

HRonline TIMESHEETS User Guide

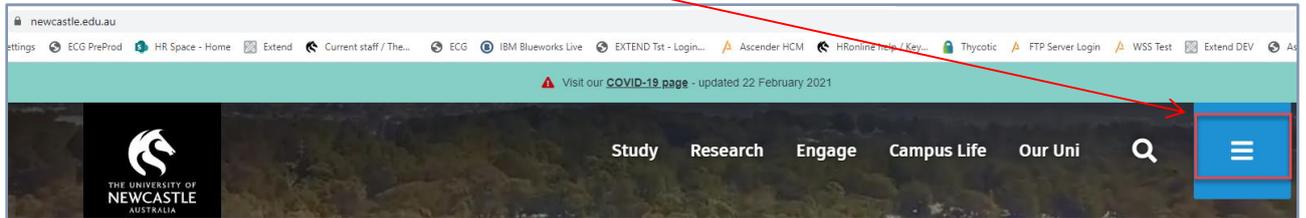
This guide provides TIMESHEET information for the following areas and tasks:

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LOGGING INTO HRONLINE

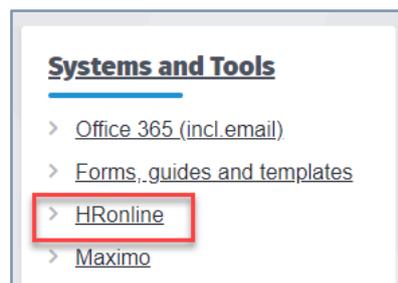
1. Go to the University of Newcastle website homepage (www.newcastle.edu.au)
2. Click on the 3 horizontal lines



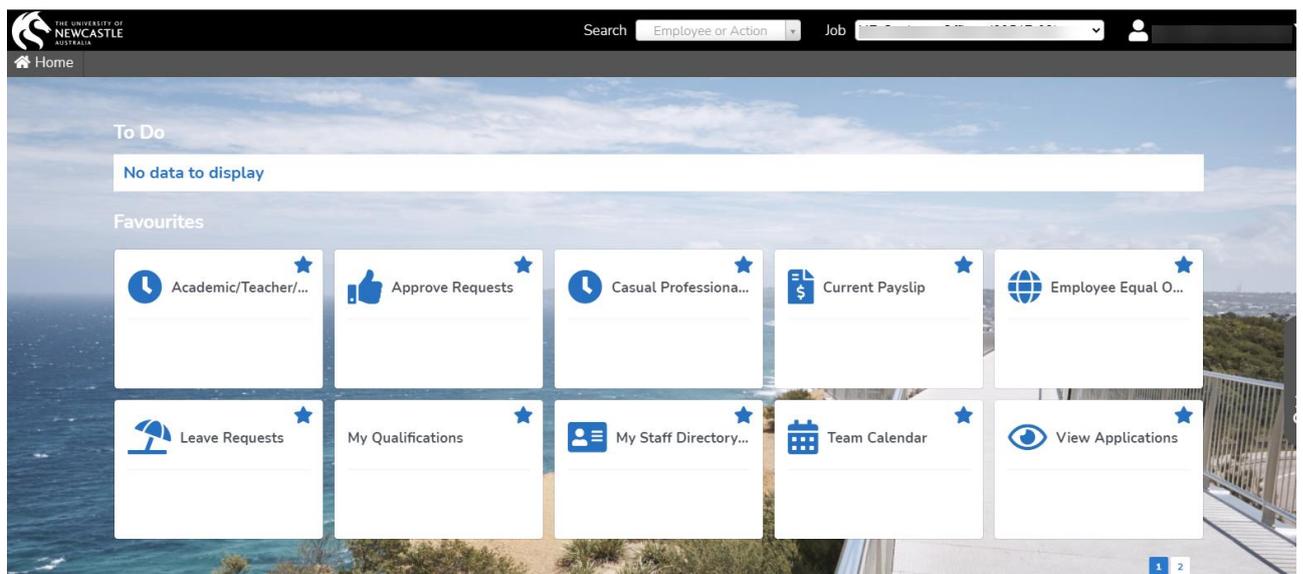
3. Select the Staff link at the top of the page



4. Scroll down to Systems and Tools, click the HRonline link,



This will take you to the home screen of HRonline.



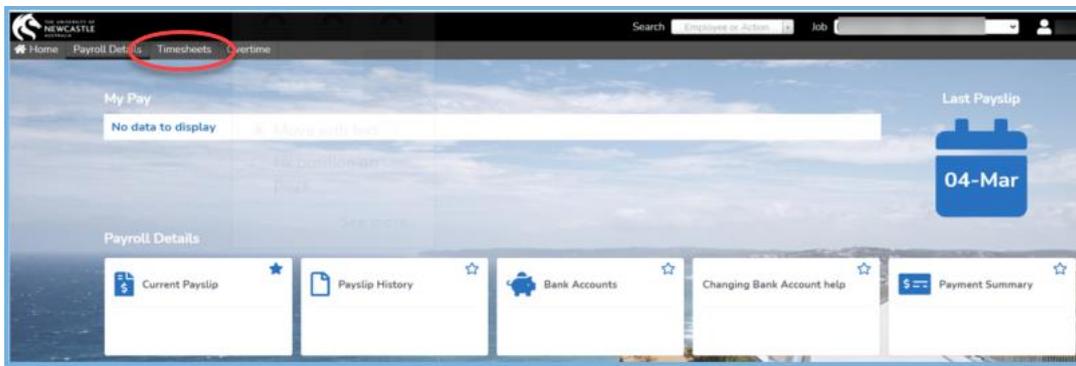
PROFESSIONAL Timesheet

CREATING A TIMESHEET

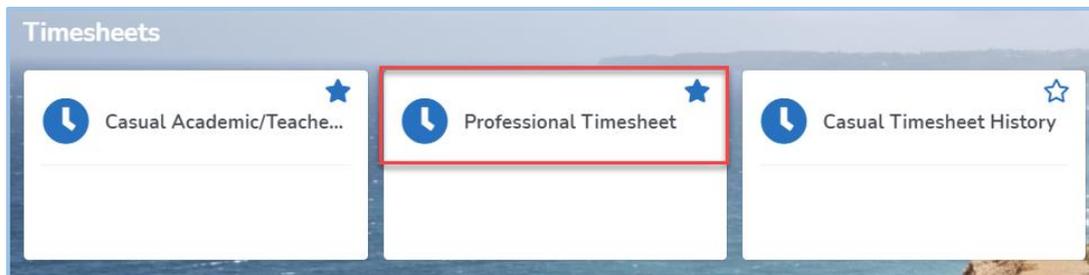
1. At the Home menu, click on My Pay



2. Select Timesheets



3. Select Professional Timesheet



4. Click *Click here to add a new timesheet*

Professional Timesheet

[Click here to add a new timesheet](#)

Existing Timesheets

Expand All | Collapse All

Not Submitted (0 timesheets)

Record ID	Job No	Start Date	End Date	Total Units	Delete
					DeleteTimesheets

Submitted (Not Approved) (1 timesheet)

Record ID	Job No	Start Date	End Date	Total Units	Type	Delete	Unsubmit
216738	06	17-MAR-2021	17-MAR-2021	6	New	<input type="checkbox"/>	<input type="checkbox"/>
						DeleteTimesheets	UnsubmitTimesheets

Rejected (0 timesheets)

Record ID	Job No	Start Date	End Date	Total Units	Delete	Unsubmit
					DeleteTimesheets	UnsubmitTimesheets

5. Select the Timesheet Start Date

Professional Timesheet

Add New Timesheet

Select a Start Date below

Start Date

Find my casual appointments

[Back to Timesheet List](#)

IMPORTANT: There is a Timesheet *Timetable* available on the Pay and Timesheets page [here](#). The suggested *timesheet first day* and suggested *timesheet completion day* are both shown. The timetable shows the **Pay Day date** and the accompanying **Approval Cut-Off date** for HRonline timesheets. This guide outlines when timesheets need to be **approved**. Casual staff should check with their School/Unit for information on when timesheets need to be **submitted**. This is a guide only and casual staff should check with their supervisor if an alternative arrangement is in place for their organisational unit.

6. Click *Find my casual appointments*:

Select a Start Date below

Start Date 29-Mar-2021

Find my casual appointments

[Back to Timesheet List](#)

7. The current active job(s) will be listed. Choose the relevant job(s) by ticking the **Select** checkbox

Professional Timesheet

Add New Timesheet

Select a Start Date below

Start Date

Select	Job No	Position No	Position Title	CLevel	Employment Status	Award	Classification	Start Date	End Date	Subject	Account No
<input type="checkbox"/>	06	67188	Casual Data Entry Officer	Human Resource Services	Casual Professional Staff	Professional Enterprise Agreement	Hew 05	08-JAN-2021	31-MAY-2021		1023137- --
<input type="checkbox"/>	08	72829	Research Assistant	School of Medicine and Public Health	Casual Professional Staff	Professional Enterprise Agreement	Hew 04	01-JAN-2021	30-JUN-2021		1032414- --

8. Click Continue

TIP: If you have only one active job, the timesheet entry screen will open.
TIP: Staff can add more than one job to a single timesheet. Staff with multiple appointments are allocated individual job numbers for each appointment.

9. The timesheet form will be displayed.

Professional Timesheet

REQUESTS TO WORK OUTSIDE OF THE SPAN OF HOURS, OR FOR UNDER 3 HOURS TO MEET PERSONAL CIRCUMSTANCES, MUST INCLUDE A COMMENT TO THE APPROVER

Job No	Position No.	Position Title	Organisational Unit	Employment Status	Award	Classification	Start Date	End Date	Account No
08	67188	Casual Data Entry Officer	Human Resource Services	Casual Professional Staff	Professional Enterprise Agreement	Hew 05	01-JAN-2021	31-DEC-2021	1010084- --

Start Date for Timesheet: 06-AUG-2021

New Timesheet Status = NEW

PLEASE ENTER THE START AND FINISH TIMES IN 24 HOUR FORMAT 00:00 to 23:59, OR SELECT FROM THE DROP DOWN MENU

Copy line above	Delete	Work Date	Day	Start Time	Finish Time	Break	Hours	Pay Code	Request to work outside of span / Request under 3 hour min
<input type="button" value="D"/>	<input type="button" value="D"/>	06-AUG-2021	Fri	05:00	07:00	00:00	2	SAL	YES
<input type="button" value="C"/>	<input type="button" value="D"/>	06-AUG-2021	Fri	17:30	21:30	00:00	4	SAL	YES
<input type="button" value="C"/>	<input type="button" value="D"/>								
<input type="button" value="C"/>	<input type="button" value="D"/>								
<input type="button" value="C"/>	<input type="button" value="D"/>								
<input type="button" value="C"/>	<input type="button" value="D"/>								
<input type="button" value="C"/>	<input type="button" value="D"/>								
<input type="button" value="C"/>	<input type="button" value="D"/>								

PLEASE CLICK ON THE 'SHOW JOB NO' LINK BELOW, TO SELECT APPROVER.

Please include a comment if you are choosing to work outside the span of hours, or under 3 hours, to meet **personal circumstances**.

Don't include a comment if you have been **directed to work** outside the span of hours by your supervisor.

Hours worked outside the span of hours as directed should be claimed as overtime, paycode OT.

Copy line above	Delete	Work Date
<input type="button" value="D"/>	<input type="button" value="D"/>	29-Mar-2021
<input type="button" value="C"/>	<input type="button" value="D"/>	
<input type="button" value="C"/>	<input type="button" value="D"/>	
<input type="button" value="C"/>	<input type="button" value="D"/>	
<input type="button" value="C"/>	<input type="button" value="D"/>	

10. Select the first Work Date from the Calendar:

11. Select a Start Time/ Finish Time from the pop up list, by clicking on the buttons:

Work Date	Day	Start Time	Finish Time
29-Mar-2021	Mon	<input type="text"/>	<input type="text"/>

List Of Values: START TIME

START TIME

- 00:00
- 00:15

12. Use the slider on the right hand side, to select the appropriate start and finish times

List Of Values: Start Time - Google Chrome

payrolltest.ascenderpay.com/ords/wss_unewd/WK8276...

- 07:45
- 08:00
- 08:15
- 08:30
- 08:45
- 09:00
- 09:15

13. Enter the break taken in format 00:00, eg: 00:30 for 30 minutes

Work Date	Day	Start Time	Finish Time	Break
29-Mar-2021	Mon	09:00	15:30	01:00

14. Select the paycode from the drop down menu

23:59, OR SELECT FROM

Pay Code	Request to work outside of span / Request under 3 hour min
<input type="text"/>	<input type="text"/>

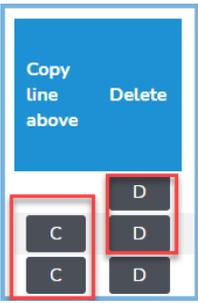
List Of Values: PAY CODE

PAY CODE	DESCRIPTION
OT	Overtime Monday to Sunday at Base Rate
OTPH	Overtime on Public Holidays
SAL	Salary

15. The hours will be automatically calculated once the break field is filled.

Copy line above	Delete	Work Date	Day	Start Time	Finish Time	Break	Hours	Pay Code	Request to work outside of span / Request under 3 hour min
	D	29-Mar-2021	Mon	09:00	15:30	01:00	5.5	SAL	

TIP: If you work regular hours, you can speed up your timesheet entry by clicking the Copy Line Above button to insert a new row with the same the details as the line above. You will need to change to the work date to reflect your schedule.



SUBMITTING A TIMESHEET

1. To select approver, click on the Show Job # link

PLEASE CLICK ON THE 'SHOW JOB NO' LINK BELOW, TO SELECT APPROVER.

Save Submit for Approval Refresh Add a Row Cancel

NOTE: By submitting this timesheet you are acknowledging that to the best of your knowledge

Show Job 06

2. Select the approver from the drop down menu

Hide Job 06

Job No	Position Title	Pay Code	Award/Class./Step	Pay Rate	This Timesheet Units	Including This Timesheet		
						Overall Estimate Units	Overall Actuals Units	Remainder of Allocated Estimate Units
06	Casual Data Entry Officer	SAL	GEN / HEW05 / 06	55.4996	15.00	300.00	255.25	44.75
Totals for Job 06					15.00	300.00	255.25	44.75

Timesheet to be approved by:

Add optional comments for the approver:

3. Select the appropriate approver from the list by clicking on the blue number. Note this list is sorted by **number** not alphabetical (Approver Name).

Your approver's name will be provided by the Onboarding Officer for your School or Unit.

List Of Values: Approver

Person Id	Name	Position Title	CLevel Description
		Manager	Human Resource Services (1110161167000)
320661	JACOBS, MIRANDA MARIE	Manager	Human Resource Services (1110161167000)

Alternatively, you can search by the approver's surname, using the '%' symbol as a wildcard:

List Of Values: Approver

Person Id	Name	Position Title	CLevel Description
		Manager	Human Resource Services (1110161167000)
320661	JACOBS, MIRANDA MARIE		Human Resource Services (1110161167000)
		Manager	Human Resource Services (1110161167000)
		Remuneration and Benefits Associate	Human Resource Services (1110161167000)
		Director, Employee Relations and Work, Health and Safety	Human Resource Services (1110161167000)

4. The approver's number will appear in the approver box. Add any comments for the approver if appropriate.

Timesheet for Job 00

Timesheet to be approved by

Add optional comments for the approver:

5. Click **Save** (to modify later) or **Submit for Approval**

6. If there are no input errors, the following message will appear:

Professional Timesheet

Success! Timesheet details have been saved and submitted for approval.

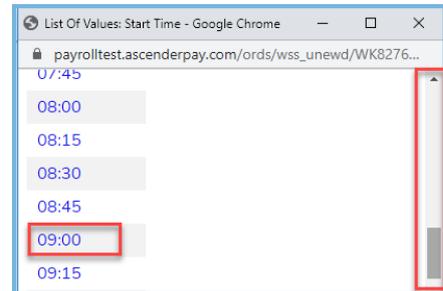
[Back to Timesheet List](#)

CLAIMING OVERTIME

For information regarding overtime claims for Casual Professional Staff, please click [here](#)

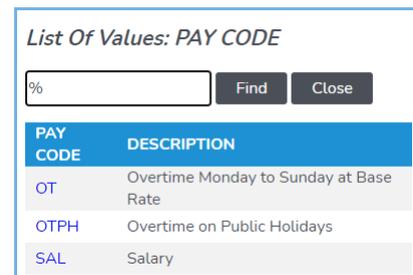
To claim hours worked, in the timesheet screen:

- Select Work Date from the Calendar
- Select Start Time and Finish Time(s) from the pop up list



- Enter Break in hours and minutes HH:MM, eg: 00:30 for 30 minutes

- Select Pay Code from the pop up list



- If the time worked is outside of the span of hours for the category of employment, is under the minimum engagement, or exceeds standard hours in a day at the staff member's request, a comment must be entered under the following conditions:

- On campus as a student and time worked under 3 hours
- Time worked under 3 hours to meet personal circumstances
- Exceeding standard hours in one day to meet personal circumstances
- Outside of the span of hours to meet personal circumstances

STAFF REQUESTING TO WORK OUTSIDE OF THE SPAN OF HOURS, OR FOR UNDER 3 HOURS ON THE WORKDATE, MUST INCLUDE A COMMENT TO THE APPROVER

Job No	Position No.	Position Title	Organisational Unit	Employment Status	Award	Classification	Start Date	End Date	Account No
08	72829	Research Assistant	School of Medicine and Public Health	Casual Professional Staff	Professional Enterprise Agreement	Hew 04	01-JAN-2021	30-JUN-2021	1032414-...

Start Date for Timesheet: 19-APR-2021

New Timesheet Status = NEW

PLEASE ENTER THE START AND FINISH TIMES IN 24 HOUR FORMAT 00:00 to 23:59, OR SELECT FROM THE DROP DOWN MENU

Copy line above	Delete	Work Date	Day	Start Time	Finish Time	Break	Hours	Pay Code	Request to work outside of span / Request under 3 hour min
	D	23-Apr-2021	Fri	09:00	17:00	01:00	7	SAL	
C	D	23-APR-2021	Fri	17:00	19:00	00:00	2	OT	Scenario 1 Ordinary hours and pre-approved overtime
C	D	26-APR-2021	Mon	09:00	20:00	01:00	10	SAL	Scenario 2 Exceed standard hrs at own request
C	D	28-APR-2021	Wed	09:00	10:00	00:00	1	SAL	Scenario 3 Under min hours at own request
C	D	02-May-2021	Sun	09:00	12:00	00:00	3	SAL	Scenario 4 Weekend out of span at own request

- Select relevant approver
- Save or Submit for Approval

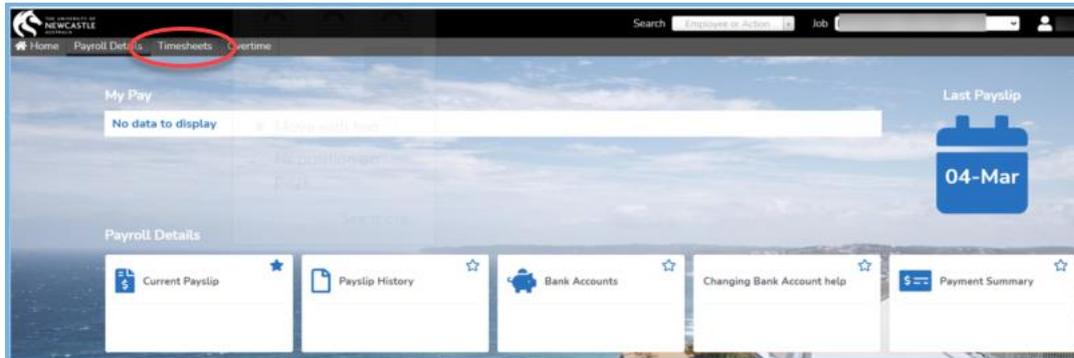
NOTE: You must ensure that any work performed outside of normal working hours has been discussed and agreed with your supervisor **before** submitting the timesheet.

UNSUBMITTING A TIMESHEET

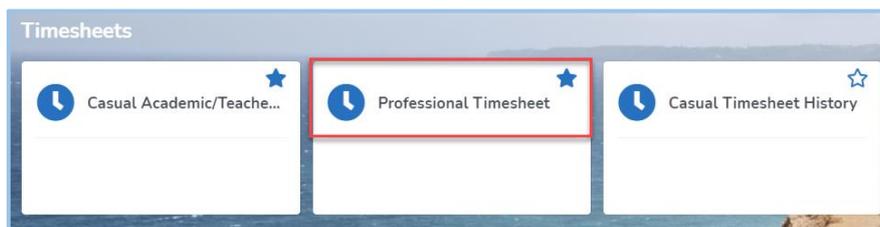
1. At the Home menu, click on My Pay



2. Select Timesheets

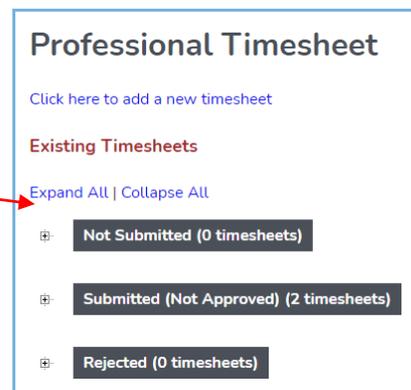


3. Select Professional Timesheet



4. Timesheets are grouped by approval status (**Not Submitted / Submitted / Rejected**)

Click on the "+" to expand Submitted (Not Approved):



5. Timesheets which have been submitted but not yet been approved will be displayed within the relevant categories (**Not Submitted / Submitted / Rejected**):

Expand All | Collapse All

- Not Submitted (0 timesheets)
- Submitted (Not Approved) (2 timesheets)

Record ID	Job No	Start Date	End Date	Total Units	Type	Delete	Unsubmit
216738	06	17-MAR-2021	17-MAR-2021	6	New	<input type="checkbox"/>	<input type="checkbox"/>
216740	06	29-MAR-2021	31-MAR-2021	15	New	<input type="checkbox"/>	<input type="checkbox"/>

DeleteTimesheets UnsubmitTimesheets

- To edit Submitted and Rejected timesheets, they must first be unsubmitted. Tick the Unsubmit checkbox against the relevant timesheet.

Submitted (Not Approved) (2 timesheets)							
Record ID	Job No	Start Date	End Date	Total Units	Type	Delete	Unsubmit
216738	06	17-MAR-2021	17-MAR-2021	6	New	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Click Unsubmit Timesheets:

Total Units	Type	Delete	Unsubmit
6	New	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	New	<input type="checkbox"/>	<input type="checkbox"/>

- Click OK to confirm or Cancel to cancel:

payrolltest.ascenderpay.com says
Are you sure you want to Unsubmit 1 timesheet?

payrolltest.ascenderpay.com says
Success! Timesheet changes have been applied.

- Click OK:

Unsubmit a timesheet from the Timesheet Details page

- From the Timesheet Details page, click on the Unsubmit button.

Submitted Timesheet Status = SUBMITTED

PLEASE ENTER THE START AND FINISH TIMES IN 24 HOUR FORMAT 00:00 to 23:59, OF

Work Date	Day	Start Time	Finish Time	Break	Hours	Pay Code	Request to work outside of span / Request under 3 hour min
17-MAR-2021	Wed	10:00	17:00	01:00	6	SAL	

PLEASE CLICK ON THE 'SHOW JOB NO' LINK BELOW, TO SELECT APPROVER.

- Click OK to confirm or Cancel to cancel
- Click OK

NOTE: Unsubmitting a timesheet will generate a notification email to your approver. Timesheets that have been submitted and re-submitted will be highlighted as “updated” in the Submitted section.

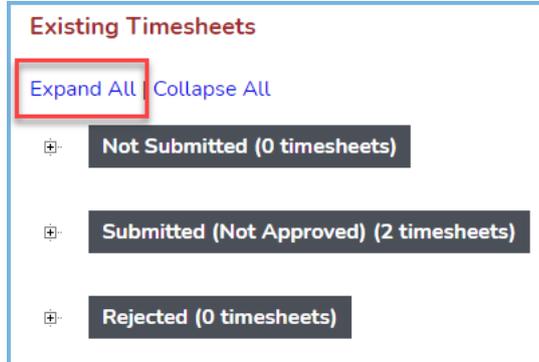
Submitted (Not Approved) (2 timesheets)							
Record ID	Job No	Start Date	End Date	Total Units	Type	Delete	Unsubmit
216738	06	17-MAR-2021	17-MAR-2021	6	Updated	<input type="checkbox"/>	<input type="checkbox"/>

PROFESSIONAL Timesheet FAQs

1. How can I find my Professional timesheet in HRonline?

Your timesheet may be submitted but not yet approved, or saved and not yet submitted.

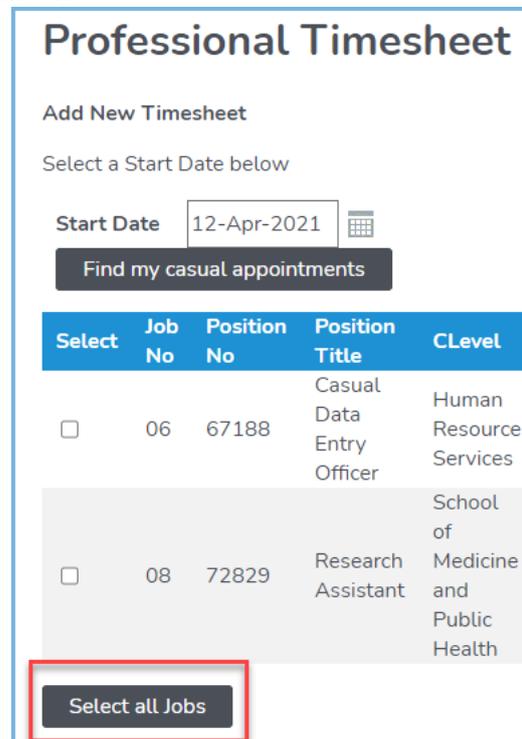
Click on the Expand All link on the timesheet screen to open all menus



The screenshot shows a menu titled "Existing Timesheets" with two options: "Expand All" (highlighted with a red box) and "Collapse All". Below the menu are three expandable sections, each with a plus icon and a label: "Not Submitted (0 timesheets)", "Submitted (Not Approved) (2 timesheets)", and "Rejected (0 timesheets)".

2. Can I put multiple jobs on one Professional timesheet?

If you have more than one Casual Professional job, you can enter your hours in the same timesheet.



The screenshot shows the "Professional Timesheet" screen. At the top, it says "Add New Timesheet" and "Select a Start Date below". The "Start Date" is set to "12-Apr-2021" with a calendar icon. Below this is a button labeled "Find my casual appointments". A table lists two jobs with checkboxes in the "Select" column. The "Select all Jobs" button at the bottom is highlighted with a red box.

Select	Job No	Position No	Position Title	CLevel
<input type="checkbox"/>	06	67188	Casual Data Entry Officer	Human Resource Services
<input type="checkbox"/>	08	72829	Research Assistant	School of Medicine and Public Health

On the Add New Timesheet Screen, click on the **Select all jobs** button, then click Continue

Complete the timesheet details, selecting the appropriate Job No for each workdate entered:



The screenshot shows a dropdown menu for "Job No". The menu is open, showing a list of job numbers: "06" and "08".

When selecting approvers, 2 links will appear (Show Job#) to select the appropriate approver:

Save Submit for Approval

NOTE: By submitting this timesheet

Show Job 06

Show Job 08

Hide Job 06

Job No	Position Title	Pay Code	Award/Class./Step	Pay Rate
Totals for Job 06				
Timesheet to be approved by	320661			
Add optional comments for the approver:				

Hide Job 08

Job No	Position Title	Pay Code	Award/Class./Step	Pay Rate
Totals for Job 08				
Timesheet to be approved by	116763			
Add optional comments for the approver:				

Click **Save** (to modify later) or **Submit for Approval**

Save Submit for Approval

3. How do I know which job number to use for my Professional Timesheet?

After clicking *Find my casual appointments*, the current active job(s) will be listed:

Professional Timesheet

Add New Timesheet

Select a Start Date below

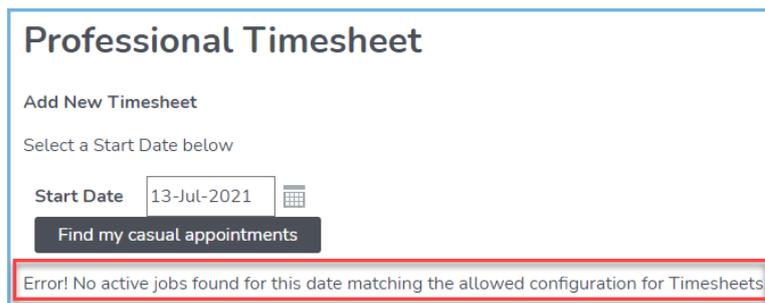
Start Date: 23-Mar-2021

Find my casual appointments

Select	Job No	Position No	Position Title	CLevel	Employment Status	Award	Classification	Start Date	End Date	Subject	Account No
<input type="checkbox"/>	06	67188	Casual Data Entry Officer	Human Resource Services	Casual Professional Staff	Professional Enterprise Agreement	Hew 05	08-JAN-2021	31-MAY-2021		1023137- --
<input type="checkbox"/>	08	72829	Research Assistant	School of Medicine and Public Health	Casual Professional Staff	Professional Enterprise Agreement	Hew 04	01-JAN-2021	30-JUN-2021		1032414- --

Choose the relevant job(s) by ticking the **Select** checkbox.

- When I try to select the job number I get the error “No active Jobs found for this date matching the allowed configuration for Timesheets”.



This error is displayed when your contract has expired OR when you have selected a timesheet start date which is earlier than your contract start date.

If you need to enter a timesheet and your contract has expired, a **manual timesheet** is available [here](#)

- My Professional Paycode doesn't appear when I click on the drop down menu.**

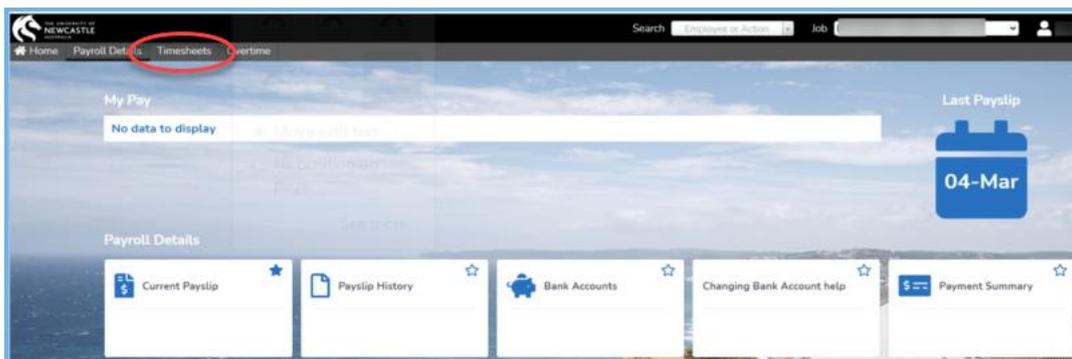
Ensure you have selected your timesheet Start Date and Job Number in the timesheet. If no pop-up screen/menu appears, try minimizing the current window. The pop-up screen/menu may be behind the current screen.

- Where can I view my approved timesheets?

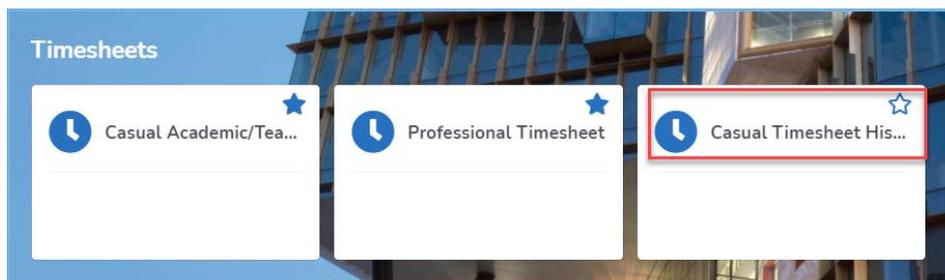
Go to My Pay



Select Timesheets



Select Casual Timesheet History:



Select the Date Worked date range for the timesheet you have submitted

Timesheet History

Enter query criteria

Date Worked to

Timesheet Type

Click Find:

The timesheets submitted and approved within that date range will be displayed.

Timesheet History												
Job No	Work Date	Paycode	Paycode Desc	Start Time	Finish Time	Break	Units	Payroll Date	Course Code	Staff Requests	Origin Desc	Comments
06	25-FEB-2021	SAL	Salary	08:30	13:45	00:00	5.25	01-MAR-2021			Professional Timesheet	
06	24-FEB-2021	SAL	Salary	08:15	15:30	00:30	6.75	01-MAR-2021			Professional Timesheet	
06	23-FEB-2021	SAL	Salary	08:30	16:00	00:30	7	01-MAR-2021			Professional Timesheet	
06	22-FEB-2021	SAL	Salary	08:00	16:00	00:30	7.5	01-MAR-2021		Own choice	Professional Timesheet	
06	19-FEB-2021	SAL	Salary	08:30	16:00	00:30	7	01-MAR-2021			Professional Timesheet	
06	18-FEB-2021	SAL	Salary	08:15	16:00	00:30	7.25	01-MAR-2021		Own choice	Professional Timesheet	

The information can be sorted by clicking on the column headings:

7. When will my Professional timesheet be approved?

There is a Timesheet Timetable available [here](#).

The suggested timesheet first day and suggested timesheet completion day are both shown.

The timetable shows the Pay Day date and the accompanying Approval Cut-Off date for HRonline timesheets. This guide outlines when timesheets need to be approved.

8. My Professional timesheet has been rejected. What do I do?

You may need to view and edit your timesheet.

Please follow the steps in the Unsubmitting a Timesheet section to check and amend, if required.

9. How will I know if my Professional timesheet has been approved?

You will receive an email notification sent your staff UON email account.

10. Where can I find information about my span of hours?

Further information regarding Span of Hours and Categories of Employment is available [here](#):

11. When am I entitled to claim overtime on my Casual Professional Timesheet?

Further information is available [here](#).

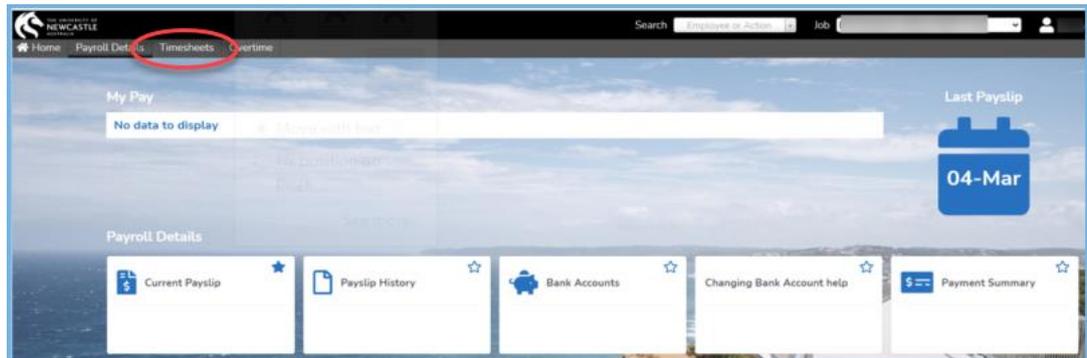
ACADEMIC/TEACHER/TUTOR Timesheet

CREATING A TIMESHEET

1. At the Home menu, click on My Pay



2. Select Timesheets



3. Select **Casual Academic Teacher Tutor Timesheet**



4. Click **Click here to add New Timesheet** to create new timesheet:

Academic/Teacher/Tutor Timesheet

[Click here to add a new timesheet](#)

Existing Timesheets

5. Select the timesheet Start Date by clicking on the calendar icon:

Academic/Teacher/Tutor Timesheet

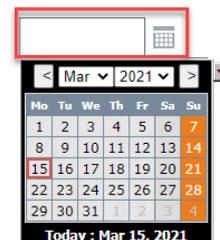
Add New Timesheet

Start Date

Academic/Teacher/Tutor Calendar

[Find Employee Jobs](#)

[Back to Timesheet List](#)



6. Select the calendar from the drop down menu

Academic/Teacher/Tutor Timesheet

Add New Timesheet

Start Date

Academic/Teacher/Tutor Calendar

[Back to Timesheet List](#)

List Of Values: Calendar Code

Calendar Code	Description
2021	Casual Academic/Teacher/Tutor Calendar
2021_SEMESTER_1	Semester 1 - Casual Academic/Teacher/Tutor

7. Click **Find Employee Jobs**

Academic/Teacher/Tutor Timesheet

Add New Timesheet

Start Date

Academic/Teacher/Tutor Calendar

The current job(s) is displayed:

Academic/Teacher/Tutor Timesheet

Job No	Position No.	Position Title	Organisational Unit	Employment Status	Award	Classification	Start Date	End Date	Subject	Account No
10	63649	Casual Academic	School of Humanities and Social Science	Casual Academic Staff	Academic Enterprise Agreement	Various Casual Rates	01-JAN-2021	31-DEC-2021		1010304- --

Start Date for Timesheet: 31-MAR-2021 Academic Calendar Dates: From 01-Jan-2021 to 31-Jul-2021

Use Academic Calendar: 2021_SEMESTER_1 Semester 1 - Casual Academic/Teacher/Tutor

New Timesheet Status = NEW

Copy line above	Delete	Work Date	Day	Units	Pay Code	Course Code	Comments
<input type="button" value="D"/>	<input type="button" value="D"/>	<input type="text"/>					
<input type="button" value="C"/>	<input type="button" value="D"/>	<input type="text"/>					
<input type="button" value="C"/>	<input type="button" value="D"/>	<input type="text"/>					

NOTE: Some staff at the University may have **multiple jobs active** at the same time e.g. one casual job in the School of Humanities and Social Science and one casual job in the School of Psychology.

Each of these jobs is assigned its own job number, when creating timesheets in HRonline, you must ensure that they are being submitted against the **correct job number**.

For example:

Academic/Teacher/Tutor Timesheet

Add New Timesheet

Start Date: 12-Apr-2021

Academic/Teacher/Tutor Calendar: 2021

Find Employee Jobs

Select	Job No	Position No	Position Title	Organisational Unit	Employment Status	Award	Classification	Start Date	End Date	Account No
<input type="checkbox"/>	02	63649	Casual Academic	School of Humanities and Social Science	Casual Academic Staff	Academic Enterprise Agreement	Various Casual Rates	01-JAN-2021	31-DEC-2021	1010304--
<input type="checkbox"/>	04	64200	Casual Academic	School of Psychology	Casual Academic Staff	Academic Enterprise Agreement	Various Casual Rates	01-JAN-2021	31-DEC-2021	1010401--

Select all Jobs

Continue Clear

[Back to Timesheet List](#)

If claiming for both jobs, click on the Select all jobs button, then click **Continue**

Academic/Teacher/Tutor Timesheet

Add New Timesheet

Start Date: 12-Apr-2021

Academic/Teacher/Tutor Calendar: 2021

Find Employee Jobs

Select	Job No	Position No	Position Title	Organisational Unit	Employment Status	Award	Classification	Start Date	End Date
<input checked="" type="checkbox"/>	02	63649	Casual Academic	School of Humanities and Social Science	Casual Academic Staff	Academic Enterprise Agreement	Various Casual Rates	01-JAN-2021	31-DEC-2021
<input checked="" type="checkbox"/>	04	64200	Casual Academic	School of Psychology	Casual Academic Staff	Academic Enterprise Agreement	Various Casual Rates	01-JAN-2021	31-DEC-2021

De-select all Jobs

Continue Clear

IMPORTANT: There is a Timesheet *Timetable* available on the Pay and Timesheets page [here](#). The suggested *timesheet first day* and suggested *timesheet completion day* are both shown. The timetable shows the **Pay Day date** and the accompanying **Approval Cut-Off date** for HRonline timesheets. This guide outlines when timesheets need to be **approved**. Casual staff should check with their School/Unit for information on when timesheets need to be **submitted**. This is a guide only and casual staff should check with their supervisor if an alternative arrangement is in place for their organisational unit.

The blank timesheet form will be displayed:

Start Date for Timesheet: 12-APR-2021 Academic Calendar Dates: From 01-Jan-2021 to 31-Dec-2021
 Use Academic Calendar: 2021 Casual Academic/Teacher/Tutor Calendar

New Timesheet Status = NEW

Copy line above	Delete	Job No	Work Date	Day	Units	Pay Code	Course Code	Comments
	D	▼		📅			▼	▼
C	D	▼		📅			▼	▼
C	D	▼		📅			▼	▼
C	D	▼		📅			▼	▼
C	D	▼		📅			▼	▼
C	D	▼		📅			▼	▼

- Complete the timesheet details, selecting the appropriate Job No for each workdate entered:

New Timesheet

Copy line above	Delete	Job No	W
	D	▼	
C	D	02	
C	D	04	

- Select the first Work Date from the Calendar:

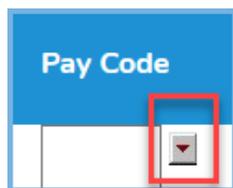
Copy line above	Delete	Work Date
	D	29-Mar-2021 📅
C	D	📅
C	D	📅
C	D	📅
C	D	📅

Calendar view for March 2021 showing the date 29-Mar-2021 selected.

- Enter the number of units

Job No	Work Date	Day	Units
02 ▼	12-Apr-2021 📅	Mon	1

11. Click on the arrow to select a Paycode from the pop-up window:



List Of Values: PAY CODE

PAY CODE	DESCRIPTION
F12	Session Teachers EPU
F13	Casual Hourly EPU rate
L1	Casual Lecture - Specialised
L2	Casual Lecture - Developed
L3	Casual Lecture - Basic
L4	Casual Lecture - Repeat

Alternatively, you can search by the paycode, using the '%' symbol as a wildcard:

All available paycodes will appear

PAY CODE	DESCRIPTION
F12	Session Teachers EPU
F13	Casual Hourly EPU rate
L1	Casual Lecture - Specialised
L2	Casual Lecture - Developed
L3	Casual Lecture - Basic
L4	Casual Lecture - Repeat
M1	Marking - Academic Judgement
M2	Marking - Standard-sub co-ord
M3	Marking - Standard
M5	NT Music Teacher - Tuition Rate
M7	NT Music Teacher - Musical Accompaniment
M8	NT Music Teacher - Musical Accom and Other Duties
M9	NT Music Teacher - Other Duties
N1	Clinical Nurse Educator Little Preparation
N2	Clinical Nurse Educator Normal Preparation
N3	Clinical Nurse Educator Little Prep. Sub Co-ord.
N4	Clinical Nurse Educator Normal Prep. Sub. Co-ord.
OTHER	Other Academic Activity
OTHR1	Other Ac. Activity-sub co-ord.
OTHR2	Other Academic Activity plus 50% loading
OTHR6	Other Academic Activity (ISSP group rate)
S1	ELICOS Tch-Casual Teaching Rate
S2	ELICOS Tch-Casual Non Teaching Rate
T1	Casual Tutor
T2	Casual Tutor Sub. Co-ord.
T3	Casual Tutor Repeat Tutorial
T4	Casual Tutor Repeat Tut. Sub. Co-ord.

12. Select the Course Code by clicking on the arrow to display a list

Job No	Work Date	Day	Units	Pay Code	Course Code
02	12-Apr-2021	Mon	1	L3	

You can scroll and click on a **Course Code** or Search using the ‘%’ symbol as a wildcard, eg: %EDUC25%

List Of Values: TOPIC CODE

% Find Close

TOPIC CODE	DESCRIPTION
G MBA6005	21st Century Marketing
LING3120	2nd Language Acquisition
DESN2803	3D Animation
DESN3802	3D Environments
INFT6302	3D Modelling Anim & Rend
DESN2804	3D Motion
AART2001	3D Prototype to Production
EDUC2195	7-12 Learning Environment
EPABOR158	ABORIGINAL & TORRES STRAIT ISLANDER STUDIES:
EPABOR112	ABORIGINAL TERTIARY FOUNDATION STUDIES 1
ABOR6005	Abor Ed 1st World/Third World

List Of Values: TOPIC CODE

%EDUC25% Find Close

TOPIC CODE	DESCRIPTION
EDUC2516	Movement & Dance Prim School
EDUC2514	Primary Kinetics 1
EDUC2515	Primary Kinetics 2

13. Click on the Topic Code to add it to the timesheet.

Job No	Work Date	Day	Units	Pay Code	Course Code
02	12-Apr-2021	Mon	1	L3	EDUC6785

14. Complete any further rows and add comments if required, noting the copy and delete buttons to assist with data entry.

Copy line above Delete

C	D
C	D

NOTE: The paycodes to be selected for the work completed are provided by the School in a timetable which is emailed to your Staff UON email account, eg:



Date Issued: Thursday, February 25, 2021
Name: ██████████
Employee No: ██████████
Job No: 07

Timetable of Duties

Teaching Term: S1

Course	Duty	Duty Code	Weeks	Day	Time	Hours	Room	Campus
EDUC1014	Basic Lecture	L3	1 to 12	Tuesday	12:00:00 PM - 1:00:00 PM	12.00		CALLAGHAN
EDUC1014	Basic Hours CC	OTHR1	8 to 12	Wednesday	11:00:00 AM - 1:00:00 PM	10.00		CALLAGHAN
EDUC1014	Repeat Tutorial CC	T4	1 to 7	Wednesday	11:00:00 AM - 1:00:00 PM	14.00	HPE212	CALLAGHAN
EDUC1014	Basic Hours CC	OTHR1	8 to 12	Wednesday	9:00:00 AM - 11:00:00 AM	10.00		CALLAGHAN
EDUC1014	Basic Tutorial CC	T2	1 to 7	Wednesday	9:00:00 AM - 11:00:00 AM	14.00	HPE212	CALLAGHAN
EDUC1058	Repeat Practical	OTHER	11 to 11	Monday	12:00:00 PM - 2:00:00 PM	3.00	COLA1	CALLAGHAN
EDUC1058	Basic Practical	OTHER	11 to 11	Monday	9:00:00 AM - 11:00:00 AM	4.00	COLA1	CALLAGHAN
EDUC4015	Basic Tutorial	T1	1 to 12	Tuesday	9:00:00 AM - 11:00:00 AM	24.00	HPE212	CALLAGHAN

NOTE: If you work for different courses in the same timesheet period, submit one timesheet with a separate row for each course code.

SUBMITTING A TIMESHEET

- Click on the arrow to view the list of approvers:



- Select the approver from the drop down menu

Select the appropriate approver from the list by clicking on the blue number. Note this list is sorted by **number** not alphabetical (Approver Name).

List Of Values: Approver

%

Person Id	Name	Position Title	CLevel Description
0403	EVANS	Assistant Placement Coordinator	Office PVC - Human and Social Futures (1113460469000)
0408		School Executive Officer	School of Humanities and Social Science (1113460468000)
3123		Professional Experience Team Leader	Office PVC - Human and Social Futures (1113460469000)

The appropriate person for your School will be on the timetable emailed to your staff UON email address.

As a casual academic staff member you will be responsible to your supervisor, as nominated below, for the performance of your duties.

Supervisor: Susan [redacted]

Course Coordinator: [redacted]

Timesheet Approver: Brie [redacted]

The approver's id will appear in the Timesheet to be approved by box

Job No	Position Title	Pay Code	Aw
02	Casual Academic	L3	AC
Totals for Job 02			
Timesheet to be approved by			0408 [redacted]
Add optional comments for the approver:			

3. Click **Save** (to modify later) or **Submit for Approval**

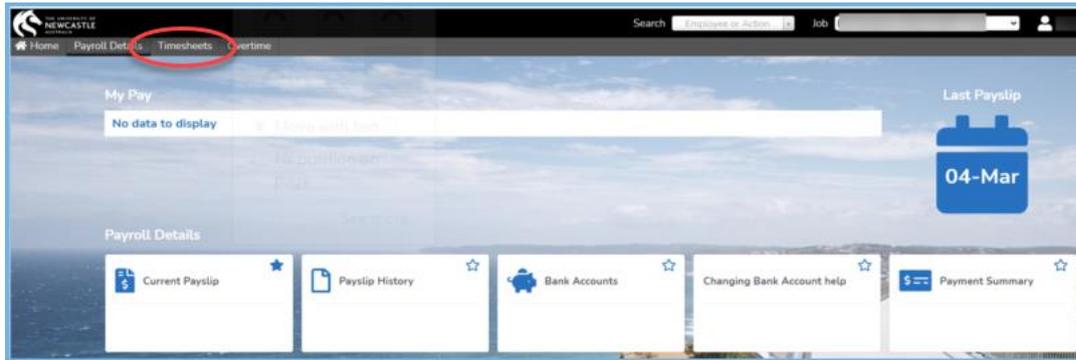
You will receive an email to your Staff account when your timesheet has been approved. Payment will follow on the relevant payday.

UNSUBMITTING A TIMESHEET

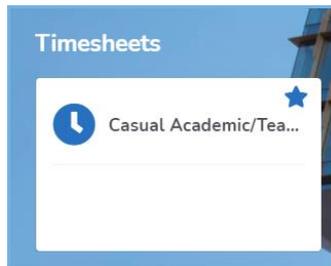
1. Go to My Pay > Timesheets:



2. Select Timesheets

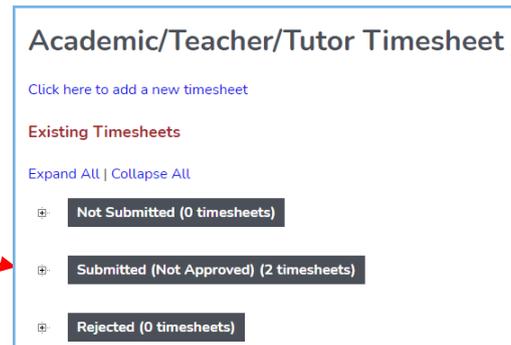


3. Select Casual Academic / Teacher / Tutor Timesheet



4. Timesheets are grouped by approval status (**Not Submitted / Submitted / Rejected**)

Click on the “+” to expand Submitted (Not Approved):



5. Timesheets which have been submitted but not yet been approved will be displayed within the relevant categories (**Not Submitted / Submitted / Rejected**):

Not Submitted (0 timesheets)								
Submitted (Not Approved) (2 timesheets)								
Record ID	Job No	Start Date	End Date	Total Units	Type	Delete	Unsubmit	
216742	02	12-APR-2021	12-APR-2021	1	New	<input type="checkbox"/>	<input type="checkbox"/>	
216742	04	13-APR-2021	13-APR-2021	2	New	<input type="checkbox"/>	<input type="checkbox"/>	

DeleteTimesheets UnsubmitTimesheets

6. To edit Submitted and Rejected timesheets, they must first be unsubmitted. Tick the Unsubmit checkbox against the relevant timesheet.

Submitted (Not Approved) (2 timesheets)								
Record ID	Job No	Start Date	End Date	Total Units	Type	Delete	Unsubmit	
216742	02	12-APR-2021	12-APR-2021	1	New	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

7. Click Unsubmit Timesheets:

Total Units	Type	Delete	Unsubmit
1	New	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	New	<input type="checkbox"/>	<input type="checkbox"/>

8. Click OK to confirm or Cancel to cancel:

payrolltest.ascenderpay.com says

Are you sure you want to Unsubmit 1 timesheet?

9. Click OK:

payrolltest.ascenderpay.com says

Success! Timesheet changes have been applied.

Unsubmit a timesheet from the Timesheet Details page

4. From the Timesheet Details page, click on the Unsubmit button.

Submitted Timesheet Status = SUBMITTED

Work Date	Day	Units	Pay Code	Course Code	Comments
13-APR-2021	Tue	2	L3	EPHUMA 231	

5. Click OK to confirm or Cancel to cancel

6. Click OK

NOTE: Unsubmitting a timesheet will generate a notification email to your approver. Timesheets that have been submitted and re-submitted will be highlighted as “updated” in the Submitted section.

Submitted (Not Approved) (2 timesheets)

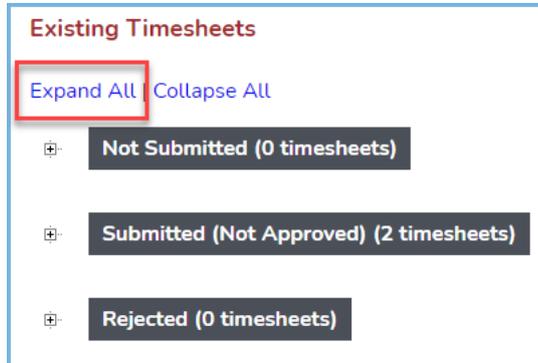
Record ID	Job No	Start Date	End Date	Total Units	Type	Delete	Unsubmit
216738	06	17-MAR-2021	17-MAR-2021	6	Updated	<input type="checkbox"/>	<input type="checkbox"/>

ACADEMIC FAQs

1. How can I find my Academic timesheet in HRonline?

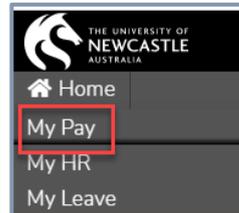
Your timesheet may be submitted but not yet approved, or saved and not yet submitted.

Click on the Expand All link on the timesheet screen to open all menus

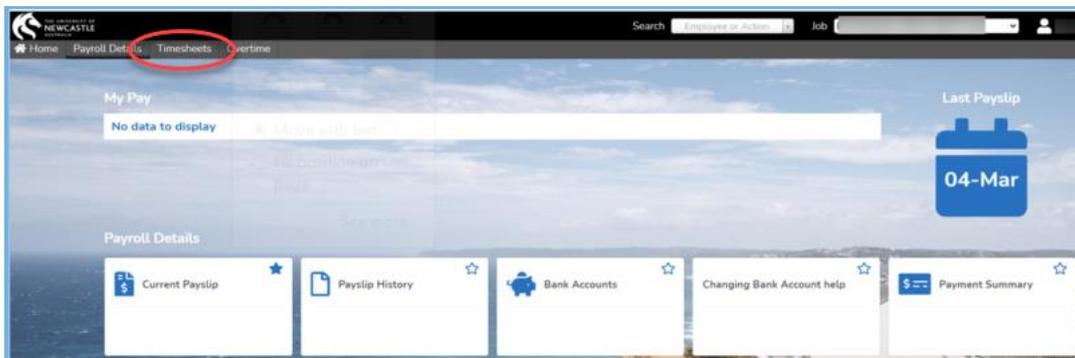


2. Where can I view my approved Academic timesheets?

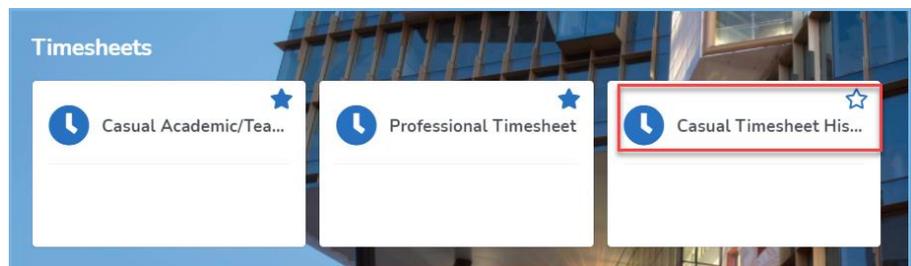
Go to My Pay



Select Timesheets



Select Casual Timesheet History



Select the Date Worked date range for the timesheet you have submitted

Click Find:

This will display all submitted and approved timesheets:

Note: this information can be sorted by clicking on the headings to display by work date, Job no, Course Code etc.

Job: 06, Casual Academic

Timesheet History

Job No	Work Date	Paycode	Paycode Desc	Start Time	Finish Time	Break	Units	Payroll Date	Course Code	Staff Requests	Origin Desc	Comments
06	02-APR-2021	T3	Casual Tutor Repeat Tutorial				1		EDUC2181		Academic Timesheet	
09	01-APR-2021	T1	Casual Tutor				2		EDUC4136		Academic Timesheet	
06	29-MAR-2021	T1	Casual Tutor				1		EDUC2181		Academic Timesheet	
06	29-MAR-2021	T3	Casual Tutor Repeat Tutorial				1		EDUC2181		Academic Timesheet	
06	26-MAR-2021	T3	Casual Tutor Repeat Tutorial				1		EDUC2181		Academic Timesheet	
09	25-MAR-2021	T1	Casual Tutor				2		EDUC4136		Academic Timesheet	
06	22-MAR-2021	T3	Casual Tutor Repeat Tutorial				1		EDUC2181		Academic Timesheet	
06	22-MAR-2021	T1	Casual Tutor				1		EDUC2181		Academic Timesheet	

3. Where can I view what I have claimed and what is remaining on my Academic timesheets?

This information is available in the Timesheet Summary section of a submitted / saved Academic Timesheet, eg:

From the timesheet screen, click on the Record Id to open the submitted (not yet approved) timesheet:

Job: 03, Casual Academic

Academic/Teacher/Tutor Timesheet

[Click here to add a new timesheet](#)

Existing Timesheets

Expand All | Collapse All

Not Submitted (0 timesheets)							
Record ID	Job No	Start Date	End Date	Total Units	Delete		
DeleteTimesheets							
Submitted (Not Approved) (1 timesheet)							
Record ID	Job No	Start Date	End Date	Total Units	Type	Delete	Unsubmit
216761	03	12-APR-2021	16-APR-2021	13	New	<input type="checkbox"/>	<input type="checkbox"/>
DeleteTimesheets							UnsubmitTimesheets
Rejected (0 timesheets)							

In the **Timesheet Summary** section of the timesheet, this displays the summary details of what has been claimed, the number of units allocated to this Job No and what is remaining of that allocation, eg:

Timesheet Summary						Including This Timesheet					
				This Timesheet		Overall Estimate		Overall Actuals		Remainder of Allocated Estimate	
Job No	Position Title	Pay Code	Pay Rate	Units	Indicative Value	Units	Indicative Value	Units	Indicative Value	Units	Indicative Value
06	Casual Academic	T1	144.0000	1.00	144.00	20.00	2880.00	3.00	432.00	17.00	2448.00
Totals for Job 06				1.00	144.00	20.00	2880.00	3.00	432.00	17.00	2448.00

Approval Status: Submitted

In the above example, 20 units were allocated to Job 06 for the paycode T1.

3 have already been paid, with 17 units remaining, and in this timesheet, a further 1 unit is being claimed.

4. My Academic timesheet has been rejected. What do I do?

You may need to view and edit your timesheet.

Please follow the steps in the Unsubmitting a Timesheet section to check and amend, if required.

5. Can I put multiple jobs on one Academic timesheet?

If you have more than one Casual Academic / Teacher / Tutor job, you can enter your hours in the same timesheet.

On the Add New Timesheet Screen, click on the **Select all jobs** button, then click Continue

Academic/Teacher/Tutor Timesheet

Add New Timesheet

Start Date: 12-Apr-2021

Academic/Teacher/Tutor Calendar: 2021

Find Employee Jobs

Select	Job No	Position No	Position Title	Organisational Unit	Employment Status	Award	Classification	Start Date	End Date	Account No
<input type="checkbox"/>	02	63649	Casual Academic	School of Humanities and Social Science	Casual Academic Staff	Academic Enterprise Agreement	Various Casual Rates	01-JAN-2021	31-DEC-2021	1010304- --
<input type="checkbox"/>	04	64200	Casual Academic	School of Psychology	Casual Academic Staff	Academic Enterprise Agreement	Various Casual Rates	01-JAN-2021	31-DEC-2021	1010401- --

Select all Jobs

Continue **Clear**

[Back to Timesheet List](#)

6. How do I know which job number to use for my Academic Timesheet?

The paycodes to be selected for the work completed are provided by the School in a timetable which is emailed to your Staff UON email account, eg:



Date Issued: Thursday, February 25, 2021
Name: [REDACTED]
Employee No: [REDACTED]
Job No: 07

Timetable of Duties

Teaching Term: S1

Course	Duty	Duty Code	Weeks	Day	Time	Hours	Room	Campus
EDUC1014	Basic Lecture	L3	1 to 12	Tuesday	12:00:00 PM - 1:00:00 PM	12.00		CALLAGHAN
EDUC1014	Basic Hours CC	OTHR1	8 to 12	Wednesday	11:00:00 AM - 1:00:00 PM	10.00		CALLAGHAN
EDUC1014	Repeat Tutorial CC	T4	1 to 7	Wednesday	11:00:00 AM - 1:00:00 PM	14.00	HPE212	CALLAGHAN
EDUC1014	Basic Hours CC	OTHR1	8 to 12	Wednesday	9:00:00 AM - 11:00:00 AM	10.00		CALLAGHAN
EDUC1014	Basic Tutorial CC	T2	1 to 7	Wednesday	9:00:00 AM - 11:00:00 AM	14.00	HPE212	CALLAGHAN
EDUC1058	Repeat Practical	OTHER	11 to 11	Monday	12:00:00 PM - 2:00:00 PM	3.00	COLA1	CALLAGHAN
EDUC1058	Basic Practical	OTHER	11 to 11	Monday	9:00:00 AM - 11:00:00 AM	4.00	COLA1	CALLAGHAN
EDUC4015	Basic Tutorial	T1	1 to 12	Tuesday	9:00:00 AM - 11:00:00 AM	24.00	HPE212	CALLAGHAN

7. My Academic Paycodes don't appear when I click on the drop-down menu?

Ensure you have selected your timesheet Start Date and Job Number.

If no pop-up screen/menu appears, try minimizing the current window. The pop-up screen/menu may be behind the current screen.

8. When I submit my Academic/Teacher/Tutor timesheet, I receive the warning message:

"The actual hours recorded against Paycode 'X' for employee XXXXXX have exceeded the warning level of X hours in snapshot XXXX"

Academic/Teacher/Tutor Timesheet

Success! Timesheet details have been saved and submitted for approval.

Warning! The actual hours recorded against Paycode T1 for employee [REDACTED] have exceeded the warning level of 12 hours in snapshot 6914

[Back to Timesheet List](#)

To manage the hours allocated to each casual academic staff member, a Timesheet Control is created which lists the number of hours allocated to you for each paycode.

This system includes an estimate value and a warning value.

This warning message is received when you submit a timesheet that has reached the number of hours allocated to the paycode for which you are claiming.

For example:

Employee#	Name#	Job#	Paycode	Estimate	Warning	Submitted	Approved	Paid	Actuals	Remainder
	02	L2		0	0	0	0	0	0	0
		L3		0	0	0	0	0	0	0
		L4		0	0	0	0	0	0	0
		M2		0	0	0	0	0	0	0
		M3		0	0	0	0	0	0	0
		OTHER		116	116	0	0	33.5	33.5	82.5
		OTHR1		0	0	0	0	0	0	0
		T1		12	12	0	0	2	2	10
		T2		0	0	0	0	0	0	0
		T3		60	60	0	0	10	10	50
		T4		0	0	0	0	0	0	0
		Total for Employee/Job		188	188	0	0	45.5	45.5	142.5

In this example, 12 were allocated to the staff member, and a warning level of 12 was set.

The staff member had already claimed for 2 hours at T1 and the timesheet submitted contained more than the 10 hours remaining.

NOTE, unfortunately, the warning is also received if the **warning level is reached**, and not **exceeded**.

So, if the staff member's timesheet contained claims for T1 for 10 hours (which will be the total 12 hours allocated), the warning is displayed.

What Steps do I take?

- Firstly, ensure that you have claimed for the correct amount of hours on the correct job number and correct Paycode
- Check to see if you have a timesheet which has been rejected and not yet modified and resubmitted.
- Check to see if an incorrect Job number has been selected.
- If you are unsure please contact your Supervisor or the Admin Staff for your area to clarify.

9. Where can I find information about my entitlements as a Casual Academic?

Further information regarding your entitlements is available [here](#).

NEED MORE HELP?

Please read the below to make sure you contact the correct team, which saves time and ensures your question is answered quickly.

Enquiries relating to:	Team	Contact
<ul style="list-style-type: none">• Your Pay• Payslips• Taxation	Payroll Services	Telephone: (02) 4033 9999 > Option 1 Email: payrollservices@newcastle.edu.au
<ul style="list-style-type: none">• Superannuation	Superannuation Team	Telephone: (02) 4033 9999 > Option 1 Email: superannuation@newcastle.edu.au
<ul style="list-style-type: none">• Your employment contract• Leave Enquiries• If your timesheet approver does not appear in the list• Qualifications	HR Client Services Advisor	Telephone: (02) 4033 9999 > Option 6 hrsupport@newcastle.edu.au
<ul style="list-style-type: none">• Academic Timetable enquiries• Your Academic Timesheet Approver	Your School/Unit Office	
<ul style="list-style-type: none">• Access to HRonline• Password reset	IT Services	Telephone: (02) 4921 7000 Email: 17000@newcastle.edu.au