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 (http://www.hr.uwa.edu.au/agreements/general/general_staff_agreement), and that the payments are made in accordance with the Minimum Hours of Engagement (Schedule F, 4.1).

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 into Alesco. Please note that payments must be in accordance with the current General Staff Agreements, and must be approved by the relevant authority (see Human Resources Delegations of Authority).

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

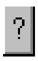
Batch: (Located on "Bulk Entry" menu item)

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 Alesco 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 Alesco 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.

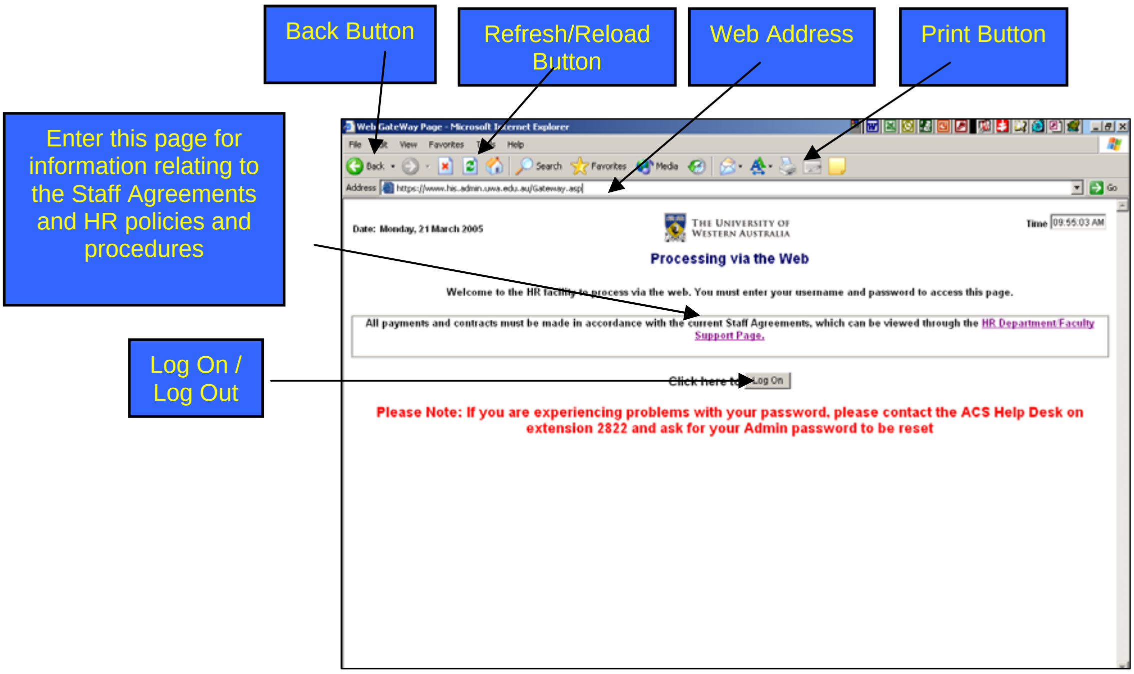
Printing:

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.

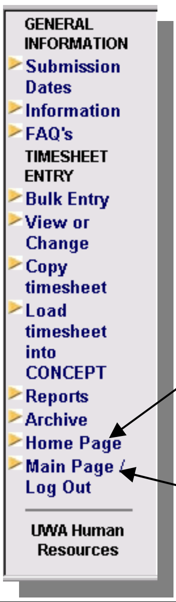


Step 2: Click "Log On", and type your Pheme username and password when prompted.

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 do not have access to 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.

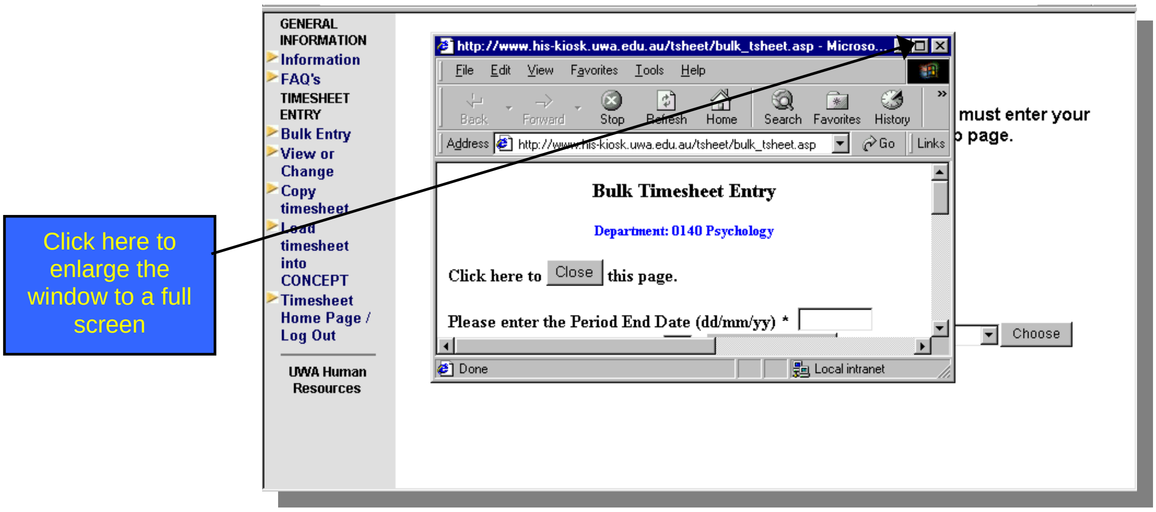


To return to the Timesheet Entry Home Page at any stage, click on "Home Page".

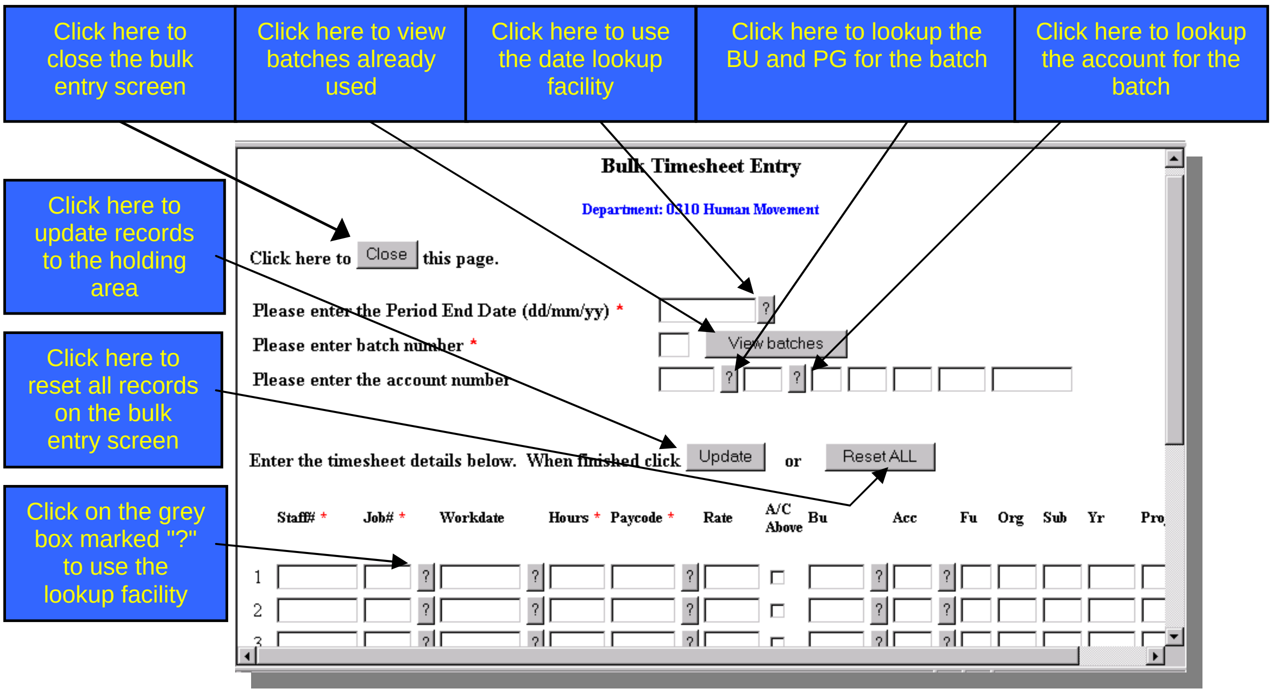
To return to the Main Page for Processing via the Web, click on "Main Page / Log Out".

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.



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.

<u>IMPORTANT NOTE</u> – when identifying work-dates where the timesheet you are about to load in actually includes timesheets for previous pay periods – make sure that you identify these by the actual work-date (i.e. the work-date in the previous pay period). Don't add the hours together and submit as one timesheet within the current pay period, as this will have adverse tax implications for the employee concerned.

When the batch number, employee number, job number, paycode and work-date 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 work-dates to separate each record.**

Step 7: Enter hours worked. Please note that minutes must be entered in decimal format (minutes/60, i.e. 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.

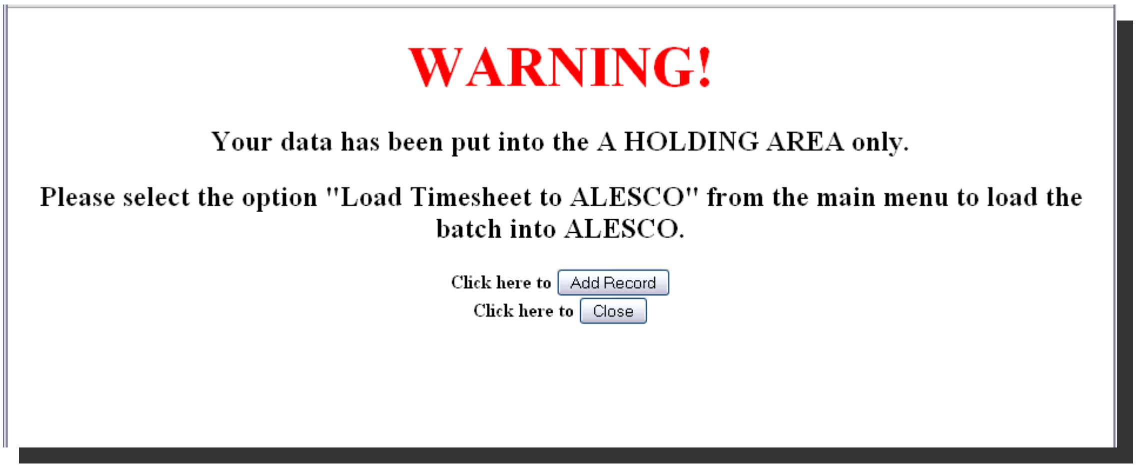
Step 10: If the record is to be charged to a different project grant to the one nominated in the batch heading, enter the project grant required for that record. You may use the lookup facility on the right of the "Bu" column and select the business unit and project number. Then use the lookup for the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

For payments to casuals (i.e. 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.

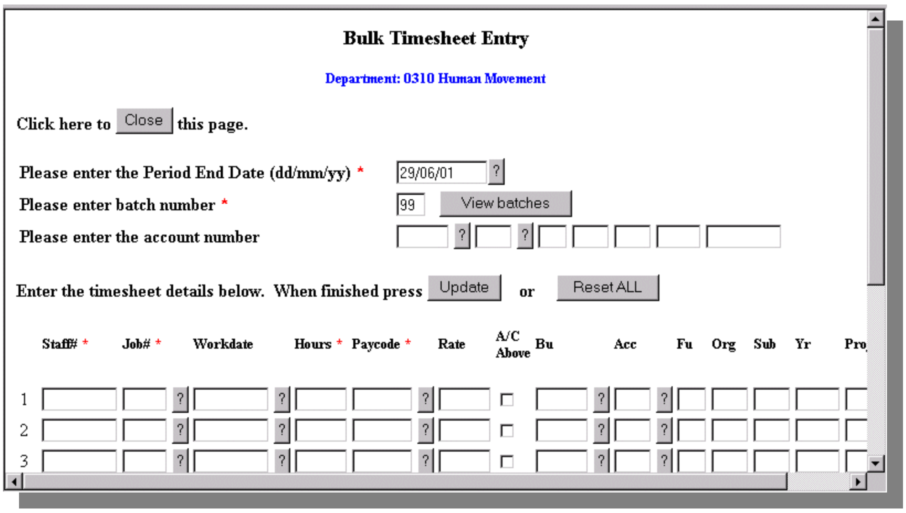
Step 11: Enter additional records as required. Continue the above process for the following 11 rows. Please note that only 12 rows can be displayed on the bulk timesheet entry at one time.

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 Alesco).



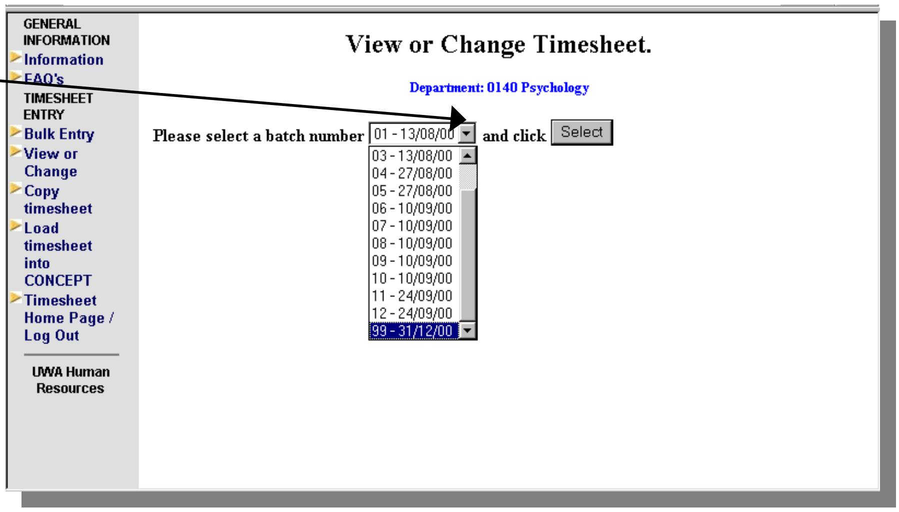
Select "Update". When you have finished entering records or when you have entered 12 rows. The data will then be sent to the holding area as previously described. This process may be repeated as many times as required. After updating the added records, choose View or Change from the Main Menu to view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

To View or Change an Existing Batch

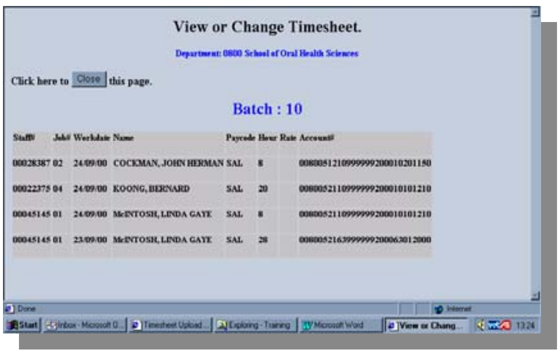
Step 1: Choose "View or Change" from the Main Menu on Timesheet Homepage.

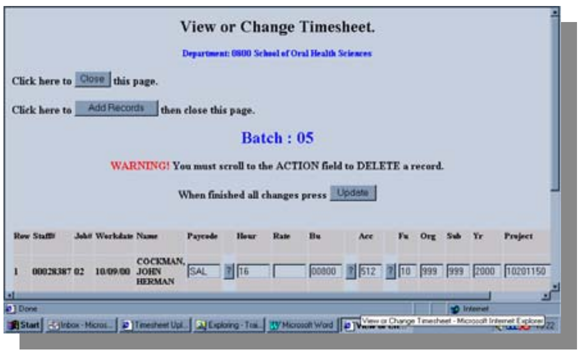
Step 2: Select batch number. Click on the arrow to select the batch number. The workdate for the batch is also displayed. Click "Select".

Click on the arrow to view all batches



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 Alesco. It cannot be changed.

This screen displays that the batch has not been uploaded to Alesco. 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 work-date 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".

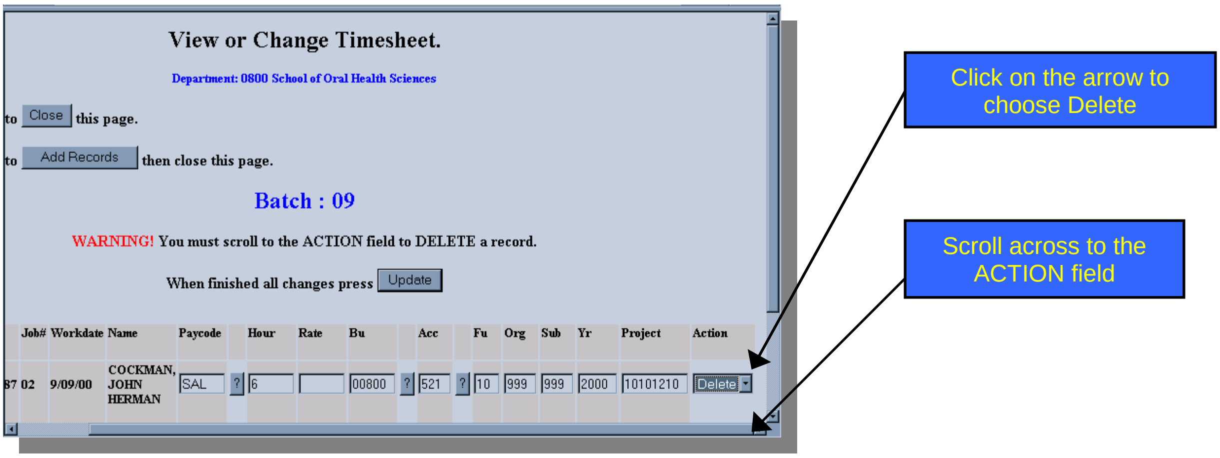
To view the whole batch select View or Change from the Main Menu and choose the batch required.

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 Alesco.

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.

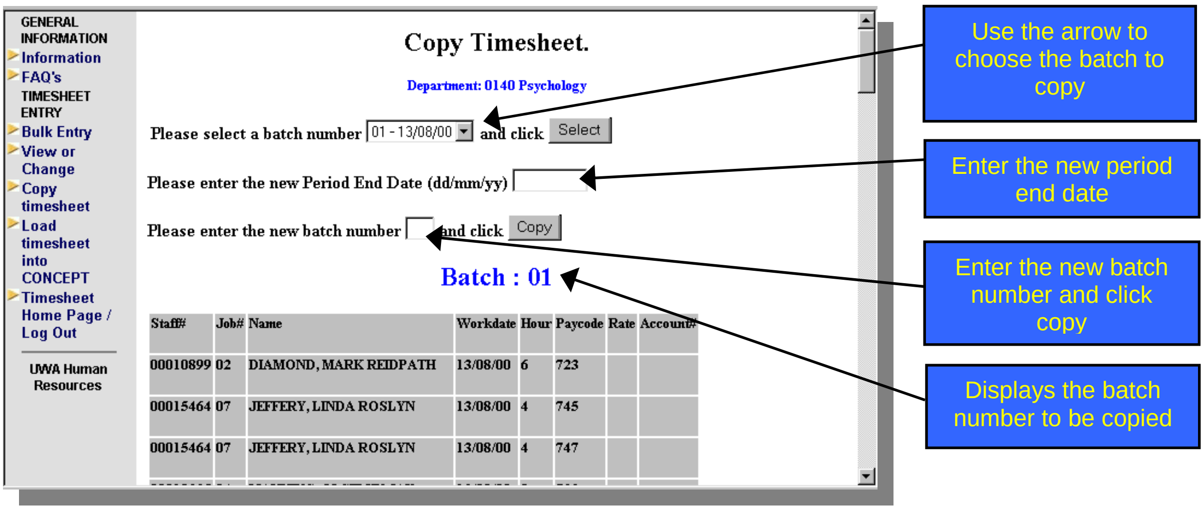
Note: to change an employee's number, job number or work-date, delete the record (as above) and then use the Add Record option and enter the correct details.



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".



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.

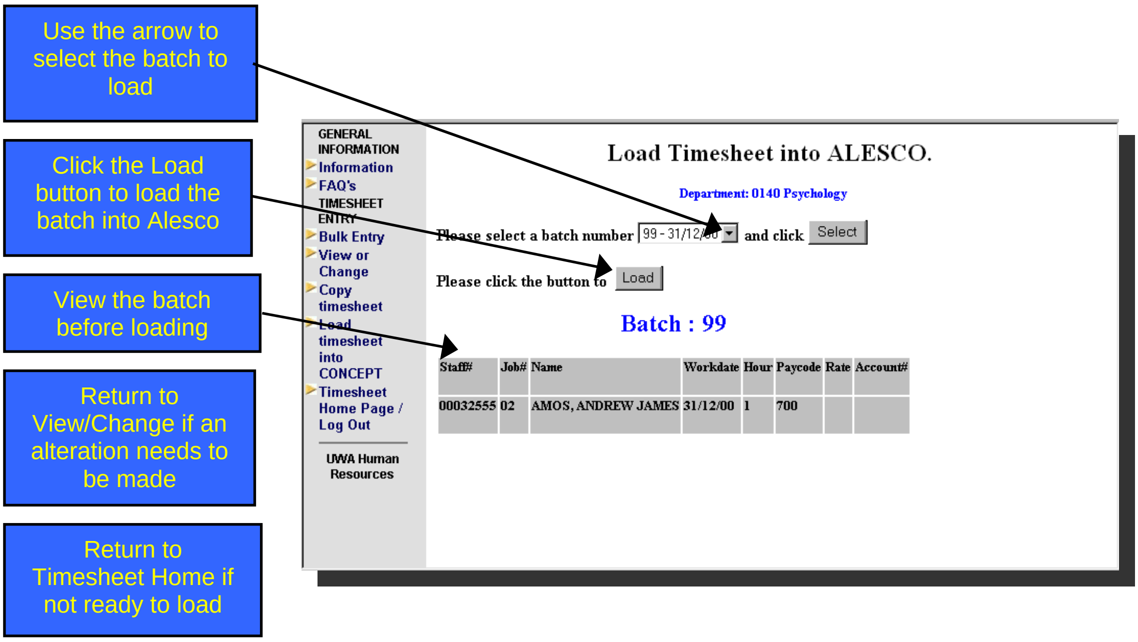
Note: If the original batch had two records for one employee (where the paycode was the same but work-dates separated the records) an error message will be displayed that a duplicate record has been found in the new batch. This occurs as the new batch has the same work-date for all records. Only the 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 Alesco

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

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



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 Alesco.

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.

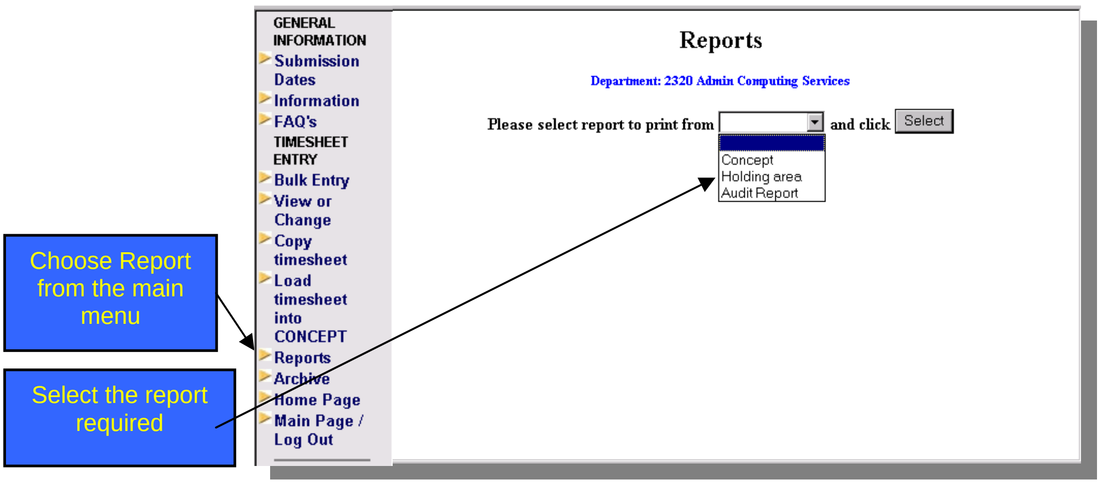
Payments can be checked before loading the batch into Alesco from the holding area and also after batches have been loaded into Alesco.

Please note that you can only select to print the batches loaded into Alesco 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 Alesco.

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 Alesco.



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 Alesco.

Choose the batch number to report on timesheets in the Holding Area

Choose the date that the batch was loaded into Alesco

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.

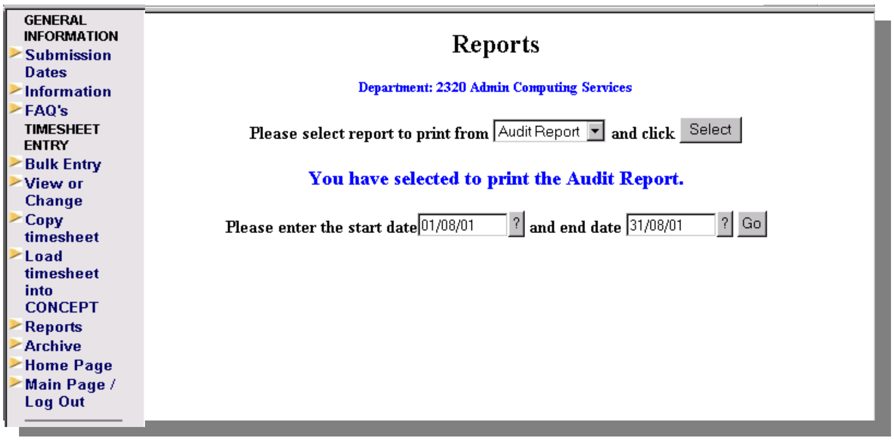
6.2 Audit report for all records loaded to Alesco.

As previously mentioned, the "Alesco" report only provides details that you have personally loaded into Alesco 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 Alesco. 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.

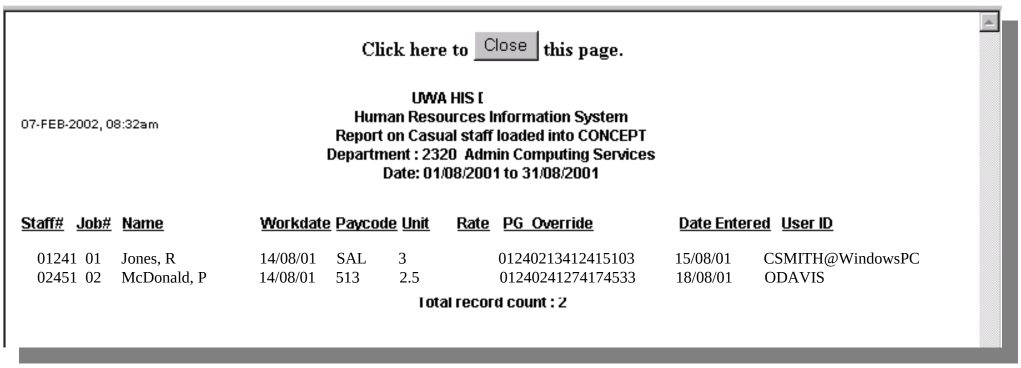
Step 2: Choose the option to print the Audit Report.

Step 3: Choose the start and end dates for the period you wish to audit. All records loaded into Alesco 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 Alesco reports each time a batch is loaded to Alesco for their records.

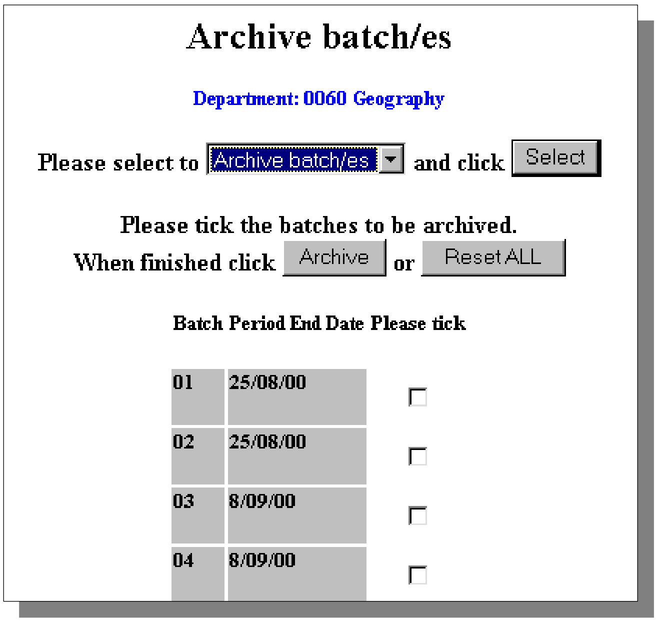
To Archive

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

Step 2: Select the option "Archive Batches".

Step 3: Tick the batches to archive.

Step 4: Press "Archive".



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

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** (Firefox) so that the back arrow cannot be used to view records.