

Purpose: This guide lists the steps required for a staff member, employed as a casual academic on a fixed classification, to complete and submit a Timekeeper (TK) form.

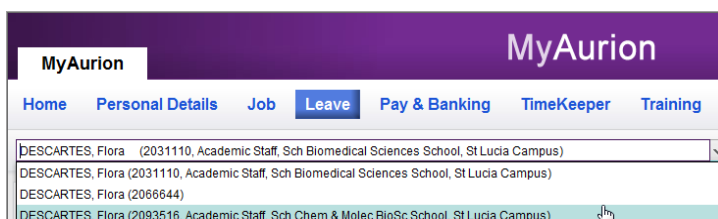
If you prefer to complete your TK form on a daily basis, please refer to the Timekeeper Form (Daily Updates) quick reference guide.



Note the following:

- All staff members employed by the University on a casual basis must complete and submit a TK form. This is done either electronically via MyAurion or by completing a paper-based form. If a paper form is required, your supervisor will provide you with instruction on how to complete your timesheet
- All TK forms must be approved for payment by 3:00 pm Friday of non-pay week. Each organisational unit imposes their own local deadlines for when TK forms must be submitted to supervisors prior to this deadline. Check with your supervisor for confirmation of your local areas deadline to ensure that you submit your completed TK form on time
- Casual academic staff only record their contact hours on the TK form. Associated hours (preparation and marking) are included in the sessional rate of payment for casual academics where applicable
- For multiple placement holders, MyAurion allocates a separate employee number for each placement held with the University. You must submit a separate TK form for each placement.

To switch between your different placements, access the Person Placement Field, displayed below the menu bar, and select the required placement from the drop-down list provided.

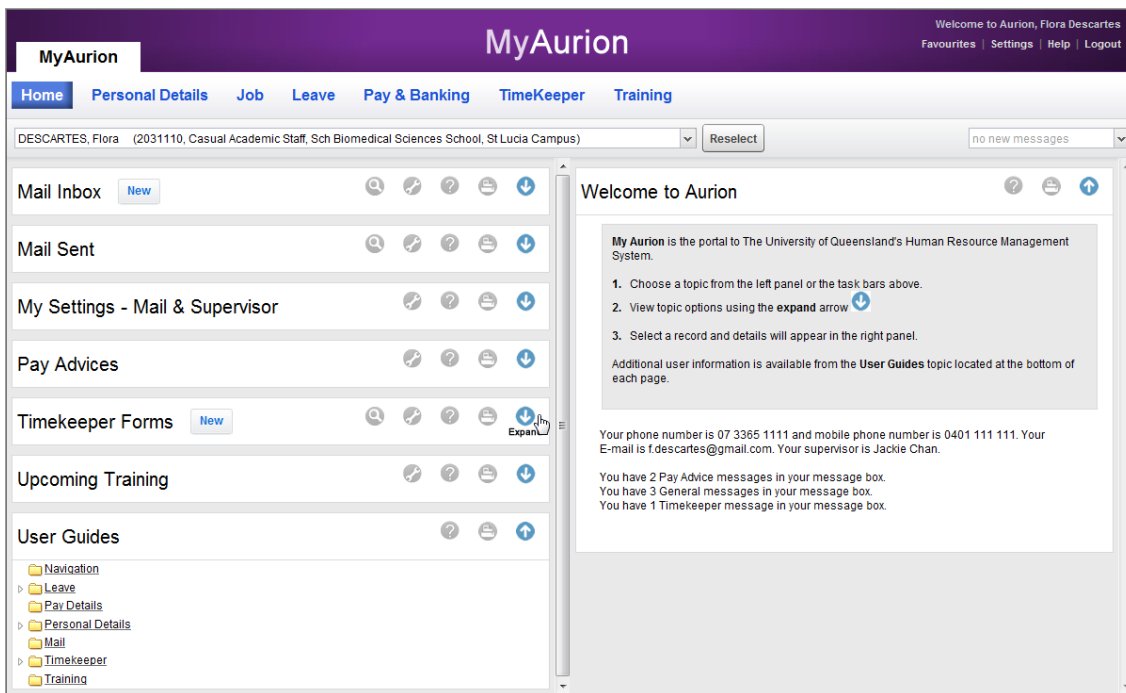


MyAurion
Home Personal Details Job Leave Pay & Banking TimeKeeper Training
DESCARTES, Flora (2031110, Academic Staff, Sch Biomedical Sciences School, St Lucia Campus)
DESCARTES, Flora (2031110, Academic Staff, Sch Biomedical Sciences School, St Lucia Campus)
DESCARTES, Flora (2066644)
DESCARTES, Flora (2093516, Academic Staff, Sch Chem & Molec BioSc School, St Lucia Campus)

Note: Items listed in the Person Placement field that do not contain any placement data are not current placements, however, the employee number is still active. These items should only be selected if you are submitting a TK form for hours worked when the placement was active.

Steps Instruction – How to complete and submit a Timekeeper form (Academic Fixed)

Step 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.



Note: If you have multiple placements, ensure the employee number selected in the Person Placement field is correct for the work hours you are claiming.

Step 2 From the Timekeeper Forms grid, click the Expand icon (⏏). The grid now displays the summary information of your available TK forms.

From	To	Process Prd End	Ruleset Code	Status	Current
06/11/2010	19/11/2010		TKR001	Empty	
17/07/2010	30/07/2010		TKR001	Empty	
03/07/2010	16/07/2010		TKR001	Empty	
19/06/2010	02/07/2010		TKR001	Empty	
13/02/2010	26/02/2010		TKR001	Empty	
30/01/2010	12/02/2010		TKR001	Empty	
16/01/2010	29/01/2010		TKR001	Empty	
02/01/2010	15/01/2010		TKR001	Empty	

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Note: The Timekeeper Forms grid can also be accessed from the Timekeeper portal.

Steps **Instruction – How to complete and submit a Timekeeper form (Academic Fixed)**

Step 3 From the Timekeeper Forms grid, 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.

Step 4 From the Timekeeper Form Details detail panel, click the Show Form button. The Timekeeper Form pop-up window is displayed.



Steps **Instruction – How to complete and submit a Timekeeper form (Academic Fixed)**

Step 5 Complete the following fields provided in the Contact Hours Worked frame on the Timekeeper Form pop-up window:

- Date – Select the day and date worked from the drop-down list provided, or begin typing the required day, the drop-down list will display two date options, select the appropriate Date from the two provided
- Contact Hours – When you click or tab into this field it automatically defaults to Contact Hours. **Note:** As a casual academic on a fixed classification, you only have access to this one option
- Course Code/Comments – Enter the Course code or comments if required
- Contact Start Time – Enter the time you started work. The time is recorded in 24-hour format. For example, 3pm should be entered as 15:00
- Contact Stop Time – Enter the time you finished work. The time is recorded in 24-hour format.

Tip: Use the Tab or Arrow keys to move to the next column in a row or use the Down and Up Arrow keys to move between the rows.

Note the following:

- For each day worked during the pay period, a new row must be completed
- Where the hours worked are broken across the day, a new row is required for each block of time worked that day
- To insert additional rows, click the New Row button.

The following is a sample TK form for a casual academic on a 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

<input type="checkbox"/> Date	Contact Hours	Course Code/Comments	Contact Start Time	Contact Stop Time
<input checked="" type="checkbox"/> Mon 31st Jan	Contact Hours	BIOL101	0900	1030
<input type="checkbox"/> Wed 2nd Feb	Contact Hours	BIOT101	1400	1500
<input type="checkbox"/> Mon 7th Feb	Contact Hours	BIOL101	1030	1200
<input type="checkbox"/> Mon 7th Feb	Contact Hours	BIOT101	1500	1600
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

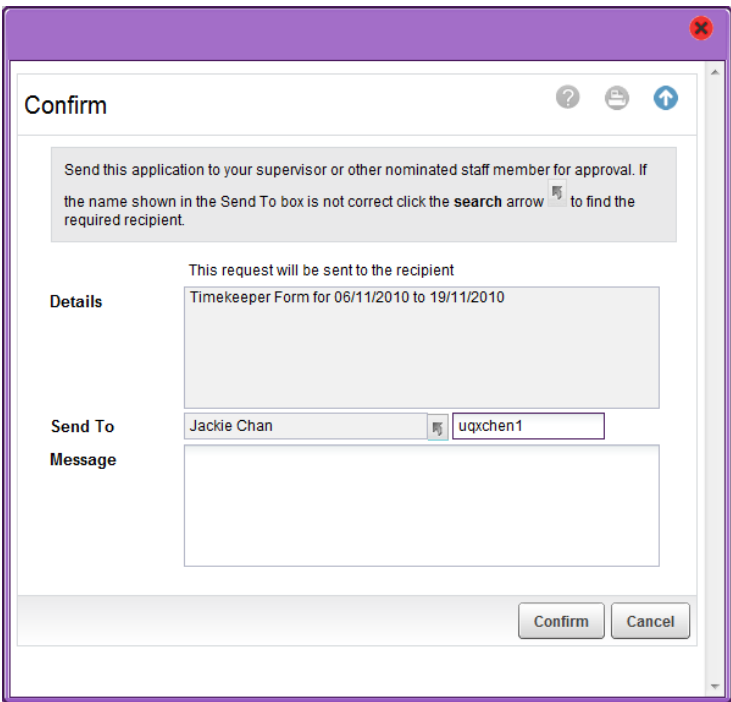
Save Save and Validate Cancel

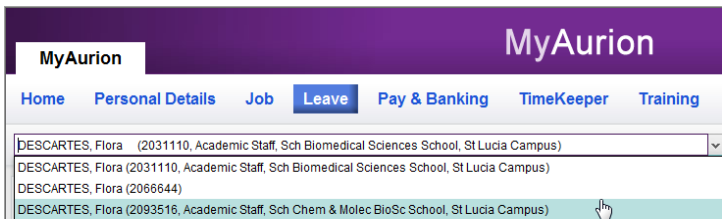


Steps	Instruction – How to complete and submit a Timekeeper form (Academic Fixed)																									
<p>Step 6</p>	<p>Click the Save and Validate button when you have finished entering your data for the pay period. MyAurion validates the information entered. Note: Clicking the Save button will save but not validate the information entered. A form that has not been validated cannot be submitted.</p> <p>Where an invalid value has been entered the following error message is displayed:</p> <p style="text-align: center;">“Invalid Timekeeper Form” OK</p> <p>Click the OK button. You are returned to the Timekeeper Form pop-up window and the fields with an invalid value are outlined in red. Hover over the field to view information about the error.</p> <div data-bbox="263 745 1422 996" style="border: 1px solid #ccc; padding: 5px;"> <p>Contact Hours Worked</p> <p><input type="button" value="New Row"/> <input type="button" value="Delete Rows"/></p> <table border="1"> <thead> <tr> <th><input type="checkbox"/> Date</th> <th>Contact Hours</th> <th>Course Code/Comments</th> <th>Contact Start Time</th> <th>Contact Stop Time</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Mon 31st Jan</td> <td>Contact Hours</td> <td>BIOL101</td> <td>09:00</td> <td>10:30</td> </tr> <tr> <td><input type="checkbox"/> Wed 2nd Feb</td> <td>Contact Hours</td> <td>BIOT101</td> <td>14:00</td> <td>15:00</td> </tr> <tr> <td><input type="checkbox"/> Mon 7th Feb</td> <td>Contact Hours</td> <td>BIOL101</td> <td>10:30</td> <td>12:00</td> </tr> <tr> <td><input type="checkbox"/> Mon 7th Feb</td> <td>Contact Hours</td> <td>BIOT101</td> <td>15:00</td> <td style="border: 2px solid red;">04:00</td> </tr> </tbody> </table> <p style="font-size: small; text-align: right;">Contact Stop Time must be greater than Contact Start Time.</p> </div> <p>When the TK form has validated successfully, you are returned to the Home portal and the following updates have been made to the information displayed in the Timekeeper Form Details detail panel on the right-hand side of the Home portal:</p> <ul style="list-style-type: none"> • The Status field is updated to Validated • Access to the Submit button is provided • The Contact Hours Worked grid contains the summary details of the times entered in the TK form. <p>In addition, the following grids are now accessible from the Timekeeper Form Details detail panel:</p> <ul style="list-style-type: none"> • Summary – Total contact hours worked in this pay period • Daily Summary Week 1 – Total contact hours worked in week one of this pay period • Daily Summary Week 2 – Total contact hours worked in week two of this pay period • Resulting Payroll Transactions – Payroll transactions including the hourly rate and the gross (before tax) amount to be paid for each contact hour block. <p>To view the information recorded, use the Expand icon (⏵) provided to the right of each grid.</p> <p>A sample of an updated Timekeeper Form Details detail panel is provided on the following page.</p>	<input type="checkbox"/> Date	Contact Hours	Course Code/Comments	Contact Start Time	Contact Stop Time	<input type="checkbox"/> Mon 31st Jan	Contact Hours	BIOL101	09:00	10:30	<input type="checkbox"/> Wed 2nd Feb	Contact Hours	BIOT101	14:00	15:00	<input type="checkbox"/> Mon 7th Feb	Contact Hours	BIOL101	10:30	12:00	<input type="checkbox"/> Mon 7th Feb	Contact Hours	BIOT101	15:00	04:00
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Step 6...	<div data-bbox="263 409 1007 517"> <p>Timekeeper Form Details</p> <p>Show Form Restart Submit Set To Default</p> </div> <div data-bbox="300 533 986 636"> <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> </div> <div data-bbox="300 651 951 981"> <p>Type: Actual</p> <p>Timeframe: Saturday 29 Jan 2011 through Friday 11 Feb 2011 inclusive</p> <p>Ruleset: Casual Academic - Fixed Classifica TKR001</p> <p>Status: Validated</p> <p>Error Message: </p> <p>Process Prd End: 03/06/2011</p> <p>Approved: </p> <p>Approver User Id: </p> <p>Raised Using: (Empty)</p> </div> <div data-bbox="263 1010 1007 1070"> <p>Summary</p> </div> <table border="1" data-bbox="263 1093 1007 1189"> <thead> <tr> <th>Type</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>Hours Worked</td> <td>5:00</td> </tr> <tr> <td>Total Hours</td> <td>5:00</td> </tr> </tbody> </table> <div data-bbox="263 1211 1007 1256"> <p>Daily Summary Week 1</p> </div> <div data-bbox="263 1279 1007 1323"> <p>Daily Summary Week 2</p> </div> <div data-bbox="263 1346 1007 1391"> <p>Resulting Payroll Transactions</p> </div> <div data-bbox="263 1413 1007 1458"> <p>Payroll Master File Transactions</p> </div> <div data-bbox="263 1480 1007 1525"> <p>Contact Hours Worked</p> </div> <table border="1" data-bbox="263 1541 1007 1794"> <thead> <tr> <th>Contact Hours</th> <th>Date</th> <th>Con... Start Time</th> <th>Break From</th> <th>Break To</th> <th>Con... Stop Time</th> <th>Course Code/Comments</th> </tr> </thead> <tbody> <tr> <td>Contact Hours</td> <td>Mon 31s...</td> <td>09:00</td> <td></td> <td></td> <td>10:30</td> <td>BIOL101</td> </tr> <tr> <td>Contact Hours</td> <td>Wed 2n...</td> <td>14:00</td> <td></td> <td></td> <td>15:00</td> <td>BIOT101</td> </tr> <tr> <td>Contact Hours</td> <td>Mon 7th...</td> <td>10:30</td> <td></td> <td></td> <td>12:00</td> <td>BIOL101</td> </tr> <tr> <td>Contact Hours</td> <td>Mon 7th...</td> <td>15:00</td> <td></td> <td></td> <td>16:00</td> <td>BIOT101</td> </tr> </tbody> </table>	Type	Hours	Hours Worked	5:00	Total Hours	5:00	Contact Hours	Date	Con... Start Time	Break From	Break To	Con... Stop Time	Course Code/Comments	Contact Hours	Mon 31s...	09:00			10:30	BIOL101	Contact Hours	Wed 2n...	14:00			15:00	BIOT101	Contact Hours	Mon 7th...	10:30			12:00	BIOL101	Contact Hours	Mon 7th...	15:00			16:00	BIOT101
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<p>Step 7</p>	<p>From the Timekeeper Form Details detail panel, click the Submit button. The Confirm pop-up window is displayed.</p> <div data-bbox="263 510 997 1209" data-label="Image">  </div> <p>The following fields are displayed on the Confirm pop-up window:</p> <ul style="list-style-type: none"> • Details – The date range of the TK form being submitted • Send To – The supervisor or Timekeeper mailbox that you are required to send your TK form for processing. Check with your supervisor for confirmation as to whether your TK form is to be sent to them or directly to a designated Timekeeper mailbox: <ul style="list-style-type: none"> ○ Supervisor – This field defaults to your default supervisor to whom the request will be sent for authorisation. If a default supervisor has not been nominated, or if the supervisor listed is not correct, enter the required supervisor’s UQ userid directly in the code field on the right. Alternatively, click the Search arrow (🔍) to access the search function, select Employee as your search parameter, complete the search fields and locate and select the name from the Select Send To list (for further information on using the search function, refer to the MyAurion Navigation guide) ○ Timekeeper mailbox – Enter the required Timekeeper Mailbox code directly in the code field on the right. Alternatively, click the Search arrow (🔍) to access the search function, select TK Mailbox as your search parameter and locate and select the required Timekeeper mailbox from the resulting Select Send To list (for further information on using the search function, refer to the MyAurion Navigation guide) • Message – Free text field where you may wish to include information to the supervisor or Timekeeper mailbox approver. For example, the names of any additional supervisor(s) that the Timekeeper form is to be sent to for review.

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Step 8	<p>From the Confirm pop-up window, click the Confirm button.</p> <p>The status of the TK form is updated to Submitted. MyAurion sends an email to the nominated supervisor or Timekeeper mailbox advising that the form has been submitted.</p> <p>Once approved for payment, the status of the form listed in your Timekeeper Forms grid is updated to Approved. Additionally, depending on the processes of your organisational unit, an email may also be sent to you and (optionally) your supervisor confirming that the TK form has been approved.</p> <p>You can view the message sent to the supervisor (or Timekeeper mailbox) from the Mail Sent grid in the Home summary panel.</p>
Step 9	<p>If you have more than one placement, Steps 1 to 8 should be completed for each employee number for which a TK form is submitted.</p> <p>To switch between your different placements, access the Person Placement Field, provided below the menu bar, and select the required placement from the drop-down list provided.</p> <div data-bbox="261 929 986 1146" style="border: 1px solid black; padding: 5px;">  <p>The screenshot shows the MyAurion interface with a navigation menu (Home, Personal Details, Job, Leave, Pay & Banking, TimeKeeper, Training) and a dropdown menu for 'Person Placement'. The dropdown list contains four entries: 'DESCARTES, Flora (2031110, Academic Staff, Sch Biomedical Sciences School, St Lucia Campus)', 'DESCARTES, Flora (2031110, Academic Staff, Sch Biomedical Sciences School, St Lucia Campus)', 'DESCARTES, Flora (2066644)', and 'DESCARTES, Flora (2093516, Academic Staff, Sch Chem & Molec BioSc School, St Lucia Campus)'. A mouse cursor is pointing at the last entry.</p> </div> <p>Note: Items listed in the Person Placement field that do not contain any placement data are not current placements, however, the employee number is still active. These items should only be selected if you are submitting a TK form for hours worked when the placement was active.</p>



Once you submit a TK form for approval, you cannot make amendments to the form. If changes are required and the form has not yet been approved, you will need to perform the steps necessary to recall the TK form.

For information on how to recall a submitted TK form, refer to the Recall a Timekeeper Form quick reference guide.

If the TK form has been approved, no amendments are possible and 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.