

# Casual Academic / Teacher / Tutor TIMESHEETS User Guide

**Note:** for Casual Professional Timesheets, search for Timesheets in ServiceNOW.

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

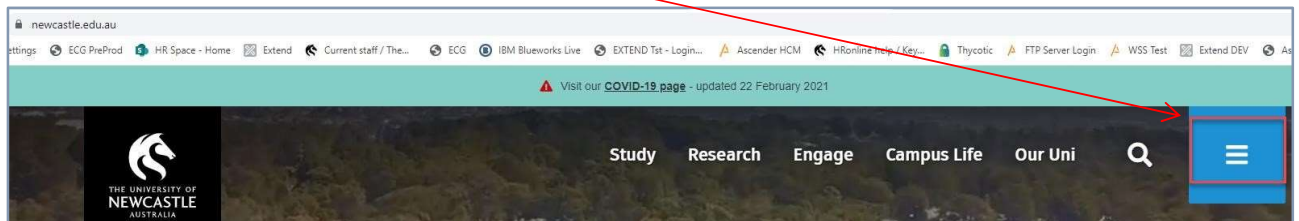
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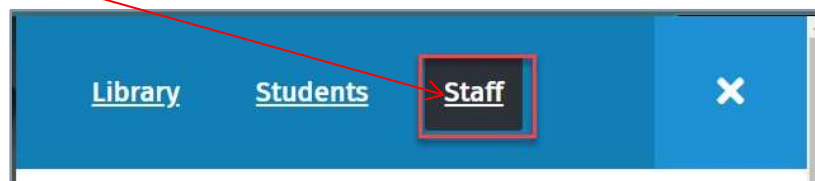
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# 1. LOG INTO HR ONLINE

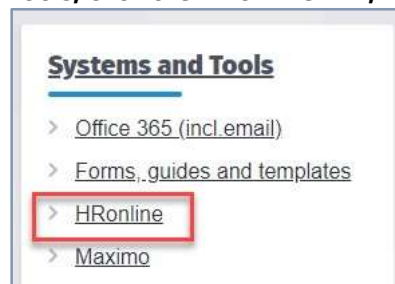
1. Go to the University of Newcastle website homepage (www.newcastle.edu.au)
2. Click on the 3 horizontal lines



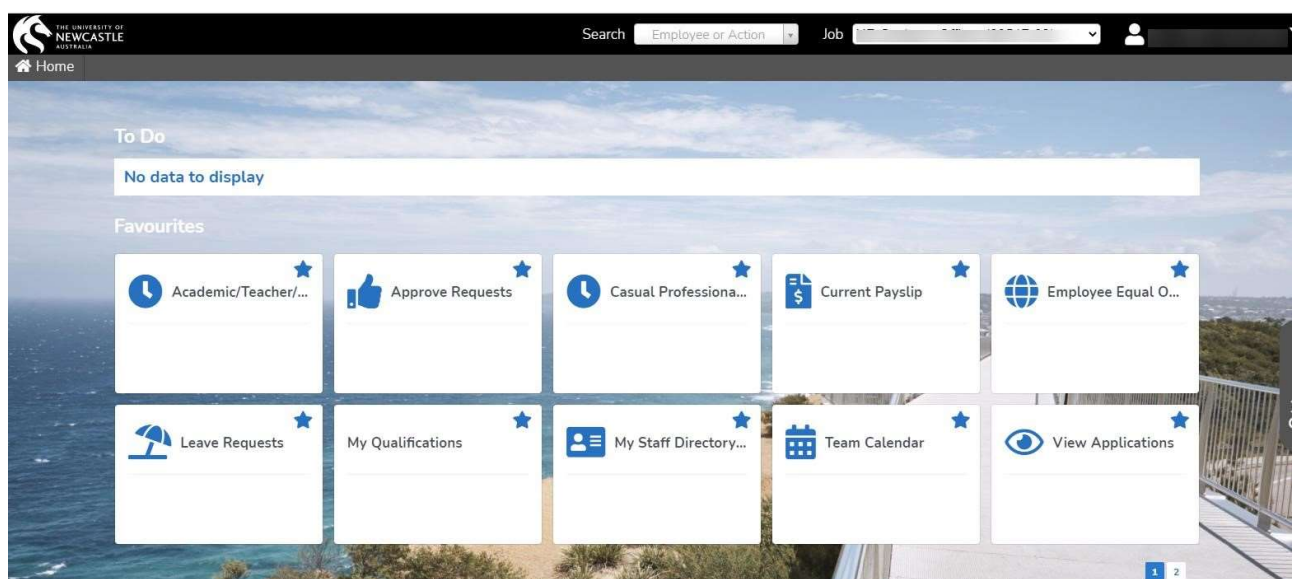
3. Select the Staff link at the top of the page



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



This will take you to the home screen of HRonline.

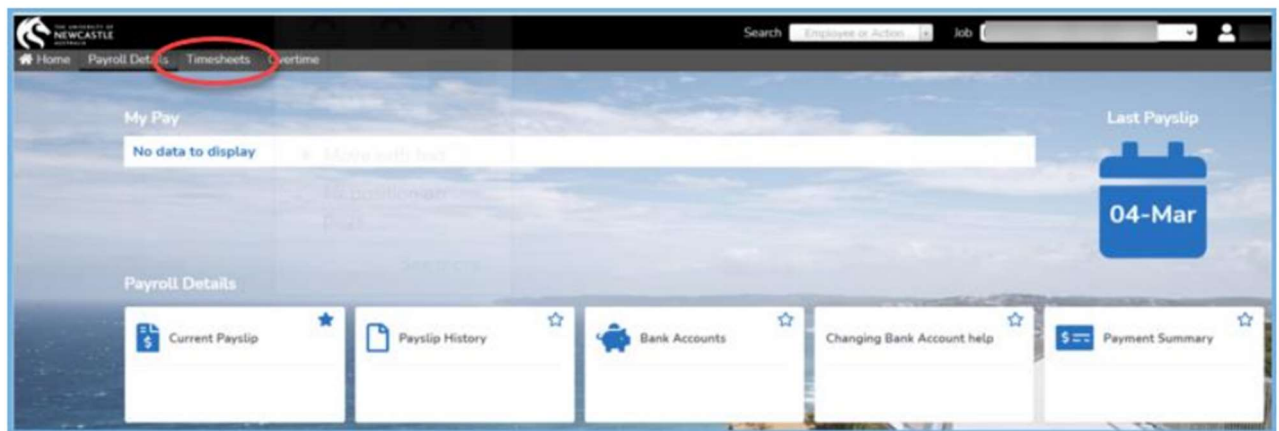


## 2. CREATING A TIMESHEET

1. From the home screen 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](#)

Calendar view showing dates for March 2021. Today is Mar 15, 2021.

6. Select the calendar from the drop down menu

**Academic/Teacher/Tutor Timesheet**

Add New Timesheet

Start Date

Academic/Teacher/Tutor Calendar

[Find Employee Jobs](#)

[Back to Timesheet List](#)

**List Of Values: Calendar Code**

[Find](#) [Close](#)

| 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

[Find Employee Jobs](#)

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-<br>-- |

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 |
|-----------------|--------|-----------|-----|-------|----------|-------------|----------|
|                 | D      |           |     |       |          |             |          |
| C               | D      |           |     |       |          |             |          |
| C               | D      |           |     |       |          |             |          |

**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

Academic/Teacher/Tutor Calendar

| 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-<br>-- |
| <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-<br>-- |

[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

Academic/Teacher/Tutor Calendar

| 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 |

**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      | ▼      |           |     |       |          | ▼           | ▼        |

8. Complete the timesheet details, selecting the appropriate for each workdate entered:

New Timesheet

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

Job No

9. 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      |             |

10. 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:



Alternatively, you can search by the paycode, symbol as a



can search using the '%' wildcard:

All available paycodes will appear

| %        | Find  | Close |
|----------|---|-------|
| 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.             |       |

#### List Of Values: PAY CODE

| %        | Find                         | Close |
|----------|------------------------------|-------|
| 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      |       |

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 v   | 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*

| TOPIC CODE | DESCRIPTION                                  |
|------------|--|
| GMBA6005   | 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*

| 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

C

D

D

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:** [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 |

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

## 3. SUBMITTING A TIMESHEET

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



list

- 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*

9%

| 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                       |                 |          |                 |
| <b>Timesheet to be approved by</b>      |                 |          | 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.

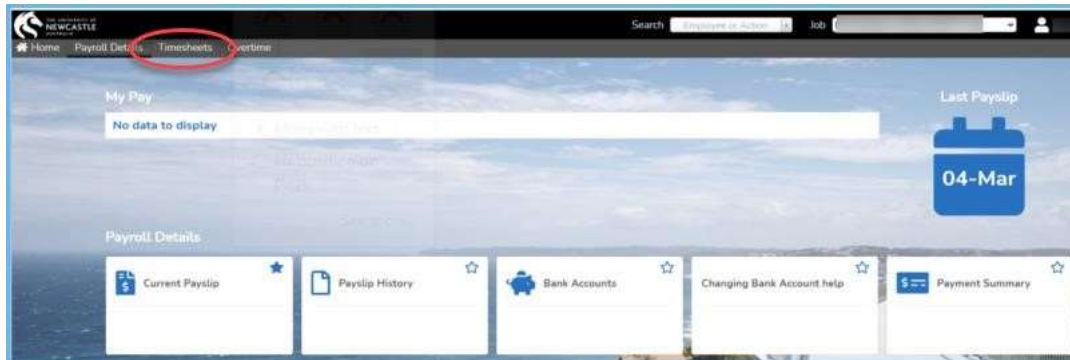
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## 4. UNSUBMITTING A TIMESHEET

1. Go to My Pay > Timesheets:



## 2. Select Timesheets

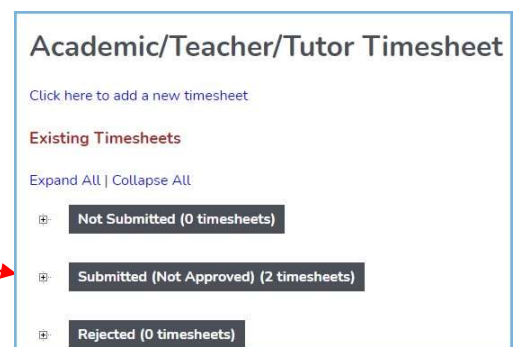


## 3. Select Casual Academic / Teacher / Tutor Timesheet



## 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"/>            |
| DeleteTimesheets |      | UnsubmitTimesheets       |                                     |

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"/> |

## 5. CASUAL ACADEMIC / TEACHER / TUTOR TIMESHEETS 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.

Existing Timesheets

Expand All Collapse All

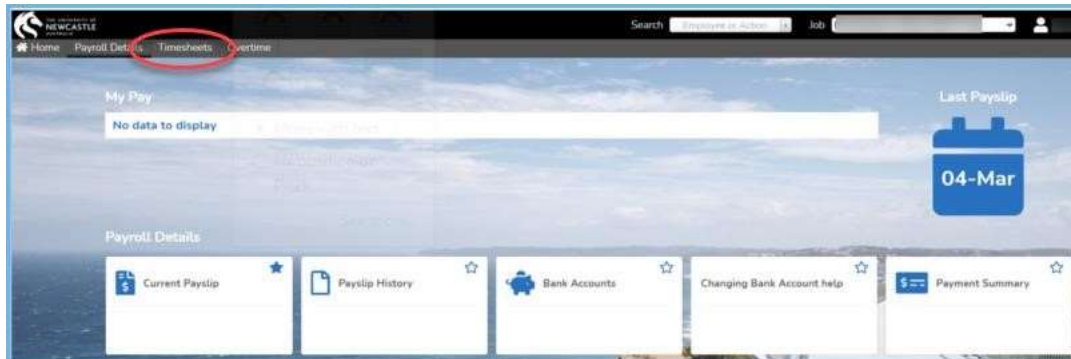
- Not Submitted (0 timesheets)
- Submitted (Not Approved) (2 timesheets)
- Rejected (0 timesheets)

### 2. Where can I view my approved Academic timesheets?

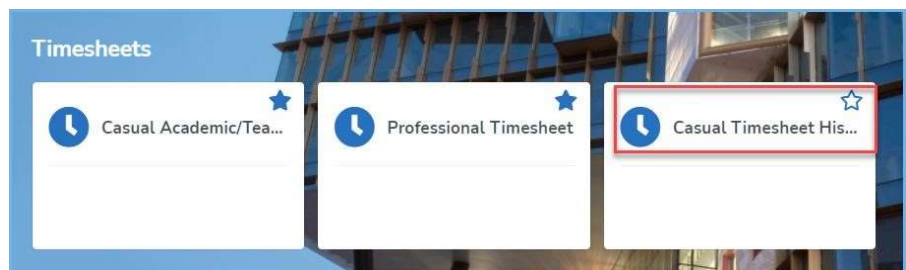
Go to My Pay



Select Timesheets



Select Casual Timesheet



History

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

A screenshot of the 'Timesheet History' form. It includes a title 'Timesheet History', a section 'Enter query criteria', and fields for 'Date Worked' (05-MAR-2021 to 18-MAR-2021) and 'Timesheet Type'. There are 'Find' and 'Clear' buttons at the bottom.

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 |
|-----------------------------|--------|------------|----------|-------------|--------|
| <div>DeleteTimesheets</div> |        |            |          |             |        |

⊞ 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"/> |
| <div>DeleteTimesheets</div> |        |             |             |             |      | <div>UnsubmitTimesheets</div> |                          |

⊞ 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

| Job No            | Position Title  | Pay Code | Pay Rate | This Timesheet |                  | Including This Timesheet |                  |                 |                  |                                 |                  |
|-------------------|-----------------|----------|----------|----------------|------------------|--------------------------|------------------|-----------------|------------------|---------------------------------|------------------|
|                   |                 |          |          | Units          | Indicative Value | Overall Estimate         |                  | Overall Actuals |                  | Remainder of Allocated Estimate |                  |
|                   |                 |          |          |                |                  | 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

Academic/Teacher/Tutor Calendar

**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-<br>-- |
| <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-<br>-- |

**Select all Jobs**

**Continue** **Clear**

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#### 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, e.g.:

**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 |
| EDUC1055 | Repeat Practical   | OTHER     | 11 to 11 | Monday    | 12:00:00 PM - 2:00:00 PM | 3.00  |        | CALLAGHAN |
| EDUC1055 | 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

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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](#).

## 6.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:

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

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