

Academic TIMESHEET CONTROL User Guide

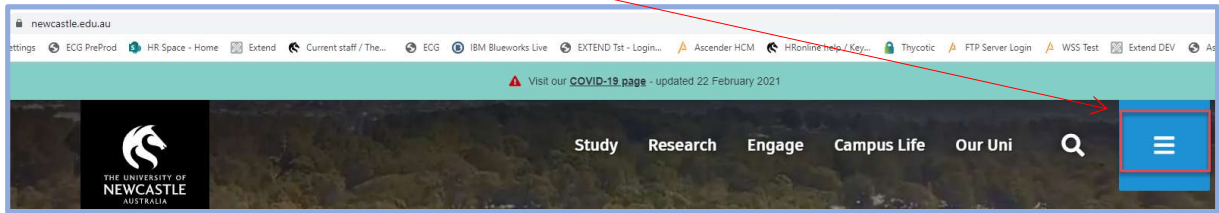
This guide is for appointment coordinators required to set up and maintain contract hours for Casual Academic staff.

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LOGGING INTO HRONLINE

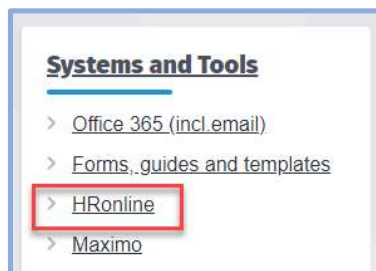
1. Go to the University of Newcastle website homepage (www.newcastle.edu.au).
2. Click on the 3 horizontal lines.



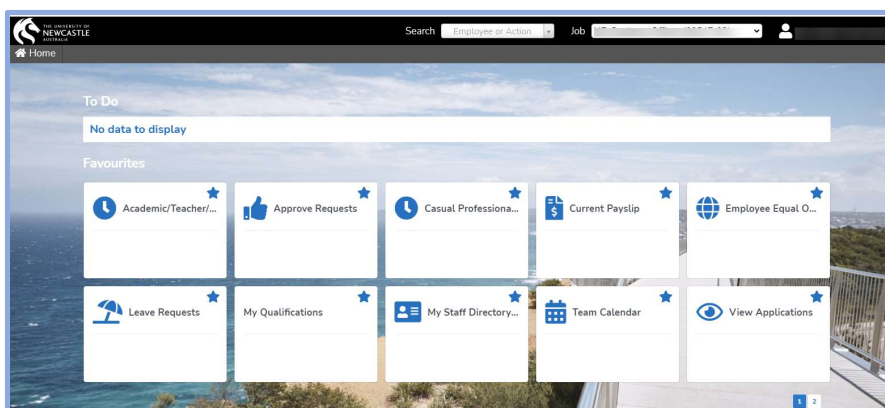
3. Select the **Staff** link at the top of the page.



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



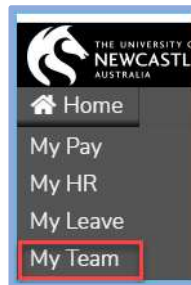
This will take you to the home screen of **HRonline**.



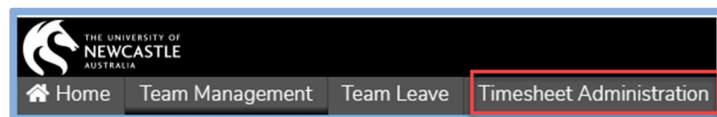
TIMESHEET CONTROL TOOL

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

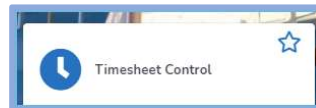
1. From the HRonline Home Screen, select **My Team**.



2. Click on **Timesheet Administration**.



3. Click on the **Timesheet Control** tile.



TIMESHEET CONTROL GROUP

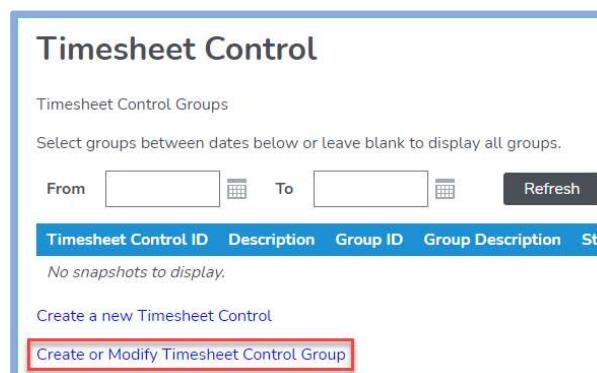
The **Timesheet Control Group** is used to define the staff to be included in a **Timesheet Control Snapshot**.

Creating a Timesheet Control Group

1. To create a Timesheet Control Group, click on the **Timesheet Control** tile.



2. Click on the **Create or Modify Timesheet Control Group** link.



- 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
No groups to display.	

Create a new Timesheet Control Group

Return to Previous Screen

- The New Timesheet Control Group screen will display.
Create a Group Description e.g. "2021 Callaghan Casual Academic" or similar

Group Description: 2021 Callaghan Casual Academic

- Choose a **Group Selection Type** from the drop-down box.
Select the **"By Employee Number"** option. This will allow you to add staff to the group by employee number and job number.

Group Description: 2021 Callaghan Casual Acad

Group Selection Type: [v]

Next Cancel

Direct From Team List

By Employee Number

- Click Next:

Timesheet Control

New Timesheet Control Group

Group ID: 7258

Group Description: 2021 Callaghan Casual Academic

Group Selection Type: By Employee Number

Next Cancel

- The New Timesheet Control Group screen for your choices will display.
Type an employee's **Employee Number** 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 :7258 2021 Callaghan Casual Academic

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

8. Enter the employee number and click **Find**.

List Of Values: Employee Number

%42

9. Click on the employee number to select that result.

EMPLOYEE NUMBER	JOB NUMBER	NAME
30	13	J
32	02	J

10. Add employees as you need, ensuring the **Job No** is also added.

Timesheet Control Group 2021 Callaghan Casual Academic

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
40	03		Casual Lecturer
42	02		Casual Lecturer
39	10		Casual Lecturer
42	05		Casual Lecturer
42	03		Casual Lecturer
41	07		Casual Lecturer

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

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

13. The **Review Timesheet Control Group** screen will display.

Timesheet Control

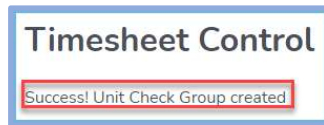
Review Timesheet Control Group :

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

Person Id	Job No	Name	Position No	Position title	Clevel Description
0	09		63618	Casual Academic	School of Education
4	01		63618	Casual Academic	School of Education
3	19		63618	Casual Academic	School of Education

14. Review your selections, click **Back** to make any changes click **Finish** to save.

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

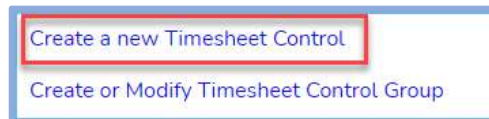


TIMESHEET CONTROL SNAPSHOT

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.

Creating 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.

A screenshot of the "Timesheet Control" form. It contains fields for "Timesheet Control ID" (7053), "Timesheet Control Description", "Unit Check Group" (a dropdown menu), "Start Date", "End Date" (with calendar icons), "Calendar", and "Group By" (a dropdown menu). At the bottom are "Next" and "Cancel" buttons.

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.

A screenshot of the "Timesheet Control" form with details entered. The "Timesheet Control ID" is 7032. The "Timesheet Control Description" is "2021 Callaghan Casual Academic". The "Unit Check Group" dropdown is highlighted with a red border. Other fields like "Start Date", "End Date", "Calendar", and "Group By" are empty. "Next" and "Cancel" buttons are at the bottom.

Start Date: Click on the calendar to choose a Start Date of the snapshot.
End Date: Click on the calendar to choose an End Date of the snapshot.
Group By: Select the "Paycodes" option.

The screenshot shows a form titled 'Timesheet Control' with the following fields: Timesheet Control Description (2021 Callaghan Casual Academic), Unit Check Group (2021 Callaghan Casual Academic), Start Date (01-JAN-2021), End Date (31-DEC-2021), Calendar (2021 - Casual Academic/Teacher/Tutor Calendar), and Group By (a dropdown menu). The dropdown menu is open, showing options: 'Award, Classification and Step', 'Paycode' (highlighted with a red box), 'Award, Classification and Paycode', and 'All'. There are 'Next' and 'Cancel' buttons at the bottom left.

4. Click **Next**.

5. A new Timesheet Control screen will display.

The screenshot shows a new screen titled 'Timesheet Control' with the subtitle 'Timesheet Control :7053 2021 Callaghan Casual Academic'. It includes instructions: 'Choose Paycodes to be displayed for each employee/job in the snapshot. You may type in the codes or use the list of values'. Below this is a table with columns: Delete, Paycode, and Description. The Paycode column has a red box around it and a dropdown arrow. The Description column is empty.

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

The screenshot shows the same screen as before, but with a list of Paycodes and their descriptions. The table has columns: Delete, Paycode, and Description. The Paycode column has a red box around it and a dropdown arrow. The Description column is filled with text.

Delete	Paycode	Description
D	L2	Casual Lecture - Develop
D	L3	Casual Lecture - Basic
D	L4	Casual Lecture - Repeat
D	M1	Marking - Academic Judg
D	M2	Marking - Standard-sub c
D	M3	Marking - Standard
D	OTHER	Other Academic Activity

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

Available paycodes are:

List Of Values: Paycodes	
%	Find Close
PAYCODE	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.
OT	Overtime Monday to Sunday at Base Rate
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)
OTPH	Overtime on Public Holidays
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.

8. When completed, click **Finish**:

Back	Cancel	Finish	Add Rows
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9. You will receive a **Success! Snapshot created** message.

Timesheet Control
Success! Snapshot created

From the Timesheet Control screen, the **new Timesheet Control Snapshot** is 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	Update Snapshot
7054	2021 Callaghan Casual Academic	7257	2021 A-L	01-JAN-2021	31-DEC-2021	Casual Academic/Teacher/Tutor Calendar		

10. Click **Update Snapshot**.

11. 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.

Timesheet Control

Snapshot: 6873 - 2021 A - L

Start Date: 01-JAN-2021

End Date: 31-DEC-2021

Calendar: 2021 - Casual Academic/Teacher/Tutor Calendar Dates: From 01-Jan-2021 to 31-Dec-2021

☐ Only display entries that have estimates

Employee#	Name#	Job#	Paycode	Estimate	Warning	Submitted	Approved
		09	L3			0	0
			M2			0	0
			M3			0	0
			OTHER			0	0
			OTHR1			0	0

12. 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.

13. In the **Warning** field, enter the number of units/hours as in the Estimate field.

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

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

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

Timesheet Control

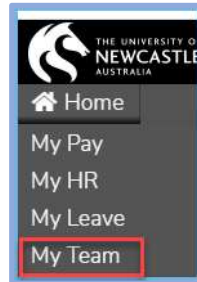
Success! Snapshot Saved

TIMESHEET CONTROL MAINTENANCE

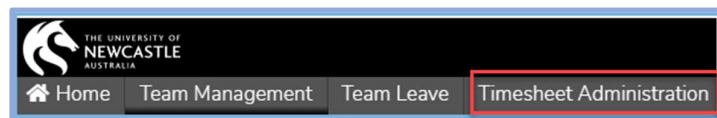
Add additional employees to a Timesheet Control Group

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

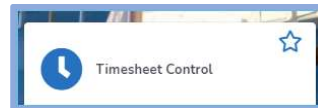
1. From the HRonline Home Screen, select **My Team**:



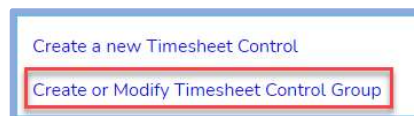
2. Click on **Timesheet Administration**:



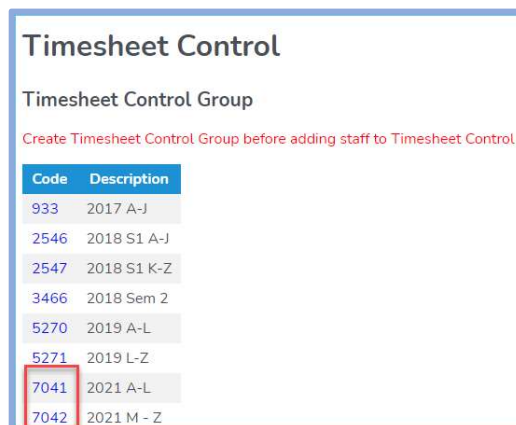
3. Click on the **Timesheet Control** tile:



4. Click on **Create or Modify Timesheet Control Group**:



5. The **Timesheet Control Group** screen will be displayed, click on the Code for the group you wish to update, e.g.:



6. 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 7041

Group Description 2021 A-L

Group Selection Type By Employee Number

Next Finish Cancel Delete

7. To add additional employees, click on the red drop-down arrow to the right of the Person Id field.

4 03 L Casual Academic 1

Back **Next** **Finish** **Cancel** **Add Rows**

8. Search for and add employees.

List Of Values: Employee Number

%42 **Find** Close

EMPLOYEE NUMBER	JOB NUMBER	NAME
30	13	J
32	02	J

9. Add rows where needed, by clicking on **Add Rows**.

Back **Next** **Finish** **Cancel** **Add Rows**

10. Click on **Next**.

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

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
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Finish

12. Click **Finish**:

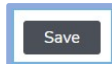
Back **Cancel** **Finish**

Employee#	Name#	Job#	Paycode	Estimate	Warning	Submitted	Approved
4:		02	L3	15	15	0	0
			M2	0	0	0	0
			M3	0	0	0	0
			OTHER	1	1	0	0
			OTHR1	0	0	0	0
			T1	36	36	0	0
			T2	0	0	0	0
			T3	0	0	0	0
			T4	0	0	0	0
			Total for Employee/Job	36	36	0	0
4:		08	L3	12	12	0	0
			M2	0	0	0	0
			M3	40	40	0	0
			OTHER	0	0	0	0
			OTHR1	0	0	0	0

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

Paycode	Estimate	Warning
L3	15	15
M2	0	0
M3	0	0
OTHER	1	1
OTHR1	0	0
T1	36	36

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



6. You will receive a Success! Snapshot Saved message



UPDATE PAYCODES IN TIMESHEET CONTROL SNAPSHOT

Throughout the year you may 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

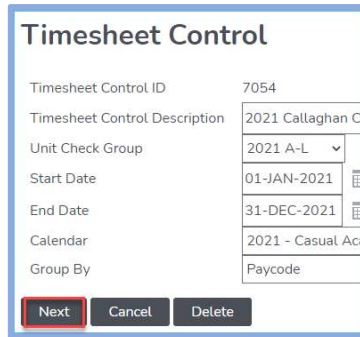
Timesheet Control Groups

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

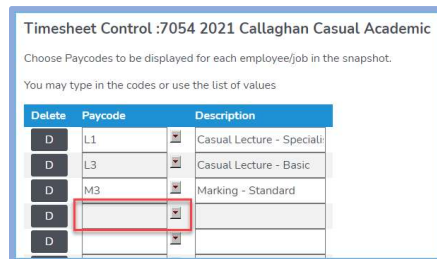
From To Refresh

Timesheet Control ID	Description	Group ID	Gr
7054	2021 Callaghan Casual Academic	7257	20

2. On the following page, click **Next**.



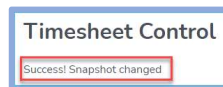
3. To search for a Paycode, click on the red drop-down arrow to the right of the Paycode field.



4. Enter the extra Paycodes required and click **Finish**.



5. You will receive a **Success! Snapshot changed** message.



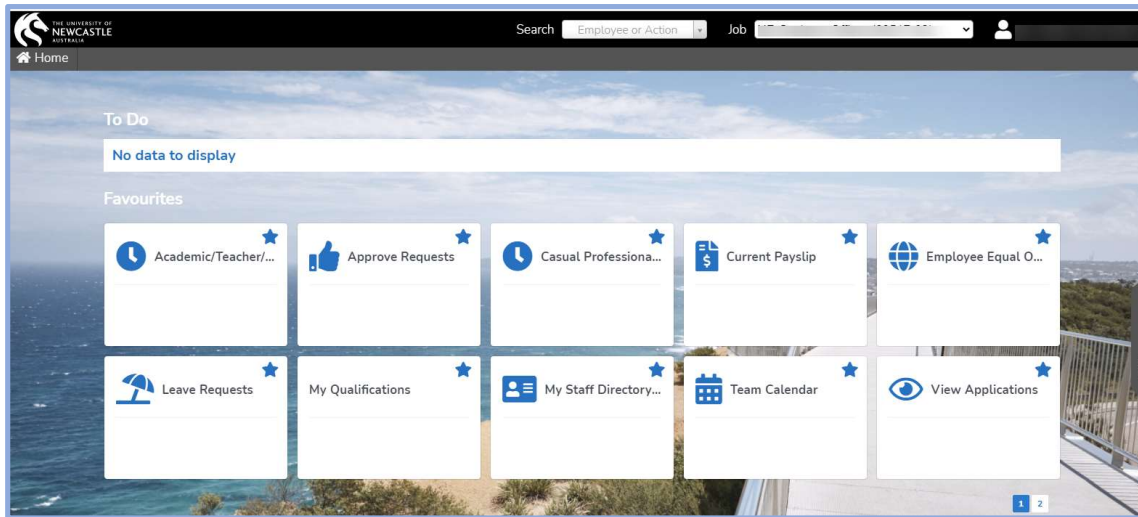
6. Click Back to **Timesheet Control List**.

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

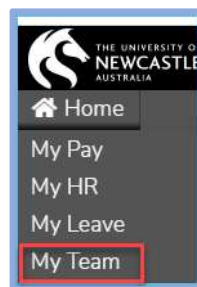
ACCESS THE TIMESHEET CONTROL TOOL “IN CONTEXT”

Only one School/Unit user can own the Timesheet Control tool. If you are not the Timesheet Control owner, you will need to access it ‘**In Context**’ of the owner to view or update it.

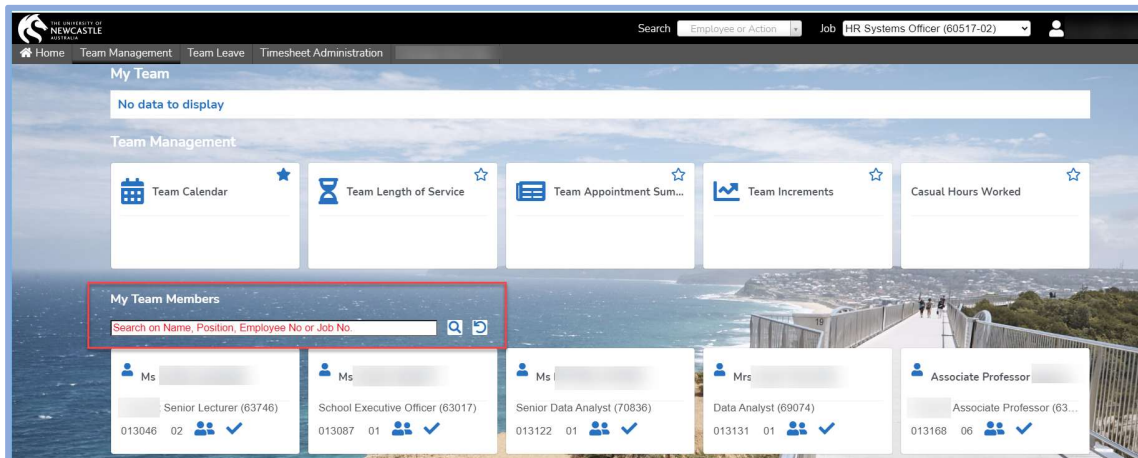
1. At the HRonline **Home Screen**.



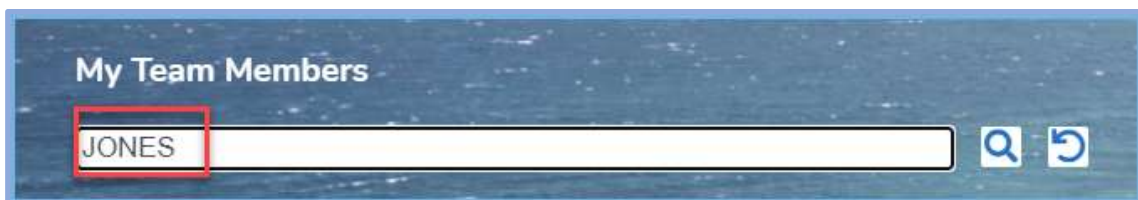
2. Select **My Team** from the menu.



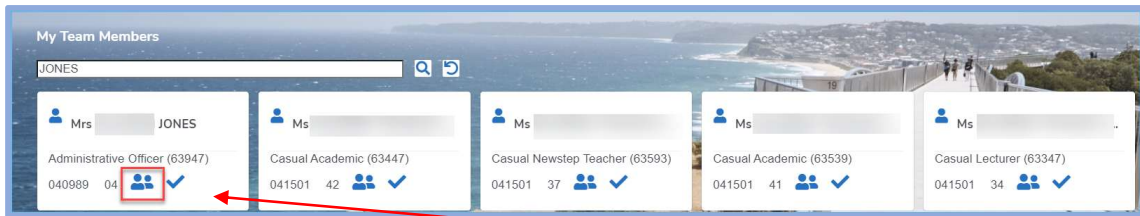
3. The **My Team** page will display.



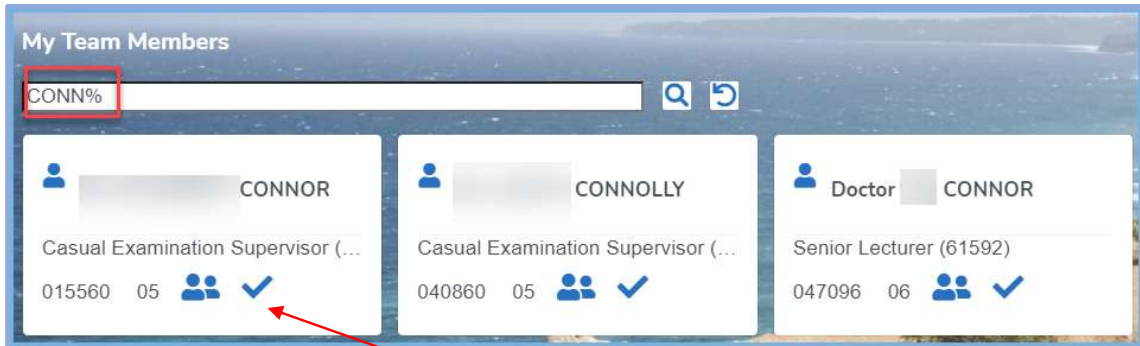
4. Under **My Team Members**, there is a search field. Enter the name or employee number of the Team Member, and click Enter.



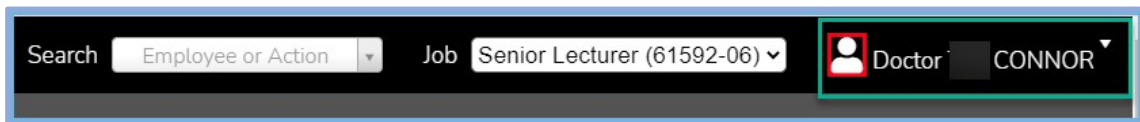
The results will display with tiles for all current employees / jobs matching the search criteria.



5. To select the employee, click on the people icon on the relevant tile. This search can also be used with the Wildcard '%'.



6. Click on the people icon for the employee. You are now viewing HRonline **in context** of that employee, which is displayed on the top right side of the screen, with a red square.

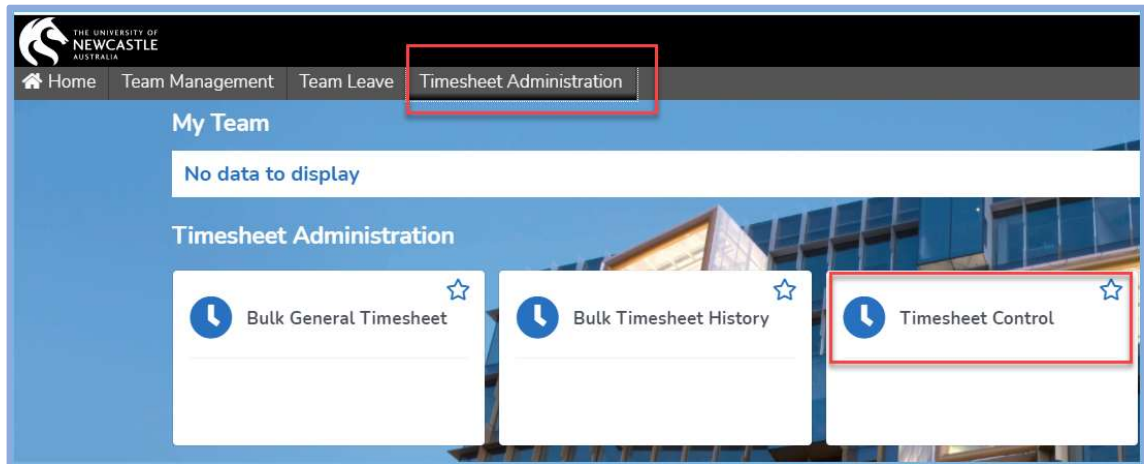


TO ACCESS A TIMESHEET CONTROL IN CONTEXT

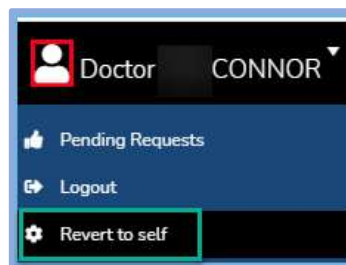
Follow the steps above to act **In Context** as the Timesheet Control owner.

1. At the My Team screen, select **Timesheet Administration**.

2. When the tiles are displayed, select **Timesheet Control**.



3. To return to your view of HRonline, click on the name, and then click **Revert to Self**.

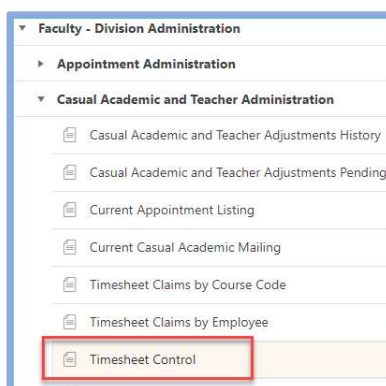


TRANSFERRING TIMESHEET CONTROL DATA FROM ONE STAFF MEMBER TO ANOTHER

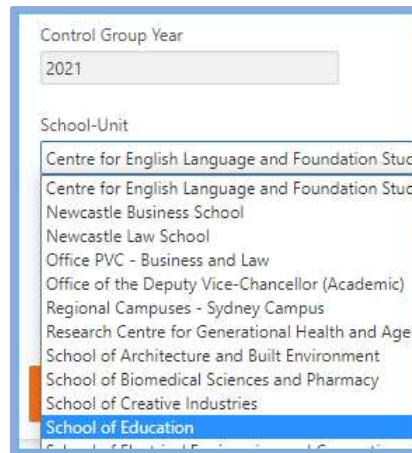
Only one School/Unit user can own the Timesheet Control tool. If a staff member is changing roles, or leaving the University, the Timesheet Control snapshot must be re-created against another staff member's access.

NOTE: The Extend Reporting Quick Reference Guide is available [here](#).

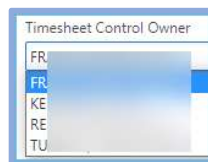
1. To do this, in **Extend Reporting**, run the **Timesheet Control Report**, found here.



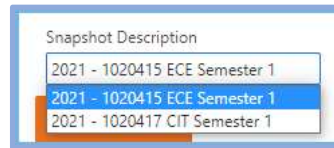
2. Enter the Timesheet **Control Group year**, and select the appropriate School / Unit.



3. Select the **Timesheet Control Owner** from the drop-down list.



4. Select the **Snapshot Description** from the list.



5. Click **View Report**.



6. Save the report, and re-create the Timesheet Control Group and Snapshot, and then allocate the estimates and warnings.

NOTE: The team member leaving will need to remove the estimates and warnings from their Timesheet Control(s), and delete the employees from their Timesheet Control Group(s)

TIMESHEET CONTROL FAQs

- **Do I need to create a Timesheet Control Group for each cost collector?**

Grouping a timesheet control by cost collector is an option however each area may choose to structure their TSC's in the way which is most relevant to the School unit.

- **Can I have the same Employee Number and Job Number in more than one snapshot?**

No, an employee number and job number can only appear in **one** snapshot in Timesheet Control.

- **Can I have the same employee with more than one job number in the one Snapshot?**

Yes, an employee with multiple job numbers can appear in the one snapshot.

- **How do I find my employee in the Timesheet Control snapshot to update hours?**

Employees are sorted in 'Employee Number' ascending order in Timesheet Control.

- **Do I need to enter employees and add hours for all casual academics to ensure they can submit a timesheet?**

A casual academic employee can still submit a Timesheet even if they have not been added to Timesheet Control. This is why it is **important** to ensure that the employee is added to the Timesheet Control prior to them submitting a timesheet.

- **How many hours should I put in the 'Warning' field?**

It is recommended that the 'Estimate' hours equal the 'Warning' hours. For example: Estimate is 35 hours, Warning would be 35 hours.

- **How can I prevent an employee claiming a paycode that is not applicable to them?**

Enter '0' hours against a paycode that should not be claimed for an employee. This will ensure that the employee receives an error message when trying to submit a Timesheet.

It is the responsibility of the Timesheet Approver to review Timesheets prior to approving. The Timesheet Approver will have visibility of hours allocated by paycode to the employee in HRonline to assist with the approval process.

- **Do I create a Timesheet Control Group for casual professional staff in my Business Unit?**

No, Timesheet Control is only available for casual academic and casual teaching staff.

- **I tried to update a Timesheet Control Snapshot, and I received an error '*Character String is too small*'**

If there are too many entries in the Timesheet Control, this error message occurs.

The TCs are limited to by size, and if there are a large number of paycodes and a large group of employees in the Group, this error may occur.

To remedy this, you may need to create an additional TC Group and split the number of employees in the TC Group across the 2 Groups and create a further TC Snapshot and allocate the 2nd group to it. For some Schools, the split is alphabetical, e.g.: A-K, L-Z, however each area may choose to structure their TSC's in the way which is most relevant to the School unit.

Timesheet Control

Error! Character string is too small

- **Do updates in Timesheet Control require approval from the Head of School?**

Adding or removing hours to employees in Timesheet Control does not require explicit approval from the Head of School (HoS). The HoS provided approval at the time of appointment.

To comply with audit processes, the Head of School and Executive Officer will receive a notification via email the day following updates are made to Timesheet Control. This notification includes the value of the changes made for each employee. It is the responsibility of the School to review these emails and take action as needed.

HRS receive notifications for changes in Timesheet Control that result in a value >\$5,000. The Payroll Team will randomly select a sample of 20% of these transactions and email the School Executive Officer requesting details for the change in hours. These details are filed by HRS in TRIM and can be retrieved as needed during an audit review.

- **Why does the employee receive a warning when submitting a timesheet for the correct hours?**

The Timesheet Control Snapshot is designed to warn employees when they reach a designated number of hours submitted against each paycode. The message is just a warning to notify for those staff who may forget where they are up to with their timesheet claims. It will automatically warn the employee when they are submitting a timesheet which reaches the total hours against that paycode.

Eg: If there are 5hrs against T3, and the employee claims all 5 in timesheet, it will give them a warning to say they have reached the limit.

If this the case, the employee can ignore the warning, and click submit again, and it will go through.

NEED MORE HELP?

Click [here](#) to find the key contacts across our range of HR services.