

TIMESHEET CONTROL



This guide is for approvers and managers who need to set up and maintain contract hours for Casual Academic staff.

This guide and provides [TIMESHEET CONTROL](#) and [SETUP](#) information for the following areas and tasks:

- Timesheet approval
- Timesheet set-up, including Timesheet Control Groups and Timesheet Control Snapshots
- Timesheet maintenance, including adding employees to a Timesheet Control Group
- Update allocated hours in a Timesheet Control Snapshot
- Add Paycodes to a Timesheet Control Snapshot
- Access the Timesheet Control tool “In Context”

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TIMESHEET SETUP



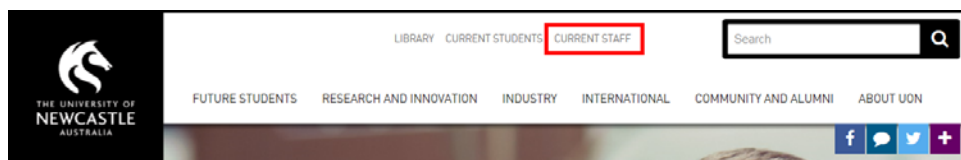
Overview

HRonline is used to action timesheet submissions and set up timesheet groups, hours and pay codes.

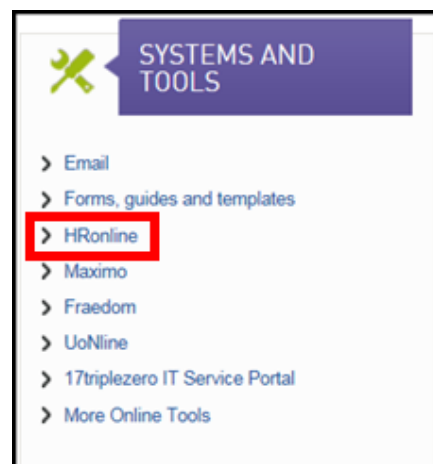
This guide provides information and instructions on these actions.

Login to HRonline

1. Go to www.newcastle.edu.au >
2. Click **CURRENT STAFF** at the top of the homepage:



3. Under SYSTEMS AND TOOLS, click **HRonline**:



- Login with:
Username = your **Number Plate** (your Uni ID e.g. abc123)
Password = your **main** password >

- Click **Login**:

Action a submitted timesheet

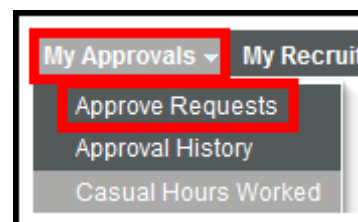
Note: Further Timesheet Approver information is found in the **HRonline_Help-APPROVERS** and **HRonline_Help-TIMESHEETS** guides.

Approving a request

Approvers receive an email notification when a request has been submitted and needs approval.

Approvers are also reminded of requests pending approval when opening the HRonline main menu.

- Click on **My Approvals** > **Approve Requests**:



- Click the red **Record ID** to access the record **details** of a request:

Pending Transactions

Delete Clear

Request

Delete	Record ID	Parent Record ID	Job#	Status
<input type="checkbox"/>	1473909	200991114	01	Submitted

Delete Clear

3. The *View and Update Request* screen will pop up >
4. **Select** the required Approval Status **from the drop-down list** >
5. **Enter further Comments** where possible >
6. Click ***Update***.

Rejecting a request

1. Select **Rejected** from the drop-down list >
2. **Enter Comments** >
3. Click ***Update***.

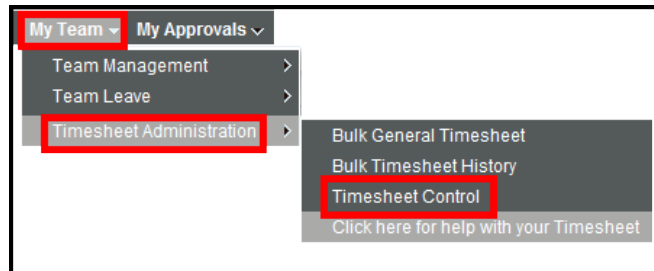
Note: Any comments will be available to the employee when they view the record.

Timesheet Control tool

The Timesheet Control tool is a useful tool to assist Schools with keeping track of committed and paid hours for their Casual Academic employees.

The Timesheet Control tool is accessed via HRonline:

Go to **My Team > Timesheet Administration > Timesheet Control:**



Timesheet Control set up

Timesheet Control Group

A Timesheet Control Group is a group of Casual Academics who are paid from the *same* cost collector, and for whom you control the hours.

Create a Timesheet Control Group

1. Go to **My Team > Timesheet Administration > Timesheet Control**
>
2. Click on **Create or Modify Timesheet Control Group:**

The screenshot shows the 'Timesheet Control' screen. It includes a search section with 'From' and 'To' date pickers and a 'Refresh' button. Below is a table with the following columns: Timesheet Control ID, Description, Group ID, Group Description, Start Date, End Date, Calendar, Date of Timesheet Control, and Update Snapshot. The table contains two rows with IDs 42 and 101. At the bottom, there are two buttons: 'Create a new Timesheet Control' and 'Create or Modify Timesheet Control Group' (highlighted with a red box).

Timesheet Control ID	Description	Group ID	Group Description	Start Date	End Date	Calendar	Date of Timesheet Control	Update Snapshot
42								Update Snapshot
101								Update Snapshot

3. The Timesheet Control screen will display >

- Click on **Create a new timesheet control group**:

Timesheet Control

Timesheet Control Group

Create Timesheet Control Group before adding staff to Timesheet Control

Code	Description
244	

[Create a new Timesheet Control Group](#)

[Return to Previous Screen](#)

- The New Timesheet Control Group screen will display >
- Type in a **Group Description** e.g. "Callaghan Campus" >
- Choose a Group Selection Type** from the drop-down box.
It is recommended you select the "By Employee Number" option. This will allow you to add staff to the group by employee number and job number. >
- Click **Next**.

Timesheet Control

New Timesheet Control Group

Group ID 581

Group Description Callaghan Campus

Group Selection Type By Employee Number

Next Cancel

- The New Timesheet Control Group screen for your choices will display >
- Type an employee's **Employee ID** in the **Person Id** field
OR
Click on the **red drop-down arrow** to the right of the **Person Id** field to **search** for an employee:

Timesheet Control

New Timesheet Control Group :581 Callaghan Campus

Choose employees to include in the group.

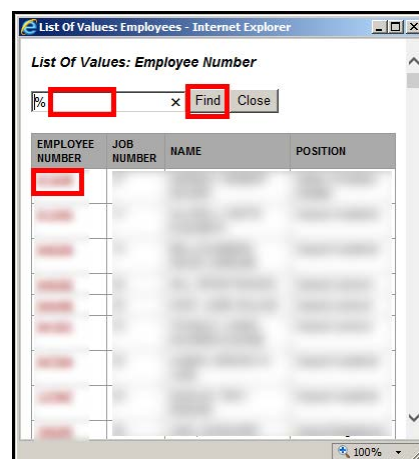
You may type in the employee number and job or use the list of values

Person Id	Job No	Name	Position title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Back Next Cancel Add Rows

11. To search for an employee, in the pop-up box, **type the Name, Job Number or Employee Number** >

12. Click on the **Employee Number** to select that result:



13. Add employees as you need, making sure the **Job No** is also added >

14. If you need additional rows, click the Add Rows button at the bottom of the screen >

15. Once you have entered all employees you wish to track, click **Next**.

Timesheet Control

New Timesheet Control Group :581 Callaghan Campus

Choose employees to include in the group.

You may type in the employee number and job or use the list of values

Person Id	Job No	Name	Position title
<input type="text"/>	07	<input type="text"/>	Gallery Exhibition Installer
<input type="text"/>	34	<input type="text"/>	Casual Lecturer
<input type="text"/>	20	<input type="text"/>	Casual Academic
<input type="text"/>	09	<input type="text"/>	Casual Academic
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Back **Next** Cancel Add Rows

16. The Review Timesheet Control Group screen will display >

17. Review your selections, click **Back** to make any changes >

18. Click **Finish**:

Timesheet Control

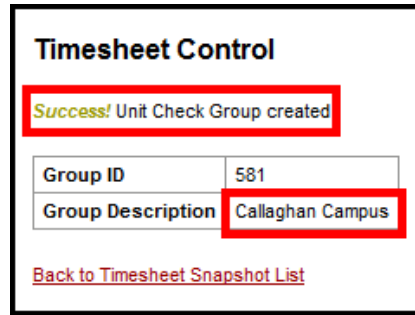
Review Timesheet Control Group :

Review the employees you have in the group and then press Finish.

Person Id	Job No	Name	Position No	Position title	Clevel Description
<input type="text"/>	07	<input type="text"/>	<input type="text"/>	Gallery Exhibition Installer	<input type="text"/>
<input type="text"/>	34	<input type="text"/>	<input type="text"/>	Casual Lecturer	<input type="text"/>
<input type="text"/>	20	<input type="text"/>	<input type="text"/>	Casual Academic	<input type="text"/>
<input type="text"/>	09	<input type="text"/>	<input type="text"/>	Casual Academic	<input type="text"/>

Back Cancel **Finish**

19. You will receive a **confirmation** message when the Timesheet Control Group has been **successfully created**:



20. Click **Back to Timesheet Snapshot List** to return to the Timesheet Control screen.

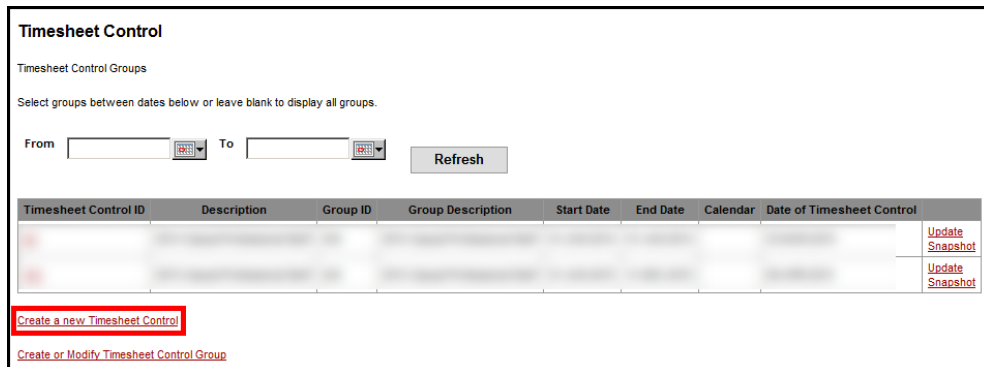
Timesheet Control Snapshot

Once a *Timesheet Control Group* has been created, a *Timesheet Control Snapshot* needs to be created.

The snapshot will allow you to keep track of the committed and paid hours for the employees in the Timesheet Control Group.

Create a Timesheet Control Snapshot

1. From the Timesheet Control screen, click on the **Create a new Timesheet Control**:



2. The Timesheet Control screen will load >
3. Enter the required details:

Timesheet Control Description: *Name* the Timesheet Control Group

Unit Check Group: Select the relevant Timesheet Control Group from the drop-down list

Start Date: Click on the calendar to choose a Start Date of the snapshot

End Date: Click on the calendar to choose a End Date of the snapshot

Group By: Select the “Paycodes” option

4. Click **Next**.

Timesheet Control

Timesheet Control ID 282

Timesheet Control Description

Unit Check Group

Start Date

End Date

Group By Paycode

Next Cancel

5. A new Timesheet Control screen will display >

6. Enter all **Paycodes** which *may be claimed by any staff in the Control Group*:

L1 –	Lectures – Specialised
L2 –	Lectures – Developed
L3 –	Lectures – Basic
L4 –	Lectures – Repeat
T1 –	Tutorials – Basic
T2 –	Tutorials – Subject Coord/PhD
T3 –	Tutorials – Repeat
T4 –	Tutorials – Rpt Subject/Coord/PhD
M1 –	Marking – Acad Judgement
M2 –	Marking – Subject Coord/PhD
M3 –	Marking – Standard
Other –	Other Acad Activ – Basic
Othr1 –	Other Acad Activ – Sub Coord/PhD
Othr5 –	Other Academic Activity (ISSP group rate)
F12 –	Newstep – Casual Sess Rates
F13 –	Newstep – Casual Hourly Rates
M5 –	Music Teacher Rate
M7 –	Music Accomp – public concert – nt
M8 –	Music Accomp – rehearsal – nt
M9 –	Non Associated Duties
N1 –	Nursing – Min Prep
N2 –	Nursing – Normal Prep
N3 –	Nursing – Min prep/Subject coord/PhD
N4 –	Nursing – Normal Prep/Subject Coord/PhD
S1 –	ELICOS – Casual – Teach Rate
S2 –	ELICOS – Casual - Non-teach Rate

7. To search for a Paycode, click on the **red drop-down arrow** to the right of the Paycode field:

Timesheet Control
Timesheet Control :282

Choose Paycodes to be displayed for each employee/job in the snapshot.
You may type in the codes or use the list of values

Delete	Paycode	Description
D	<input type="text"/>	<input type="text"/>
D	<input type="text"/>	<input type="text"/>
D	<input type="text"/>	<input type="text"/>
D	<input type="text"/>	<input type="text"/>
D	<input type="text"/>	<input type="text"/>
D	<input type="text"/>	<input type="text"/>
D	<input type="text"/>	<input type="text"/>
D	<input type="text"/>	<input type="text"/>
D	<input type="text"/>	<input type="text"/>
D	<input type="text"/>	<input type="text"/>
D	<input type="text"/>	<input type="text"/>

Back Cancel Finish Add Rows

8. Choose **Paycodes**:

List Of Values: Paycodes - Internet Explorer

List Of Values: Paycodes

% Find Close

PAYCODE	DESCRIPTION
<u>L1</u>	Casual Lecture - Specialised
<u>L2</u>	Casual Lecture - Developed
<u>L3</u>	Casual Lecture - Basic
<u>L4</u>	Casual Lecture - Repeat
<u>M1</u>	Marking - Academic Judgement
<u>M2</u>	Marking - Standard-sub co-ord
<u>M3</u>	Marking - Standard
<u>OTHER</u>	Other Academic Activity
<u>OTHR1</u>	Other Ac. Activity-sub co-ord.
<u>SAL</u>	Salary
<u>T1</u>	Casual Tutor
<u>T2</u>	Casual Tutor Sub. Co-ord.
<u>T3</u>	Casual Tutor Repeat Tutorial
<u>T4</u>	Casual Tutor Repeat Tut. Sub. Co-ord.

100%

9. When finished, click **Finish**:

Timesheet Control

Timesheet Control :282

Choose Paycodes to be displayed for each employee/job in the snapshot.

You may type in the codes or use the list of values

Delete	Paycode	Description
D	L3	Casual Lecture - Basic
D	L4	Casual Lecture - Repeat
D	T1	Casual Tutor
D	T2	Casual Tutor Sub. Co-ord.
D		
D		
D		
D		
D		
D		
D		

Back Cancel **Finish** Add Rows

10. You will receive a **confirmation** message when the Timesheet Control Snapshot has been **successfully created**:

Timesheet Control

Success! Snapshot created

Timesheet Control ID 282

Timesheet Control Description IT TEST

Unit Check Group 581

Start Date 19-Oct-2016

End Date 31-Dec-2016

Calendar

[Back to Timesheet Control List](#)

11. Click on **Back to Timesheet Control List** >

12. You will see the new Timesheet Control Snapshot listed:

Timesheet Control

Timesheet Control Groups

Select groups between dates below or leave blank to display all groups.

From To

Timesheet Control ID	Description	Group ID	Group Description	Start Date	End Date	Calendar	Date of Timesheet Control	
282		581	Callaghan Campus	19-OCT-2016	31-DEC-2016			Update Snapshot
42								Update Snapshot
101								Update Snapshot

[Create a new Timesheet Control](#)

[Create or Modify Timesheet Control Group](#)

13. Click **Update Snapshot**.

Timesheet Control

Timesheet Control Groups

Select groups between dates below or leave blank to display all groups.

From To

Timesheet Control ID	Description	Group ID	Group Description	Start Date	End Date	Calendar	Date of Timesheet Control	
282	IT TEST	581	Callaghan Campus	19-OCT-2016	31-DEC-2016			Update Snapshot
42								Update

14. A new screen will be displayed >

NOTE: When a new Timesheet Control is *first* updated, the list of employees will appear with *no entries* in the **Estimate** and **Warning** columns.

15. In the **Estimate** field, enter the number of units/hours the staff member is expected to work in the control period, *against the relevant Paycode*.

16. Leave the **Warning** field blank when the Estimate field is populated.

17. Where the staff member has no hours for a paycode, set *both Estimate and Warning* to **0** (zero).

18. Once all Estimates and Warnings have been entered, click **Save**:

Employee#	Name#	Job#	Paycode	Estimate	Warning	Submitted	Approved	Paid	Actuals	Remainder	
		09	L3			0	0	0	0		
			L4			0	0	0	0		
			T1			0	0	0	0		
			T2			0	0	0	0		
Total for Employee/Job						0	0	0	0		
Totals for Clevel				Paycode	Estimate	Warning	Submitted	Approved	Paid	Actuals	Remainder
			L3			0	0	0	0		
			L4			0	0	0	0		
			T1			0	0	0	0		
			T2			0	0	0	0		
Total for Clevel						0	0	0	0		
Totals for Snapshot				Paycode	Estimate	Warning	Submitted	Approved	Paid	Actuals	Remainder
			L3			0	0	0	0		
			L4			0	0	0	0		
			T1			0	0	0	0		
			T2			0	0	0	0		
Total for Snapshot						0	0	0	0		

Save

19. You will receive a confirmation message when the Snapshot has been successfully updated:

Timesheet Control

Success! Snapshot Saved

Timesheet Control ID 282

Timesheet Control Description

Unit Check Group

Start Date

End Date

Calendar

Maintenance

Add additional employees to a Timesheet Control Group

Once the initial set up of the Timesheet Control Group is complete, it is possible to add more employees to the group.

1. Go to the **Timesheet Control** tool >
2. Click on **Create or Modify Timesheet Control Group**:

Timesheet Control ID	Description	Group ID	Group Description	Start Date	End Date	Calendar	Date of Timesheet Control	Update Snapshot
282								Update Snapshot
42								Update Snapshot
101								Update Snapshot

[Create a new Timesheet Control](#)

[Create or Modify Timesheet Control Group](#)

3. The Timesheet Control Group screen will be displayed >
4. Click on the **Code** for the group you wish to update:

Code	Description
581	
244	

[Create a new Timesheet Control Group](#)

5. A new screen will be displayed >

- To open an editing screen for that Timesheet Control Group, click **Next**.

Timesheet Control

Timesheet Control Group

Group ID 581

Group Description Callaghan Campus

Group Selection Type By Employee Number

Next Finish Cancel Delete

- The Timesheet Control screen will display >
- To add additional employees, click on the **red drop-down arrow** to the right of the **Person Id** field >
- Search for and add employees >
- Add rows where needed, by clicking on **Add Rows** >
- Click on **Next**.

Timesheet Control

Timesheet Control Group :581 Callaghan Campus

Choose employees to include in the group.

You may type in the employee number and job or use the list of values

Person Id	Job No	Name	Position title
<input type="text"/>	07		Casual Lecturer
<input type="text"/>	34		Casual Lecturer
<input type="text"/>	20		Casual Academic
<input type="text"/>	09		Casual Academic
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			

Back **Next** Finish Cancel Add Rows

12. Review your selections, click **Back** to make any changes >

13. Click **Finish**:

Timesheet Control

Review Timesheet Control Group :

Review the employees you have in the group and then press Finish.

Person Id	Job No	Name	Position No	Position title	Clevel Description
	07			Casual Lecturer	Centre for English Language and Foundation Studies
	34			Casual Lecturer	Centre for English Language and Foundation Studies
	20			Casual Academic	Centre for English Language and Foundation Studies
	09			Casual Academic	School of Nursing and Midwifery
	17			Casual Academic	School of Nursing and Midwifery

14. You will receive a **confirmation** message when the Timesheet Control Group has been **successfully created**:

Timesheet Control

Success! Unit Check Group changed

Group ID	581
Group Description	Callaghan Campus

[Back to Timesheet Snapshot List](#)

15. To return to the main Timesheet Control page, click on **Back to Timesheet Snapshot List**.

Update allocated hours in timesheet control snapshot

NOTE: Once an employee has been *added* to the *Timesheet Control Group*, you will need to allocate them hours in the *Timesheet Control Snapshot*.

Once the Timesheet Control Snapshot is set up, you can *update* the snapshot at any time to give you the latest reflection of employee hours throughout the approval process.

1. In the timesheet control tool, click **Update Snapshot** on the relevant Timesheet Control Snapshot row:

Timesheet Control

Timesheet Control Groups

Select groups between dates below or leave blank to display all groups.

From To

Timesheet Control ID	Description	Group ID	Group Description	Start Date	End Date	Calendar	Date of Timesheet Control	
282	IT TEST	581	Callaghan Campus	19-OCT-2016	31-DEC-2016			<input type="button" value="Update Snapshot"/>
								<input type="button" value="Update"/>

2. In the following screen, if you can't easily find the employee, press **CTRL + F** to bring up a **search** box >
3. Search the surname of the employee whose hours you wish to update >
4. Once the system has found the employee on the screen, update the **Estimate** field with the number of units/hours the staff member is expected to work in the control period, *against the relevant paycode*.
5. **Leave the Warning field blank** when the Estimate field is populated.
6. Where the staff member has no hours for a paycode, set *both Estimate and Warning* to **0** (zero).
7. Once all Estimates and Warnings have been entered, click **Save**:

Employee#	Name#	Job#	Paycode	Estimate	Warning	Submitted	Approved	Paid	Actuals	Remainder
		09	L3			0	0	0	0	
			L4			0	0	0	0	
			T1			0	0	0	0	
			T2			0	0	0	0	
			Total for Employee/Job			0	0	0	0	
Totals for Clevel										
			Paycode	Estimate	Warning	Submitted	Approved	Paid	Actuals	Remainder
			L3			0	0	0	0	
			L4			0	0	0	0	
			T1			0	0	0	0	
			T2			0	0	0	0	
			Total for Clevel			0	0	0	0	
Totals for Snapshot										
			Paycode	Estimate	Warning	Submitted	Approved	Paid	Actuals	Remainder
			L3			0	0	0	0	
			L4			0	0	0	0	
			T1			0	0	0	0	
			T2			0	0	0	0	
			Total for Snapshot			0	0	0	0	

Add Paycodes to a Timesheet Control Snapshot

Throughout the year you may find you need to **add additional Paycodes** to a Timesheet Control Snapshot.

1. In the Timesheet Control tool, click on the ***Timesheet Control ID*** of the group you wish to modify:

Timesheet Control

Timesheet Control Groups

Select groups between dates below or leave blank to display all groups.

From To

Timesheet Control ID	Description	Group ID	Group Description	Start Date	End Date	Calendar	Date of Timesheet Control
282		581	Callaghan Campus	19-OCT-2016	31-DEC-2016		Update Snapshot
42							Update Snapshot
101							Update Snapshot

[Create a new Timesheet Control](#)

[Create or Modify Timesheet Control Group](#)

2. On the following page, click **Next >**
3. A new Timesheet Control screen will display >
4. Enter all **Paycodes** which *may be claimed by any staff in the Control Group*:

L1 –	Lectures – Specialised
L2 –	Lectures – Developed
L3 –	Lectures – Basic
L4 –	Lectures – Repeat
T1 –	Tutorials – Basic
T2 –	Tutorials – Subject Coord/PhD
T3 –	Tutorials – Repeat
T4 –	Tutorials – Rpt Subject/Coord/PhD
M1 –	Marking – Acad Judgement
M2 –	Marking – Subject Coord/PhD
M3 –	Marking – Standard
Other –	Other Acad Activ – Basic
Othr1 –	Other Acad Activ – Sub Coord/PhD
Othr5 –	Other Academic Activity (ISSP group rate)
F12 –	Newstep – Casual Sess Rates
F13 –	Newstep – Casual Hourly Rates
M5 –	Music Teacher Rate
M7 –	Music Accomp – public concert – nt
M8 –	Music Accomp – rehearsal – nt

- M9 – Non Associated Duties
- N1 – Nursing – Min Prep
- N2 – Nursing – Normal Prep
- N3 – Nursing – Min prep/Subject coord/PhD
- N4 – Nursing – Normal Prep/Subject Coord/PhD
- S1 – ELICOS – Casual – Teach Rate
- S2 – ELICOS – Casual - Non-teach Rate

5. To search for a Paycode, click on the **red drop-down arrow** to the right of the Paycode field:

Timesheet Control

Timesheet Control :282

Choose Paycodes to be displayed for each employee/job in the snapshot.

You may type in the codes or use the list of values

Delete	Paycode	Description
D		
D		
D		
D		
D		
D		
D		
D		
D		
D		
D		
D		

Back Cancel Finish Add Rows

6. Choose **Paycodes**:

List Of Values: Paycodes - Internet Explorer

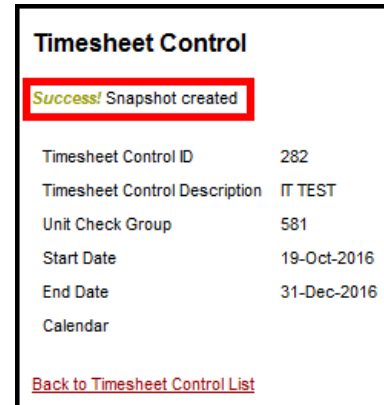
List Of Values: Paycodes

% Find Close

PAYCODE	DESCRIPTION
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
OTHER	Other Academic Activity
OTHER1	Other Ac. Activity-sub co-ord.
SAL	Salary
T1	Casual Tutor
T2	Casual Tutor Sub. Co-ord.
T3	Casual Tutor Repeat Tutorial
T4	Casual Tutor Repeat Tut. Sub. Co-ord.

100%

- When finished, click **Finish** >
- You will receive a **confirmation message** when the Timesheet Control Snapshot has been **successfully** created:



- Click **Back to Timesheet Control List**.

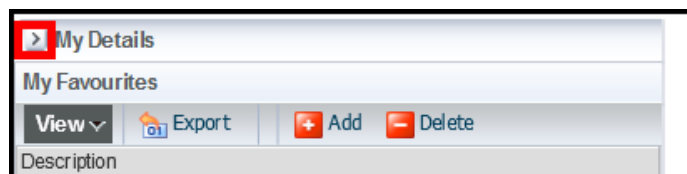
IMPORTANT: Once *new* Paycodes have been added to a Timesheet Control *Snapshot*, **you will need to allocate hours** against them.

Access the Timesheet Control tool “*In Context*”

Only one School/Unit user can own the Timesheet Control tool.

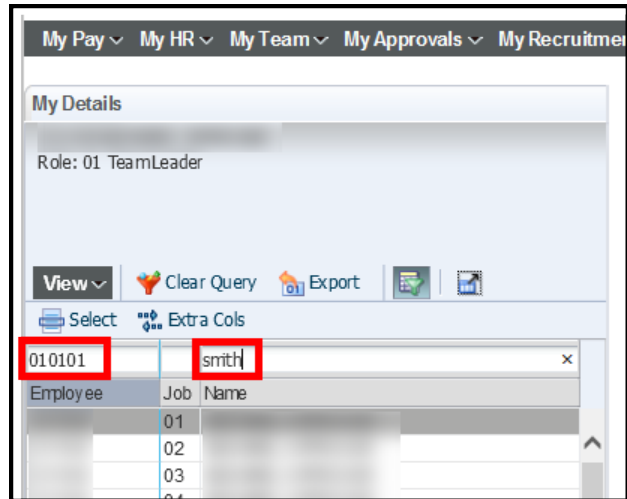
Multiple users can then access the tool “*In Context*” of the owner.

- Login to **HRonline** >
- From the front page, click the > to the left of **My Details**:



- The **panel will expand downwards** and *display all current jobs* for the logged in user >

4. In the blank Name field, shown here, type the **surname** of the School/Unit timesheet control owner
OR
Type the **Employee Number**:



5. Press **Enter** >
6. If found, the employee's name will display >
7. **Click on the name** > Click **Select** >
8. You will now be "In Context" as that employee. The system will display details of the "In Context" viewing under the **My Details** area.
9. Go to **My Team > Timesheet Administration > Timesheet Control**.
10. Your access will be "In Context" as the Timesheet Control owner. You are able to add and edit details.

To return to your own HRonline access

1. From the **My Details** area, select **Clear Team Member**. The View detail will disappear and you will return to normal HRonline access.

NEED MORE HELP?

Please read the below to make sure you contact the correct team!

Contacting the correct team saves time and ensures your question is answered quickly.

AREA	CONTACT
For questions about the timesheet control tool	HR Information Systems Email: hris@newcastle.edu.au
For advice on current positions, employee numbers, working rights and urgent requests	HR Support Telephone: (02) 4033 9999 > Option 6 Email: hrrsupport@newcastle.edu.au
Payslips	Payroll Services Telephone: (02) 4033 9999 > Option 1 Email: payrollservices@newcastle.edu.au
Payment Summaries	Payroll Services Telephone: (02) 4033 9999 > Option 1 Email: payrollservices@newcastle.edu.au
Tax	Payroll Services Telephone: (02) 4033 9999 > Option 1 Email: payrollservices@newcastle.edu.au
Superannuation	Superannuation Telephone: (02) 4033 9999 > Option 1 Email: superannuation@newcastle.edu.au
Leave	Leave Specialist Telephone: (02) 4033 9999 > Option 1 Email: leave@newcastle.edu.au
Staff Directory Updating HRonline information.	HR Support Telephone: (02) 4033 9999 > Option 6 Email: hrrsupport@newcastle.edu.au
Staff Directory HRonline is correct but it has not updated the Staff Directory on the website.	Web Team Email: web@newcastle.edu.au
Approvers Who is my timesheet approver?	HR Support Telephone: (02) 4033 9999 > Option 6 Email: hrrsupport@newcastle.edu.au
Approvers My timesheet approver isn't in my HRonline list.	HR Support Telephone: (02) 4033 9999 > Option 6 Email: hrrsupport@newcastle.edu.au
Training	Discover Website: http://www.newcastle.edu.au/current-staff/working-here/performance-and-development/workforce-development/discover

Recruitment

I can't see the progress of an application.

Recruitment Team

Telephone: (02) 4033 9999 > Option 2
Email: employment@newcastle.edu.au

Qualifications

Information about adding qualifications.

HR Support

Telephone: (02) 4033 9999 > Option 6
Email: hrrsupport@newcastle.edu.au

Qualifications

Qualifications are correct in HRonline but my Research Profile is not updated.

Research Performance and Systems Unit

Email: rps@newcastle.edu.au
Website:
<http://www.newcastle.edu.au/research-and-innovation/resources/research-performance-and-systems-unit/contact-us>

Alesco / Ascender

Report requests

HR Information Systems

Email: hrris@newcastle.edu.au

Alesco / Ascender

System access

HR Information Systems

Email: hrris@newcastle.edu.au

ECG

System access

HR Information Systems

Email: hrris@newcastle.edu.au

Discoverer

System access

HR Information Systems

Email: hrris@newcastle.edu.au
