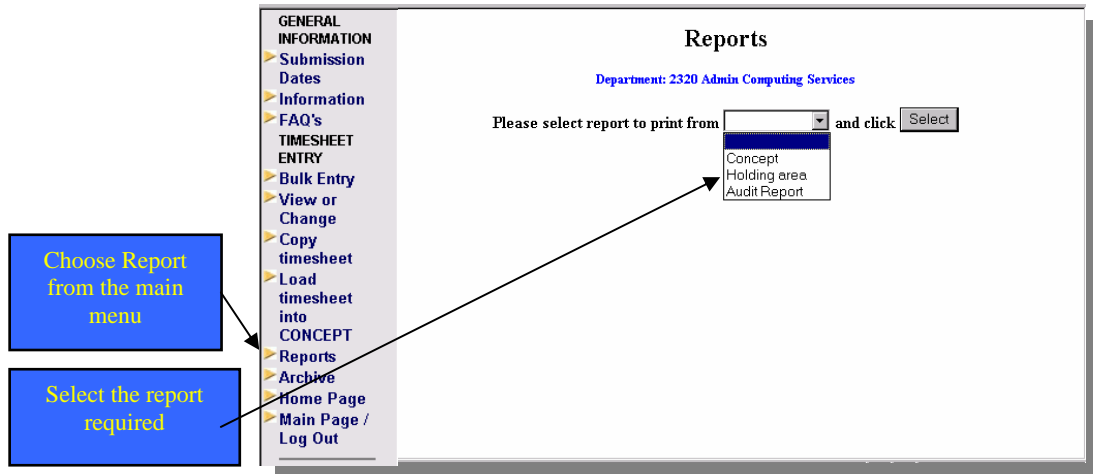
Payments can be checked before loading the batch into Concept from the holding area and also after batches have been loaded into Concept.

Please note that you can only select to print the batches loaded into Concept that you have loaded. It is therefore recommended that you print each report when the batch is uploaded.

### 6.1 Report on records in the Holding Area and records loaded to Concept.

**Step 1: Choose "Report"** from the Main Menu on the Timesheet Homepage.

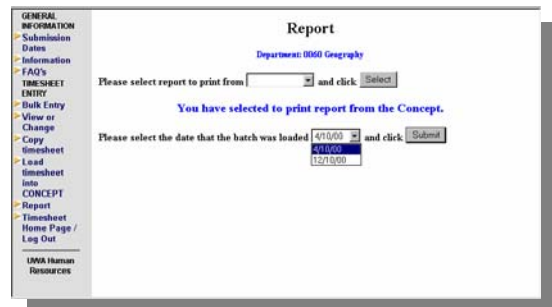
**Step 2: Choose the option to print a report from the Holding Area or from Concept.**



**Step 3: Choose the batch** required to report on the records in the Holding Area, or choose the date that the batch was loaded to report on the timesheets loaded to Concept.



Choose the batch number to report on timesheets in the



Choose the date that the batch was loaded into Concept

**Step 4:** Enlarge the window to fill the screen. **Press the Print icon to print the page.**

**Step 5:** Click "Close" to close the window.

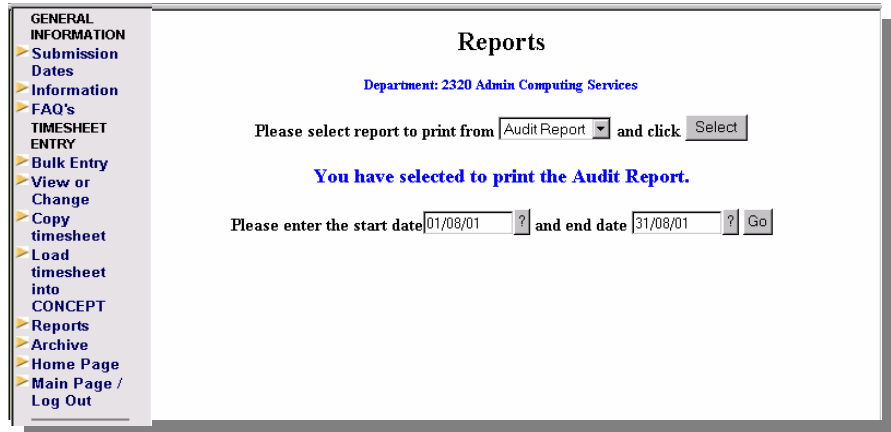
**6.2 Audit report for all records loaded to Concept.**

As previously mentioned, the "Concept" report only provides details that you have personally loaded into Concept as it is based on your user identification. The Audit Report has been developed so that departments can identify ALL records that have been loaded into Concept. Please note that any records entered by Human Resource staff will also be displayed (the user ID will be followed by "@WindowsPC").

**Step 1:** Choose "Report" from the Main Menu on the Timesheet Homepage.

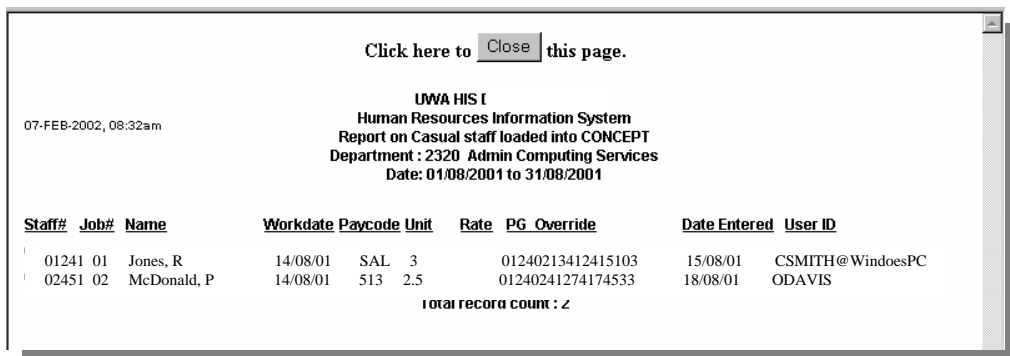
**Step 2:** Choose the option to print the Audit Report.

**Step 3:** Choose the start and end dates for the period you wish to audit. All records loaded into Concept during these dates will be displayed.



**Step 4:** Press Go.

**Step 5:** Enlarge the window to fill the screen. **Press the Print icon to print the page.**



**Step 5:** Click "Close" to close the window.

## Archive Batches

As a department can use any batch number from 01 to 99, it will be necessary to archive batches that are no longer needed. Once a batch has been archived that batch number may be used for new records.

Although the department can view the archived batches, it is recommended that the department produce the holding area and Concept reports each time a batch is loaded to Concept for their records.

### To Archive

**Step 1: Choose "Archive"** from the Main Menu on the Timesheet Homepage.

**Step 1: Select the option "Archive Batches"**.

**Step 2: Tick the batches to archive.**

**Step 3: Press "Archive"**.

**Archive batch/es**

Department: 0060 Geography

Please select to Archive batch/es and click Select

Please tick the batches to be archived.

When finished click Archive or Reset ALL

Batch	Period End Date	Please tick
01	25/08/00	<input type="checkbox"/>
02	25/08/00	<input type="checkbox"/>
03	8/09/00	<input type="checkbox"/>
04	8/09/00	<input type="checkbox"/>

You will receive a message that the batches were archived successfully. The file name will also be displayed.

The selected batches have been archived successfully.

The archive file name is [0090\\_20001030\\_113814.xls](#)

The file name is "department number\_date archived (in reverse order)\_time archived.xls"

### To View Archived Batches

**Step 1: Choose the option "View archived files"**.

**Step 2: Choose the file to view.** If you have problems viewing this information please contact you Human Resource Personnel Faculty Team for assistance.

## To Log Out

**Step 1: Choose "Main Page / Log Out"** from the Main Menu.

**Step 2: Click "Log Out"**

**Step 3: Click the Refresh button** (Internet Explorer) **or Reload button** (Netscape) so that the back arrow cannot be used to view records.

