



User Guide for Hourly Casual Staff

Entering a Timesheet

Brief Document Description

Overview

On engagement, Hourly Casual staff are required to submit their hours worked for approval and submission to Staff Services in the Office of HRM for payment. These Timesheets are created by the Hourly Casual staff themselves.

About this Business Process

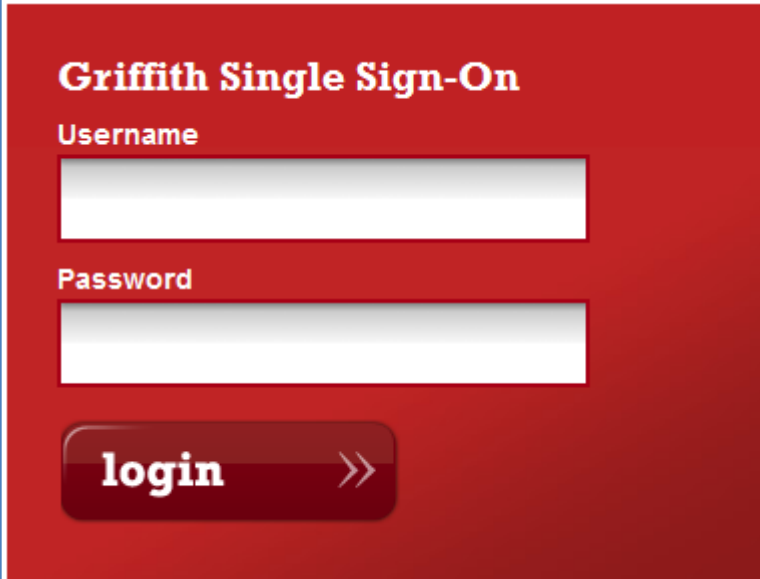
Timesheets are created on a regular basis as work is completed each fortnight. This User Guide details the process for the Hourly Casual staff to create and submit their timesheets.

Steps

Step 1	Log into the Griffith Portal
Step 2	Select Job Record and Timesheet
Step 3	Enter valid hours for applicable days
Step 4	Check Supervisor
Step 5	Save Timesheet
Step 6	Submit Timesheet
Step 7	Print Timesheet

Step 1 - Log into the Griffith Portal

Log into the Griffith Portal using your Griffith ID and Password



The image shows a red login form titled "Griffith Single Sign-On". It contains two input fields: "Username" and "Password". Below the fields is a dark red button with the text "login" and two right-pointing chevrons (»).

Navigate to 'Employment resources' under 'Employment' from the Portal menu on the left hand side of the screen

Griffith Portal > Employment > Employment resources > Casual Staff

Select "Hourly casual staff timesheets"

Griffith Portal > Employment >

Employment resources

Casual staff

- >> Hourly casual timesheets
- >> Hourly casual user guides
- >> Timesheet supervisor view
- >> Timesheet report

Sessional staff

- >> Academic manager resources
- >> Sessional staff schedules
- >> Sessional staff user guides
- >> Sessional staff salary rates
- >> Sessional report

Performance management

Step 2 - Select Job Record and Timesheet

A timesheet will be displayed for the current pay fortnight period.

Timesheet

Empl ID: 10000000000000000000

Enter data for Job Nbr

Job data As Of Date: 28/06/2013

Supervisor: [View Supervisor](#)

Department: GBS- Griffith Business School

Campus: Gold Coast Campus

Workgroup: Research Assistants

Costing Details: 2160510000002450 100%

(Maximum 4 displayed)

View data for the period

15/06/13 to 28/06/13

Salary Plan: General Staff

Grade: Senior Research Assistant Gr 1

Step: 3 Hourly Rate: \$37.883814


Hours entered for Job Nbr 1: 0.00 Show time for all jobs

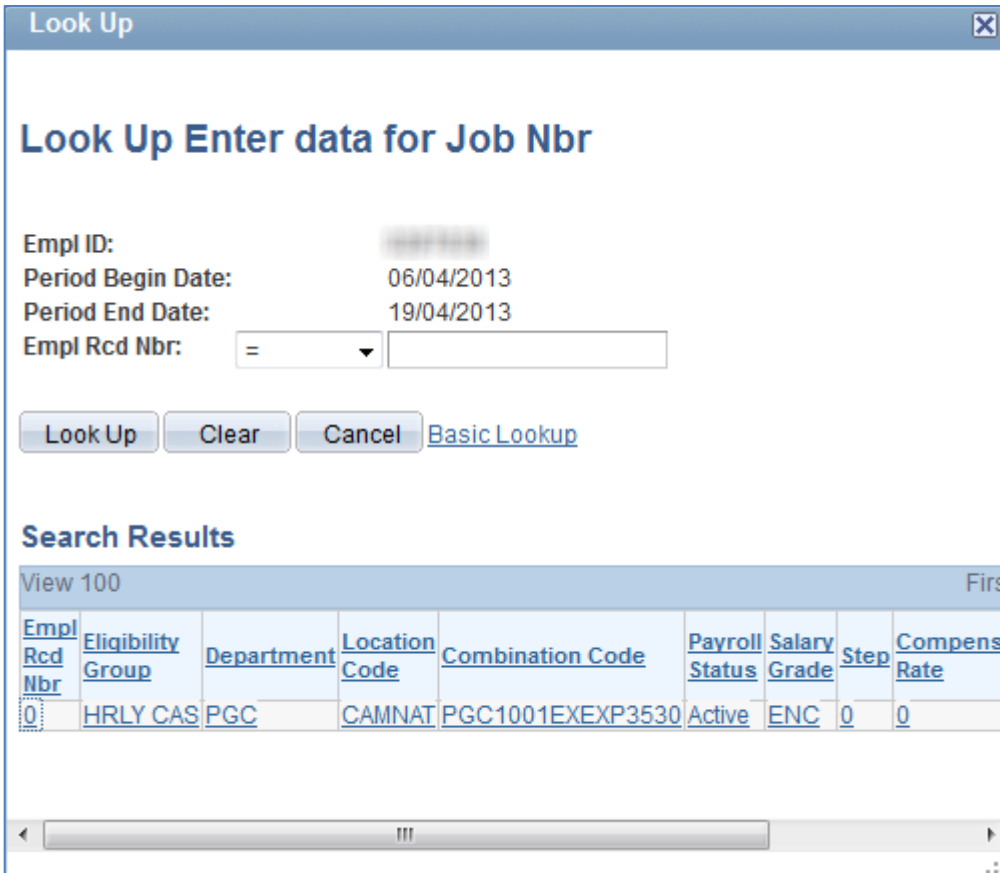
Hours entered for All Jobs: 21.00 [Time Entry help](#)

Select	Date	Day	Job	Row	Status	Start Work	Start Break	Resume Work	Finish Work	Time Reporting Code	Quantity	Approver Name	Day
<input type="checkbox"/>	15/06/13	Sat	1										Sat
<input type="checkbox"/>	16/06/13	Sun	1										Sun
<input type="checkbox"/>	17/06/13	Mon	1										Mon
<input type="checkbox"/>	18/06/13	Tue	1										Tue
<input type="checkbox"/>	19/06/13	Wed	1										Wed
<input type="checkbox"/>	20/06/13	Thu	1										Thu
<input type="checkbox"/>	21/06/13	Fri	1										Fri
<input type="checkbox"/>	22/06/13	Sat	1										Sat
<input type="checkbox"/>	23/06/13	Sun	1										Sun
<input type="checkbox"/>	24/06/13	Mon	1										Mon
<input type="checkbox"/>	25/06/13	Tue	1										Tue
<input type="checkbox"/>	26/06/13	Wed	1										Wed
<input type="checkbox"/>	27/06/13	Thu	1										Thu
<input type="checkbox"/>	28/06/13	Fri	1										Fri

Select all rows

If you have multiple casual jobs, there are a couple of options available to navigate between them.

By selecting the magnifying glass icon  a list of current active casual jobs for which you have been engaged will appear.



The screenshot shows a 'Look Up' window with the following fields and controls:

- Empl ID: [blurred]
- Period Begin Date: 06/04/2013
- Period End Date: 19/04/2013
- Empl Rcd Nbr: [=] [text box]
- Buttons: Look Up, Clear, Cancel, Basic Lookup

Search Results

View 100 First

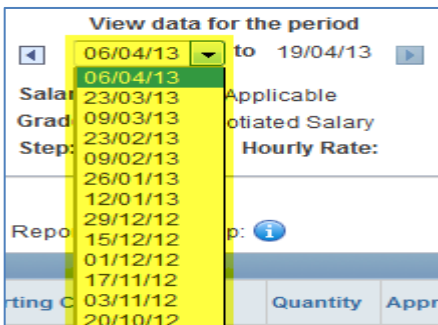
Empl Rcd Nbr	Eligibility Group	Department	Location Code	Combination Code	Payroll Status	Salary Grade	Step	Compensation Rate
0	HRLY CAS	PGC	CAMNAT	PGC1001EXEXP3530	Active	ENC	0	0

Select the job by clicking on the applicable Empl Rcd Nbr.

Alternatively, you can “click through” multiple jobs by clicking the arrow buttons either side of the ‘Enter data for Job Nbr’ field.



Previous pay fortnight periods can also be chosen if required. To do this, either click on the left hand arrow for the pay fortnight commencing date, or select the pay fortnight commencing date from the date drop down list.



The screenshot shows a dropdown menu for selecting a date. The title is 'View data for the period'. The selected date is 06/04/13, and the period ends on 19/04/13. The dropdown list contains the following dates:

- 06/04/13
- 23/03/13
- 09/03/13
- 23/02/13
- 09/02/13
- 26/01/13
- 12/01/13
- 29/12/12
- 15/12/12
- 01/12/12
- 17/11/12
- 03/11/12
- 20/10/12

Step 3 - Enter Valid Hours for applicable Dates

Select	Date	Day	Job	Row Status	Start Work	Start Break	Resume Work	Finish Work	Time Reporting Code	Quantity	Approver Name	Day
<input type="checkbox"/>	06/04/13	Sat	0									Sat
<input type="checkbox"/>	07/04/13	Sun	0									Sun
<input type="checkbox"/>	08/04/13	Mon	0		9:00AM	11:30AM	12:30PM	5:00PM	Casual Work Day			Mon
<input type="checkbox"/>	09/04/13	Tue	0		9:00AM	11:30AM	12:30PM	5:00PM	Casual Work Day			Tue
<input type="checkbox"/>	10/04/13	Wed	0									Wed
<input type="checkbox"/>	11/04/13	Thu	0									Thu

Time can be entered in various formats.

These are detailed by clicking on the [Time Entry help: !\[\]\(5eb1325dfdc3f1cad8426726c0db51cd_img.jpg\)](#) button with formats below

Message ✕

Times can be entered in either AM/PM or 24 Hour 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"

If your work day crosses midnight, you still enter the times into the same row, for example...

- Start Work: 8:00pm
- Start Break: 12:00am (Midnight)
- Resume Work: 12:45am
- Finish Work: 4:00am

Enter the "Start Work" time and "Start Break" time, "Resume Work" time and "Finish Work" time for each day worked within the pay fortnight.

If you do not have a break, enter the "Start Work" time and "Finish Work" time only.

Select the appropriate Time Reporting Codes from the drop down list.

Time Reporting Code

▼


Casual Work Day

QCGU Laundry Allowance

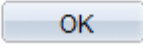
Note: Casual General Employees will be shown an additional information link to assist in their Time Reporting Code selection.

Clicking on the help button will show the details.

Time Entry help:  Time Reporting Code help: 


Message 









NOTE: When selecting Time Reporting Code:
Please choose: "Student and/or Other Job" if you answer yes to either of the following:
1. If you're a current Student (incl. Postgrad), or
2. Have employment elsewhere or within the University, that you consider your primary occupation.
If neither of these apply, please choose "Not Student and No Other Job".




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

If you need to enter additional hours for another Time Reporting Code for the same day,

hit  on right hand side which will create a new row for that date.

<input type="checkbox"/>	12/04/13	Fri	0		9:00AM	11:30AM	12:30PM	5:00PM	Casual Work Day				Fri	
<input type="checkbox"/>		Fri	0						QCGU Laundry Allowance		1		Fri	

Clicking the  button on any line will copy down the same information to the next row.

If you are entering an allowance there is no need to enter any times. Select the Time Reporter Code only for the allowance for the relevant day/s. The Supervisor assigned will default in the "Approver Name" column.

If you need to add comments in relation to the times worked, click on the comments bubble on the right hand side next to the day listed. Another screen will appear.

Timesheet row comments

Please enter your comment below. It will be prefixed with your name and the Date when saved.

Usher - Bob the Builder Performance

Row History

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

Step 4 - Check Supervisor

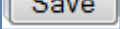
Check that the correct Supervisor is assigned to each date row entered for the timesheet.

Select	Date	Day	Job	Row Status	Start Work	Start Break	Resume Work	Finish Work	Time Reporting Code	Quantity	Approver Name	Day
<input type="checkbox"/>	06/04/13	Sat	0									Sat
<input type="checkbox"/>	07/04/13	Sun	0									Sun
<input type="checkbox"/>	08/04/13	Mon	0		9:00AM	11:30AM	12:30PM	5:00PM	Casual Work Day		Supervisor A	Mon
<input type="checkbox"/>	09/04/13	Tue	0		9:00AM	11:30AM	12:30PM	5:00PM	Casual Work Day		Supervisor B	Tue
<input type="checkbox"/>	10/04/13	Wed	0		9:00AM	11:30AM	12:30PM	5:00PM	Casual Work Day		Supervisor A	Wed
<input type="checkbox"/>	11/04/13	Thu	0									Thu

If the Supervisor name is incorrect, or an Alternate Supervisor should be assigned, highlight the incorrect Supervisor's name, press "delete", and enter the first and last name of the new/correct supervisor in the "Approver Name" field.

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, select the  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, and Submitted.

Timesheet
Empl ID: 1000001

Enter data for Job Nbr

Job data As Of Date: 05/04/2013

Supervisor: [text]

Department: QCM- Queensland Conservatorium GU

Campus: Southbank Campus - QCM

Workgroup: Theatre

Costing Details: 2158120CBLAB2250

View data for the period

23/03/13 to 05/04/13

Salary Plan: Venues Staff

Grade: Theatre Employee Level 5

Step: 1 Hourly Rate: \$19.163162

Hours entered for Job Nbr 0: 39.50

Time Entry help: ?

Select	Date	Day	Job	Row Status	Start Work	Start Break	Resume Work	Finish Work	Time Reporting Code	Quantity	Approver Name	Day
<input type="checkbox"/>	23/03/13	Sat	0									Sat
<input type="checkbox"/>	24/03/13	Sun	0									Sun
<input type="checkbox"/>	25/03/13	Mon	0	Approved	09:00	12:00	12:30	17:00	Casual Work Day	7.500000	[text]	Mon
<input type="checkbox"/>		Mon	0	Approved					QCGU Laundry Allowance	1.000000	[text]	Mon
<input type="checkbox"/>	26/03/13	Tue	0									Tue
<input type="checkbox"/>	27/03/13	Wed	0	Approved	09:00	12:00	12:30	17:00	Casual Work Day	7.500000	[text]	Wed
<input type="checkbox"/>		Wed	0	Approved					QCGU Laundry Allowance	1.000000	[text]	Wed
<input type="checkbox"/>	28/03/13	Thu	0	Approved	09:00	12:00	12:30	17:00	Casual Work Day	7.500000	[text]	Thu
<input type="checkbox"/>	29/03/13	Fri	0	Saved	09:00	13:00	14:00	18:00	Casual Work Day	8.000000	[text]	Fri
<input type="checkbox"/>	30/03/13	Sat	0									Sat
<input type="checkbox"/>	31/03/13	Sun	0									Sun
<input checked="" type="checkbox"/>	01/04/13	Mon	0	Submitted	08:00	11:30	12:30	18:00	Casual Work Day	9.000000	[text]	Mon
<input type="checkbox"/>	02/04/13	Tue	0									Tue
<input type="checkbox"/>	03/04/13	Wed	0									Wed
<input type="checkbox"/>	04/04/13	Thu	0									Thu
<input type="checkbox"/>	05/04/13	Fri	0									Fri

Select all rows

Comment to be applied to all selected rows:

Once you have finished entering your timesheet, simply logout of the Griffith Portal by clicking "Logout" in the top right hand corner of the screen.



If you have further hours to submit for different jobs or fortnights, repeat from Step 2 until all required hours have been completed.

Appendix A: Time Reporter Codes

Work Group	Time Reporter Code/s
Casual General Employees	Not Student and No Other Job Student or Other Job Furniture Handling Allowance
Child Care	Casual Work Day
Griffith Food	Not Student and No Other Job Student and/or Other Job Laundry Allowance Meal Allowance – Griffith Food
Gumurrii	Gumurrii Rate 1 Gumurrii Rate 2 Gumurrii Rate 3 Gumurrii Rate 4
Health/Fitness	Casual Work Day
Invigilators	Chief Invigilator 0-99 Student Chief Invigilator 100+ Student Invigilator – Assisting Invigilator – Scribe
Casual Language Instructors	Casual Work Day
Models	Drawing Model Photographic Model
Research Assistants	Casual Work Day
Research Fellows	Casual Work Day
Theatre	Casual Work Day QCGU Laundry Allowance