TIMESHEET ENTRY USER GUIDE

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, 6.1).

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.

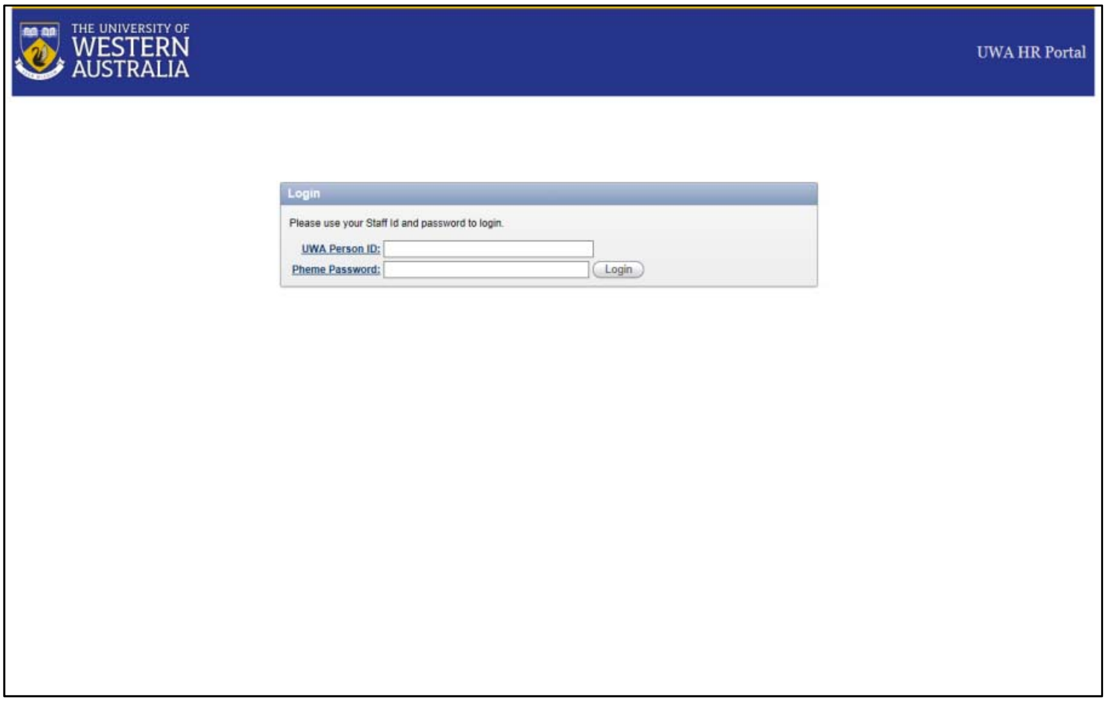
While the batch is in the holding area, new records can be added, or existing records can be modified or deleted.

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 11.

Login to Timesheet Entry

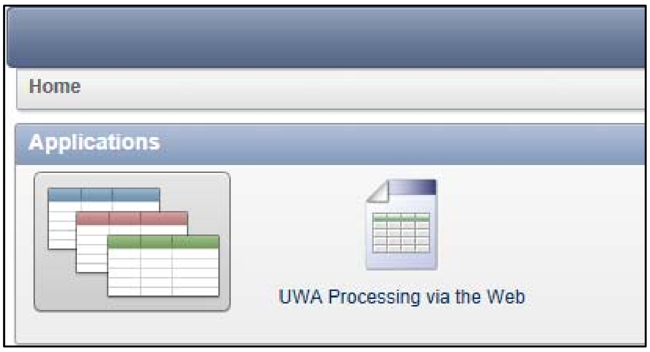
Step 1: Enter the Main Page for Processing via the Web at https://his.applications.uwa.edu.au/portal_availability.asp



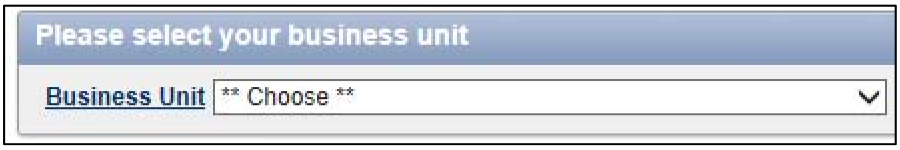
Step 2: Enter your staff number and Pheme password then click **Login**.

Step 3: In the Applications, select **UWA Processing via the Web.**

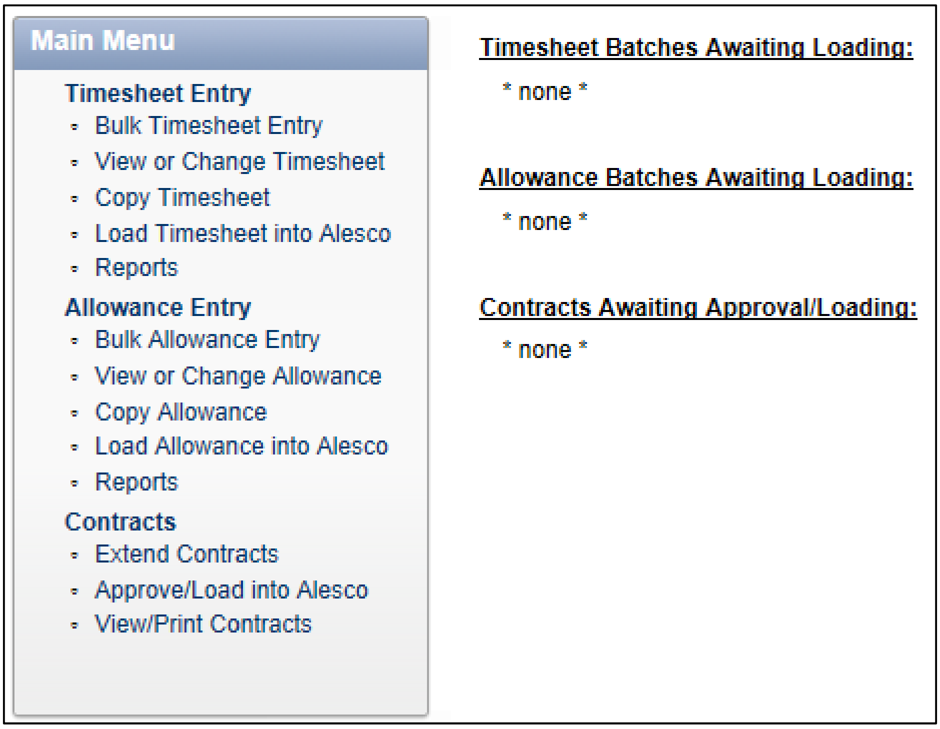
Please note that if you have access to Web Reports you will both UWA Web Reports and UWA Processing via the Web in you Applications.



You will then be asked to select your business unit. For those users with access to more than one department, select the department required.



Step 4: You will be presented with the Main Menu on the left hand side of the screen. To the right will be a list of Timesheet batches, Allowance batches and Contracts that are still waiting to be loaded into Alesco.

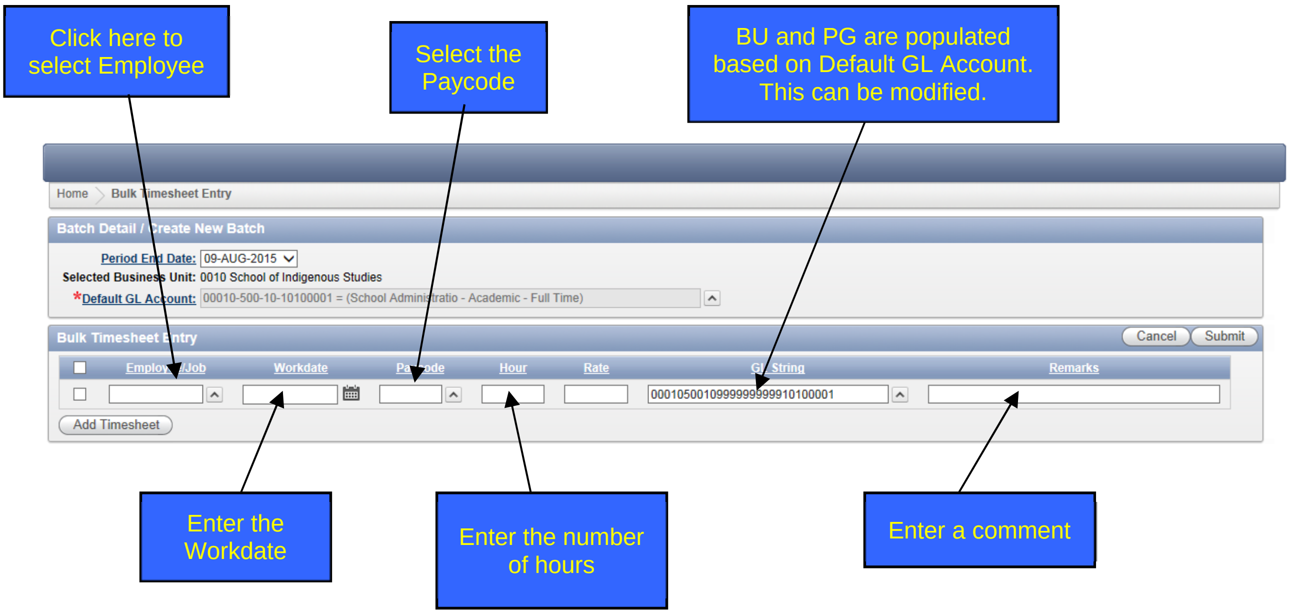


Enter a New Batch

Step 1: Choose **Bulk Timesheet Entry** from the Main Menu. The following window will be displayed.

Step 2: Select the Period End date and Default GL Account.
You will then be presented with the Bulk Timesheet Entry. Click on **Add Timesheet**.

Step 3: Enter the details.
Please note that Employee/Job, Workdate, Paycode, Hour and GL String are all mandatory.
The rate column is not used as each paycode has the appropriate rate attached.



IMPORTANT NOTE – 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 employee number, job number, paycode and work-date are the same, an error message will read that a duplicate record has been entered when you try to load the batch.

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

Step 4: If the record is to be charged to a different project grant to the default one nominated in the Batch Detail, enter the GL String required for that record. You may use the lookup facility on the right of the GL String column and select the correct string.

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 5: Enter additional records as required. You can get more rows by clicking on **Add Timesheet.**

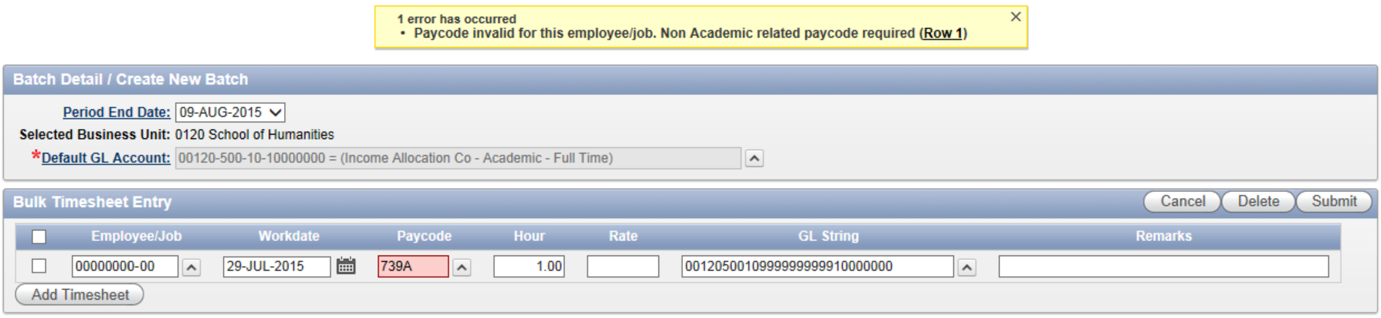
Step 6: Select **Submit** when you have finished entering records. If there are no errors then you will receive a batch number with a message similar to the following:

> Batch: 7868 - 0 row(s) updated, 1 row(s) inserted.

However if there is an error then you will get a message similar to the following:

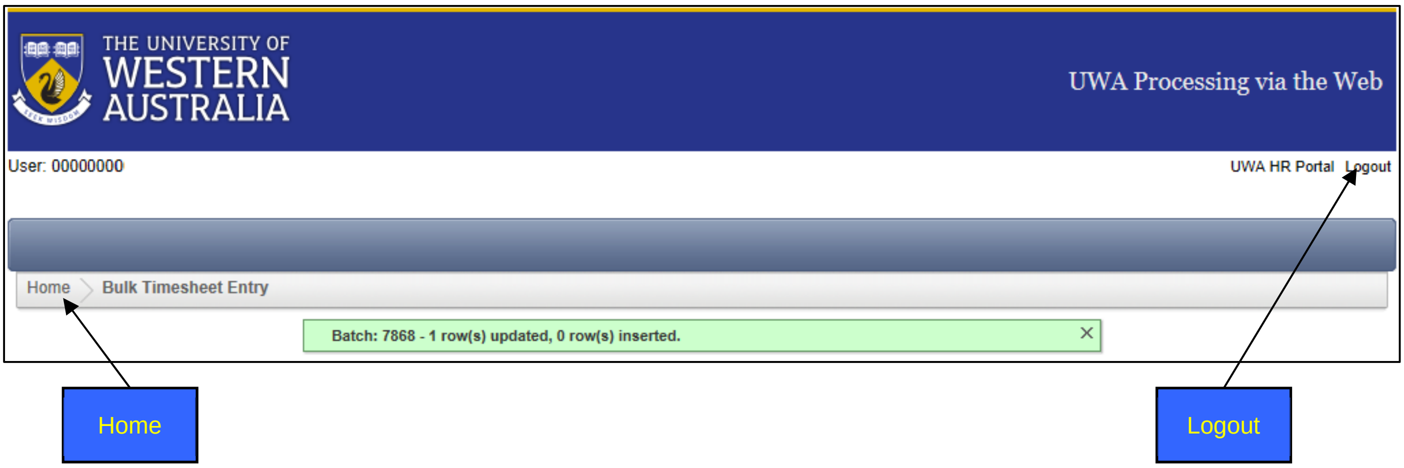
> 1 error has occurred
> • Paycode invalid for this employee/job. Non Academic related paycode required (Row 1)

The relevant field will also be highlighted in red.
For example, if you try to pay a CASG employee using 739A (a paycode for CAST staff) you would get the following:



If errors have been made, simply correct them and click on **Submit.**

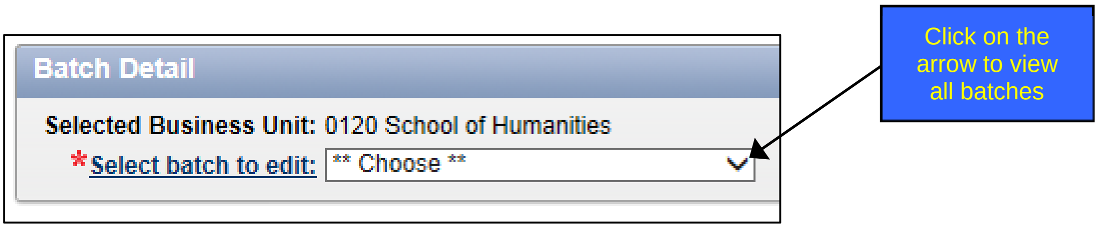
Once you have hit **Submit** and the batch has been created you can click on **Home** to continue working in Processing via the Web or you can **Logout**.

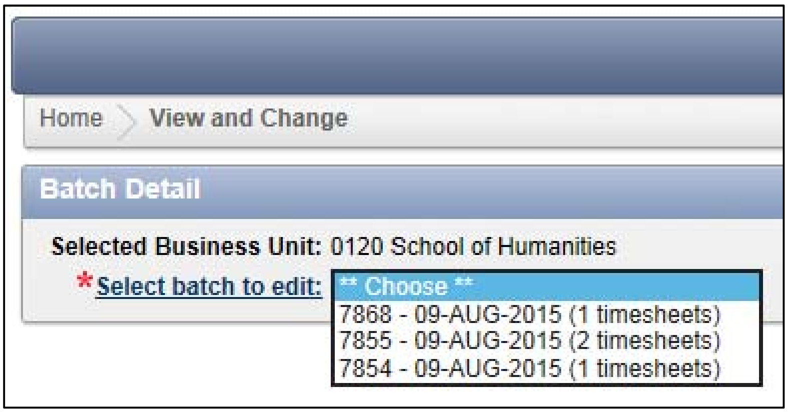


View or Change an Existing Batch

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

Step 2: Select batch number. Click on the arrow to select the batch number. The Period End Date for the batch and the number of timesheets on the batch are also displayed.

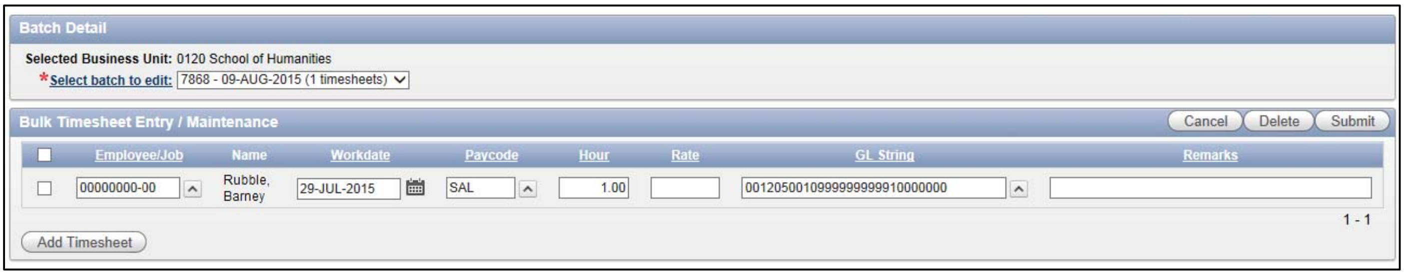




Click on the batch you wish to view.

Note: Only batches that haven't been loaded into Alesco will appear under View or Change Timesheet.

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



To add another record. Click on **Add Timesheet**. This will add another row and you can create additional records. Click **Submit** when completed. If any errors have been made a message will be displayed. Please make the relevant corrections and press **Submit**.

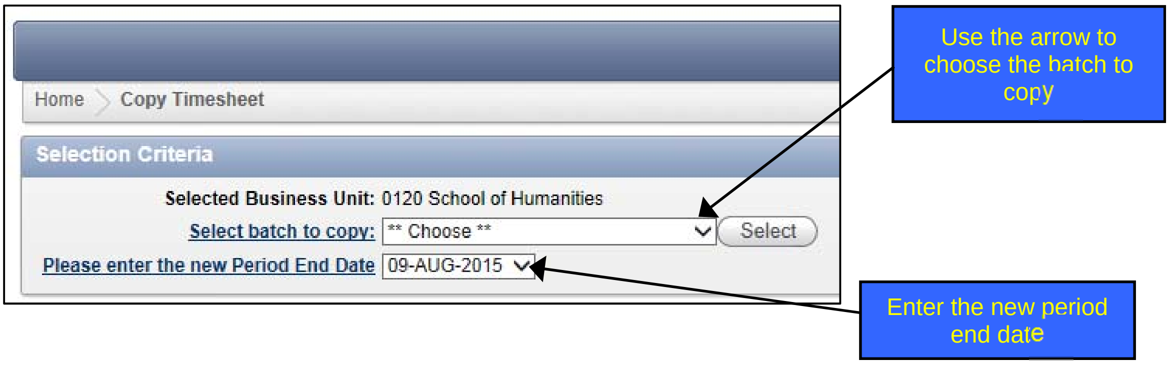
To change a record. Make the alterations to paycode, hour, or P/G as required. When all changes have been made click **Submit**. You will receive a message to say that rows have been updated. If any errors have been made a message will be displayed.
You can make as many changes as required before the batch is uploaded to Alesco.

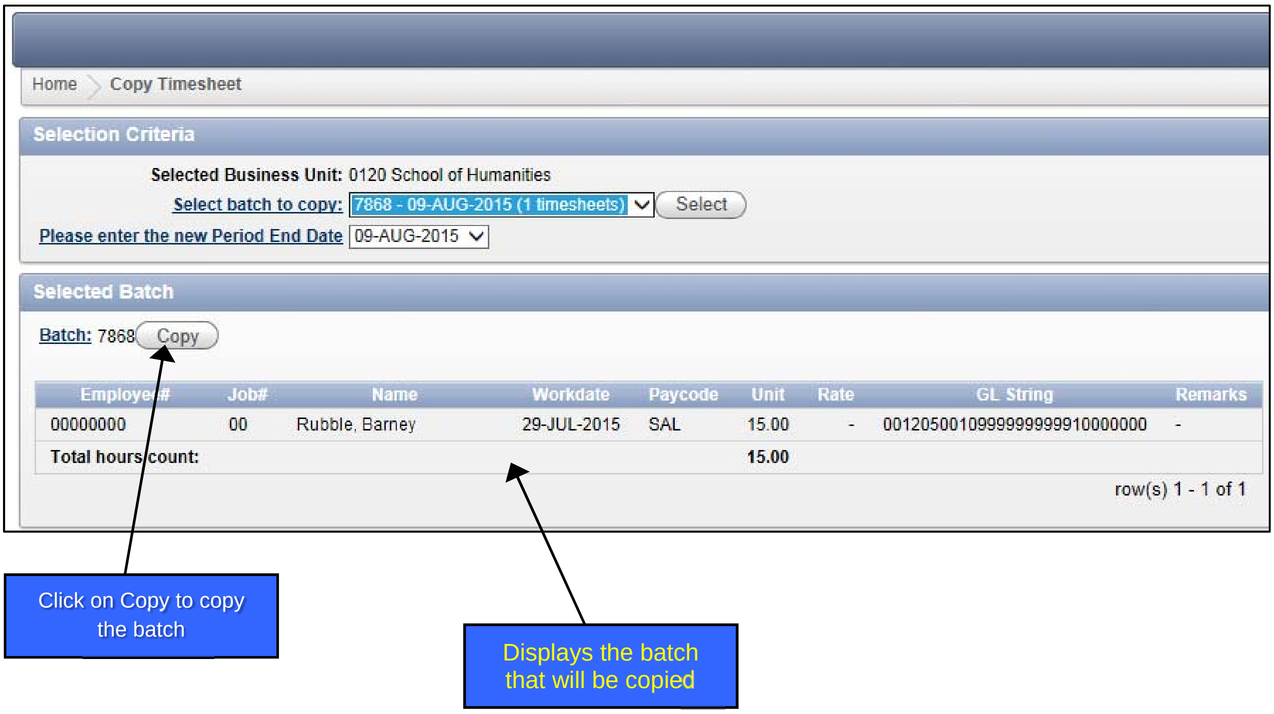
To delete a record. Click in the box to the left of the Employee/Job column and click on **Delete** on the right hand side.

Copy an Existing Batch

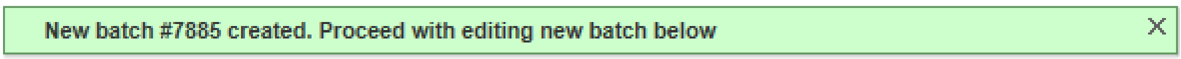
Step 1: Choose **Copy Timesheet** from the Main Menu.

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





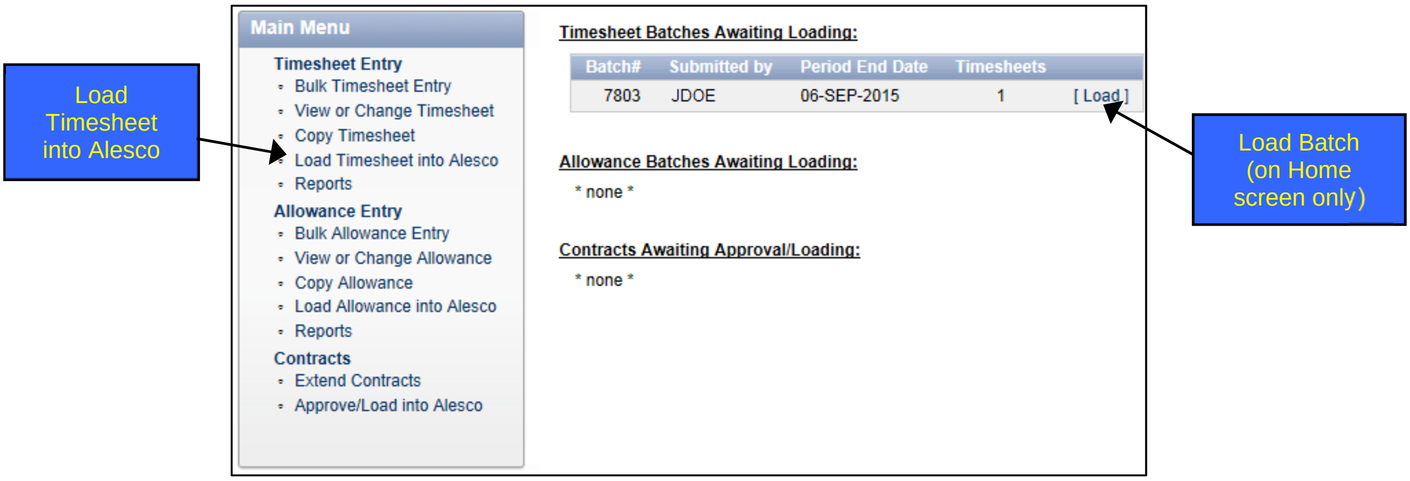
Step 3: Select a new Period End Date from the drop down list and click Copy. You will receive a message similar to the following:



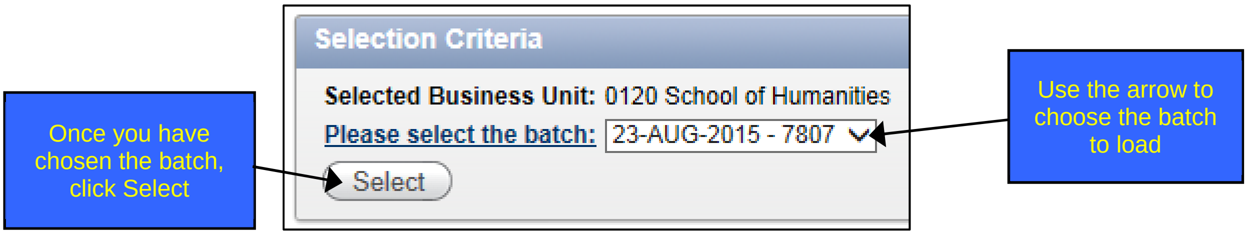
You can then edit the new batch without having to navigate to another page.

Load Batch into Alesco

Step 1: Choose **Load Timesheet into Alesco** from the Main Menu or click on the **Load** option against the relevant Batch# on the Home screen. If you click on Load, skip to **Step 3**.



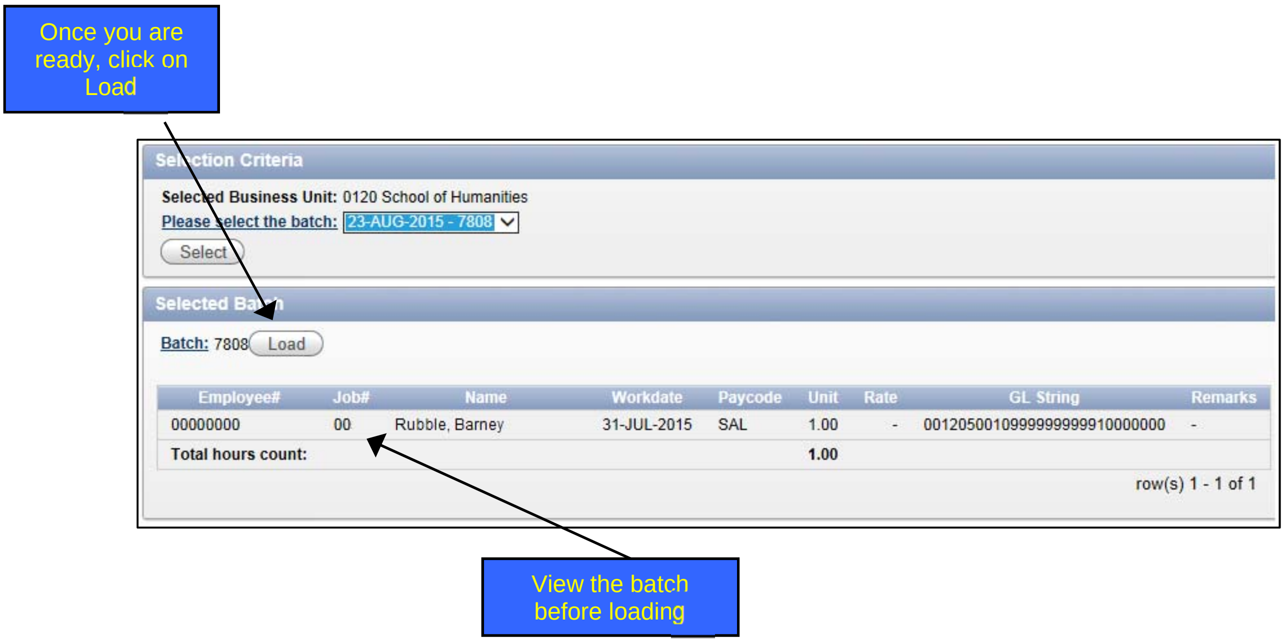
Step 2: Select the batch you wish to load and click **Select**. The batches are in order of period end date then batch number.



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.

Return to **View or Change Timesheet** if any changes need to be made or **Home** if you are not ready to load the batch.



Run Reports

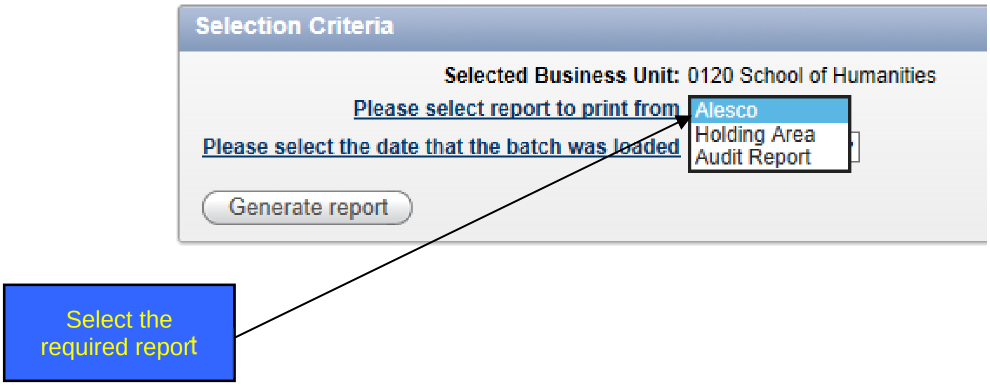
The following reports are provided to ensure that the data entered for each staff member is correct.

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

Alesco and Holding Area Reports
These report show records in the Holding Area and records loaded to Alesco.

Step 1: Choose **Reports** from the Main Menu under the Timesheet Entry heading.

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**.

Step 4: Print as required. Please note that both sets of reports can be exported to CSV.

Audit Report
This report is for all records loaded to Alesco.

Step 1: Choose **Report** from the Main Menu under the Timesheet Entry heading.

Step 2: Choose the option to print a report from 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: Click on **Generate Report**.

Step 5: Print as required. Please note that the report can also be exported to CSV.

Exit Processing via the Web

In the top right hand corner there are two options.

UWA HR Portal: This will take you to the initial login page and give you the option of accessing Web Reports (if you have access to the application).

Logout: This will log you out completely.