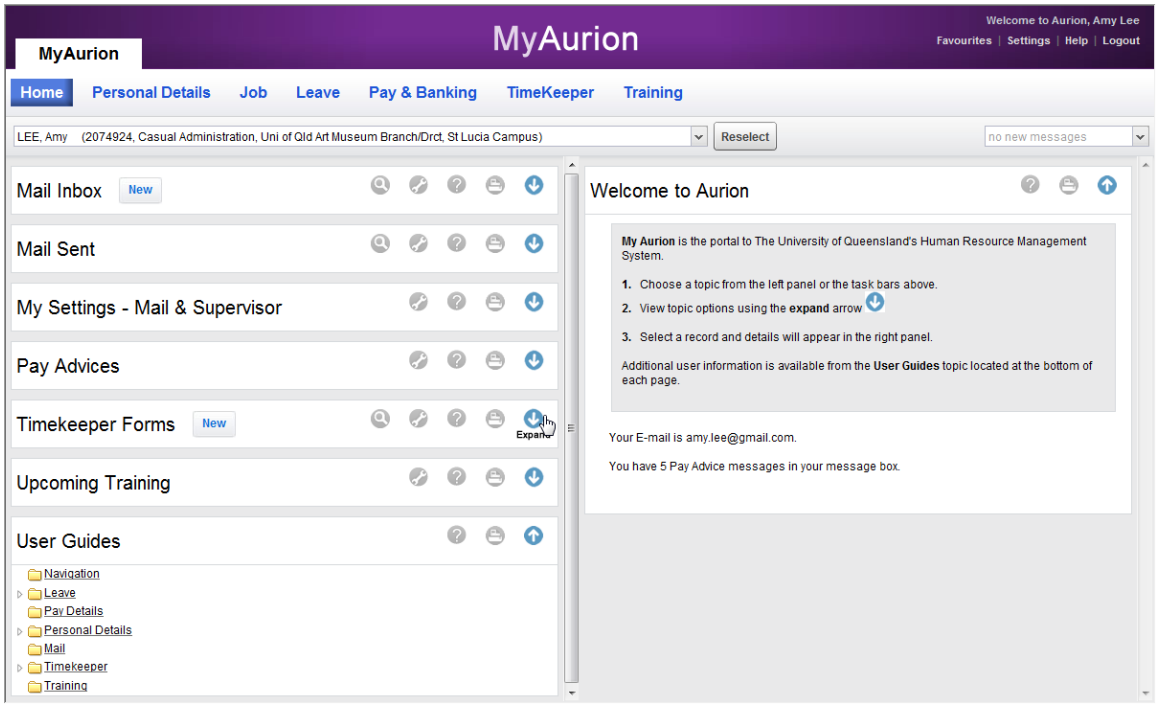
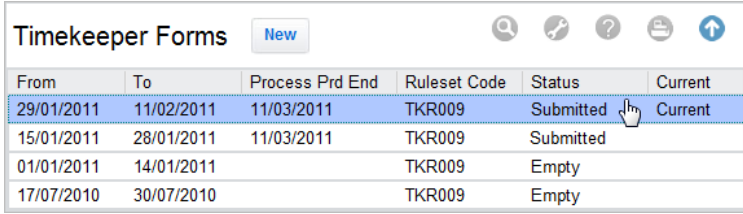


Purpose: This guide lists the steps required to create and use a default Timekeeper (TK) form.



If you work the same hours each fortnight, you may find it useful to set up a default TK form.

If you have a default TK form, the days and hours on this form will be used to pre-fill all future TK forms. **Note:** Default values will appear on forms that cover public holidays and non-teaching periods, so you may need to delete pre-filled data for some pay periods if you do not work on these days.

Steps	Instruction – How to create and use a default Timekeeper form																														
<p>Step 1</p>	<p>From the MyAurion tab, click the Home button to access the grids in the Home summary panel on the left-hand side of the Home portal.</p> 																														
<p>Step 2</p>	<p>From the Timekeeper Forms grid, click the Expand icon (⬇️). The grid now displays the summary information of your available TK forms.</p>  <table border="1" data-bbox="261 1727 1007 1939"> <thead> <tr> <th>From</th> <th>To</th> <th>Process Prd End</th> <th>Ruleset Code</th> <th>Status</th> <th>Current</th> </tr> </thead> <tbody> <tr> <td>29/01/2011</td> <td>11/02/2011</td> <td>11/03/2011</td> <td>TKR009</td> <td>Submitted</td> <td>Current</td> </tr> <tr> <td>15/01/2011</td> <td>28/01/2011</td> <td>11/03/2011</td> <td>TKR009</td> <td>Submitted</td> <td></td> </tr> <tr> <td>01/01/2011</td> <td>14/01/2011</td> <td></td> <td>TKR009</td> <td>Empty</td> <td></td> </tr> <tr> <td>17/07/2010</td> <td>30/07/2010</td> <td></td> <td>TKR009</td> <td>Empty</td> <td></td> </tr> </tbody> </table> <p>Note: The Timekeeper Forms grid can also be accessed from the Timekeeper portal.</p>	From	To	Process Prd End	Ruleset Code	Status	Current	29/01/2011	11/02/2011	11/03/2011	TKR009	Submitted	Current	15/01/2011	28/01/2011	11/03/2011	TKR009	Submitted		01/01/2011	14/01/2011		TKR009	Empty		17/07/2010	30/07/2010		TKR009	Empty	
From	To	Process Prd End	Ruleset Code	Status	Current																										
29/01/2011	11/02/2011	11/03/2011	TKR009	Submitted	Current																										
15/01/2011	28/01/2011	11/03/2011	TKR009	Submitted																											
01/01/2011	14/01/2011		TKR009	Empty																											
17/07/2010	30/07/2010		TKR009	Empty																											



Steps	Instruction – How to create and use a default Timekeeper form																																																									
<p>Step 3</p>	<p>From the Timekeeper Forms grid, select a TK form that accurately reflects the core hours you work each fortnight. The details for the selected form display in the Timekeeper Form Details detail panel on the right-hand side of the Home portal.</p> <div data-bbox="263 548 1005 2016"> <p>Timekeeper Form Details</p> <p>Buttons: Show Form, Recall, Set To Default</p> <p>Click the Show Form button to enter the timesheet. Click the Submit form to send the completed timesheet to your supervisor. If you are experiencing any problems with your timesheet please contact your Admin/Finance Officer via email.</p> <p>Type: Actual</p> <p>Timeframe: Saturday 29 Jan 2011 through Friday 11 Feb 2011 inclusive</p> <p>Ruleset: Casual General Staff Timesheet, TKR009</p> <p>Status: Submitted</p> <p>Error Message:</p> <p>Process Prd End: 11/03/2011</p> <p>Approved:</p> <p>Approver User Id:</p> <p>Raised Using: Personal Default</p> <hr/> <p>Summary</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>Hours Worked</td> <td>40:30</td> </tr> <tr> <td>Total Work Hours</td> <td>40:30</td> </tr> <tr> <td>Total All Hours</td> <td>40:30</td> </tr> </tbody> </table> <p>Daily Summary Week 1</p> <p>Daily Summary Week 2</p> <p>Resulting Payroll Transactions</p> <p>Payroll Master File Transactions</p> <p>Hours Worked</p> <table border="1"> <thead> <tr> <th>Payment Type</th> <th>Date</th> <th>Star...</th> <th>Bre..</th> <th>Bre..</th> <th>Fini..</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>Hours Worked</td> <td>Mon 31s...</td> <td>09:00</td> <td>12:15</td> <td>13:00</td> <td>16:30</td> <td></td> </tr> <tr> <td>Hours Worked</td> <td>Tue 1st...</td> <td>09:00</td> <td>12:15</td> <td>13:00</td> <td>16:30</td> <td></td> </tr> <tr> <td>Hours Worked</td> <td>Wed 2n...</td> <td>09:00</td> <td>12:15</td> <td>13:00</td> <td>16:30</td> <td></td> </tr> <tr> <td>Hours Worked</td> <td>Mon 7th...</td> <td>09:00</td> <td>12:15</td> <td>13:00</td> <td>16:30</td> <td></td> </tr> <tr> <td>Hours Worked</td> <td>Tue 8th...</td> <td>09:00</td> <td>12:15</td> <td>13:00</td> <td>16:30</td> <td></td> </tr> <tr> <td>Hours Worked</td> <td>Wed 9th...</td> <td>09:00</td> <td>12:15</td> <td>13:00</td> <td>16:30</td> <td></td> </tr> </tbody> </table> <p>Additional Allowance Claims</p> </div>	Type	Hours	Hours Worked	40:30	Total Work Hours	40:30	Total All Hours	40:30	Payment Type	Date	Star...	Bre..	Bre..	Fini..	Comments	Hours Worked	Mon 31s...	09:00	12:15	13:00	16:30		Hours Worked	Tue 1st...	09:00	12:15	13:00	16:30		Hours Worked	Wed 2n...	09:00	12:15	13:00	16:30		Hours Worked	Mon 7th...	09:00	12:15	13:00	16:30		Hours Worked	Tue 8th...	09:00	12:15	13:00	16:30		Hours Worked	Wed 9th...	09:00	12:15	13:00	16:30	
Type	Hours																																																									
Hours Worked	40:30																																																									
Total Work Hours	40:30																																																									
Total All Hours	40:30																																																									
Payment Type	Date	Star...	Bre..	Bre..	Fini..	Comments																																																				
Hours Worked	Mon 31s...	09:00	12:15	13:00	16:30																																																					
Hours Worked	Tue 1st...	09:00	12:15	13:00	16:30																																																					
Hours Worked	Wed 2n...	09:00	12:15	13:00	16:30																																																					
Hours Worked	Mon 7th...	09:00	12:15	13:00	16:30																																																					
Hours Worked	Tue 8th...	09:00	12:15	13:00	16:30																																																					
Hours Worked	Wed 9th...	09:00	12:15	13:00	16:30																																																					

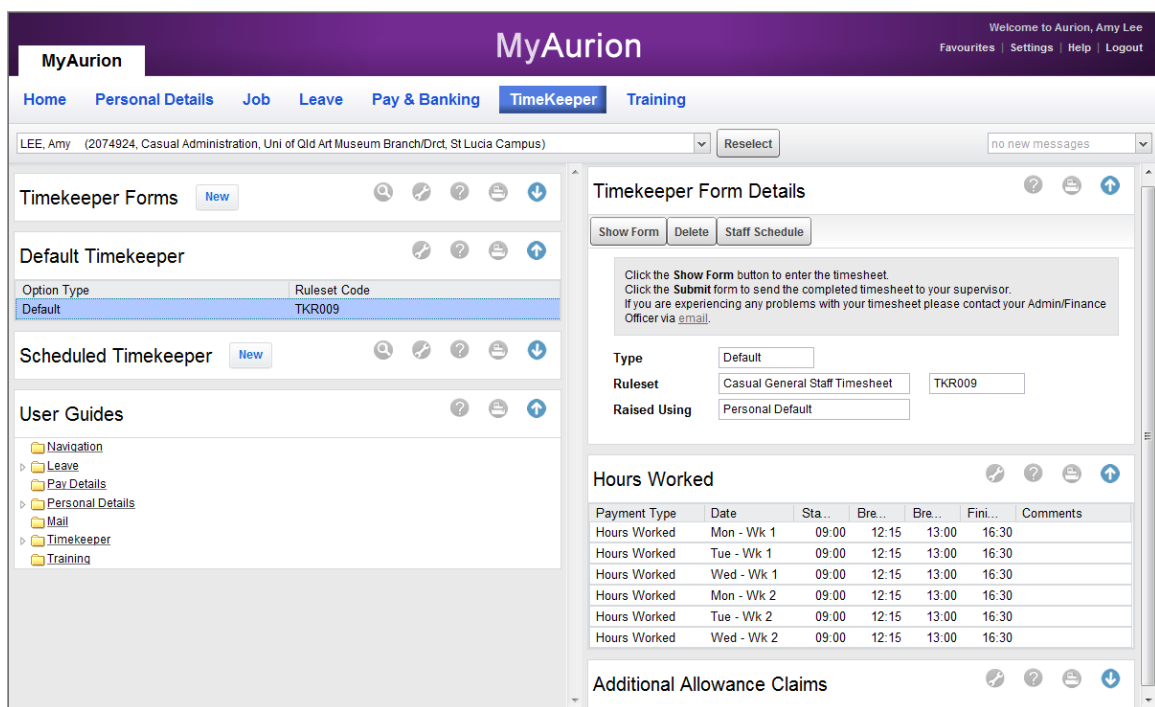
Steps Instruction – How to create and use a default Timekeeper form

Step 4 From the Timekeeper Form Details detail panel, click the Set To Default button. The confirm action prompt is displayed and asks the following question:

“Do you want to create a Default Timekeeper Form from this Timekeeper Form?”
Yes No

When Yes is answered in response to the confirm action prompt, the default TK form is created.

The default TK form can be viewed by accessing the Timekeeper portal and selecting the TK form from the Default Timekeeper grid, as shown below.



Step 5 Once a default TK form has been created, TK forms that are generated for future pay periods will be created using the settings of the default TK form and will be given a status of Incomplete instead of Empty, as shown below.

From	To	Process Prd End	Ruleset Code	Status	Current
12/02/2011	25/02/2011		TKR009	Incomplete	Current
29/01/2011	11/02/2011	11/03/2011	TKR009	Submitted	
15/01/2011	28/01/2011		TKR009	Empty	
01/01/2011	14/01/2011		TKR009	Empty	
17/07/2010	30/07/2010		TKR009	Empty	

Prior to the submission date, you need only to check the TK form for the relevant pay period to ensure the hours are a true reflection of those worked, then validate and submit the TK form for processing.



Steps Instruction – How to create and use a default Timekeeper form

Step 6 – Update existing TK form

Existing TK forms that have a status of Empty will not automatically pick up the settings of the default TK form.

To update an existing Empty TK form to use the default settings, complete the following steps:

1. From the MyAurion tab, click the Home button to access the grids in the Home summary panel on the left-hand side of the Home portal.
2. Access the Timekeeper Forms grid in the Home summary panel and select the TK form for the relevant pay period. The details for the selected form display in the Timekeeper Form Details detail panel on the right-hand side of the Home portal.
3. Click the Restart button provided at the top of the Timekeeper Form Details detail panel, and click Yes in response to the confirm action prompt that displays. The settings from the default TK form are applied, and the TK form is give a status of Incomplete.

In addition, the Raised Using field in the Timekeeper Form Details detail panel is updated to Personal Default – indicating that the TK form has been populated with the settings of the default TK form.

4. Prior to the submission date, you need only to check the TK form for the relevant pay period to ensure the hours are a true reflection of those worked, then validate and submit the TK form for processing.

The screenshot shows the MyAurion interface. On the left, there's a navigation menu with 'Timekeeper Forms' selected. The main area displays 'Timekeeper Form Details' for form TKR009. The 'Status' field is circled in red and shows 'Incomplete'. The 'Raised Using' field is also circled in red and shows 'Personal Default'. Below this, there's a table for 'Hours Worked' with columns for Payment Type, Date, Start, Break, End, and Comments. The table shows hours worked from Monday 17th Jan to Wednesday 26th Jan.

From	To	Process Prd End	Ruleset Code	Status	Current
12/02/2011	25/02/2011	11/03/2011	TKR009	Submitted	Current
29/01/2011	11/02/2011	11/03/2011	TKR009	Submitted	
15/01/2011	28/01/2011		TKR009	Incomplete	
01/01/2011	14/01/2011		TKR009	Empty	
17/07/2010	30/07/2010		TKR009	Empty	

Payment Type	Date	Sta..	Bre..	Bre..	Fini..	Comments
Hours Worked	Mon 17th Jan	09:00	12:15	13:00	16:30	
Hours Worked	Tue 18th Jan	09:00	12:15	13:00	16:30	
Hours Worked	Wed 19th Jan	09:00	12:15	13:00	16:30	
Hours Worked	Mon 24th Jan	09:00	12:15	13:00	16:30	
Hours Worked	Tue 25th Jan	09:00	12:15	13:00	16:30	
Hours Worked	Wed 26th Jan	09:00	12:15	13:00	16:30	