Employee Self-Service (ESS) – Submitting Timesheets
Submitting Timesheets – (Gippsland Casual Employees only)

Gippsland Casual employees will need to submit Timesheets using the Employee Self-Service system. This is a two step approval workflow process, which works the same way as leave bookings on the system. The user fills out an electronic form (timesheet), submits it to their Supervisor and the Supervisor then checks and approves the timesheet. The timesheet then goes to Payroll for final approval. The timesheet is given ‘awaiting payment’ status and is paid to the employee in-line with Federation University’s fortnightly pay cycle.

1. To submit a Timesheet click on the ‘Employee’ tab.

2. Expand/click on the ‘Requests’ menu item then click on ‘Timesheets’.
3. The following screen will appear which displays any timesheets awaiting payment (already approved by the Supervisor and Payroll), any pending timesheet requests sitting with the Supervisor or Payroll (awaiting approval) and also displays the history of timesheet submissions.

To submit a new timesheet, click on the ‘New Request’ button.

![New Request](image)

4. The user is now presented with a form where they will need to enter all of the relevant timesheet information.

![Timesheet Form](image)

The details required on the form include:

**Position** – It is very important that the appropriate position is selected before submitting a Timesheet. If you have more than one casual position or are a Casual Academic doing different types of Academic work (i.e. Lecturing, Tutoring, Marking etc.) then the relevant position must be selected first, and the Change button must be clicked also to change the selection to the correct position. If an employee for example, is Tutoring and also Marking they will have a separate position for both of these types of work to select from the position drop-down list. (Each position held by an employee may have a different rate of pay behind the position depending on their type of work)

**WARNING**: If the ‘Change’ button is not clicked after selecting the position, the system will default to the position at the top of the drop-down list.

![Position Change](image)
If an employee is working in more than one position or more than one type of Academic work they must submit a separate timesheet for each position or type of work. (The correct position must be selected for each Timesheet you submit) If the correct position is not selected, this will affect the rate of pay.

Note: The Position dropdown menu will not appear if the employee only holds one position.

**Work Date** – This is the day or date you worked. If you worked for multiple days for the same position you must enter the details on a new line/record. (1 record for each day worked) You can click on the calendar button to the right of the field to select the date or type in the date manually.

![Calendar Image](image)

**Payment Type** – Please enter the appropriate Payment Type by selecting it from the drop-down list. If you are a Casual Academic and hold a position which is Lecturing, you must select ‘Casual Academic Lecture’ from the drop-down list. For all other Academic work types you must select ‘Casual Academic Non Lecturing’. Ie. Tutoring & Marking.

![Payment Type Image](image)

**Shift** – There is no selection possible for this field. (The system does not record ‘shifts’ so please ignore this field)

![Shift Image](image)

**Start Time** – This is the time you started work for the day. The time must be entered in 24 hour time. For example, if you started work at 9:00am you must type 0900 into the field. If you started at 1:00pm you must type 1300 into the field.

![Start Time Image](image)
End Time – This is the time you finished work for the day. The time must be entered in 24 hour time. For example, if you finished work at 3:00pm you must type 1500 into the field. If you finished at 5:00pm you would type in 1700.

**End Time**

1500

NOTE: Professional Casual staff must work only between the stipulated span of hours ie. 8.00am to 6.00 pm and must not exceed 7.35 hours in any one day.

Break – If a break was taken during the day you must also enter the duration of the break into this field. For example, if you took a lunch break for 30 minutes you would enter 0.5 into the field. (Must be entered in Hours/Decimal figure)

**Break**

0.5

NOTE: A meal break of at least 30 minutes must be taken after 5 hours of work.

Hours – The ‘Hours’ field is calculated automatically and does not require any input by the user. It calculates the duration of work (hours worked) for the day then deducts the break duration.

**Hours**

7.5

Contract Number – The Contract Number must also be entered onto the Timesheet submission. This can be found on the employee’s Casual contract. It is required so that the Manager and Payroll team actioning the request can verify that the timesheet is for a legitimate contract held by the casual employee.

**Contract Number**

43557

NOTE: You may notice that there is no ‘Amount’ field on the timesheet. This is because the amount is calculated behind the scenes and requires no user data input. (The hourly rate is attached to the employee’s position and is calculated automatically)
5. After you have completed filling out the timesheet you must then click on the ‘Save’ button. A blue message will appear confirming the save. After you have clicked on the Save button, you can now click on the ‘Close’ button (blue button to the top right of the window) which will close this screen. PLEASE NOTE: The timesheet at this point has not been submitted to your Supervisor. Please continue to the next step.

![Timesheet Image]

6. After saving the timesheet details and closing the previous screen you will be presented with the following screen again. You will notice that the timesheet you saved now appears in the ‘Saved – Not Submitted’ category on screen.

![Timesheet Screen]

You now have two options available for your timesheet. You can click on the Change button if you need to make further changes to it or click on the Submit Request button to send the timesheet to your Supervisor for approval.

![Actions Image]

- You must make a separate timesheet submission for each individual work day and you also need to click on the submit request button for each position you are submitting a Timesheet for.
7. After clicking on the ‘Submit Request’ button the following screen will appear. Click on the drop-down list and select the appropriate Supervisor who will be approving your Timesheet. **NOTE:** If you have more than one position which both need a timesheet submission, you may need to send them to different Supervisors for approval. After selection you must click on the ‘Send To’ button.

8. When the timesheet has been submitted you will see another blue message appear. ‘Your Timesheet has been successfully submitted’

Another way to confirm your timesheet has gone through correctly is by looking at the ‘Pending Requests’ category. You will see in the example below that the timesheet falls under the ‘Pending Requests’ category and the Status has been set to ‘Submitted’

Once your Supervisor has approved the Timesheet, it will then be forwarded to Payroll for final approval, and payment will be made on the appropriate pay day.