



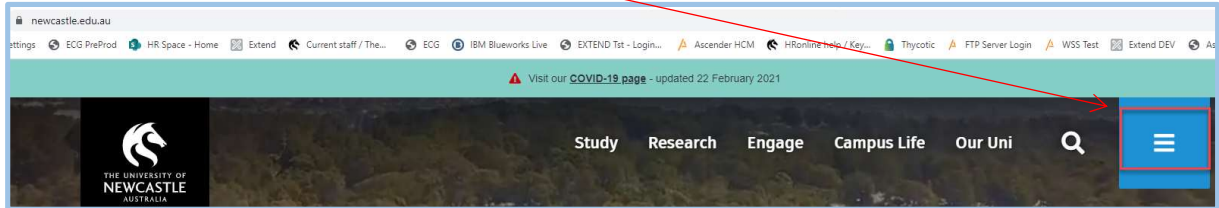
HRonline APPROVERS User Guide

This guide provides **APPROVER information** for the following areas and tasks.

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LOGGING INTO HRONLINE

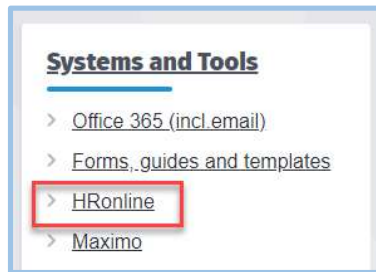
1. Go to the University of Newcastle website homepage (www.newcastle.edu.au).
2. Click on the 3 horizontal lines.



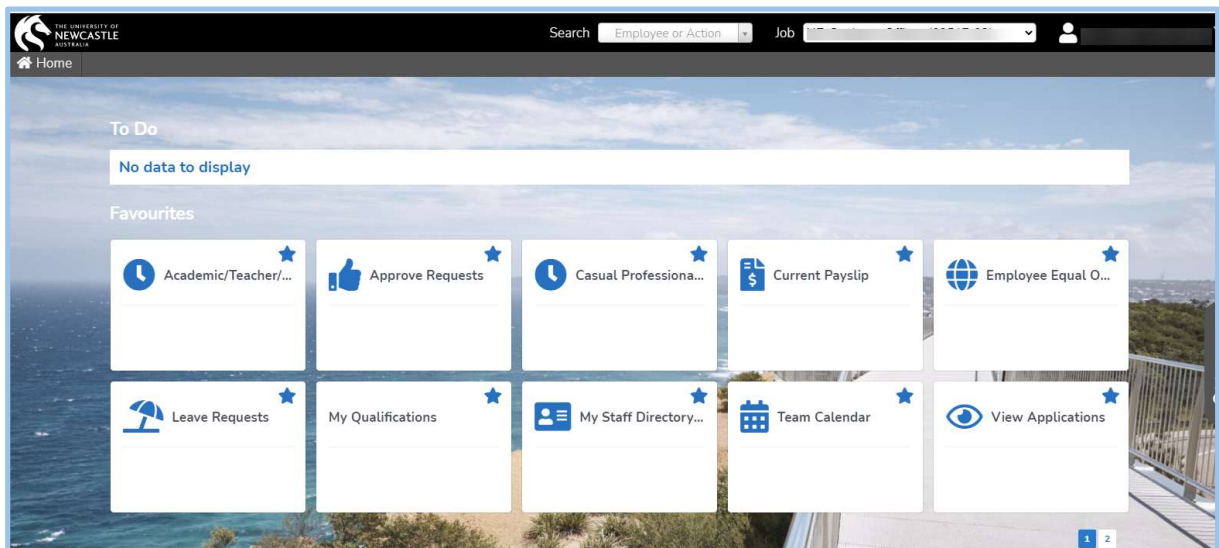
3. Select the **Staff** link at the top of the page



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

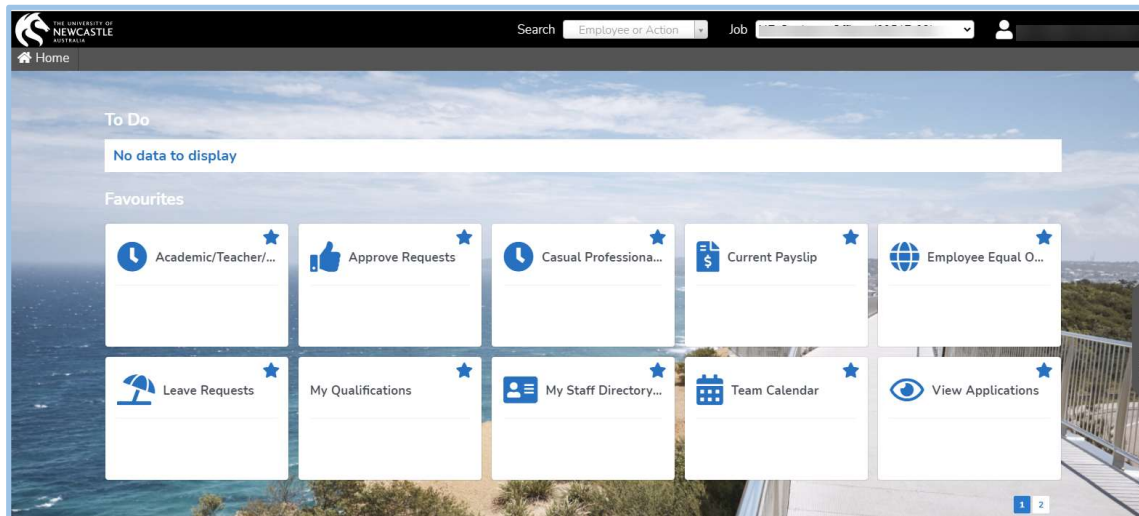


This will take you to the home screen of HRonline.

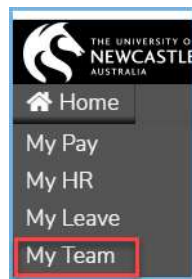


MY TEAM

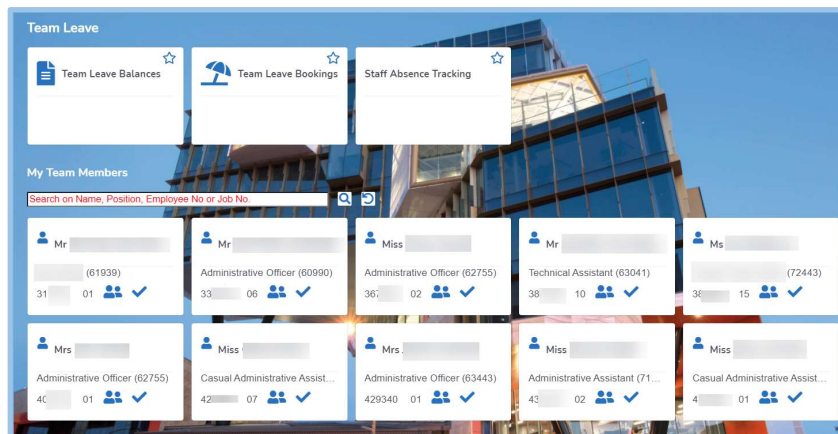
1. At the HRonline Home Screen.



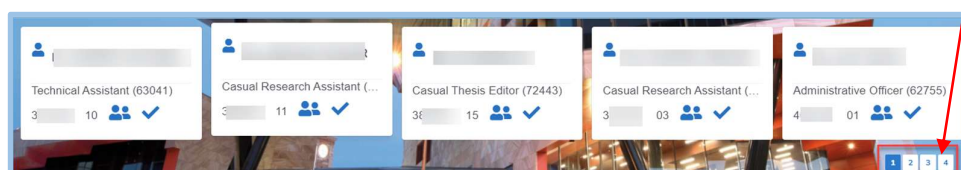
2. Select **My Team** from the menu.



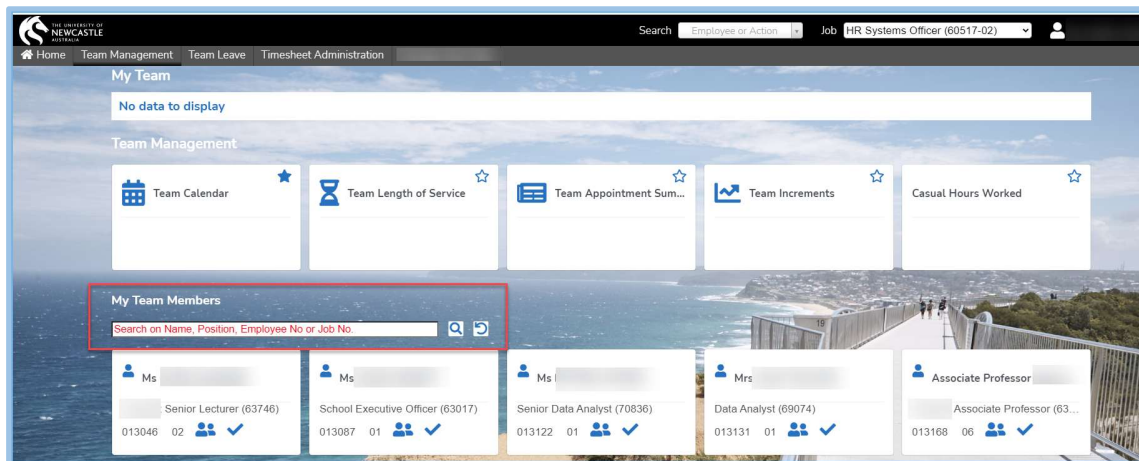
3. The **My Team** page will display.



Under the **My Team Members** section, each member of your team will have a tile for each of their current jobs. Note: If you have a large team reporting to you, you may need to select a further page to view their details.



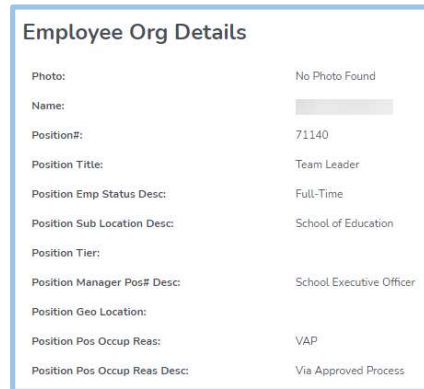
To search for a specific staff member, enter their name or employee number in the search box.



To view the information for your team member, click on the icon next to their name.

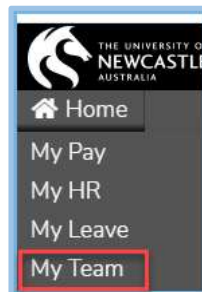


The employee's details are displayed.

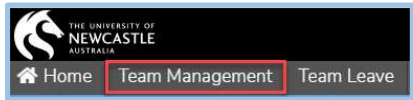


TEAM MANAGEMENT

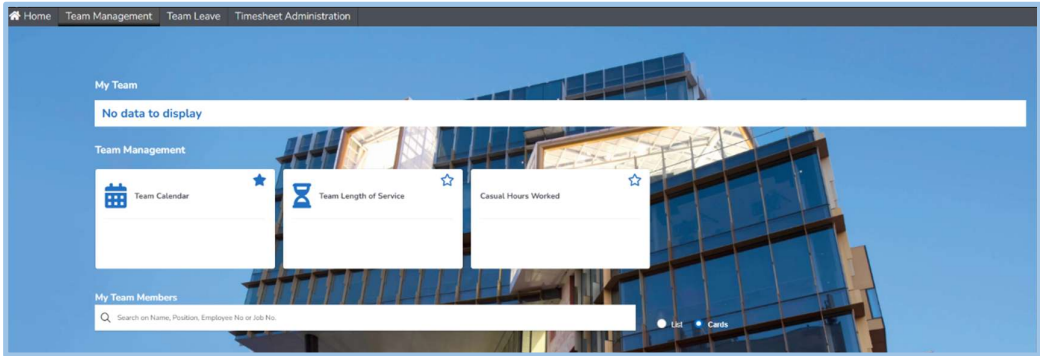
1. Select **My Team** from the menu.



2. Click on **Team Management**.

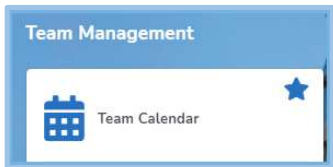


The Team Management tiles are displayed.



TEAM CALENDAR

1. From the Home screen, select My Team, then select the **Team Calendar** tile.



2. Your **Team Calendar** will be displayed.

Team Calendar

Start Date: 12-MAY-2021 to 09-AUG-2021 [Display] [Show All Staff] [Export to Excel]

Filter Options: Emp Status All Employment Status Codes [Training] [Leave]

Display Options: [Training] [Holidays] [Leave] All Leave Codes

Person Id	Name	Class	12	13	14	15	16	17	18	19	20	21	22	23
			W	T	F	S	S	M	T	W	T	F	S	S
37	1.	HEW06												
43	2.	HEW05												
36	3.	HEW05												
40	4.	HEW05												
31	5.	HEW03												
42	6.	HEW05												
38	7.	HEW03												

- To view specific leave or a specify date, set Start Date and/or Leave Code.
- Fill / clear tick boxes to Show Holidays / Show Leave.

Team Calendar

Start Date: 30-APR-2021 to 28-JUL-2021 **Display** ☐ Show All Staff **Export to Excel**

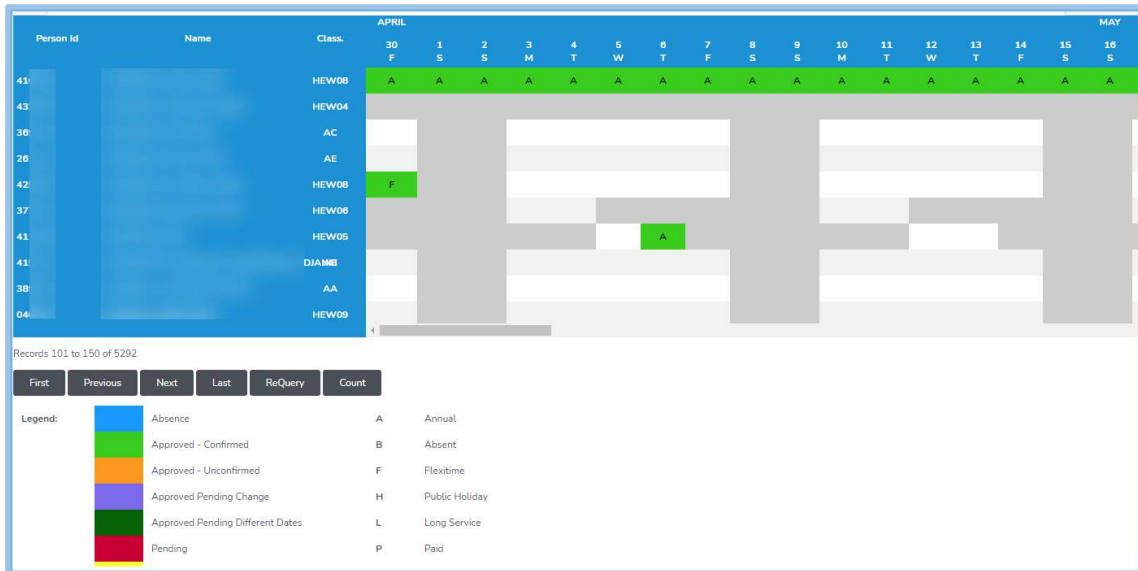
Filter Options: Emp Status: All Employment Status Codes ☐ Training ☐ Leave

Display Options: ☐ Training ☒ Holidays ☒ Leave All Leave Codes

- Click **Display**.

Note: Only a specified number of employees can be displayed per screen. If more records exist, these can be displayed by using the buttons: First, Previous, Next and Last:

The calendar will display leave bookings by leave type. Only LSL, Flex & TOIL leave is available in HRonline. All other leave types are requested in MyHR.



The character within the box will specify the leave type.

A legend is provided at the bottom of the screen.

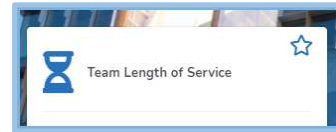
TIP: Mouse-over for more information. (This is a useful feature when there are multiple events for the same day or multiple Leave Types.)

Status	Details
Approved - Confirmed	The booking has been approved in HRonline and approved for payment within the Ascender payroll module.
Approved - Unconfirmed	The booking has been approved in HRonline and transferred to the Ascender payroll module but has not as yet been activated for payment.
Pending Leave Request	The request has been submitted in HRonline and is awaiting approval in HRonline.
Public Holidays	Displayed as black with white text.

TEAM LENGTH OF SERVICE

View your team members' length of service:

1. From the Home screen, select **My Team**, then select the **Team Length of Service** tile.



The team members' length of service will be listed.

Team Length of Service					
Employee No					
Name					
Search		Export to Excel			
Audit ID	Employee No	Name	First Commence	Years	Months
355371951	430		08-FEB-2021	0	3
348873448	430		01-JAN-2021	0	4
347886331	430		01-JAN-2021	0	4
351216781	430		18-DEC-2020	0	4
351154804	430		16-DEC-2020	0	4
351156895	430		15-DEC-2020	0	4
350856777	430		10-DEC-2020	0	5
349983171	430		10-DEC-2020	0	5
336245047	430		03-AUG-2020	0	9
321429150	430		02-MAR-2020	1	2
319127878	430		01-FEB-2020	1	3
346083321	430		01-JAN-2020	1	4
308374147	430		08-OCT-2019	1	7
307349315	430		08-OCT-2019	1	7

2. To find a specific team member, you can search by:

- Employee number
- Employee Name

Team Length of Service

Employee No

Name

Surname, Firstname

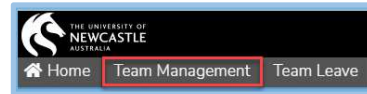
Search

Export to Excel

CASUAL HOURS WORKED

Reports the casual hours worked for the current (Non-Academic) team members.

1. Click on My Team > **Team Management**.



2. Click on the **Casual Hours Worked** tile.



The **Casual Hours Worked** query form will be displayed.

3. Fill in the field(s): Employee# and/or Employment Status.
The Calendar Year will default to the current year.
Or to view all Non-Academic Casuals in your team, leave search criteria blank.

4. Click **Find**.

The **Casual Hours Worked** will be displayed.

Click on a **Name** for more information.

Person Id	Job	Name	Units on Appointment	Units Paid/Awaiting Payment	Units Pending	Units Remaining
4	01		40	39.09	0	.91
3	23		180	70	0	110
3	26		300	0	0	300
3	17		5	0	0	5

5. To search for a specific employee, click on the drop-down menu to display the search screen.

Enter the name.

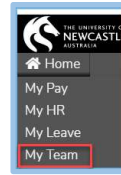
The % symbol can be used as a wildcard, e.g. %Smith%.

6. Click **Find**.

TIP: This is a useful tool to manage Non-Academic Casual staff hours and ensure timesheets are submitted on time. If no hours have been claimed as the semester progresses, the staff member may not have accessed their HRonline.

TEAM LEAVE

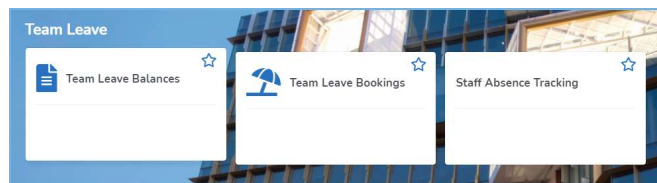
1. Select **My team** from the menu.



2. Click on **Team Leave**.



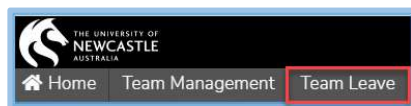
The **Team Leave tiles** are displayed.



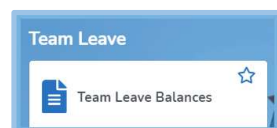
TEAM LEAVE BALANCES

You can check a staff member's leave accrual in the Team Leave Balances section.

1. Click on My Team > **Team Leave**.



2. Click on the **Team Leave Balances** tile.



This will display the leave balances for all your Fixed Term and Ongoing staff.

This information can be **sorted** by clicking on the headings, e.g. by leave code, employee number, balances etc.

Team Leave Balances												
Employee No		Leave Code		Clevel		Search		Export to Excel				
Audit ID	Employee No	Job No	Name	Leave Code	Leave Code Description	Balance Actual Full	Balance Prorata Full	Leave Unit	Unit Description	Accrual Date	Clevel	Organisation Unit
6099353	3	01		ALG		205.135	205.135	H	Hours	02-MAR-2021	111346046400	School of Education
6099353	3	01		LSL		153.095	153.095	C	Calendar days	02-MAR-2021	111346046400	School of Education
6099353	3	01		PL		149.886	149.886	H	Hours	02-MAR-2021	111346046400	School of Education
22371347	3	06		ALG		91.263	91.263	H	Hours	02-MAR-2021	111346046400	School of Education
22371347	3	06		LSL		100.295	100.295	C	Calendar days	02-MAR-2021	111346046400	School of Education
22371347	3	06		PL		175	175	H	Hours	02-MAR-2021	111346046400	School of Education
43743676	3i	02		ALG		233.653	233.653	H	Hours	02-MAR-2021	111346046400	School of Education
43743676	3i	02		LSL		0	51.8	C	Calendar days	02-MAR-2021	111346046400	School of Education

- The **Team Leave Balances query form** can be used to search for a specific employee or leave type.

Enter the employee number into the box and click search, or for a specific leave type enter the type and click the search button.

Team Leave Balances

Employee No

Leave Code

Clevel

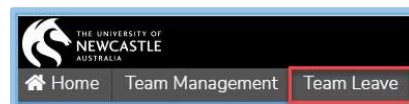
- This information can also be exported to Excel by clicking the export button.

Team Leave Balances											
Audit ID	Employee No	Job No	Name	Leave Code	Leave Code Description	Balance Actual Full	Balance Prorate Full	Leave Unit	Unit Description	Accrual Date	
11 6099353	311	1		ALG	Annual Leave	205.135	205.135	H	Hours	2-Mar-21	
12 6099353	311	1		LSL	Long Service Leave	153.095	153.095	C	Calendar days	2-Mar-21	
13 6099353	311	1		PL	Personal Leave	149.886	149.886	H	Hours	2-Mar-21	
14 22371347	33	6		ALG	Annual Leave	91.263	91.263	H	Hours	2-Mar-21	
15 22371347	33	6		LSL	Long Service Leave	100.295	100.295	C	Calendar days	2-Mar-21	
16 22371347	33	6		PL	Personal Leave	175	175	H	Hours	2-Mar-21	
17 43743676	36	2		ALG	Annual Leave	233.653	233.653	H	Hours	2-Mar-21	
18 43743676	36	2		LSL	Long Service Leave	0	51.8	C	Calendar days	2-Mar-21	
19 43743676	36	2		PL	Personal Leave	77	77	H	Hours	2-Mar-21	
20 58412165	37	2		ALG	Annual Leave	132.157	132.157	H	Hours	2-Mar-21	
21 58412165	37	2		LSL	Long Service Leave	1.4	86.3	C	Calendar days	2-Mar-21	
22 58412165	37	2		PL	Personal Leave	168	168	H	Hours	2-Mar-21	

TEAM LEAVE BOOKINGS

View your team's approved leave bookings.

- Click on My Team > **Team Leave**.



- Click on the **Team Leave Bookings** tile



- The Team Leave Bookings list and query form will be displayed.

Team Leave Bookings

Employee No

Leave Code

Clevel

Audit ID	Employee No	Job No	Name	Leave Code	Leave Code Description	Start Date	End Date	Unit	Unit Description	Leave Amount	Medical Certificate	Leave Reason
22371347		06		ALG	Annual Leave	05-JUN-2018	05-JUN-2018	H	Hours	7		
22371347		06		ALG	Annual Leave	05-MAY-2011	06-MAY-2011	H	Hours	14		
22371347		06		ALG	Annual Leave	05-SEP-2019	06-SEP-2019	H	Hours	14		
22371347		06		ALG	Annual Leave	06-JAN-2012	06-JAN-2012	H	Hours	7		
22371347		06		ALG	Annual Leave	06-JAN-2014	10-JAN-2014	H	Hours	35		
22371347		06		ALG	Annual Leave	06-NOV-2018	06-NOV-2018	H	Hours	7		
22371347		06		ALG	Annual Leave	07-APR-2021	07-APR-2021	H	Hours	7		
22371347		06		ALG	Annual Leave	07-AUG-2018	07-AUG-2018	H	Hours	7		

Staff Absence Tracking

Enter query criteria

From Date to

Employee

This information can be **sorted** by clicking on the headings, e.g. by leave code, employee number, dates etc.

- The Team Leave Balances query form can be used to search for a specific employee or leave type.

Enter the employee number into the box and click search, or for a specific leave type, enter the type and click the search button.

Team Leave Bookings

Employee No

Leave Code

Clevel

This information can

also be exported to Excel by clicking the export button.

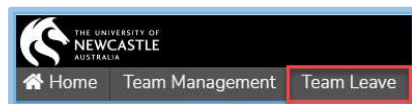
Team Leave Bookings

Audit ID	Employee No	Job #	Name	Leave Cat	Leave Code Descriptio	Start Dat	End Date	U	Unit Descriptio	Leave Amou	Medical Certificat	Leave Reason
43743676	2	2		PL	Personal Leave	18-Jan-21	29-Jan-21	H	Hours	63	Y	Compassionate
43743676	2	2		PL	Personal Leave	11-Jan-21	15-Jan-21	H	Hours	35	Y	Bereavement
43743676	2	2		ALG	Annual Leave	21-Dec-20	8-Jan-21	H	Hours	63		
43743676	2	2		FLEX	Flextime Leave	17-Nov-20	17-Nov-20	H	Hours	3	N	
43743676	2	2		EXAM	Examination Leave	20-Nov-20	20-Nov-20	H	Hours	4	N	Examination Leave
43743676	2	2		ALG	Annual Leave	5-Nov-20	6-Nov-20	H	Hours	14		
43743676	2	2		ALG	Annual Leave	2-Nov-20	4-Nov-20	H	Hours	21		
43743676	2	2		PL	Personal Leave	29-Oct-20	29-Oct-20	H	Hours	2.5	N	Carer's
43743676	2	2		STUD	Paid Study Leave	27-Oct-20	27-Oct-20	H	Hours	0.75		Paid Study Leave
43743676	2	2		FLEX	Flextime Leave	22-Oct-20	22-Oct-20	H	Hours	7		
43743676	2	2		STUD	Paid Study Leave	20-Oct-20	20-Oct-20	H	Hours	1.5		Paid Study Leave
43743676	2	2		FLEX	Flextime Leave	16-Oct-20	16-Oct-20	H	Hours	3	N	
43743676	2	2		STUD	Paid Study Leave	13-Oct-20	13-Oct-20	H	Hours	1.5		Paid Study Leave
43743676	2	2		STUD	Paid Study Leave	6-Oct-20	6-Oct-20	H	Hours	1.25		Paid Study Leave
43743676	2	2		FLEX	Flextime Leave	28-Sep-20	28-Sep-20	H	Hours	3.5	N	
43743676	2	2		ALG	Annual Leave	25-Sep-20	25-Sep-20	H	Hours	7	N	
43743676	2	2		FLEX	Flextime Leave	24-Sep-20	24-Sep-20	H	Hours	3.5	N	
43743676	2	2		STUD	Paid Study Leave	15-Sep-20	15-Sep-20	H	Hours	1.5		Paid Study Leave
43743676	2	2		STUD	Paid Study Leave	8-Sep-20	8-Sep-20	H	Hours	1.5		Paid Study Leave
43743676	2	2		PL	Personal Leave	4-Sep-20	4-Sep-20	H	Hours	2.25	N	Carer's
43743676	2	2		STUD	Paid Study Leave	1-Sep-20	1-Sep-20	H	Hours	1		Paid Study Leave
43743676	2	2		STUD	Paid Study Leave	28-Aug-20	28-Aug-20	H	Hours	0.75		Paid Study Leave
43743676	2	2		FLEX	Flextime Leave	21-Aug-20	21-Aug-20	H	Hours	14	N	

STAFF ABSENCE TRACKING

This is a tool to record a team member's absences, to ensure the absence is followed by a leave booking.

- Click on My Team > **Team Leave**.

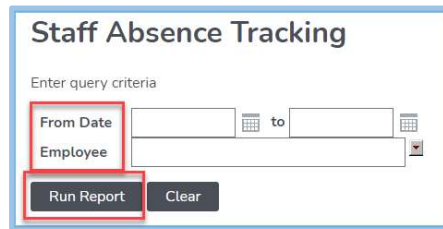


- Click on the **Staff Absence Tracking** tile.



- The **Staff Absence Tracking** query form will be displayed.

To view all absences, leave the fields blank and click **Run Report**.



Staff Absence Tracking

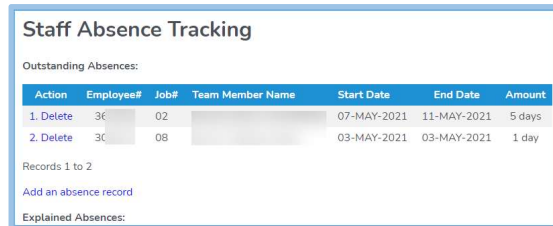
Enter query criteria

From Date to

Employee

Run Report Clear

This will display any Outstanding or Explained Absences.



Staff Absence Tracking

Outstanding Absences:

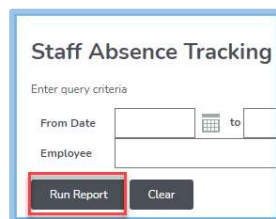
Action	Employee#	Job#	Team Member Name	Start Date	End Date	Amount
1. Delete	3C	02		07-MAY-2021	11-MAY-2021	5 days
2. Delete	3C	08		03-MAY-2021	03-MAY-2021	1 day

Records 1 to 2

[Add an absence record](#)

Explained Absences:

4. To search for a specific employee, fill in the field(s): From Date / Employee:



Staff Absence Tracking

Enter query criteria

From Date to

Employee

Run Report Clear

5. To find the employee:



List Of Values: Employee#

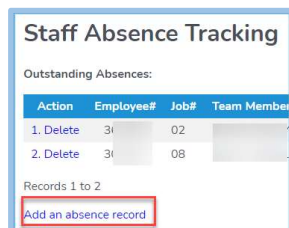
Find Close

Employee#	Job#	Name	Position Title
-----------	------	------	----------------

6. Click **Run Report**.

7. To **add an Absence Record**, click the blue link.

Note: This link only appears after **Run Report** is selected.



Staff Absence Tracking

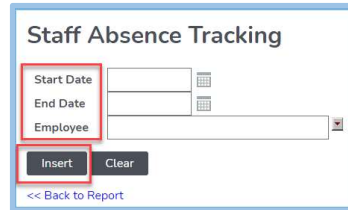
Outstanding Absences:

Action	Employee#	Job#	Team Member
1. Delete	3C	02	
2. Delete	3C	08	

Records 1 to 2

Add an absence record

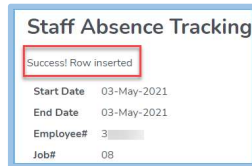
8. Enter the Start Date, End Date. and select the employee.



The form is titled "Staff Absence Tracking". It contains three input fields: "Start Date", "End Date", and "Employee". Each field has a calendar icon to its right. Below the input fields are two buttons: "Insert" and "Clear". At the bottom left, there is a link that says "<< Back to Report".

9. Click **Insert**.

10. You will receive a '**Success! Row inserted**' message.



The form is titled "Staff Absence Tracking". It displays a success message: "Success! Row inserted". Below the message, it shows the details of the inserted row: "Start Date: 03-May-2021", "End Date: 03-May-2021", "Employee#: 3", and "Job#: 08".

Once a Leave Booking has been approved, the Absence Record will be moved from the **Outstanding Absences**.

Outstanding Absences:						
Action	Employee#	Job#	Team Member Name	Start Date	End Date	Amount
1. Delete	3	02		07-MAY-2021	11-MAY-2021	5 days

to the **Explained Absences**.

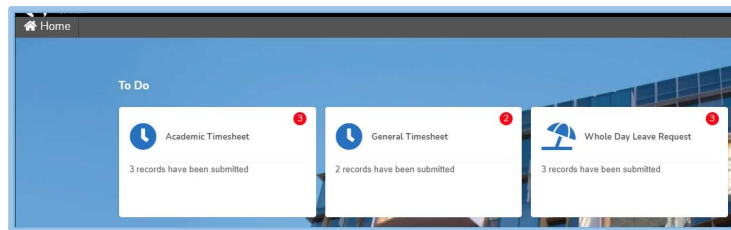
Explained Absences:						
Employee#	Job#	Team Member Name	Start Date	End Date	Amount	
3	02		07-MAY-2021	11-MAY-2021	5 days	

MY APPROVALS IN HRONLINE

As a supervisor you may be given the authority to approve requests for leave and / or casual timesheets.

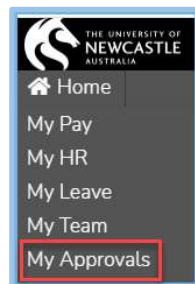
Note: Prior to this access being assigned, Supervisors and Timesheet Approvers are required to complete Awareness Training on a bi-annual basis. The training is available on [Discover](#).

If you are a designated Approver, you will receive an email message notifying you when a request has been submitted and needs approval. You will also be reminded of approval requests which will display in the To Do section of HRonline, e.g.:

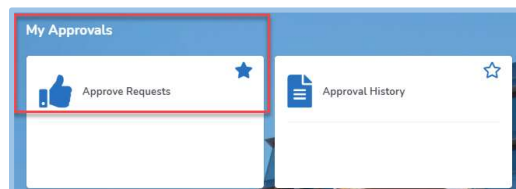


APPROVE REQUESTS – Leave Requests

1. At the Home Screen, click on **My Approvals**.



2. Click on the **Approve Requests** tile.



The **Approve Requests summary screen** will display any requests awaiting your approval. These are designated by the category of request, e.g. Leave / Professional Timesheet / Academic Timesheet / Overtime claims etc.

Approve Requests

Update
Clear

Whole Day Leave Request

Approval Status				Record ID	Name	Job#	Leave Code	Leave Start Date	Leave End Date	Created Date	Escalated To You By
Approve	Reject	Escalate	No Action								
☐	☐	☐	☒	2507700		02	Annual Leave	07-MAY-2021	11-MAY-2021	17-MAY-2021	

Academic Timesheet

Approval Status				Record ID	Name	Calendar	Total Hours	Created Date	To Be Actioned By	Escalated to you By
Approve	Reject	Escalate	No Action							
☐	☐	☐	☒	2507538		Semester 1 - Casual Academic/Teacher/Tutor (2021_SEMESTER_1)	3	01-APR-2021	14-APR-2021	

- To access the record details of a request, and all record options (e.g. the facility to record comments for rejected requests), click the **Record ID**.

Whole Day Leave Request

Approval Status				Record ID	Name	Job#	Leave Code	Leave Start Date	Leave End Date	Created Date
Approve	Reject	Escalate	No Action							
☐	☐	☐	☒	2507700		02	Annual Leave	07-MAY-2021	11-MAY-2021	17-MAY-2021

- The **View and Update Request screen** will pop up.

Person:
Job: 02, Team Leader

View and Update Leave Request

Person Id 36
Job Id 02
Position 62755 Administrative Officer

Name

Leave Code ALG - Annual Leave
Reason

Start Date 07-May-2021
End Date 11-May-2021

Unit 21 Hours
Advance Pay N

Evidence (e.g. Medical Certificate)
View Evidence

Other Doc.

Comments

Supervisor Comments

Approval Status Submitted
Reactivated Date

Approval Level 1

Escalation Start 17-MAY-2021
Escalation End 13-JUN-2021

Escalation Start 17-MAY-2021
Escalation End 13-JUN-2021

Table Name WEB_LV_BOOKINGS
Description Whole Day Leave Request

Record Id 357930342
Created Date 17-MAY-2021

Comments

Note: Comments entered are visible to the next level approver or to the requesting employee if the request is rejected.

Update
Clear
Close

5. Select the required **Approval Status** from the drop-down list.

Approval Status	Submitted ▾
Reactivated Date	Submitted
Approval Level	Rejected
Escalation Start	1 Approved
	1 Deferred
	1 Escalated

6. Enter further **comments** if relevant.

Comments	
Note: Comments entered are visible to the next level approver or to the requesting employee if the request is rejected.	

7. Click **Update**.

Update	Clear	Close
--------	-------	-------

You will receive a **Success message**.

Approve Transaction
Success! 003: This transaction record was successfully applied on 20-MAY-2021.
Close

APPROVE REQUESTS – Leave Reversals

Staff are able to reverse an approved leave request (with a start date in the future) by selecting the link **Reverse** from the **Future Leave Bookings** screen.

Future Leave Bookings						
Action	Job	Start Date	End Date	Leave Code	Amount	Unit
1. Reverse	01	19-JUL-2021	23-JUL-2021		35.00	Hours

They are also able to reverse an approved leave request with a **past** start date, by selecting the **Leave History** tile and clicking the **Reverse** link for the appropriate leave request.

Leave History						
Action	Job	Start Date	End Date	Leave Code	Amount	Unit
1. Reverse	02	25-MAY-2021	26-MAY-2021	FLEX - Flextime Leave	14.00	Hours
2. Reverse	02	24-MAY-2021	24-MAY-2021	FLEX - Flextime Leave	7.00	Hours
3. Reverse	02	27-APR-2021	27-APR-2021	PL - Personal Leave	7.00	Hours
4. Reverse	02	19-APR-2021	23-APR-2021	ALG - Annual Leave	35.00	Hours

A **Leave Reversal** request will appear in the Approve Requests list with other transactions.

Approve Requests

Update

Clear

Whole Day Leave Request

Approval Status				Record ID	Name	Job#
Approve	Reject	Escalate	No Action			
☐	☐	☐	☒	2507623		02
☐	☐	☐	☒	2507646		02
Leave Reversal						
Approval Status				Record ID	Job#	Name
Approve	Reject	Escalate	No Action			
☐	☐	☐	☒	2507720	02	
☐	☐	☐	☒	2507611	02	

Alternatively, the leave reversal can be accessed from the **To Do** section of HRonline:

To Do

Leave Reversal

2 records have been submitted

To view the request details, click on the **record id**.

Approve Requests

Update

Clear

Leave Reversal

Approval Status				Record ID	Job#	Name	Leave Code	Leave Start Date	End Date	Created Date
Approve	Reject	Escalate	No Action							
☐	☐	☐	☒	2507720	02		Personal Leave	26-MAR-2021	26-MAR-2021	09-JUN-2021
☐	☐	☐	☒	2507611	02		Flextime Leave	29-APR-2021	30-APR-2021	15-APR-2021

As with the Leave Request, the View and Update Request screen will pop up, select the required **Approval Status** from the drop-down list.

Approval Status

Submitted

Reactivated Date

Approval Level

Escalation Start

Submitted

Rejected

Approved

Deferred

Escalated

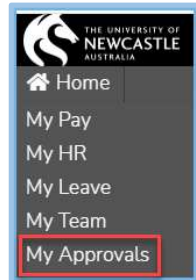
And click **update**.

Update

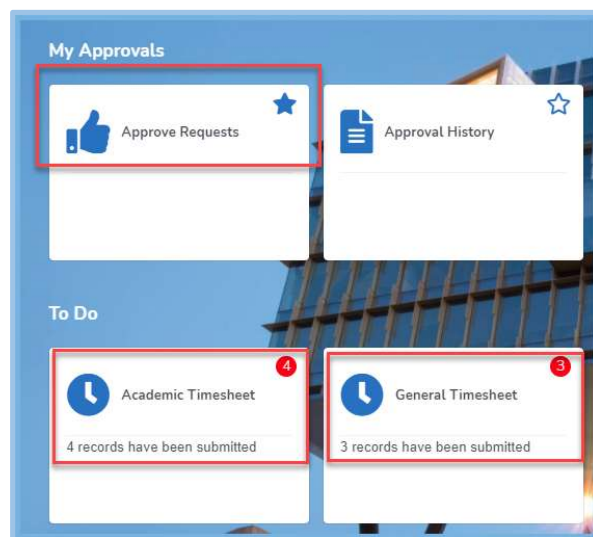
Note: The employee's leave balance will not update until the day after the reversal is approved.

APPROVE REQUESTS – TIMESHEETS

1. At the Home Screen, click on **My Approvals**.

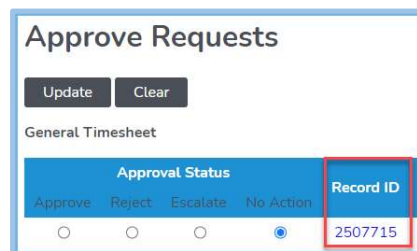


2. Click on the **Approve Requests** tile.

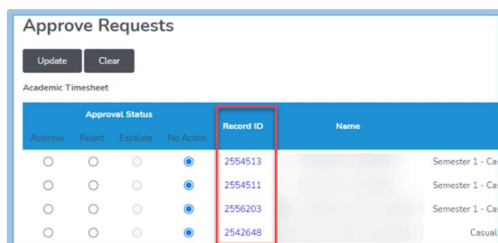


Alternatively, you can select the timesheet from the **To Do** section on the Home Screen.

3. Select the appropriate Timesheet (Academic or Professional) to review.



To open the Timesheet, click on the **underlined Record Id**.



- Review the timesheet content to ensure the hours / paycodes claimed are correct.

Professional (General) Timesheet:

View and Update General Timesheet Record

Person ID	4	Name	
Job ID	07		
Occupancy Type	Substantive		
Position Title	Casual Research Assistant	Emp Status	CASG
CLevel	School of Education	Award	GEN
Commence Date	01-JAN-2021	Classification	HEW06
Termination Date	30-JUN-2021	Step	01

Work Date	Day	Start Time	Finish Time	Break	Units	Paycode	Cost Cent
24-MAY-2021	Mon	09:00	17:00	01:00	7	SAL	
25-MAY-2021	Tue	10:00	14:00	00:00	4	SAL	
27-MAY-2021	Thu	12:00	17:00	00:00	5	SAL	
TOTAL					16		

Academic / Teacher/ Tutor Timesheet:

Person ID	4	Name	
Job ID	02		
Occupancy Type	Substantive		
Position Title	Casual Academic	Emp Status	CASA
CLevel	School of Education	Award	AC
Commence Date	01-JAN-2021	Classification	VAR
Termination Date	31-DEC-2021	Step	01
Academic Calendar	Semester 1 - Casual Academic/Teacher/Tutor		

Work Date	Day	Units	Paycode	Course Code	Comments
26-MAR-2021	Fri	2	OTHER	EDUC1050	
26-MAR-2021	Fri	1	T1	EDUC1050	
TOTAL		3			

- To **approve**, change the status from Submitted to Approved

Approval Status	Submitted ▼
	Submitted
	Rejected
	Approved

- If the timesheet entry appears incorrect, please speak with, or email the employee to check.

If necessary, reject the timesheet by changing the Approval Status to **Rejected**.

Approval Status	Submitted ▼
	Submitted
	Rejected
	Approved
Approval Level	
Escalation Start	18-MAR-2021

The employee is then able to unsubmit the timesheet, make any corrections, and resubmit the timesheet for approval.

Note: Approvers are not able to alter any information on an employee's timesheet. It is the employee's responsibility to ensure timesheets are correct.

TIMESHEET WARNING MESSAGES

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

It contains the details of the allocated hours per paycode or type of work being performed, e.g.:

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 etc

And the records the hours claimed and paid.

e.g.:

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		168	168	0	0	45.5	45.5	142.5

This system includes an estimate value and a warning value. Once the warning level for the hours allocated has been reached a warning message will be displayed. e.g.:

View and Update Academic Timesheet Request

Warning! The actual hours recorded against Paycode L2 for employee 42 have exceeded the warning level of 4 hours in snapshot 6741

This warning message is received by the staff member when a timesheet has been submitted that has reached or exceeded, the number of hours allocated for the paycode for which they are claiming.

For the warning message above, this staff member has submitted the 4 hours allocated against L2.

L1	0	0	0	0	0	0	0
L2	4	4	0	0	4	4	0
M1	0	0	0	0	0	0	0
OTHER	0	0	0	0	0	0	0

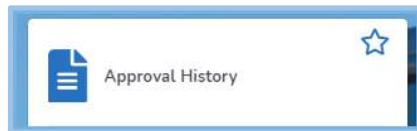
As these are the correctly allocated and approved hours, the timesheet can be approved for payment despite the warning message.

If the hours have been exceeded, the approver will need to determine if extra hours are to be added (via the Timesheet Control) or if the employee has claimed incorrectly.

APPROVAL HISTORY

The Approval History screen displays all requests and all actions, including approved and rejected transactions.

1. Click on **My Approvals**.
2. Click the **Approval History** tile.



The Approval History query form will be displayed.

A screenshot of the 'Approval History' query form. It includes fields for 'Employee' (a dropdown menu), 'Transaction Type' (a dropdown menu), and 'Approval Date' (two date pickers with a 'to' label between them). There is also a checkbox labeled 'Include Delegation' with the text 'Tick If You Want To View Approval History During Delegation' next to it. At the bottom, there are 'Find' and 'Clear' buttons. The 'Find' button is highlighted with a red rectangle.

3. Fill in the field(s): Employee / Approval Date.
4. Click **Find**.
5. The **Approval History** screen will be displayed.

Approval History

[Return to previous screen](#)

General Timesheet

Record ID	Name	Total Hours	Created Date	To Be Actioned By	Escalated to you By
2563113		34	21-MAY-2021	03-JUN-2021	
2554101		24.5	07-MAY-2021	20-MAY-2021	

Whole Day Leave Request

Record ID	Name	Job#	Leave Code	Leave Start Date	Leave End Date	Created Date
2567723		03	Personal Leave	18-MAY-2021	18-MAY-2021	30-MAY-2021
2570017		02	Flextime Leave	07-APR-2021	07-APR-2021	02-JUN-2021
2569980		02	Flextime Leave	05-MAY-2021	05-MAY-2021	02-JUN-2021
2570029		02	Flextime Leave	15-JUN-2021	15-JUN-2021	02-JUN-2021
2574242		01	Annual Leave	28-JUN-2021	28-JUN-2021	07-JUN-2021
2574239		01	Annual Leave	30-SEP-2021	30-SEP-2021	07-JUN-2021

Overtime Claim

Record ID	Name	Worked Date	Paycode	Hours	Escalated to
2567726		29-MAY-2021	Overtime Monday to Sunday at Base Rate	2.5	
2558906		24-APR-2021	Overtime Monday to Sunday at Base Rate	4	

To see all records, leave Employee / Approval Date empty.

Part Day Leave Request						
Record ID	Name	Job#	Leave Code	Leave Start Date	Leave End Date	Created Date
2570026		02	Flextime Leave	14-APR-2021	14-APR-2021	02-JUN-2021
2570347		15	Personal Leave	03-JUN-2021	03-JUN-2021	02-JUN-2021
2562161		01	Personal Leave	19-MAY-2021	19-MAY-2021	20-MAY-2021
2569176		01	Personal Leave	01-JUN-2021	01-JUN-2021	01-JUN-2021

6. To see further details of a request (including comments), click on a Record ID. This will display the content of the transaction and the status of Approved / Rejected.

View Transaction

Person Id 43

Name

Job Id 01

Position 60523

Leave Code ALG - Annual Leave

Reason

Start Date 30-Sep-2021

End Date 30-Sep-2021

Unit 8 Hours

Advance Pay N

Evidence (e.g. Medical Certificate) N

View Evidence

Other Doc. N

Comments

Supervisor Comments

Approval Status **Approved**

Reactivated Date

Approval Level 1

Actioned by 3

Escalation Start 07-JUN-2021

Escalation End 04-JUL-2021

Table Name WEB_LV_BOOKINGS

Description Whole Day Leave Request

Record Id 366457452

Created Date 07-JUN-2021

APPROVER DELEGATION

An Approver can delegate approvals to another member of staff, or position within the organisation.

All HROnline request types can be delegated as needed e.g. Leave requests delegated to one person and timesheets to another, or all approvals to the one person.

Delegations can have an end date or be left open to cover longer periods.

To delegate your approvals to another staff member, please email hrsupport@newcastle.edu.au, advising staff name and dates required.

NEED MORE HELP?

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