

How to...

Prepare a Casual Timesheet Report

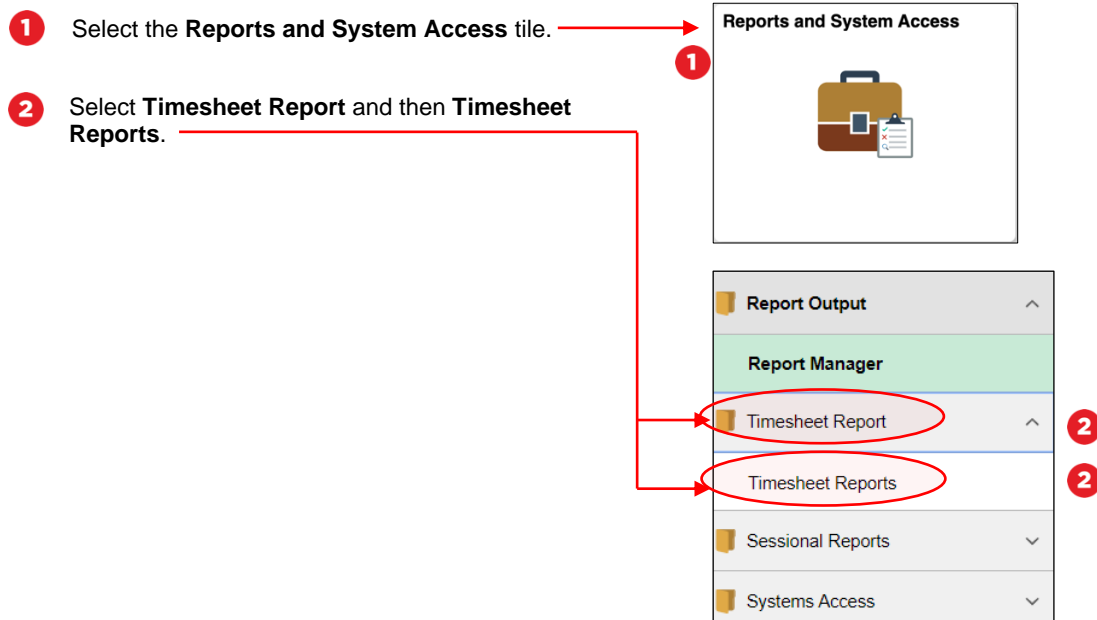
Introduction

This guide shows you how to prepare a casual timesheet report. There are two reports to choose from:

- an **Employee Report** returns timesheet data as per individual casual staff
- a **Payment Report** returns fortnightly payment data as per hourly casual employee

Step 1: Navigate to the casual timesheet data report

- Log in to the **staff portal** and select **My Staff Page**.



Step 2: Find an existing report

- 1 To find an existing report, select the **Find an Existing Value** tab. You can either enter the **Run Control ID number** (unique Report ID name)

OR

- 2 Select **Search** to choose the report from the list you wish to use.

Timesheet Reports

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

▼ **Search Criteria**

Search by **Run Control ID** begins with

☐ Case Sensitive

Search Advanced Search

[Find an Existing Value](#) | [Add a New Value](#)

Step 3: Add a new report

- 1 To create a new report, select the **Add a New Value** tab.

- 2 Enter a new report name in the **Run Control ID** box (Hint: make it easy to remember, include your initials and ensure there are no spaces).

- 3 Select **Add** to continue.

- 4 Select the **Report Type** you wish, then enter the **Date Range** and **User Role** (either School Administrator or Supervisor).

Timesheet Reports

[Find an Existing Value](#) **Add a New Value**

Run Control ID

Add

[Find an Existing Value](#) | [Add a New Value](#)

Timesheet Reports

Run Control ID PW1 [Report Manager](#) [Process Monitor](#) [Run](#)

Report Type

☒ Employee Report ☐ Payment Report

Report Date Range

*Start Date: *End Date:

Report Mode

*User Role:

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

- 5 Deselect the **Direct Reports Only** box to open more criteria fields. This will allow the supervisor to extract data on any associated supervisors reporting to them. You must enter the supervisor that you require data from.

Report Mode

*User Role: Supervisor

☒ Direct Reports Only

- 6 Enter the filters you need and then select **Run**.

- 7 Select **Ok** when the process scheduler request displays.

Timesheet Reports

Run Control ID PW1 Report Manager Process Monitor **Run**

Report Type

☐ Employee Report ☒ Payment Report

Report Date Range

*Start Date: 12/28/2011 *End Date: 01/10/2021

Report Mode

*User Role: Supervisor

☒ Direct Reports Only

Additional Selection Parameters

Element selection (Leave blank for all elements)

Element: ☒ Include subordinate Elements

Campus selection (Leave blank for all campuses)

Campus:

Supervisor selection

Supervisor ID:

Employee selection (Leave blank for all employees)

Employee:

Save Notify Add Update/Display

Process Scheduler Request

User ID S2933202 Run Control ID PW1

Server Name Run Date 01/28/2020

Recurrence Run Time 2:21:32PM

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Timesheet-related report	GU_TIME_RPTS	Application Engine	Web	TXT	Distribution

OK **Cancel**

Step 4: Review report data

1 Select **Report Manager** to view the report.

2 Select the report according to the latest **completion date/time**.

3 Select the report file ending in **.csv** for the easiest format to view and edit the report.

The screenshot displays the 'Timesheet Reports' interface. At the top, there's a 'Run Control ID' field with 'PW1' and a 'Report Manager' button circled in red. Below this, the 'Report Type' section has 'Employee Report' and 'Payment Report' options. The 'Report Date Range' section shows 'Start Date' as 12/28/2019 and 'End Date' as 01/10/2020. The 'Report Mode' section shows 'User Role' as Supervisor. Below these is the 'View Reports For' section with filters for Folder, Instance, Name, and Created On. A 'Refresh' button is present. The 'Reports' table lists two reports, with the first one selected. The 'Completion Date/Time' for the selected report is circled in red. Below the table is a 'Go back to Timesheet Reports' link and a 'Save' button. At the bottom, the 'Report' details section shows 'Report ID' 3325152, 'Process Instance' 3415755, and 'Name' GU_TIME_RPTS. The 'Distribution Details' section shows 'Distribution Node' HR and 'Expiration Date' 04/27/2020. The 'File List' section shows two files: 'AE_GU_TIME_RPTS_3415755.stdout' and 'Payment_Report_3415755.csv', with the latter circled in red. The 'Distribute To' section shows 'Distribution ID Type' and 'User' S2933202.

Timesheet Reports

Run Control ID: PW1 [Report Manager](#) [Process Monitor](#) [Run](#)

Report Type

☐ Employee Report ☒ Payment Report

Report Date Range

*Start Date: 12/28/2019 *End Date: 01/10/2020

Report Mode

*User Role: Supervisor

View Reports For

Folder: Instance: to: Refresh

Name: Created On: Last: 1 Days

Reports

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 GU_TIME_RPTS	TIMESHEET-RELATED REPORT	General	01/28/20 2:24PM	3325152	3415755
2 GU_TIME_RPTS	TIMESHEET-RELATED REPORT	General	01/28/20 2:24PM	3325151	3415754

[Go back to Timesheet Reports](#) [Save](#)

List | Explorer | Administration | Archives

Report

Report ID: 3325152 Process Instance: 3415755 [Message Log](#)

Name: GU_TIME_RPTS Process Type: Application Engine

Run Status: Success

Timesheet-related report

Distribution Details

Distribution Node: HR Expiration Date: 04/27/2020

File List

Name	File Size (bytes)	Datetime Created
AE_GU_TIME_RPTS_3415755.stdout	294	01/28/2020 2:24:09.699801PM AEST
Payment_Report_3415755.csv	477	01/28/2020 2:24:09.699801PM AEST

Distribute To

Distribution ID Type	Distribution ID
User	S2933202

For more information contact:

People & Wellbeing | Corporate Services

Ph (07) 3735 4011 Email peopleandwellbeing@griffith.edu.au
griffith.edu.au/staff/human-resources