



## **User Guide**

### **Entering a Timesheet for Adhoc Claims (Childcare Staff)**

## Brief Document Description

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### Overview

Fortnightly staff are required to submit their adhoc claims worked for approval and submission to Staff Services in the Office of HRM for payment. These timesheets are created by the fortnightly staff themselves.

### About this Business Process

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The Adhoc claims Timesheet has been developed to replace the previous paper based forms for the following:

- Overtime/Additional Hours
- Broken Shift Allowance
- Higher Duties Allowance
- RDO Earn, Take and Recall OT

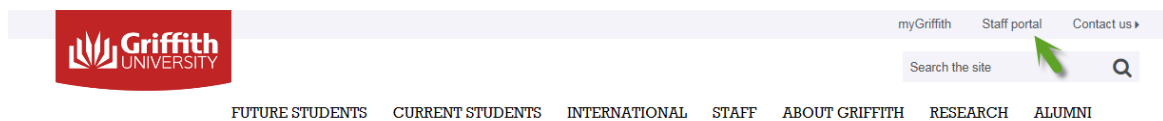
Timesheets are created on a regular basis as work is completed each fortnight. This User Guide details the process for the Adhoc Claims for fortnightly staff to create and submit their timesheets.

## Steps

<a href="#">Step 1</a>	Login in to Griffith Portal
<a href="#">Step 2</a>	Select Job Record and Timesheet
<a href="#">Step 3</a>	Various Types of Claims and how to enter
<a href="#">Step 4</a>	Enter claim for hours and dates
<a href="#">Step 5</a>	Save Timesheet
<a href="#">Step 6</a>	Submit Timesheet
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<a href="#">Step 8</a>	Amend Timesheet
	<a href="#">SUPERVISOR ACTIONS</a>

## Step 1 - Login in to Griffith Staff Portal

Open the Griffith Home Page. Click on Staff Portal in the top right hand corner of the screen.

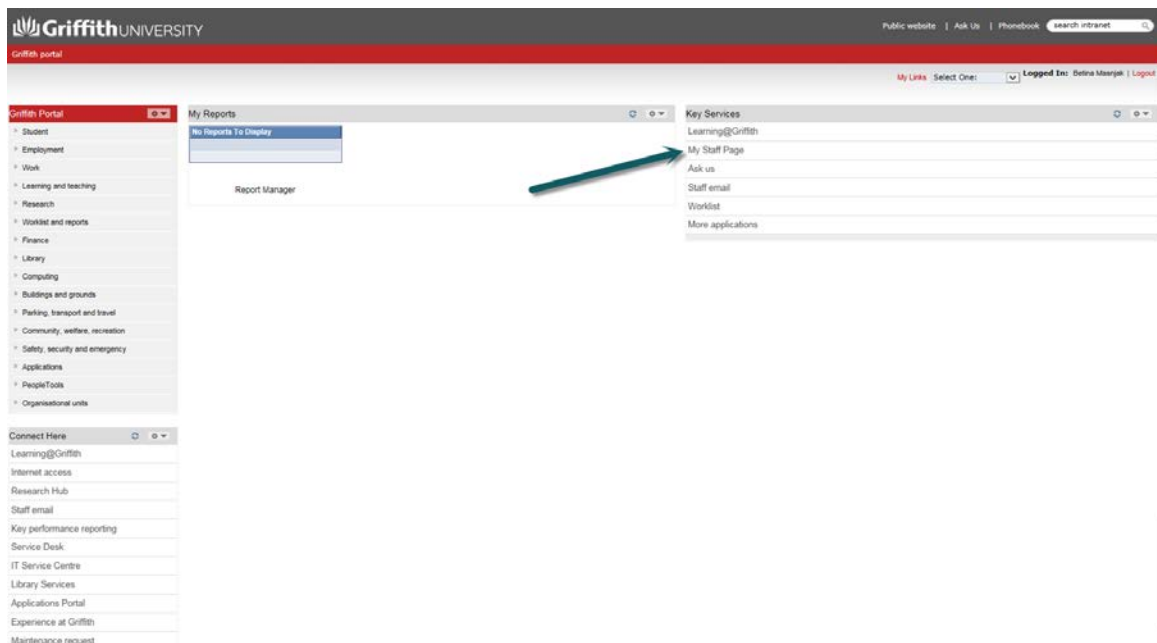


Log into the Staff Portal using your Griffith ID and Password.

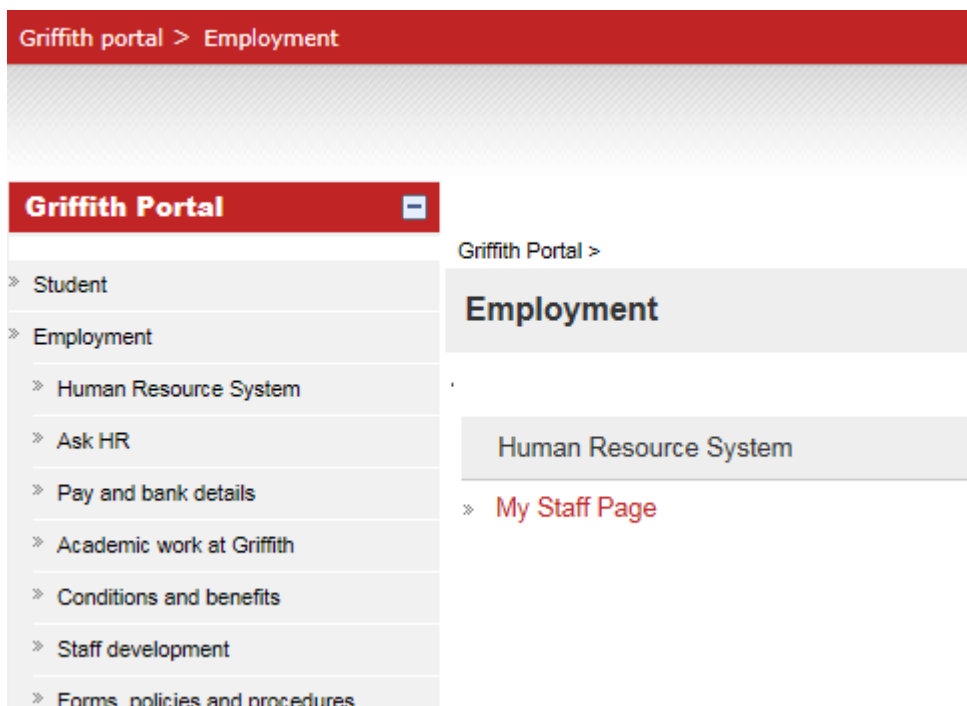
 A screenshot of the Griffith Single Sign-On login form. The form has a red header with the Griffith University logo and the text 'Griffith Single Sign-On'. Below the header are two input fields: 'Username' and 'Password'. Below the input fields is a red button with the text 'login' and two right-pointing arrows. Below the login button is a section titled 'Code of practice' with a small paragraph of text.

The Staff Portal Page displays. My Staff Page can be accessed in two locations within the Staff Portal.

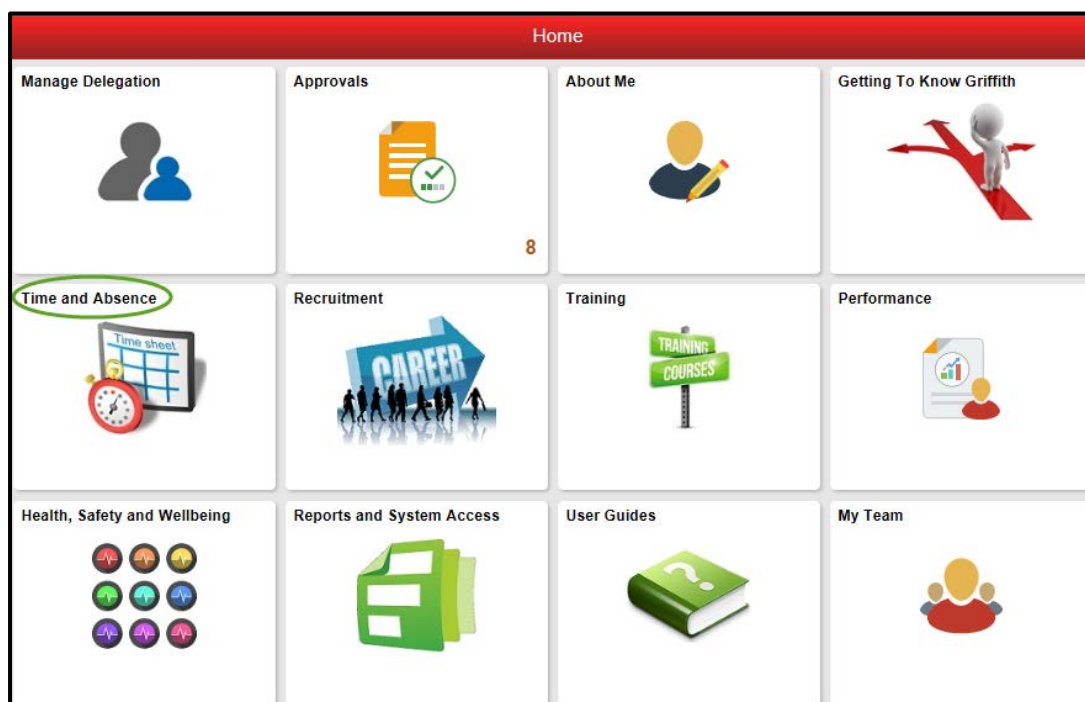
The first location is by clicking on My Staff Page under “Key Services”.



Alternatively you can select Employment from the left hand side navigation menu, and click My Staff Page under “Human Resource Management”.



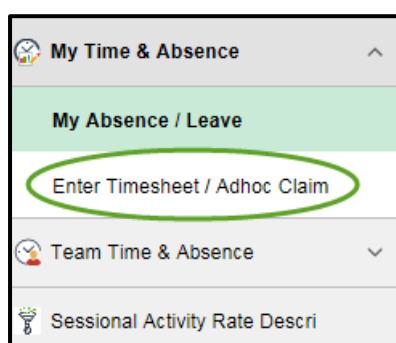
A series of ‘tiles’ will appear on your Home Page once you have logged in to My Staff Page.



The layout of the Time and Absence dashboard page has changed. The new page is divided into two sections.

**Left hand menu** – lists all the menu items under each main heading. **The right hand screen** – provides functionalities of the menu item chosen on the left hand screen.

On the Time and Absence home page, click on 'My Time & Absence' menu and select 'Enter Timesheet / Adhoc Claim' sub-menu item.



Note: this does not replace the existing monthly timesheet that you currently complete as an xls form.


## Step 2 - Select Job Record and Timesheet

If you have multiple jobs, the below screen will appear and all active records will be displayed.

Check that your Supervisor displayed is correct. If your Supervisor is incorrect, email [hrservices@griffith.edu.au](mailto:hrservices@griffith.edu.au) before entering in any hours.

Report Time  
Timesheet

**Sarah Andrews**

Select Job 


Job Title	Empl Record	Department ID	Department	Location Code	Supervisor Name	Eligibility Group	Payroll Status	Salary Grade	Step
Venues Officer	0	QCM	Queensland Conservatorium	CAMSBC		GENERAL	Active	H04	3
Casual	1	QCM	Queensland Conservatorium	CAMSBC		HRLY CAS	Active	DF	1

Self Service  
Time Reporting

Select the job by clicking on the Job Title of the applicable Empl Rcd number.

Report Time  
Timesheet


**Sarah Andrews**

Select Job 


Job Title	Empl Record	Department ID	Department	Location Code	Supervisor Name	Eligibility Group	Payroll Status	Salary Grade	Step
Venues Officer	0	QCM	Queensland Conservatorium	CAMSBC		GENERAL	Active	H04	3
Casual	1	QCM	Queensland Conservatorium	CAMSBC		HRLY CAS	Active	DF	1

Self Service  
Time Reporting



Your timesheet will be displayed for the current pay fortnight period. You can select Previous Period or Next Period or change the date in the calendar period.

(click refresh  to move to new calendar period).


**Timesheet**





Costing Details QCM1001000002200 100%  
(Maximum 4 Displayed)

Employee ID   
Empl Record   
Earliest 22/04/2017  
Change Date

Select Another Timesheet

\*View By  Calendar Period

\*Date 06/05/2017  

Reported Hours 0.00

Previous Period Next Period  
Next Job

Once you are in the timesheet you can also click on 'Next Job' to toggle through if you have multiple jobs or use 'Previous Job' if you want to go to previous record.

**Timesheet**

Costing Details QCM1001000002200 100% Employee ID [redacted]  
 (Maximum 4 Displayed) Empl Record 0  
 Earliest 22/04/2017  
 Change Date

**Select Another Timesheet**

\*View By Calendar Period Previous Period **Next Period**  
 \*Date 06/05/2017 [calendar icon] [refresh icon] Next Job

Reported Hours 0.00

## Step 3 - Various Types of Claims and how to enter into Timesheet

**Note:** A list of Time Reporter Codes available to each Workgroup is detailed in Appendix A.

### ***ADDITIONAL HOURS***

Enter in the full day hours of work for additional days/hours.

Leave the Time Reporter Code blank as this will be calculated by the rules attached to your work schedule.

**Timesheet**

Child Care Assistant Costing Details DCB2000000002200 100% Employee ID [redacted]  
 (Maximum 4 Displayed) Empl Record 1  
 Earliest Change Date 26/01/2016

**Select Another Timesheet**

\*View By Calendar Period Previous Period Next Period  
 \*Date 31/10/2015 [calendar icon] [refresh icon]

Reported Hours 8.00

Add Comments	Day	Date	Reported Status	In	Lunch	Return	Out	Punch Total	Time Reporting Code	Quantity	Date		
	Sat	31/10	New								31/10	+	-
	Sun	1/11	New								1/11	+	-
	Mon	2/11	Needs Approval	8:15:00AM	12:00:00PM	12:45:00PM	5:00:00PM	8.00			2/11	+	-
	Tue	3/11	New								3/11	+	-
	Wed	4/11	New								4/11	+	-
	Thu	5/11	New								5/11	+	-
	Fri	6/11	New								6/11	+	-
	Sat	7/11	New								7/11	+	-
	Sun	8/11	New								8/11	+	-
	Mon	9/11	New								9/11	+	-
	Tue	10/11	New								10/11	+	-
	Wed	11/11	New								11/11	+	-
	Thu	12/11	New								12/11	+	-
	Fri	13/11	New								13/11	+	-

Save for Later Submit Clear

## OVERTIME

Enter in the full day hours of work for overtime hours.

Leave the Time Reporter Code blank as this will be calculated by the rules attached to your work schedule.

**Note:** Meal Allowance will automatically calculate so you don't need to enter this.

**Timesheet**

Child Care Assistant      Costing Details: DCB200000002200    100%    Employee ID:     
(Maximum 4 Displayed)    Empl Record: 1    Earliest Change Date: 26/01/2016

Actions ▾

Select Another Timesheet

\*View By: Calendar Period    Previous Period    Next Period

\*Date: 31/10/2015    Reported Hours: 9.25

From 31/10/2015 to 13/11/2015

Add Comments	Day	Date	Reported Status	In	Lunch	Return	Out	Punch Total	Time Reporting Code	Quantity	Date
<input type="radio"/>	Sat	31/10	New								31/10
<input type="radio"/>	Sun	1/11	New								1/11
<input checked="" type="radio"/>	Mon	2/11	Needs Approval	9:00:00AM	12:00:00PM	12:45:00PM	7:00:00PM	9.25			2/11
<input checked="" type="radio"/>	Tue	3/11	New								3/11
<input type="radio"/>	Wed	4/11	New								4/11
<input type="radio"/>	Thu	5/11	New								5/11
<input type="radio"/>	Fri	6/11	New								6/11
<input type="radio"/>	Sat	7/11	New								7/11
<input type="radio"/>	Sun	8/11	New								8/11
<input type="radio"/>	Mon	9/11	New								9/11
<input type="radio"/>	Tue	10/11	New								10/11
<input type="radio"/>	Wed	11/11	New								11/11
<input type="radio"/>	Thu	12/11	New								12/11
<input type="radio"/>	Fri	13/11	New								13/11

Save for Later    Submit    Clear

## BROKEN SHIFT ALLOWANCE

Only required to select the Time Reporter Code for the Broken Shift Allowance and enter in number of Units.

**Timesheet**

Child Care Assistant      Costing Details: DCB200000002200    100%    Employee ID:     
(Maximum 4 Displayed)    Empl Record: 1    Earliest Change Date: 26/01/2016

Actions ▾

Select Another Timesheet

\*View By: Calendar Period    Previous Period    Next Period

\*Date: 31/10/2015    Reported Hours: 0.00

From 31/10/2015 to 13/11/2015

Add Comments	Day	Date	Reported Status	In	Lunch	Return	Out	Punch Total	Time Reporting Code	Quantity	Date
<input type="radio"/>	Sat	31/10	New								31/10
<input type="radio"/>	Sun	1/11	New								1/11
<input checked="" type="radio"/>	Mon	2/11	Needs Approval						BRKS2 - Broken Shift Child Care	1.25	2/11
<input checked="" type="radio"/>	Tue	3/11	New								3/11
<input type="radio"/>	Wed	4/11	New								4/11
<input type="radio"/>	Thu	5/11	New								5/11
<input type="radio"/>	Fri	6/11	New								6/11
<input type="radio"/>	Sat	7/11	New								7/11
<input type="radio"/>	Sun	8/11	New								8/11
<input type="radio"/>	Mon	9/11	New								9/11
<input type="radio"/>	Tue	10/11	New								10/11
<input type="radio"/>	Wed	11/11	New								11/11
<input type="radio"/>	Thu	12/11	New								12/11
<input type="radio"/>	Fri	13/11	New								13/11

Save for Later    Submit    Clear



## HIGHER DUTIES ALLOWANCE

Enter the Time Reporter Code for the Higher Duties Allowance. (Leave the number of Units blank and the supervisor can enter in the amount as they now have access to amend the timesheet).

**Timesheet**

Child Care Assistant Costing Details DCB2000000002200 100% Employee ID  
(Maximum 4 Displayed) Empl Record 1  
Actions - Earliest Change Date 26/01/2016

Select Another Timesheet

\*View By: Calendar Period Previous Period Next Period  
\*Date: 31/10/2015 Reported Hours: 0.00

From 31/10/2015 to 13/11/2015

Add Comments	Day	Date	Reported Status	In	Lunch	Return	Out	Punch Total	Time Reporting Code	Quantity	Date
	Sat	31/10	New								31/10
	Sun	1/11	New								1/11
	Mon	2/11	Needs Approval						HDAAL - Higher Duty Allowance	45.65	2/11
	Tue	3/11	New								3/11
	Wed	4/11	New								4/11
	Thu	5/11	New								5/11
	Fri	6/11	New								6/11
	Sat	7/11	New								7/11
	Sun	8/11	New								8/11
	Mon	9/11	New								9/11
	Tue	10/11	New								10/11
	Wed	11/11	New								11/11
	Thu	12/11	New								12/11
	Fri	13/11	New								13/11

Save for Later Submit Clear

## RDO TAKE

Enter the Time Reporter Code for the RDOT – RDO Take and enter in the units for hours taken.

## RECALL OT

Enter the full day hours of work for RECALL OT hours. Enter the Time Reporter Code as this will be calculated by the rules attached to your work schedule.

**Timesheet**

Child Care Assistant Costing Details DCB2000000002200 100% Employee ID  
(Maximum 4 Displayed) Empl Record  
Actions - Earliest Change Date 30/10/2015

Select Another Timesheet

\*View By: Calendar Period Previous Period Next Period  
\*Date: 31/10/2015 Reported Hours: 15.60

From 31/10/2015 to 13/11/2015

Add Comments	Day	Date	Reported Status	In	Lunch	Return	Out	Punch Total	Time Reporting Code	Quantity	Date
	Sat	31/10	New								31/10
	Sun	1/11	New								1/11
	Mon	2/11	Needs Approval	8:15:00AM	12:00:00PM	12:45:00PM	5:00:00PM	8.00	RECAL - Recall OT		2/11
	Tue	3/11	Needs Approval						RDOT - RDO Take	7.60	3/11
	Wed	4/11	New								4/11
	Thu	5/11	New								5/11
	Fri	6/11	New								6/11
	Sat	7/11	New								7/11
	Sun	8/11	New								8/11
	Mon	9/11	New								9/11
	Tue	10/11	New								10/11
	Wed	11/11	New								11/11
	Thu	12/11	New								12/11
	Fri	13/11	New								13/11

Save for Later Submit Clear

## Step 4 - Enter claim for hours and dates

Required to enter in full days hours worked. Time can be entered in various formats depending on the type of claim.

**Note:** Do not enter in hours for a Public Holiday unless you have worked on that day.

**Timesheet**

Child Care Assistant      Costing Details   DCB2000000002200   100%      Employee ID

(Maximum 4 Displayed)      Empl Record   1

Actions ▾      Earliest Change Date   26/01/2016

Select Another Timesheet

\*View By   Calendar Period      Previous Period   Next Period

\*Date   31/10/2015      Reported Hours   80.00

From 31/10/2015 to 13/11/2015


Add Comments	Day	Date	Reported Status	In	Lunch	Return	Out	Punch Total	Time Reporting Code	Quantity	Date		
	Sat	31/10	New								31/10	+	-
	Sun	1/11	New								1/11	+	-
	Mon	2/11	Needs Approval	8:15:00AM	12:00:00PM	12:45:00PM	5:00:00PM	8.00			2/11	+	-
	Tue	3/11	Needs Approval	8:15:00AM	12:00:00PM	12:45:00PM	5:00:00PM	8.00			3/11	+	-
	Wed	4/11	Needs Approval	8:15:00AM	12:00:00PM	12:45:00PM	5:00:00PM	8.00			4/11	+	-
	Thu	5/11	Needs Approval	8:15:00AM	12:00:00PM	12:45:00PM	5:00:00PM	8.00			5/11	+	-
	Fri	6/11	Needs Approval	8:15:00AM	12:00:00PM	12:45:00PM	5:00:00PM	8.00			6/11	+	-
	Sat	7/11	New								7/11	+	-
	Sun	8/11	New								8/11	+	-
	Mon	9/11	Needs Approval	8:15:00AM	12:00:00PM	12:45:00PM	5:00:00PM	8.00			9/11	+	-
	Tue	10/11	Needs Approval	8:15:00AM	12:00:00PM	12:45:00PM	5:00:00PM	8.00			10/11	+	-
	Wed	11/11	Needs Approval	8:15:00AM	12:00:00PM	12:45:00PM	5:00:00PM	8.00			11/11	+	-
	Thu	12/11	Needs Approval	8:15:00AM	12:00:00PM	12:45:00PM	5:00:00PM	8.00			12/11	+	-
	Fri	13/11	Needs Approval	8:15:00AM	12:00:00PM	12:45:00PM	5:00:00PM	8.00			13/11	+	-

Save for Later   Submit   Clear


## Time Format

Times can be entered in either AM/PM or 24Hour format, for example:

- 8am can be entered as "8" or "8am"
- 8:30am can be entered as "8:30" or "8:30am"
- 12 noon can be entered as "12" or "12pm" or "12:00pm"
- 4pm can be entered as "16" or "4pm"
- 4:30pm can be entered as "16:30" or "4:30pm"
- 12 midnight can be entered as "0" or "12am"

To enter additional hours/selection for another Time Reporting Code for the same day, click  on right hand side which will create a new row for that date.

To enter an allowance there is no need to enter any times. Select the Time Reporter Code only for the allowance for the relevant day/s.

	Mon	16/11	Saved							100.00	16/11		-
			Saved	8:00:00AM	12:00:00PM	12:45:00PM	5:00:00PM	8.25			16/11		-

## ***Adding Comments:***

To add comments in relation to the times worked, click on the comments bubble on the left hand side next to the day listed.

**Note:** all parties can view the comments.


Comments screen will display.

Enter your comments in the Comments box.

Click "OK", to save or "Cancel" to go back to the timesheet.

## ***Deleting Entries***

If you make a mistake or need to delete the row of hours you have entered.

Click on the  button on the right hand side, then press either Save for Later or Submit.

Repeat Step 4 for each of the days for your claim before entering the next stage of your claim.

## Step 5 - Save Timesheet

If the details of the timesheet are incomplete, or they are complete but you do not wish to submit the timesheet for approval at this stage, click on the **Save for Later** button which will allow your timesheet to be saved in its current state. The timesheet can then be completed at a later date.

Below is a timesheet showing time at various stages – Approved, Saved, Denied and Needs Approval (Submitted).

**Timesheet**

Costing Details  
(Maximum 4 Displayed)

Employee ID  
Empl Record  
Earliest Change Date 14/11/2015

Actions ▾

Select Another Timesheet

\*View By  Calendar Period  Previous Period Next Period  
\*Date 14/11/2015  Previous Job

Reported Hours 88.25

From 14/11/2015 to 27/11/2015 ?

Add Comments	Day	Date	Reported Status	In	Lunch	Return	Out	Punch Total	Time Reporting Code	Quantity	Date		
	Sat	14/11	New								14/11	+	-
	Sun	15/11	Approved	8:00:00AM	12:00:00PM	12:30:00PM	3:00:00PM	6.50			15/11	+	-
	Mon	16/11	Denied	7:45:00AM	12:00:00PM	12:45:00PM	5:30:00PM	9.00			16/11	+	-
	Tue	17/11	Denied	7:45:00AM	12:00:00PM	12:45:00PM	5:30:00PM	9.00			17/11	+	-
	Wed	18/11	Approved	7:45:00AM	12:00:00PM	12:45:00PM	5:15:00PM	8.75			18/11	+	-
	Thu	19/11	Needs Approval	8:00:00AM	12:00:00PM	12:45:00PM	2:00:00PM	5.25			19/11	+	-
	Fri	20/11	Needs Approval	8:00:00AM	12:00:00PM	12:45:00PM	2:00:00PM	5.25			20/11	+	-
	Sat	21/11	Saved	8:00:00AM	12:00:00PM	12:45:00PM	3:00:00PM	6.25			21/11	+	-
	Sun	22/11	New								22/11	+	-
	Mon	23/11	Needs Approval	8:00:00AM	12:00:00PM	12:45:00PM	5:15:00PM	8.50			23/11	+	-
	Tue	24/11	Needs Approval	8:00:00AM	12:00:00PM	12:30:00PM	5:15:00PM	8.75			24/11	+	-
	Wed	25/11	Needs Approval	8:00:00AM	12:00:00PM	12:45:00PM	2:00:00PM	5.25			25/11	+	-
	Thu	26/11	Needs Approval	8:00:00AM	12:00:00PM	12:30:00PM	3:45:00PM	7.25			26/11	+	-
	Fri	27/11	Needs Approval	8:00:00AM	12:00:00PM	12:45:00PM	5:15:00PM	8.50			27/11	+	-

Save for Later Submit Clear

Timesheet Status types are:

Reported Status	Description
Saved	Timesheet has been placed in 'Save for Later' mode by employee.
Needs Approval	Timesheet is 'Submitted' and with Supervisor for approval.
Approved	Timesheet is with Staff Services for payment in the next available pay period.
Denied	Timesheet will not be approved and will not be processed.

## Step 6 - Submit Timesheet

Once rows are ready for submission for approval select the **Submit** button near the bottom of the timesheet which will workflow your timesheet to the appropriate Supervisor for Approval.

<input type="radio"/>	Mon	9/11	Needs Approval	8:15:00AM	12:00:00PM	12:45:00PM	5:00:00PM	8.00		9/11	+	-
<input type="radio"/>	Tue	10/11	Needs Approval	8:15:00AM	12:00:00PM	12:45:00PM	5:00:00PM	8.00		10/11	+	-
<input type="radio"/>	Wed	11/11	Needs Approval	8:15:00AM	12:00:00PM	12:45:00PM	5:00:00PM	8.00		11/11	+	-
<input type="radio"/>	Thu	12/11	Approved	8:15:00AM	12:00:00PM	12:45:00PM	5:00:00PM	8.00		12/11	+	-
<input type="radio"/>	Fri	13/11	Approved	8:15:00AM	12:00:00PM	12:45:00PM	5:00:00PM	8.00		13/11	+	-

## Step 7 - Amending a Timesheet

Both Staff member and the Supervisor are able to amend a timesheet in any status. Before amending the timesheet you should speak with your supervisor or enter in a comment in the comment field which is located on the left hand side of each line. (See Adding Comments in Step 4)

**Actions**

**Note**  
 Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove those comments later.

**Comments related to time entered for 16/11/2015**
Personalize | Find | View All | 
 First 1 of 1 Last

User ID	DateTime Created	Source	Comment
	25/11/2015 9:14AM	Time Reporting	


Once a comment is entered the dotted lines display in the bubble to indicate an entry.

<input checked="" type="radio"/>	Mon	16/11	Saved						100.00	16/11	+	-
<input type="radio"/>			Saved	8:00:00AM	12:00:00PM	12:45:00PM	5:00:00PM	8.25		16/11	+	-

## Step 8 - Deleting a Timesheet

Both Staff member and the Supervisor are able to delete a timesheet in any status. If you delete a timesheet that has been fully approved, this may create an overpayment if the timesheet has already been received into Staff Services for processing and if you delete it, this will automatically reverse the original payment.

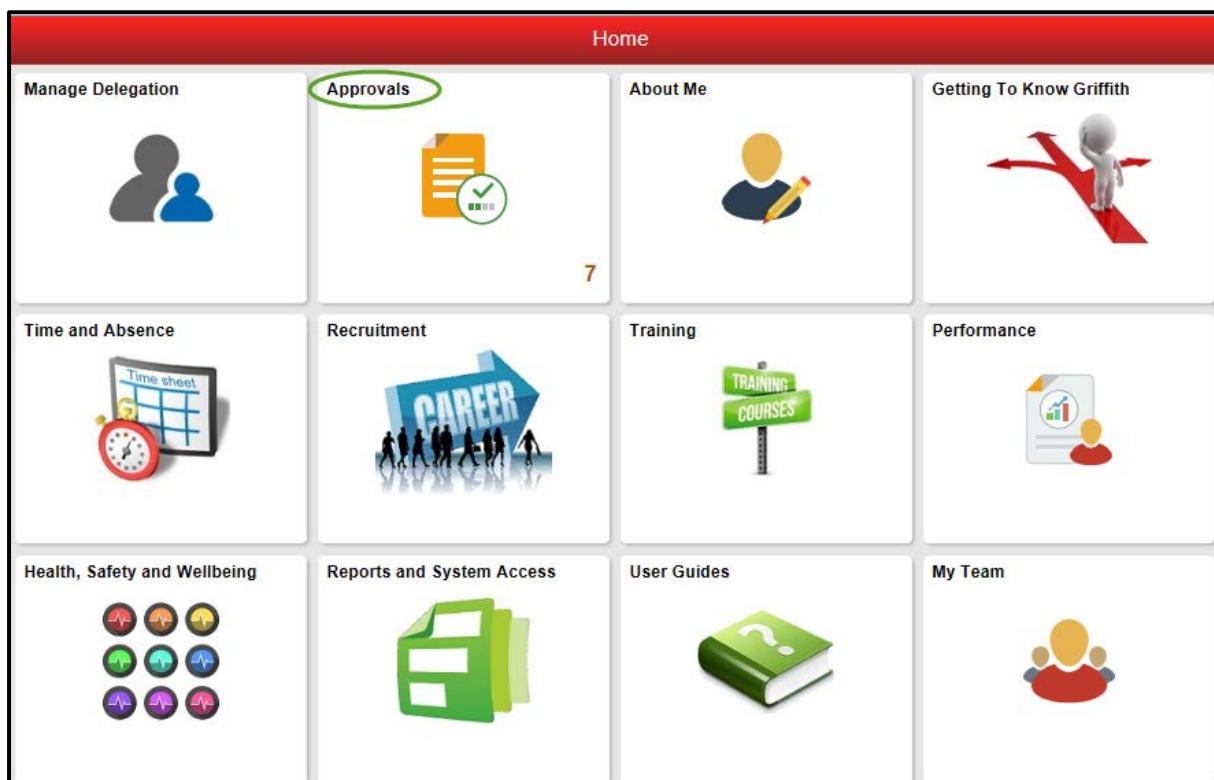
Wed	18/11	Approved	8:00:00AM	12:00:00PM	12:45:00PM	4:00:00PM	7.25		18/11	+	-
Thu	19/11	Approved	8:00:00AM	12:00:00PM	12:45:00PM	4:00:00PM	7.25		19/11	+	-

Click on the  button and then click submit to delete the times.

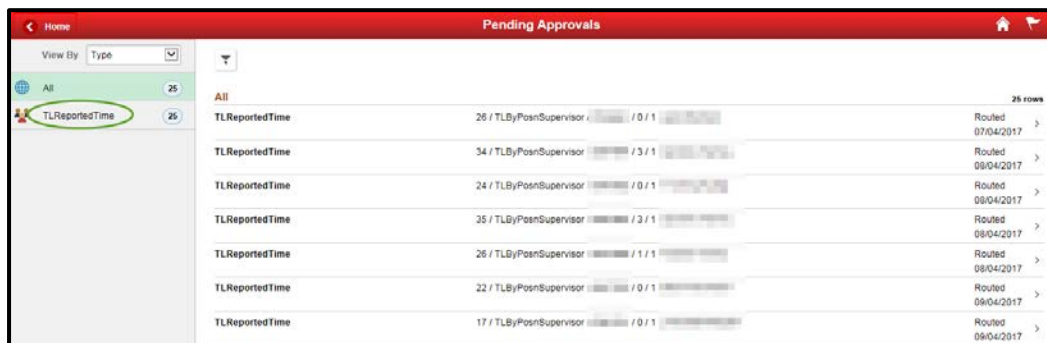
## ***SUPERVISOR ACTIONS***

A series of 'tiles' will appear on your Home Page once you have logged in to My Staff Page.

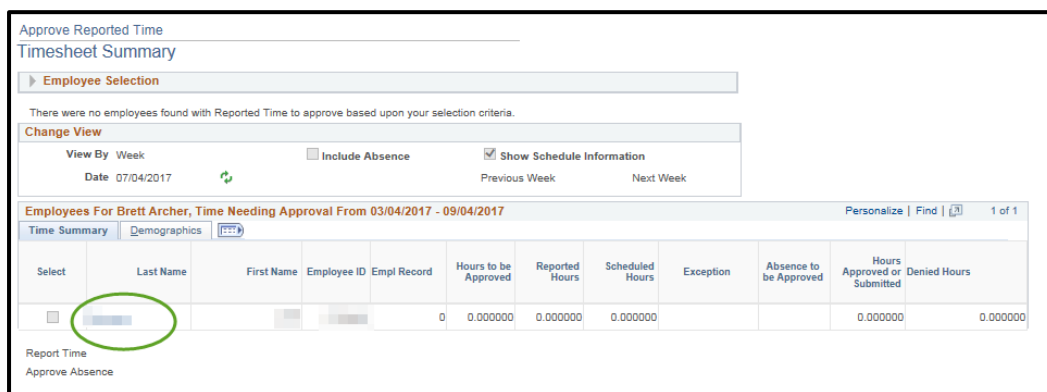
Click on 'Approvals' tile.



Click on 'TLReportedTime' menu on left hand side of the screen, to view Timesheets.

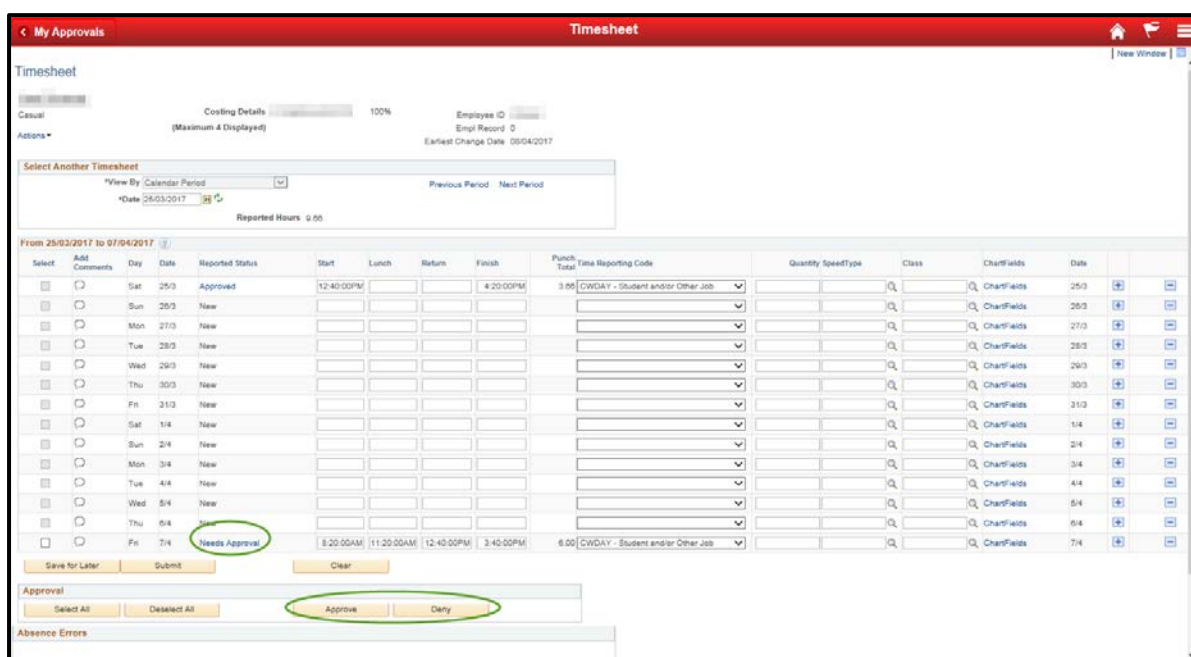


To action a Timesheet to Approve or Deny, select the staff member's timesheet and their timesheet will display.



Supervisors can:

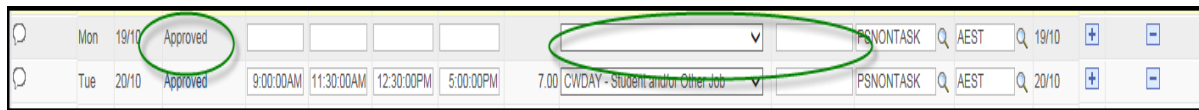
- Override the GL costing on the timesheet
- Amend the timesheet and submit on behalf of the employee
- Approve or Deny a timesheet



Supervisor has access to amend/delete timesheets even if fully approved.

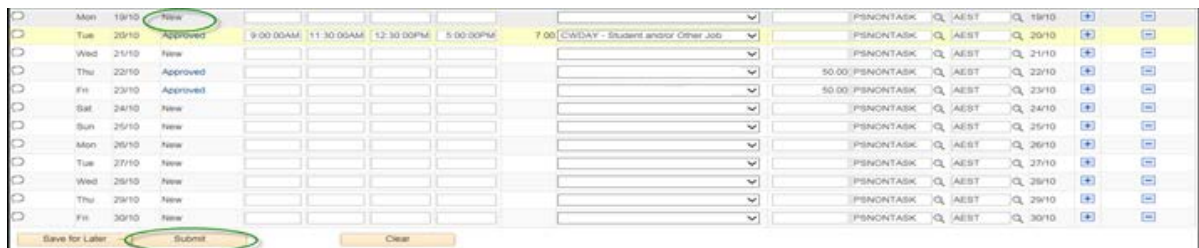
Amending or deleting approved timesheets will automatically recover any payments which have already been paid.

Click on the  on the line on the timesheet, the Time Reporter Code and hours disappear.

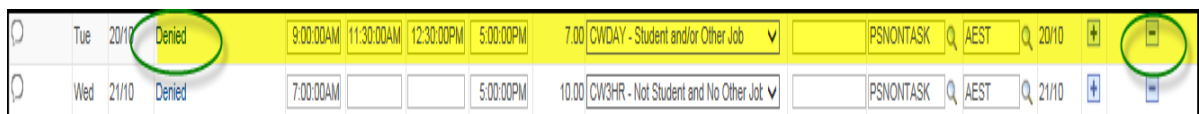


Once you have altered the timesheet.

Click 'Submit'. This will then change the entry from Approved to New.



If claims are pushed back or denied from the supervisor, the employee will be required to delete the row, save and re-enter time and submit.



## Further information

Email: [hrservices@griffith.edu.au](mailto:hrservices@griffith.edu.au)

Phone: 373 54011



***Appendix A: Time Reporter Codes***

Work Group	Time Reporter Code/s
Childcare Staff	BRKS2 – Broken Shift Child Care HDAAL – Higher Duty Allowance MEAL – Meal Allowance RECAL – Recall OT RDOT – RDO Take