

# Instructions for Supervisors of Casual Employees

## ***Background Information***

### **Supervisors responsibility for Casual Employees**

As a supervisor, you are responsible for ensuring that casual employees have the appropriate skills and qualifications required for the job, and for ensuring that the hours casual employees claim for are a true reflection of the hours worked.

You have ultimate responsibility for reviewing/signing off on the hours worked by casual employees assigned to you.

### **Hiring Casual Staff**

Requests to hire casual staff are made by completing a Casual Staff Appointment form, which is located on the UQ website, [Current Staff](#)

The form consists of two sections: Part A is to be completed by the employee, and Part B is to be filled in by the Finance Officer/Admin Officer in the organisation unit in conjunction with you. All appointments must be approved by an authorised approval delegate.

When a Casual Staff Appointment form has been processed in the HR system, an automated electronic Offer of Appointment letter is generated and sent to the employee. This letter sets out the conditions of employment including any estimated maximum hours.

**Please note:** There is a minimum hours of engagement that applies to general staff. The minimum is dependant on the casual employees' job family and student status. For detailed information, refer to *Section 18.2.7 – Casual Minimum Hours* of the Enterprise Agreement.

General Casual employees employed at HEW Level 7 and below are also entitled to payment of overtime for any authorised hours worked in excess of 7 hours 15 minutes per day or in excess of 36 hours 15 minutes per week.

### **Paying Casual Staff**

Casual employees must submit the hours that they have worked on a timesheet, which must be verified by you as their supervisor, before salary payments can be made.

Casual academic staff are paid per session; casual general staff are paid per hour. Current casual salary rates are located on the UQ website at:

[Casual academic staff](#)

[Casual general staff](#)

## ***Reviewing/Sign off of Timesheets for Casual Employee***

As the supervisor you must check the hours and category of work on the timesheet (through ESS) submitted by the casual employee. The supervisor either

- Verifies that the hours and category are correct and review the hours to be paid, or
- Returns the timesheet to the employee for amendment if the stated hours are incorrect.

Once the timesheet have been reviewed, the supervisor forwards it to the relevant Finance/ Admin Officer for processing of salary payment.

There are multiple categories of timekeeper forms (electronic timesheets):

1. The casual general staff timekeeper form;
2. The fixed classification casual academic staff timekeeper form, and
3. The variable classification casual academic staff time keeper form.

### **Casual General Staff Timekeeper Form**

The Casual General Staff Timekeeper Form is defaulted from the General Staff Casual award (HEGS06) in Aurion. Any staff member that has this Award type will be assigned this timesheet to submit their casual work hours.

### **Fixed Classification Casual Academic Staff Timekeeper Form**

The Fixed Classification Academic Staff Timekeeper Form is defaulted from the Academic Casual award (ACAD03) in Aurion. Any staff member that has this Award type will be assigned this timesheet to submit their casual work hours.

It is assumed that if an employee is employed under this Award, they will be paid the same classification rate for the period of their appointment.

### **Variable Classification Casual Academic Staff Timekeeper Form**

The Variable Classification Academic Staff Timekeeper Form is defaulted from the Academic Casual award (ACAD04) in Aurion. Any staff member that has this Award type will be assigned this timesheet to submit their casual work hours.

It is assumed that if an employee is employed under this Award, they will be paid a different classification rate for the period of their appointment.

### **When reviewing the timekeeper forms (electronic timesheets) in ESS:**

- 1) For Casual General Staff - *Check hours worked on timekeeper form.*
- 2) Fixed Classification (For Casual Academic) - *Check contact hours on timekeeper form.*
- 3) Variable Classification (For Casual Academic) - *Check contact hours on timekeeper form and check the “Casual Category” column on the variable classification timekeeper form is relevant to the work performed.*

**Please note:** the correct timesheet will have been assigned to the casual employee according to the completed appointment form details.

To check the current academic casual staff salaries, [click here](#)

To check the current general casual staff salaries (view the casual hourly column), [click here](#)

## Reviewing/Sign off of the hours worked by a Casual Employee via Employee Self Service (ESS)

Electronic timesheets are automatically assigned to an employee in ESS (Employee Self Service) based on their classification.

Once the employee has filled in their timesheet (through ESS) and submitted to you as the supervisor, you will receive an email notification that the employee has sent a timesheet for approval (ie for review).

You should log onto ESS and review your inbox. There should be a **“Timekeeper”** sub heading in your inbox.

The number of pending Timekeeper forms should be visible. Click on the word **“View”** located to the right of Timekeeper sub heading.

The screenshot shows the Aurion Today ESS interface. At the top, there is a navigation bar with tabs for My Mail, My Details, My Job, My Timekeeper, My Payroll, My Leave, and My Training. Below this is the 'Aurion Today' header. The main content area is divided into two sections: 'Inbox' and 'Leave Balances'. The 'Inbox' section is circled in red and contains a list of pending items: Pay Advice (8 pending), General (3 pending), and Timekeeper (1 pending). Each item has a 'View' link to its right. The 'Timekeeper' item's 'View' link is also circled in red. Below the list is a link to 'See complete inbox'. The 'Leave Balances' section contains a table with columns for Leave Type, Hours, and Days.

Leave Type	Hours	Days
Recreation Leave	282:37	38.98
Personal Leave (Sick & Carers)	166:18	22.94
Additional Acad Sick Leave	253:45	35.00
Long Service Leave		32.16

When you click on the word **Timekeeper** it will take you to your inbox. This screen displays all Timekeeper forms ready for your review/action (see below).

To access a Timekeeper form, you should click on the relevant Timekeeper form under the heading **Topic**. The message details screen should appear (as below).

NOTE the supervisor will see the following message when they first open a Timekeeper form:

**You don't have security access to approve; you can only forward this request**

As the supervisor, you review the timesheets, so it is correct that you see this message. You can still **review** the timesheet and when you have forwarded this to the finance officer, they will action the final **“approval”** of the timesheet to the payroll.

## Summary and resulting pay transactions

The summary (what the employee has submitted) and resulting pay transactions are visible by scrolling down (from current page).

My Mail My Details My Job My TimeKeeper My Payroll My Leave My Training Logout

**Inbox - Joseph Bloggs** [Home](#) | [Help](#) | [About](#) | [Knowledge Base](#)  
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Search Criteria

Sent	Type	From	To	Topic	For	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Pending"/>

**Inbox - Joseph Bloggs** (Page 1 of 1 pages, containing 9 items)

Sent	Type	From	To	Topic	For	Status
30-MAY-2008 09:18:02	Timekeeper	Jackson Rayband	Joseph Bloggs	<a href="#">Timekeeper Form for 12-APR-2008 to 25-APR-2008</a>	Jackson Rayband	Pending

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**You don't have security access to approve; You can only forward this request**

[Availability Chart](#)

**Topic** Sent 30-MAY-2008 09:18 from Jackson Rayband to Joseph Bloggs regarding [Timekeeper Form for 12-APR-2008 to 25-APR-2008](#).

**Details** From Jackson Rayband 30-MAY-2008 09:18.  
Timekeeper Form for 12-APR-2008 to 25-APR-2008

**Action**  Please select a recipient

**Message**

For Saturday 12 April 2008  
To Friday 25 April 2008

[View Inputs](#)

**Summary**

Type	Actual Hours
Hours Worked	7:15
<b>Total Work Hours</b>	<b>7:15</b>
<b>Total All Hours</b>	<b>7:15</b>

**Daily Summary**

Type	Sat 12/04	Sun 13/04	Mon 14/04	Tue 15/04	Wed 16/04	Thu 17/04	Fri 18/04	Sat 19/04	Sun 20/04	Mon 21/04	Tue 22/04	Wed 23/04	Thu 24/04	Fri 25/04
Hours Worked	7:15													
<b>Total Work Hours</b>	<b>7:15</b>													
<b>Total All Hours</b>	<b>7:15</b>													

If you wish to view the details of what the employee actually entered, you can *also* click on **“View Inputs”**. This will display the result of what the employee entered in

their timesheet (similar view as above). Click on **“Back”** to return to the Message Details

Once in the message details screen, and the details the employee has entered on their timesheet are correct, you can click on **“SELECT RECIPIENT”**.

Choose the relevant Timekeeper Mailbox (Central Roles) to forward the timesheet to the Finance Officer for approval and **“Submit for Approval”**.

The Finance/Admin Timekeeper Mailbox (Central Roles) will appear in a list similar to this below:

#### Selection Criteria

Surname	Preferred Name	Location
<input type="text"/>	<input type="text"/>	(any value) <input type="button" value="v"/>
<input type="button" value="SEARCH"/>		<input type="button" value="CLEAR"/>

#### Central Roles

Role Name
<a href="#">TK Biosecurity CRC</a>
<a href="#">TK BACS Faculty Office</a>
<a href="#">TK BACS CIPDD</a>
<a href="#">TK BACS Microscopy &amp; Micoanlys</a>
<a href="#">TK BACS Marine Studies</a>
<a href="#">TK BACS Integrative Legume Res</a>
<a href="#">TK BACS Equine Genetics Centre</a>
<a href="#">TK BACS Biomedical Sciences</a>
<a href="#">TK BACS Integrative Biology</a>
<a href="#">TK BACS Molec &amp; Microbial Sci</a>

Then, click on the appropriate Central role listed in the search results

## Message Details

### Availability Chart

**Topic** Sent 30-MAY-2008 09:18 from Jackson Rayband to Joseph Bloggs regarding Timekeeper Form for 12-APR-2008 to 25-APR-2008.

**Details** From Jackson Rayband 30-MAY-2008 09:18.  
Timekeeper Form for 12-APR-2008 to 25-APR-2008

**Action** Send this request

**Message**

For Saturday 12 April 2008  
To Friday 25 April 2008

[View Inputs](#)

### Summary

Type	Actual Hours
Hours Worked	7:15
<b>Total Work Hours</b>	<b>7:15</b>
<b>Total All Hours</b>	<b>7:15</b>

### Daily Summary

Type	Sat 12/04	Sun 13/04	Mon 14/04	Tue 15/04	Wed 16/04	Thu 17/04	Fri 18/04	Sat 19/04	Sun 20/04	Mon 21/04	Tue 22/04	Wed 23/04	Thu 24/04	Fri 25/04
Hours Worked			7:15											
<b>Total Work Hours</b>			<b>7:15</b>											
<b>Total All Hours</b>			<b>7:15</b>											

The “*View inputs*” option is also available; *click on “View Inputs”* (as above)

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## Casual Academic - Fixed Classification - View

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RAYBAND, Jackson Employee No 2071995, Sch Biomedical Sciences School

For Saturday 12 April 2008  
To Friday 25 April 2008

[Back](#)

### Contact Hours Worked

Date	Contact Hours	Course Code/Comments	Contact Start Time	Contact Stop Time	Acct No (Finance Officer Only)	DeptRef (Finance Officer Only)
Mon 14th Apr	Contact Hours	BIOL101	7:00	8:00		
Wed 16th Apr	Contact Hours	SCI202	9:00	10:00		

Again, the summary (what the employee has submitted) and resulting pay transactions are visible by scrolling down (from current page). Click on “*Back*” to return to the Message Details.

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## Message Details

[Availability Chart](#)

**Topic** Sent 30-MAY-2008 09:18 from Jackson Rayband to Joseph Bloggs regarding Timekeeper Form for 12-APR-2008 to 25-APR-2008.

**Details** From Jackson Rayband 30-MAY-2008 09:18.  
Timekeeper Form for 12-APR-2008 to 25-APR-2008

**Action** Send this request   
Send to TK BACS Biomedical Sciences

**Message**

**Please note:** The action drop down box (in the message details screen) has been set to *“Send this request”* and the *“Send to TK BACS Biomedical Sciences”* (in this example but will depend on the Central role that you chose).

Click on **“ACTION”** to send to the Finance Officer.

You should then return to your Inbox, the pending message should no longer be visible.

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## Inbox - Joseph Bloggs

No matching records found; Please change your search profile and try again

**Search Criteria**

Sent	Type	From	To	Topic	For	Status
<input type="text"/>	Timekeeper <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Pending <input type="button" value="v"/>

**Inbox - Joseph Bloggs**

Sent	Type	From	To	Topic	For	Status
There is no mail under this category						

## Rejecting the timesheet

There is also an option to **“SELECT RETURN TO”** which allows you to return to the employee if changes are required to the timesheet.

If you are not happy with the hours that have been submitted, you have the ability to reject the submitted timesheet. To reject the Timekeeper form, click on the relevant Timekeeper form and the message details screen will appear. You should *click on “SELECT RETURN TO”*.

## Message Details

You don't have security access to approve; You can only forward this request

[Availability Chart](#)

**Topic** Sent 15-MAY-2008 14:47 from Jackson Rayband to Joseph Bloggs regarding Timekeeper Form for 12-APR-2008 to 25-APR-2008.

**Details** From Jackson Rayband 15-MAY-2008 14:47.  
Timekeeper Form for 12-APR-2008 to 25-APR-2008

**Action** Leave as Pending

Please select a recipient

**Message**

The following message details screen will appear, the action clearly stating that the request is to be returned ***“Return this request”***. You should enter a message to explain why the form has not been signed off. The employee can then make the relevant changes and resubmit to you for reviewing.

## Message Details

[Availability Chart](#)

**Topic** Sent 15-MAY-2008 14:47 from Jackson Rayband to Joseph Bloggs regarding Timekeeper Form for 12-APR-2008 to 25-APR-2008.

**Details** From Jackson Rayband 15-MAY-2008 14:47.  
Timekeeper Form for 12-APR-2008 to 25-APR-2008

**Action** Return this request

Return to Jackson Kayband

**Message**

You should then return to your Inbox, the pending message should no longer be visible.

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## Inbox - Joseph Bloggs

No matching records found; Please change your search profile and try again

Search Criteria

Sent	Type	From	To	Topic	For	Status
	Timekeeper					Pending

Inbox - Joseph Bloggs

Sent	Type	From	To	Topic	For	Status
There is no mail under this category						

The message has been sent back to the casual employee.

### ***Deadline for reviewing the Timekeeper forms***

You will have until Wednesday of non-pay week to review (and forward to finance) any Timekeeper forms that have been submitted to you. If the forms are not reviewed and forwarded in a timely manner, the employee will not get paid in the following week for the timesheets they have submitted.

### **No Security Access Message**

From Thursday of Non-pay week until Sunday of Non-pay week supervisors and casual employees will be locked out of ESS and therefore will not be able to submit or review any timesheets. If you do try and access Timekeeper through ESS on these days the following error message will appear:

"An error has caused the selected process to terminate. The error details are shown below.

Reselect another option from the Self Service menu bar, or select the 'Back' button.

Error Details

You do not have security access to this option

Reported By

EW086\_TIMEKEEPER"

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