

# MyAurion | Timekeeper

Overview of the Timekeeper Workflow

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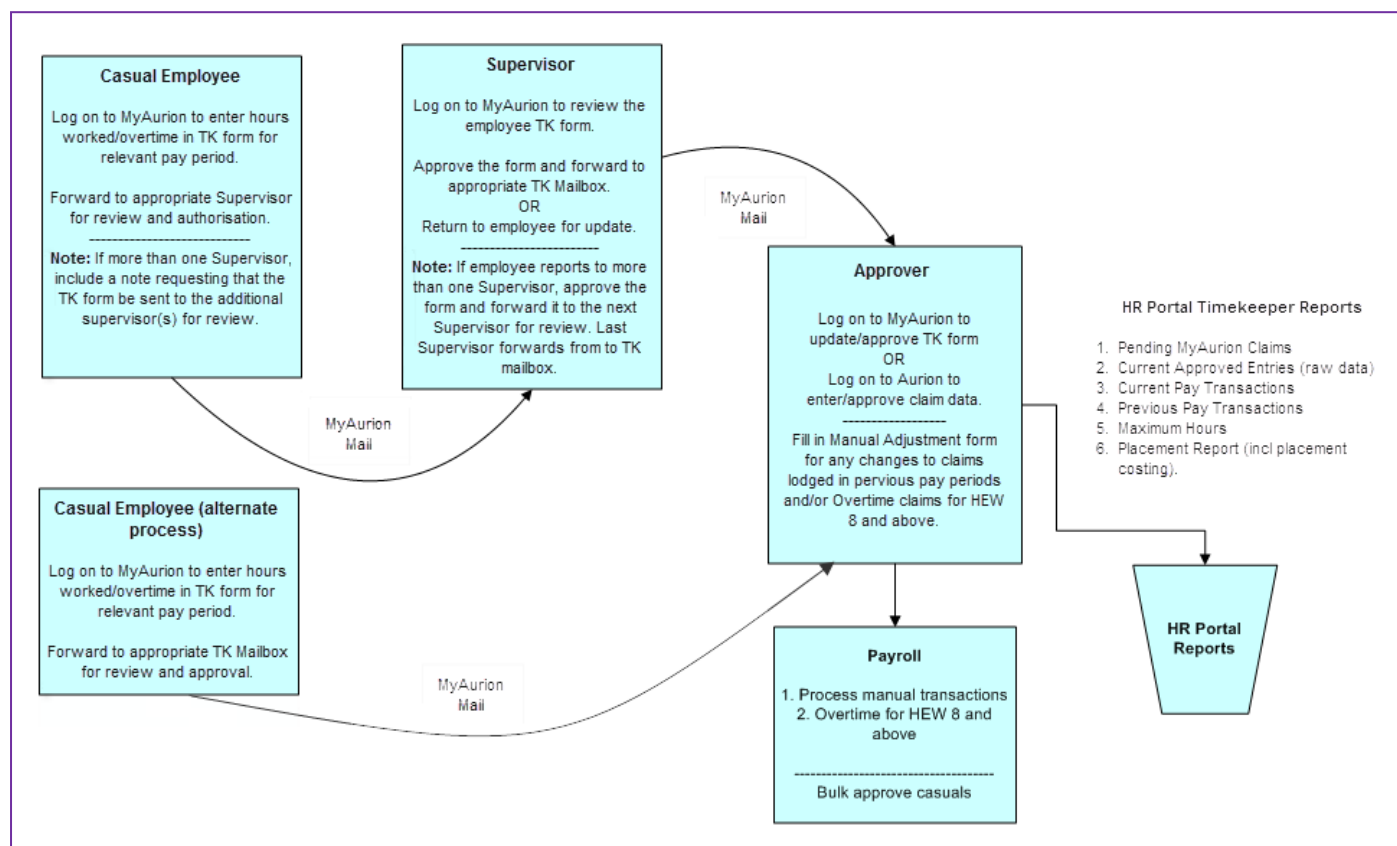
# 1. Introduction

Timekeeper is a module of MyAurion that enables casual staff to electronically record the hours they have worked each fortnight and initiate the workflow required to submit their Timekeeper forms (timesheets) for payment.

This document provides an overview of the Timekeeper workflow from submission through to approval, and outlines the responsibilities of staff at the different stages in the workflow.

## 2. Timekeeper Overview

The following flow chart provides an overview of the timekeeper workflow from submission through to approval.



This workflow shows the standard process for timekeeper approval. Organisational units may customise this process according to their work practices. Please refer to your local organisation unit procedures on how the Timekeeper approval workflow is operating in your unit.

The following sections provide an overview of the responsibilities of staff when creating, reviewing and approving a Timekeeper form:

- Casual Employee (2.1 Casual Employee Responsibilities)
- Supervisor (2.2 Supervisor Responsibilities)
- Approver (2.3 Approver Responsibilities).

## 2.1 Casual Employee Responsibilities

Casual staff members must submit the hours they have worked on a Timekeeper form (timesheet), which must be verified by their supervisor, before it is sent for approval and payment.

To complete and submit a Timekeeper form, a casual employee must perform the following steps:

1. Log on to MyAurion and access the Timekeeper form for the relevant pay period.
2. Enter the hours worked during the pay period.
3. Validate the Timekeeper form.
4. Submit the Timekeeper form to the relevant supervisor for authorisation. **Note:** Some organisational units may elect to bypass the supervisor and request casual employees submit their Timekeeper forms directly to the relevant Timekeeper mailbox for review and approval.



Note the following:

- Casual staff members who report to more than one supervisor but who hold only one placement must include a note in the Message field provided on the Confirm pop-up window displayed when submitting your Timekeeper form. This note should name the additional supervisor(s) that the Timekeeper form is to be sent to for review
- Casual staff members with multiple placements are allocated a separate employee number for each placement held with the University. A separate TK form for each placement must be submitted
- If a submitted Timekeeper needs to be amended it can be recalled if the form has not yet been approved. Once the form has been approved and processed for payment, adjustments can only be made by completing a [Casual Salary Adjustment for Timekeeper](#) form which is submitted to Payroll. The adjustment will be applied in the next available pay period.

## 2.2 Supervisor Responsibilities

Supervisors are responsible for reviewing and signing off on the hours worked by their casual employees.

To accurately review and authorise a Timekeeper form, a supervisor must perform the following steps:

1. When a casual employee has submitted their Timekeeper form for authorisation, the nominated supervisor will receive an email notification.  
On receipt of this notification, the supervisor clicks on the link in the email to log on to MyAurion and open the MyAurion mail item that contains the Timekeeper form submitted by the employee.
2. Review the Timekeeper form details and verify that the:
  - Employee number is correct
  - Contact hours claimed are a true reflection of the hours worked by the employee
  - Work Category selected by the casual employee is correct (for casual academic – variable classification, catering staff, examination supervisors)
  - Allowance claims, entered by casual professional staff, are correct.
3. Authorise the Timekeeper form by sending it to the relevant Timekeeper mailbox for approval (processing of salary payment), or

Return the Timekeeper form to the employee for amendment if the information entered is incorrect.



If a casual employee reports to more than one supervisor, the Timekeeper form must be sent to each supervisor for authorisation before it is sent onto the Timekeeper mailbox for approval and payment. Check the local arrangements for this step in your organisational unit.

## 2.3 Approver Responsibilities

Approvers (finance or administrative officers) are responsible for updating the costing information (chart string) on Timekeeper forms and approving the form for processing and payment.

To update and approve a Timekeeper form, an approver must perform the following steps:

1. When the supervisor(s) have authorised an employee's Timekeeper form, an email notification is sent to the nominated Timekeeper mailbox.  
  
On receipt of this notification, the approver clicks on the link in the email to log on to MyAurion, open Timekeeper mailbox and select the MyAurion mail item that contains the employee's Timekeeper form. Approvers can also use Aurion to access the Timekeeper form for the casual. Timekeeper forms ready for approval are listed in the Pending MyAurion Claims
2. Open the employee's Timekeeper form and enter/update the costing information (if required).
3. Approve the Timekeeper form for processing of salary payment, or  
  
Decline the Timekeeper form and send it back to the employee for amendment (if required).



If the workflow for your organisational unit requires employees to submit their Timekeeper forms directly to a Timekeeper mailbox and bypass the review process performed by supervisors, the approver is responsible for verifying that the contact hours claimed are a true reflection of the hours worked by the casual employee.

## 3. Additional Information

### 3.1 Deadline for Reviewing Timekeeper Forms

Approvers must complete the approval of all submitted Timekeeper forms by 3:00 pm on Friday of non-pay week. Forms must therefore be submitted, reviewed by supervisors and actioned by approvers prior to this deadline.



Approvers (finance or administrative officers) actioning Timekeeper forms will impose their own local deadlines to allow them enough time to approve all timesheets for payment prior to the UQ deadline. If forms are not submitted, reviewed and approved in a timely manner, the employee will not be paid in that pay cycle. Forms which are not finalised by the deadline are removed from the workflow, and the casual employee is sent an email advising that the form was not processed for the current pay period. The casual employee will be advised to resubmit the Timekeeper form for approval and payment in the next pay cycle.

#### No Security Access Message

From 3:00 pm Friday of non-pay week until Sunday of non-pay week, all staff (casuals, supervisors and approvers) are locked out of MyAurion while the University pay is being calculated, and are therefore not be able to review timesheets during this time.

Staff attempting to log in to My Aurion Timekeeper during this time will receive an error message.

MyAurion Timekeeper will be available again from Monday of pay week.

### 3.2 Salary Rates for Casual Staff

Casual academic staff members are paid per session; casual professional staff members are paid per hour. Visit the [Current pay schedules](#) web page to view current salary rates for casual academic and professional staff.

### 3.3 Manual Adjustments to Claims

Adjustments can be made to timesheets if the pay has not yet closed. If the pay has closed and an adjustment is required for hours already paid to an employee, a [Casual Salary Adjustment for Timekeeper](#) form must be completed by the finance or administrative officer (on behalf of the casual employee) and submitted to Payroll.

### 3.4 Timekeeper Mailbox – what is it?

All organisational units that process casual salary claims have a Timekeeper mailbox account in MyAurion. This mailbox is the repository for MyAurion Timekeeper forms awaiting approval.

All TK approvers that have the required profile in Aurion can access the Timekeeper mailbox within their organisational unit, and they all receive notification when a TK form has been authorised for processing and is awaiting approval. Any authorised approver can therefore process forms received in the TK mailbox.

### 3.5 Timekeeper Form Categories

All staff employed by the University on a casual basis must complete and submit a Timekeeper form.

There are multiple categories of Timekeeper forms (electronic timesheets). The timesheet assigned to a casual employee will depend on the type of placement the employee holds with the University.

The most common Timekeeper forms are:

1. Casual Professional Staff Timesheet
2. Casual Examinations Supervisor Timesheet
3. Casual Academic – Fixed Classification
4. Casual Academic – Variable Classification.

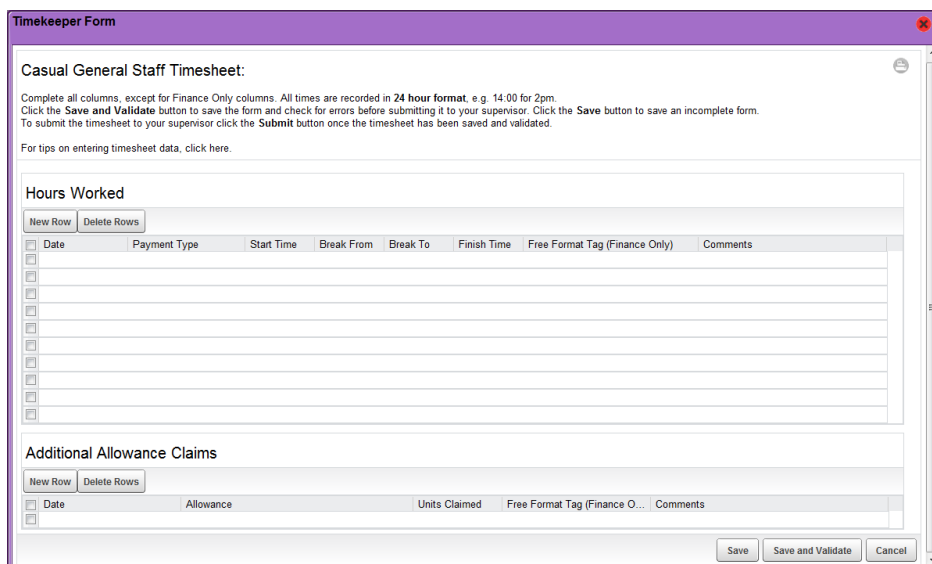
#### 3.5.1 Casual Professional Staff Timesheet

The Timekeeper form for a casual professional staff member is defaulted from the Professional Staff Casual award (HEGS06) in Aurion. Any staff member that has this award type will be assigned the “Casual Professional Staff Timesheet” Timekeeper form to submit their casual work hours.

An employee linked to this award is paid at the classification rate approved for the period of their appointment.

The following is an example of the Timekeeper form displayed for a casual professional staff member.

Casual Professional Staff Timesheet



**Timekeeper Form**

**Casual General Staff Timesheet:**

Complete all columns, except for Finance Only columns. All times are recorded in **24 hour format**, e.g. 14:00 for 2pm.  
Click the **Save and Validate** button to save the form and check for errors before submitting it to your supervisor. Click the **Save** button to save an incomplete form.  
To submit the timesheet to your supervisor click the **Submit** button once the timesheet has been saved and validated.

For tips on entering timesheet data, click [here](#).

**Hours Worked**

New Row Delete Rows

| <input type="checkbox"/> | Date | Payment Type | Start Time | Break From | Break To | Finish Time | Free Format Tag (Finance Only) | Comments |
|--------------------------|------|--------------|------------|------------|----------|-------------|--------------------------------|----------|
| <input type="checkbox"/> |      |              |            |            |          |             |                                |          |
| <input type="checkbox"/> |      |              |            |            |          |             |                                |          |
| <input type="checkbox"/> |      |              |            |            |          |             |                                |          |
| <input type="checkbox"/> |      |              |            |            |          |             |                                |          |
| <input type="checkbox"/> |      |              |            |            |          |             |                                |          |
| <input type="checkbox"/> |      |              |            |            |          |             |                                |          |
| <input type="checkbox"/> |      |              |            |            |          |             |                                |          |
| <input type="checkbox"/> |      |              |            |            |          |             |                                |          |
| <input type="checkbox"/> |      |              |            |            |          |             |                                |          |
| <input type="checkbox"/> |      |              |            |            |          |             |                                |          |

**Additional Allowance Claims**

New Row Delete Rows

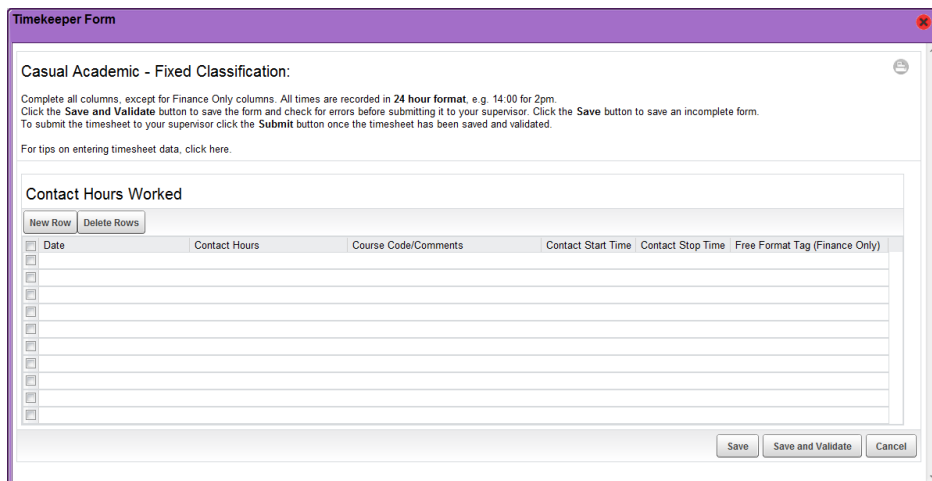
| <input type="checkbox"/> | Date | Allowance | Units Claimed | Free Format Tag (Finance O... | Comments |
|--------------------------|------|-----------|---------------|-------------------------------|----------|
| <input type="checkbox"/> |      |           |               |                               |          |

Save Save and Validate Cancel



The following is an example of the Timekeeper form displayed for a casual academic employed on a fixed classification.

Casual Academic – Fixed Classification



**Timekeeper Form**

**Casual Academic - Fixed Classification:**

Complete all columns, except for Finance Only columns. All times are recorded in **24 hour format**, e.g. 14:00 for 2pm.  
Click the **Save and Validate** button to save the form and check for errors before submitting it to your supervisor. Click the **Save** button to save an incomplete form.  
To submit the timesheet to your supervisor click the **Submit** button once the timesheet has been saved and validated.

For tips on entering timesheet data, click here.

**Contact Hours Worked**

New Row Delete Rows

| Date | Contact Hours | Course Code/Comments | Contact Start Time | Contact Stop Time | Free Format Tag (Finance Only) |
|------|---------------|----------------------|--------------------|-------------------|--------------------------------|
|      |               |                      |                    |                   |                                |
|      |               |                      |                    |                   |                                |
|      |               |                      |                    |                   |                                |
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Save Save and Validate Cancel

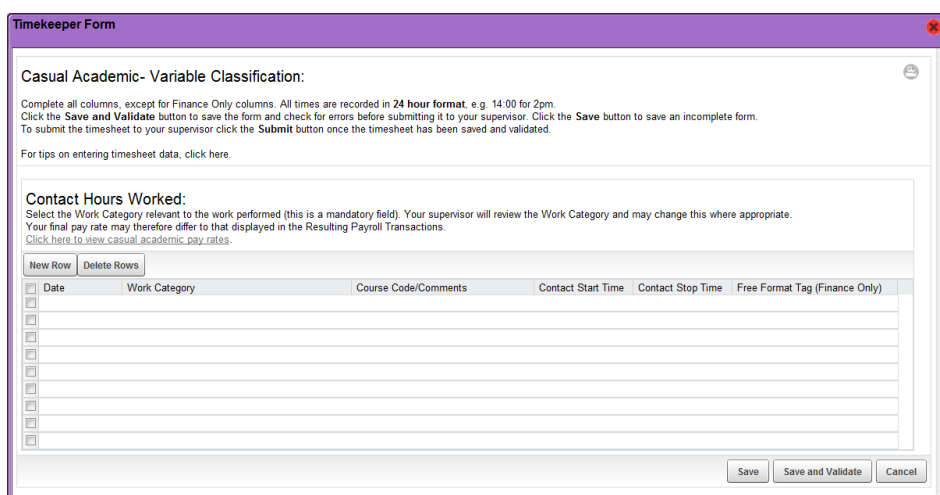
### 3.5.4 Casual Academic – Variable Classification

The Timekeeper form for an academic staff member employed on a variable classification is defaulted from the Academic Casual award (ACAD04) in Aurion. Any staff member that has this award type will be assigned the “Casual Academic – Variable Classification” Timekeeper form to submit their casual work hours.

An employee linked to this award will be paid at different classification rates according to the category of the work they perform during the period of their appointment.

The following is an example of the Timekeeper form provided for a casual academic employed on a variable classification.

Casual Academic – Variable Classification



**Timekeeper Form**

**Casual Academic- Variable Classification:**

Complete all columns, except for Finance Only columns. All times are recorded in **24 hour format**, e.g. 14:00 for 2pm.  
Click the **Save and Validate** button to save the form and check for errors before submitting it to your supervisor. Click the **Save** button to save an incomplete form.  
To submit the timesheet to your supervisor click the **Submit** button once the timesheet has been saved and validated.

For tips on entering timesheet data, click here.

**Contact Hours Worked:**  
Select the Work Category relevant to the work performed (this is a mandatory field). Your supervisor will review the Work Category and may change this where appropriate.  
Your final pay rate may therefore differ to that displayed in the Resulting Payroll Transactions.  
[Click here to view casual academic pay rates.](#)

New Row Delete Rows

| Date | Work Category | Course Code/Comments | Contact Start Time | Contact Stop Time | Free Format Tag (Finance Only) |
|------|---------------|----------------------|--------------------|-------------------|--------------------------------|
|      |               |                      |                    |                   |                                |
|      |               |                      |                    |                   |                                |
|      |               |                      |                    |                   |                                |
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Save Save and Validate Cancel