

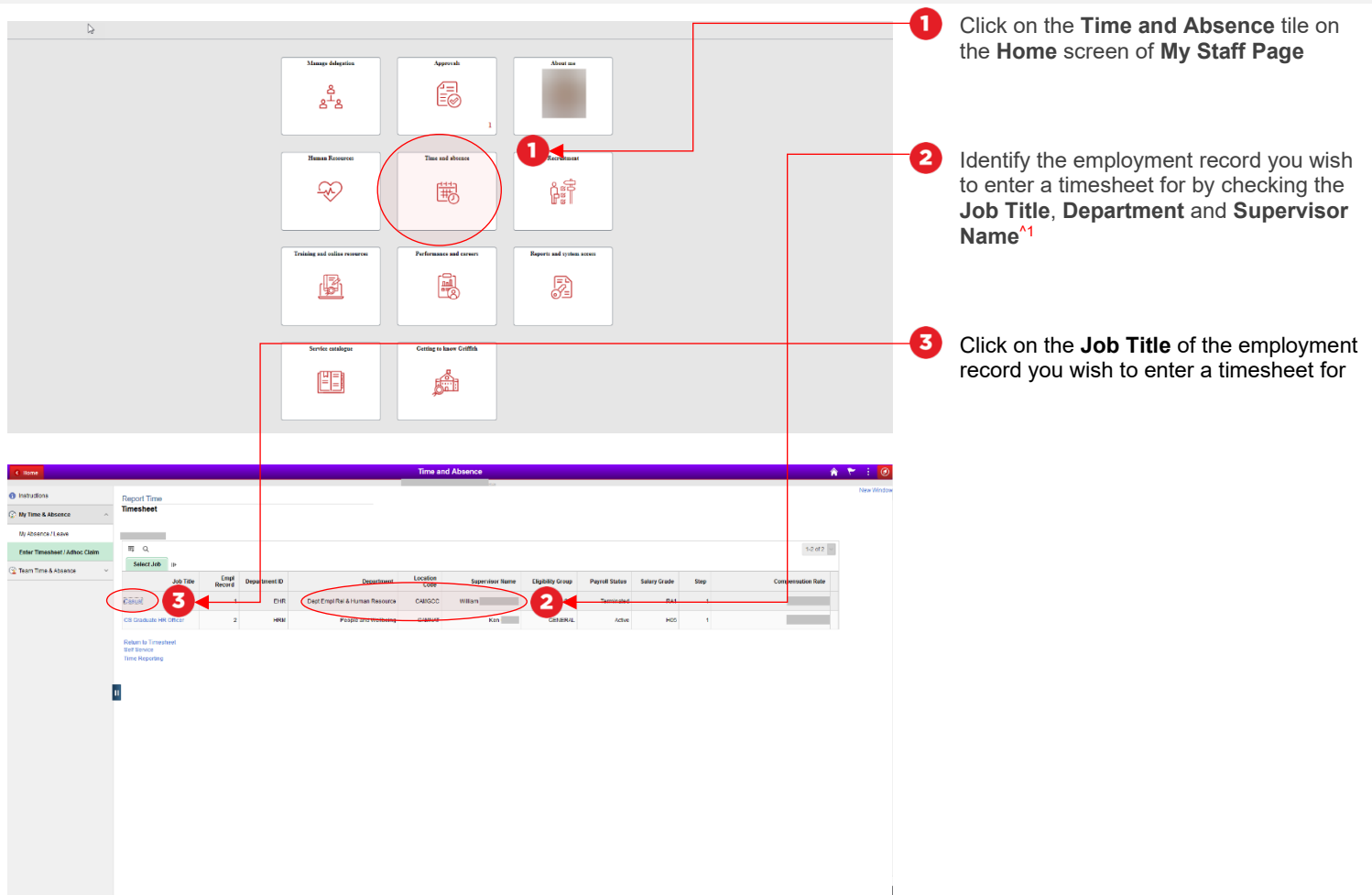
## Introduction

This how to guide explains how to submit a timesheet online, either for a casual appointment or for entering adhoc claims, such as overtime etc.

**Note: All staff are required to submit claims within 2 weeks of performing work items.**

## Step 1: Open the appropriate timesheet

- Navigate to *My Staff Page* on the *Staff Portal* to begin the process.



The image shows two screenshots illustrating the steps to open a timesheet. The top screenshot shows the 'My Staff Page' home screen with a grid of tiles. The 'Time and absence' tile is circled in red and labeled with a red '1'. The bottom screenshot shows the 'Time and Absence' interface with a table of employment records. A red circle labeled '2' highlights a record with Job Title 'Credit Emp/Rel & Human Resources', Department 'CAG/CC', and Supervisor 'Williams'. Another red circle labeled '3' highlights the 'Job Title' column header. A third red circle labeled '3' highlights the 'Job Title' field in the 'Select Job' dropdown menu.

**1** Click on the **Time and Absence** tile on the **Home** screen of **My Staff Page**

**2** Identify the employment record you wish to enter a timesheet for by checking the **Job Title**, **Department** and **Supervisor Name**<sup>A1</sup>

**3** Click on the **Job Title** of the employment record you wish to enter a timesheet for

Job Title	Emp Record	Department ID	Department	Location Code	Supervisor Name	Eligibility Group	Payroll Status	Salary Grade	Step	Conversion Rate
DIR			Credit Emp/Rel & Human Resources	CAG/CC	Williams		Temporary	JUL1	1	
ICS Graduate HR Officer	2	HHR	People and Technology	GRABVE	Kay	CER/REL	Active	HOS	1	

## Step 1: Tips

- If any of the details for your appointment appear incorrect, please contact Human Resources at [hrandsafety@griffith.edu.au](mailto:hrandsafety@griffith.edu.au)

## Step 2: Enter time worked

- Enter in the details of time worked within the pay period

The screenshots illustrate the following steps:

- Step 1:** Selecting the 'Previous Period' for the timesheet.
- Step 2:** Entering the 'Start' and 'Finish' times, and the 'Lunch' break details.
- Step 3:** Entering the 'Time Reporting Code' for each entry.
- Step 4:** Clicking 'Save for Later' to save the timesheet without submitting.
- Step 5:** Clicking 'Yes' on the confirmation popup.
- Step 6:** The 'Punch Total' and 'Time Reporting Code' are displayed next to each row.
- Step 7:** Clicking 'Submit' to submit the timesheet.

1 The timesheet's default view will be the current pay period. To enter time for dates prior to the current pay period, click on **Previous Period**. Alternatively, enter the date for which you wish to enter time in the **Date** field and click the green refresh icon. This will display the pay period containing the date you entered

2 Enter the details of the start and end time you have worked within the **Start** and **Finish** fields, and include the details of your unpaid lunch break by entering the start time of your lunch into the **Lunch** field, and entering the time you returned from break in the **Return** field. If you did not take a break within the shift, leave the **Lunch** and **Return** field blank<sup>1</sup>

3 Enter the **Time Reporting Code** next to each entry<sup>2</sup>

4 To save your timesheet without submitting, scroll to the bottom of the page and click on **Save for Later**

5 Click on **Yes** on the popup

6 The times you have entered will validate, and the **Punch Time** will be displayed next to each row, displaying the total hours entered for that row<sup>3</sup>

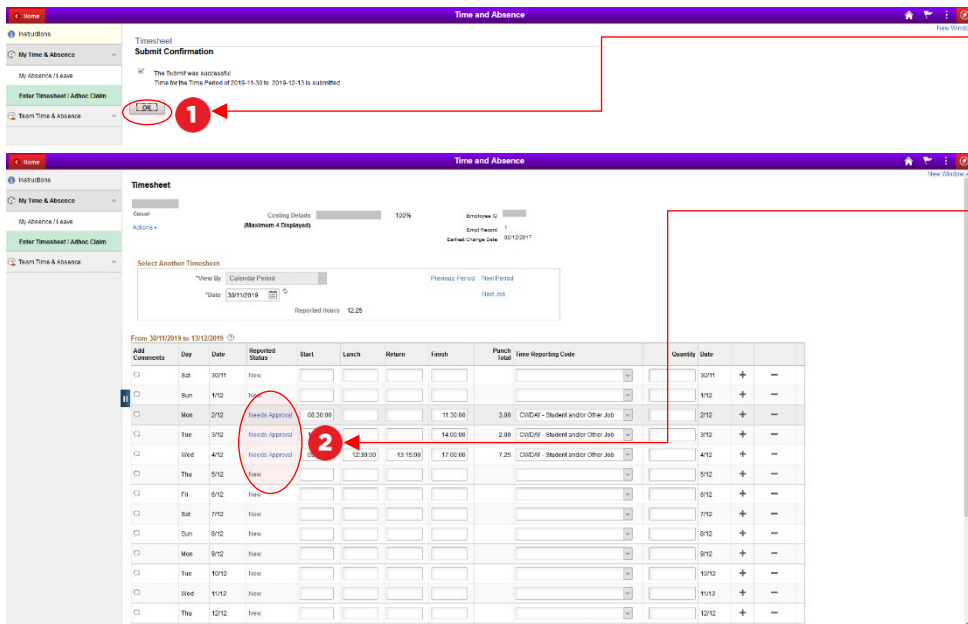
7 To submit the timesheet, scroll to the bottom of the page and click on **Submit**

## Step 2: Tips

1. Time can be entered in either 12 hour or 24 hour format, e.g. 2pm or 2:00pm or 14:00
2. For a full list of time reporting codes for each work group, please see Appendix 1 to this guide
3. If you wish to add additional hours with a different time reporting code for the same day, click on the plus button next to the relevant row to add another entry for that day. Similarly, the minus button will delete an entry

## Step 3: Submit timesheet for approval

- Review the contents of the timesheet and submit for approval



1 Once you click on **Submit**, a confirmation that the timesheet has submitted will be displayed. Click **OK** to dismiss

2 You can check on the approval status of your timesheet at any time by returning to the relevant pay period and click on **Needs Approval** next to the relevant row under the **Reported Status** column. Once the timesheet is approved, the **Reported Status** will display as **Approved**

## Appendix 1: Time Reporting Codes

Work Group	Time Reporter Code/s
Casual General Employees Casual Child Care Research Assistants	<ul style="list-style-type: none"> <li>CWDAY – Student and/or Other Job</li> <li>CW3HR – Not Student and No Other Job</li> </ul>
Invigilators	<ul style="list-style-type: none"> <li>INVAS– Invigilator – Assisting</li> <li>INVC1– Chief Invigilator 0-99 Student</li> <li>INVCH– Chief Invigilator 100+ student</li> <li>INVSC – Invigilator – Scribe</li> </ul>
Griffith Food	<ul style="list-style-type: none"> <li>CW3HR – Not Student and No Other Job</li> <li>CWDAY - Student and/or Other Job</li> <li>LNDRY – Laundry Allowance</li> <li>MEAL – Meal Allowance</li> </ul>
Health/Fitness	<ul style="list-style-type: none"> <li>CW3HR – Not Student and No Other Job</li> <li>CWDAY - Student and/or Other Job</li> <li>FURNH – Furniture Handling</li> <li>MEAL – Meal Allowance</li> </ul>
Research Fellows Casual Language Instructors	<ul style="list-style-type: none"> <li>CWDAY - Student and/or Other Job</li> </ul>
Models	<ul style="list-style-type: none"> <li>Drawing Model</li> <li>Photographic Model</li> </ul>
Gumurrii	<ul style="list-style-type: none"> <li>Gumurrii Rate 1</li> <li>Gumurrii Rate 2</li> <li>Gumurrii Rate 3</li> <li>Gumurrii Rate 4</li> </ul>
Bookshop Staff MEAL	<ul style="list-style-type: none"> <li>MEAL – Meal Allowance</li> <li>MEAL4 – Meal Allowance - Bookshop</li> </ul>

Work Group	Time Reporter Code/s
Theatre	<ul style="list-style-type: none"> <li>CWDYA – T01 TRNG INDUC</li> <li>CWDYB – T02 USH BS PGMCH CA</li> <li>CWDYC – T03 MX</li> <li>CWDYD – T04 BOO EMX SLAVX</li> <li>CWDYE – T05 ADM BOS BM FL SLAVOP</li> <li>CWDYF – T06 DM CSM</li> <li>CWDYH – T08 DT HMX HFL</li> <li>CWDYJ – T10 PSM</li> <li>MEAL1 – Meal Allowance - Theatre</li> </ul>
General Staff	<ul style="list-style-type: none"> <li>EXTRE – Extreme Condition</li> <li>MEAL – Meal Allowance</li> <li>ONC1 – On Call Overtime – Telephone</li> <li>ONC2 – On Call Overtime – Computer</li> <li>ONC3 – On Call Overtime – Onsite</li> <li>ONCAL – On Call Allowance</li> <li>SF150 – Shift Allowance 150%</li> </ul>
Catering Staff	<ul style="list-style-type: none"> <li>BRKS1 – Broken Shift Food</li> <li>LNDRY – Laundry Allowance</li> <li>MEAL3 – Meal Allowance – Griffith Food</li> </ul>
Childcare Staff	<ul style="list-style-type: none"> <li>BRKS2 – Broken Shift Child Care</li> <li>HDAAL – Higher Duty Allowance</li> <li>MEAL – Meal Allowance</li> <li>RECAL – Recall OT</li> <li>RDOT – RDO Take</li> </ul>

For more information contact:

**Human Resources | Corporate Services**

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<http://griffith.edu.au/staff-human-resources>