

---

# **Administrator Guide**

## **Casual Sessional Academic Timesheets**

Version: 9  
Version Date: 13/01/2017  
Author: Allan Cunliffe

---

## Table of Contents

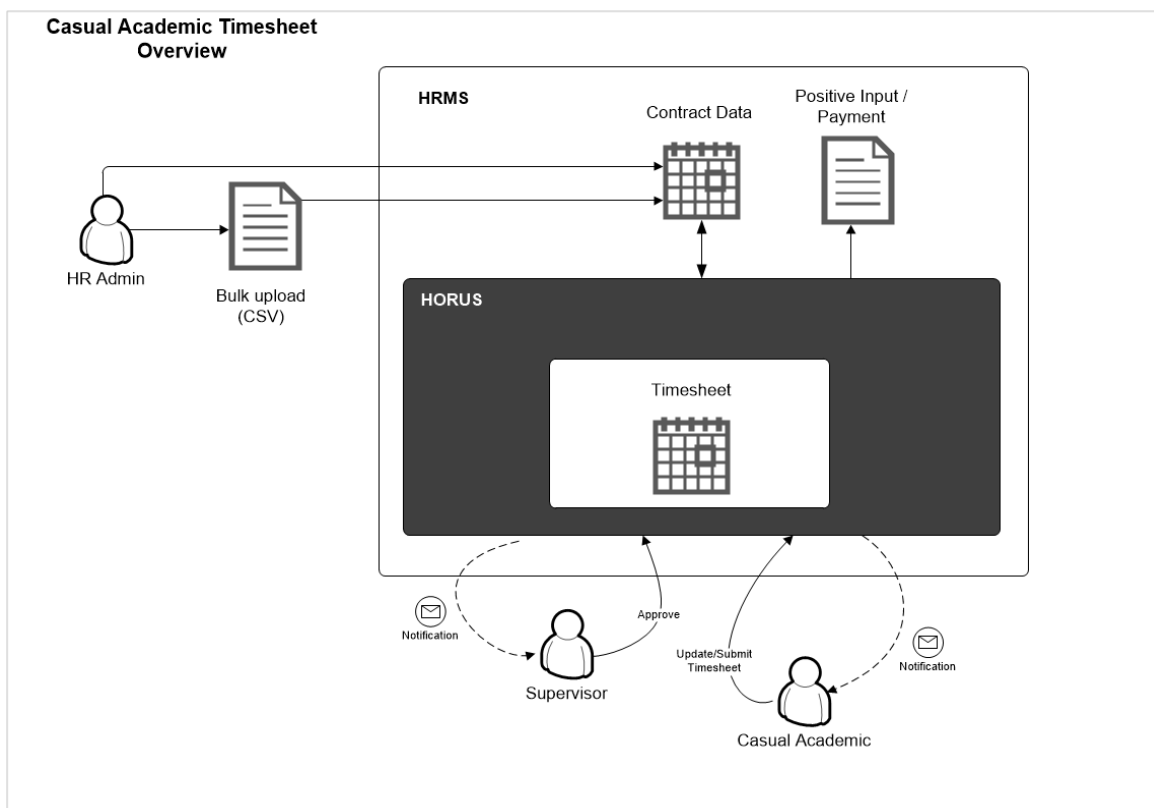
1	Background .....	3
1.1	Key Features.....	3
1.2	Scope.....	4
1.3	Timesheet Cycle .....	4
1.3.1	Cut-off .....	4
2	Glossary.....	5
3	Interface Overview.....	6
3.1	CSA Contract Data.....	6
3.1.1	Contract Data Fields.....	7
3.2	Timesheet .....	9
3.2.1	Timesheet Fields .....	10
3.2.2	Employee Version .....	12
3.2.3	Supervisor Version .....	12
4	Upload Contract Data .....	14
4.1	Validate your data.....	14
4.2	Review messages .....	16
4.3	Run the upload.....	18
5	Add Contract Data.....	20
6	Modify Contract Data.....	21
7	Create New Timesheet.....	23
8	Edit Existing Timesheet .....	25
9	Timesheet Proxy.....	27
10	Run CSA Report .....	28
11	Warnings and Errors .....	29
11.1	Warnings .....	29
11.2	Errors.....	29
12	Email Notifications .....	30
13	Bulk Upload Common Error Messages .....	32
13.1	Not a valid academic.....	32
13.2	Contract Start / End Dates .....	32
13.3	Course Code .....	32
13.4	GL Details .....	32
13.5	Element.....	32
13.6	Overlapping Contract.....	33
13.7	Orphan Timesheets.....	33

## 1 Background

The Casual Sessional Academic (CSA) timesheet solution has been designed to provide a mechanism for HR Administrators to upload contract information, in the form of planned T-code units and associated budget, and to facilitate the submission, approval and payment of CSA timesheets via workflow.

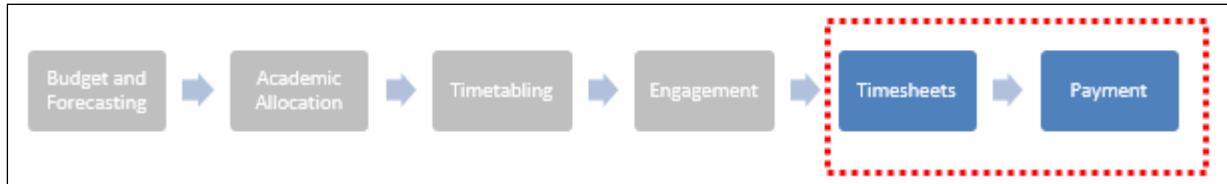
### 1.1 Key Features

- A bulk upload feature for HR Administrators to create the timesheet data, setting budgeted amounts of **T-Codes** and **Element 116** (CSA Lump Sum) for a specific period.
- Contract page for Contract Pattern page will track consumption of budgeted T-Code and Element 116 allocations.
- Casual Sessional Academics (CSA) access their previous and current fortnightly timesheets via HORUS, enter actual instances of T-Codes worked and submit for approval.
- Supervisors receive periodic notifications to approve timesheets. They can log in to HORUS, review and approve timesheets.
- Approved timesheet entries will be automatically processed via the same PI Upload process as Casual Professional Timesheets.
- The system prevents CSAs exceeding total budget of T-Codes.
- Amendments to contract data where applicable can be managed by HR Administrators.
- Tracking of expenditure of units by T-Code, and dollars.



## 1.2 Scope

The CSA Timesheets solution covers the submission and approval of timesheets for CSAs and subsequent automated payment.



The following practices are out-of-scope of the project and will continue to be handled according to existing business practices:

- Course budgeting/forecasting
- CSA allocations
- Timetabling
- Engagement of the CSAs, including contracts.

## 1.3 Timesheet Cycle

The CSA timesheet cycle is the same as the Casual Professional Timesheet cycle.

### 1.3.1 Cut-off

Details can be found at: <https://services.anu.edu.au/information-technology/software-systems/hr-online-remote-user-system/timesheet-approval-cut-off>

## 2 Glossary

Term	Description
<b>Budget</b>	The budgeted number of units per T-Code (or lump sum) for a particular course for the period covered by the Course Start Date and Course End Date.
<b>Casual Sessional Academic</b>	A casual sessional academic staff member. Job Code = ACSA
<b>Contract</b>	A contract for services that the CSA is engaged under. Describes the contract start and end dates and totals for each applicable T-code. This data is used to pre-populate the CSA's timesheets.
<b>Course</b>	A course offered by the University for which the CSA has been engaged to provide their services.
<b>End Date</b>	End date of the CSA contract which may or may not correspond to the semester dates.
<b>Enterprise Agreement</b>	The Australian National University Enterprise Agreement 2013 - 2016
<b>GL</b>	General Ledger. Consists of Fund, HRMS Department, Project codes.
<b>HR Administrator</b>	A system user with the system role of ANU_HR_ADMIN – typically a HR practitioner or school manager in the areas
<b>HRMS</b>	The ANU Human Resource Management System.
<b>HR Systems Administrator</b>	A member of the HR Systems team with the system role of ANU_HR_SYSADMIN
<b>Job</b>	A job record in HRMS. Each CSA has an employee ID / Employment Record combination for each job they are paid for. A CSA can have more than one job. Additional jobs can be Casual Sessional Academic jobs or some other type of job.
<b>Manager</b>	The person responsible for the day-to-day supervision of the employee.
<b>PI</b>	Positive Input
<b>Start Date</b>	Start date of the CSA contract which may or may not correspond to the semester dates.
<b>T-Code</b>	The earning elements by which CSAs are paid (other than lump sum payments)
<b>Timesheet Period</b>	A two-week period, commencing on a Monday. CSA timesheet periods are the same as those for casual professional timesheets.
<b>Week</b>	A week for the purposes of CSA timesheets is Monday to Sunday.

### 3 Interface Overview

#### 3.1 CSA Contract Data

The contract page contains the contract data used to populate the CSA’s timesheet. It can be set up manually (see Section 5) or via the bulk upload process (see Section 4).

##### Contract Data Page

**CSA Contract**

Name: \_\_\_\_\_ Empl ID/Rcd: \_\_\_\_\_

Course: LAWS8239      The European Union      Contract ID: CSA0001

View All    First ◀ 1 of 1 ▶ Last

\*Effective Date:

\*Contract Start Date:        Reports To: \_\_\_\_\_

\*Contract End Date:        Empl ID/Rcd: \_\_\_\_\_

	Element	Element Description	Budgeted Units	Budgeted Expenditure		
1	T13	Lecture - Basic	22.00	\$3,872.89	<input type="button" value="+"/>	<input type="button" value="-"/>
2	T14	Lecture - Repeat	26.00	\$3,051.37	<input type="button" value="+"/>	<input type="button" value="-"/>

View GL Distributions    Override GL Distribution      **Total Cost:**      \$6,924.26

Actual Expenditure To-date

##### Actual Expenditure To-date page

**Actual Expenditure To-date**

Name: \_\_\_\_\_ Empl ID/Rcd: \_\_\_\_\_

Course: LAWS8239      The European Union      Contract ID: CSA0001

Element Name	Element Description	Budgeted Units	Units Worked	Units Remaining	Budgeted Expenditure	Expenditure To-Date	Expenditure Remaining	Alert Threshold Units	Alert Threshold End Date
T13	Lecture - Basic	22.00	2.00	20.00	\$3,872.89	\$0.00	\$3,872.89	2.00	T20160703
T14	Lecture - Repeat	26.00	0.00	26.00	\$3,051.37	\$0.00	\$3,051.37	3.00	T20160703
<b>Total Budget:</b>							\$6,924.26		
<b>Total Expenditure:</b>							\$0.00		
<b>Total Remaining:</b>							\$6,924.26		

### 3.1.1 Contract Data Fields

**Note:** All budgeted dollar amounts only include the 25% casual loading. They do not include all oncosts.

Header	
Field	Description
Name	CSA's First Name Last Name
Empl ID / RCD	ID / record number
Course	Course code and description
Contract ID	The ID for the contract. Increments with each new contract for the same Empl ID/Rcd and Course combination

Body	
Field	Description
Effective Date	Effective date of the row. If created by bulk upload, this is the date of the upload.
Contract Start Date	Date From
Contract End Date	Date To
Reports To	Manager's First Name Last Name
Empl ID / RCD	ID / record number
Element	T-Codes available to the academic when completing the timesheet.
Element Description	Description of the element
Budgeted Units	The maximum number of units of a specific T-code that can be submitted and approved for payment during the course duration.
Budgeted Expenditure	Dollars budgeted for this Empl Rcd/ID / Course combination

View GL Distributions sub-page	
Field	Description
Department	Derived from Job data
Fund	
Project	
Percentage	

Override GL Distributions sub-page	
Field	Description
Department	Populated if specified in the bulk upload or if manually edited. This will flow through to all timesheets created during the period (start / end dates) in the Contract data page
Fund	
Project	
Percentage	

<b>Actual Expenditure To-date sub-page</b>	
<b>Field</b>	<b>Description</b>
Element Name	
Element Description	
Budgeted Units	
Units Paid	Actual units paid to date
Units Remaining	Budgeted Units minus Units Worked To-date
Budgeted Expenditure	Dollar Value of total units of each T-Code.
Expenditure To-date	Actual expenditure to-date – based on actual units paid
Expenditure Remaining	Budgeted Expenditure minus Expenditure To-date
Alert Threshold Units	Threshold expenditure. Set when only 10% of the budgeted expenditure (by T-code) remains (rounded to nearest integer)
Alert Threshold End Date	Threshold: timesheet period prior to or containing the <b>Contract End Date</b>
Total Budget	Sum of Budgeted Expenditure for all elements
Total Expenditure	Sum of actual expenditure to-date for all elements
Total Remaining	Budgeted Expenditure minus Expenditure To-date for all elements



## 3.2 Timesheet

**Casual Academic Timesheet**
Help

<b>Name:</b>		<b>Reports To:</b>	
<b>Empl ID/Rcd:</b>		<b>Empl ID/Rcd:</b>	
<b>Period ID:</b> T20160214	<b>Period ending:</b> 14/02/2016	<b>Period Begin:</b>	01/02/2016
<b>Status:</b> Approved		<b>Period End:</b>	14/02/2016

**Courses** 1-2 of 2

<b>Course ID:</b> BIOL8706	Biology Research Project	<b>Total Budget:</b>	\$3,520.81
<b>Course Dates:</b> 01/02/2016 - 29/07/2016		<b>Total Expenditure:</b>	\$0.00
		<b>Total Remaining:</b>	\$3,520.81

Element	Description	Total Budgeted Units	Units Worked this Period	Units Remaining	Status	Approved	Comments
T13	Lecture - Basic	20.00	3.00	17.00	Approved	<input type="checkbox"/>	Add

[View GL Distributions](#)   [Override Timesheet GL Distributions](#)

<b>Course ID:</b> PREP1105	Biology	<b>Total Budget:</b>	\$1,862.15
<b>Course Dates:</b> 01/02/2016 - 30/06/2016		<b>Total Expenditure:</b>	\$0.00
		<b>Total Remaining:</b>	\$1,862.15

Element	Description	Total Budgeted Units	Units Worked this Period	Units Remaining	Status	Approved	Comments
T21	Tutorial - Normal	10.00	4.00	6.00	Approved	<input type="checkbox"/>	Add
T41	Marking-High Level	10.00	0.00	10.00	Saved	<input type="checkbox"/>	Add

[View GL Distributions](#)   [Override Timesheet GL Distributions](#)

[View Timesheet Workflow History](#)

Save for Later
Process

Print

### 3.2.1 Timesheet Fields

Header	
Field	Description
Name	CSA's First Name Last Name
Empl ID / RCD	ID / record number
Reports To	Supervisor's First Name and Last Name
Empl ID / RCD	Reports To ID / record number
Period ID	Timesheet Period (Same periods as Casual Professional Timesheets)
Period Begin	Start of the timesheet period for the current timesheet
Period End	End of the timesheet period for the current timesheet
Status	Status of the timesheet

Course Section	
[repeated if the employee has more than one course for the same Empl ID / RCD combination]	
Field	Description
Course ID	Course code and description
Course Dates	Start date of the course
	End date of the course
Total Budget	Dollars budgeted for this Empl Rcd/ID / Course combination
Total Expenditure	Dollars spent to-date. Cumulative total dollars by Element that have been <i>paid</i> (according to pay results)
Total Remaining	Dollars remaining = Total Budget – Total Expenditure Specific to the Empl ID / RCD / Course combination
Element	T-Codes available to the academic when completing the timesheet. A separate row is displayed for each different element.
Description	Element description
Total Budgeted Units	The maximum number of units of a specific T-code that can be submitted and approved for payment during the course duration.
Units Worked this Period	The actual units worked by T-code (or, for CSA Lump Sum payments, actual dollars acquitted) during the timesheet period.  <b>Note:</b> This refers to <i>units</i> , not necessarily <i>hours</i> . The nature of these units depends on the T-code. For example, for a basic lecture, one unit is equivalent to one hour of delivery and two hours of associated working time; marking should be entered as actual hours of marking performed; while lump sum amounts are actual dollars acquitted.  Editable by CSA and Super user only.
Units Remaining	For each element: Total Units (budget) - total paid – total elements approved - total units worked this timesheet period

Status	<p><b>New</b> – New timesheet. Row never saved or submitted.</p> <p><b>Submitted</b> – Submitted for approval by CSA</p> <p><b>Saved</b> – Timesheet saved by CSA</p> <p><b>Rework</b> – Timesheet pushed back by manager</p> <p><b>Approved</b> – Timesheet approved by manager</p> <p><b>Cancelled</b> – Timesheet cancelled by CSA</p> <p><b>Processed</b> – Timesheet PI Upload process has successfully run on the timesheet.</p>
Approved	Checkbox. Must be checked to approve a specific row.
Comments	<p>Launches comments field/page.</p> <p>Mandatory if manager pushes back for rework.</p>
View GL Distributions	Launches GL Details sub-page as view only.
Override Timesheet GL Distributions	Launches GL Details sub-page in edit mode.

Footer	
Field	Description
Save for Later	Saves any changes.
Process	<p>Approves rows where the <i>Approved</i> checkbox is checked.</p> <p>Changes status to <i>Approved</i>.</p>
Help	Launches help page
Print	Launches print version of the timesheet
View Timesheet Workflow History	Displays the workflow page.

GL Details (sub page)	
Field	Description
Department	Can add new rows to split charges
Fund	Can add new rows to split charges
Project	Can add new rows to split charges
Percentage	Total percentages must add to 100
Unit	Determined by the relevant T-code Element

Timesheet Workflow (sub page)	
Field	Description
[As per Professional Timesheets]	Shows the current state of the timesheet workflow item

## 3.2.2 Employee Version

Casual Academic Timesheet
Help

Name:

Empl ID/Rcd: 4490874 3

Period ID: T20160117 Period ending 17/01/2016

Status: Saved

Reports To:

Empl ID/Rcd: 8614226 0

Period Begin: 04/01/2016

Period End: 17/01/2016

**Courses** 1 of 1

Course ID: LAWS8900F Mstr (Faculty of Law)

Course Dates: 05/10/2015 - 31/12/2016

Element	Description	Total Budgeted Units	Units Worked this Period	Units Remaining	Status	Comments
T21	Tutorial - Normal	24.00	0.00	24.00	Saved	Add
T23	Tutorial - Repeat	36.00	0.00	36.00	Saved	Add
T42	Marking-Standard	24.00	0.00	24.00	Saved	Add
T44	CSA-Other Rqd Activity	12.00	0.00	12.00	Saved	Add
T13A	Lecture-Basic Experience	30.00	1.00	29.00	Saved	Add

Save for Later
Submit

Return to Edit Timesheets
Print

Return to Job Selection

View Timesheets

## 3.2.3 Supervisor Version

Selecting an employee:

Manager Timesheets
Timesheet Selection
Help

**Timesheets will not be available for approval until Wednesday evening to allow for Timesheet processing by Administrators. You can view timesheets by selecting the View Timesheet menu item.**

Select Employee

Name	Empl ID	Empl Record	Job Title	Position Number	Department	Period ID	Period Begin Date	Period End Date
Jade	4490874	3	Casual/Sessional Academic	00003689	41100	T20160103	21/12/2015	03/01/2016

[Return to MSS home page](#)

## Reviewing and approving the timesheet:

**Casual Academic Timesheet**
[Help](#)

**Name:** Jade

**Empl ID/Rcd:** 4490874 3

**Period ID:** T20160103 **Period ending** 03/01/2016

**Status:** Submitted

**Reports To:**

**Empl ID/Rcd:** 8614226 0

**Period Begin:** 21/12/2015

**Period End:** 03/01/2016

**Courses** 1 of 1

<b>Course ID:</b> LAWS8900F Mstr (Faculty of Law)	<b>Total Budget:</b> \$7,652.08
<b>Course Dates:</b> 05/10/2015 - 31/12/2016	<b>Total Expenditure:</b> \$0.00
	<b>Total Remaining:</b> \$7,652.08

Element	Description	Total Budgeted Units	Units Worked this Period	Units Remaining	Status	Comments	PushBack
T21	Tutorial - Normal	24.00	1.00	23.00	Submitted	Add	<a href="#">PushBack</a>
T23	Tutorial - Repeat	36.00	0.00	36.00	Submitted	Add	<a href="#">PushBack</a>
T42	Marking-Standard	24.00	0.00	24.00	Submitted	Add	<a href="#">PushBack</a>
T44	CSA-Other Rqd Activity	12.00	0.00	12.00	Submitted	Add	<a href="#">PushBack</a>

[View GL Distributions](#)   [Override Timesheet GL Distributions](#)

[View Timesheet Workflow History](#)

[Approve](#)
[Print](#)

[Return to Approve Timesheets](#)

## 4 Upload Contract Data

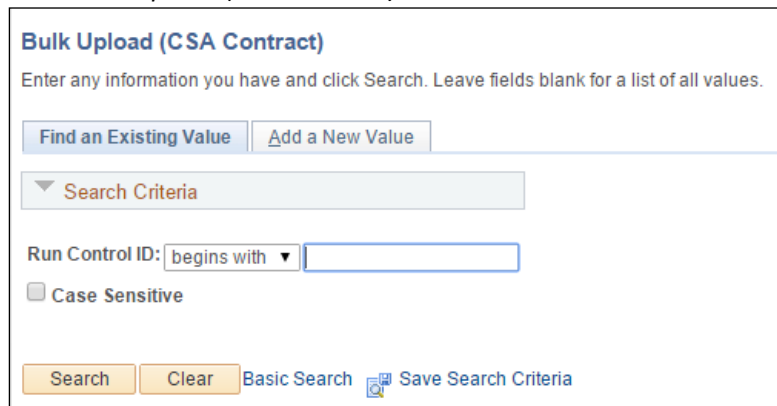
This step describes how to upload your CSV data file to create the casual academic contract data.

For more detail on how to create the CSV properly and troubleshooting the upload process, please refer to the *Academic Casual Timesheets – Bulk Upload Guide* (at: <https://services.anu.edu.au/information-technology/software-systems/hr-online-remote-user-system/timesheet-training-resources>).

### 4.1 Validate your data

It is advisable to run the *Only Load for Validation* process to validate data prior to running the process in update mode.

1. Navigate to: *Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions > Bulk Upload (CSA Contract)*



**Bulk Upload (CSA Contract)**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Run Control ID: begins with ▼

Case Sensitive

2. Do one of the following:
  - If you already have a run control, enter the name and click **Search**.
  - If you have not previously set up a run control, click the *Add a New Value* tab:

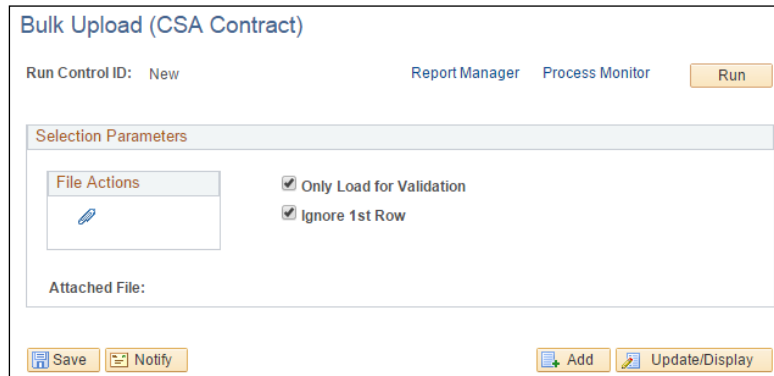



**Bulk Upload (CSA Contract)**

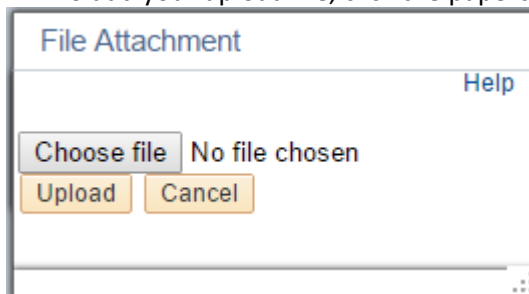
Run Control ID:

3. Enter a name for the new run control and click **Add**

**Result:** The new run control is displayed.



4. To add your upload file, click the paperclip icon .



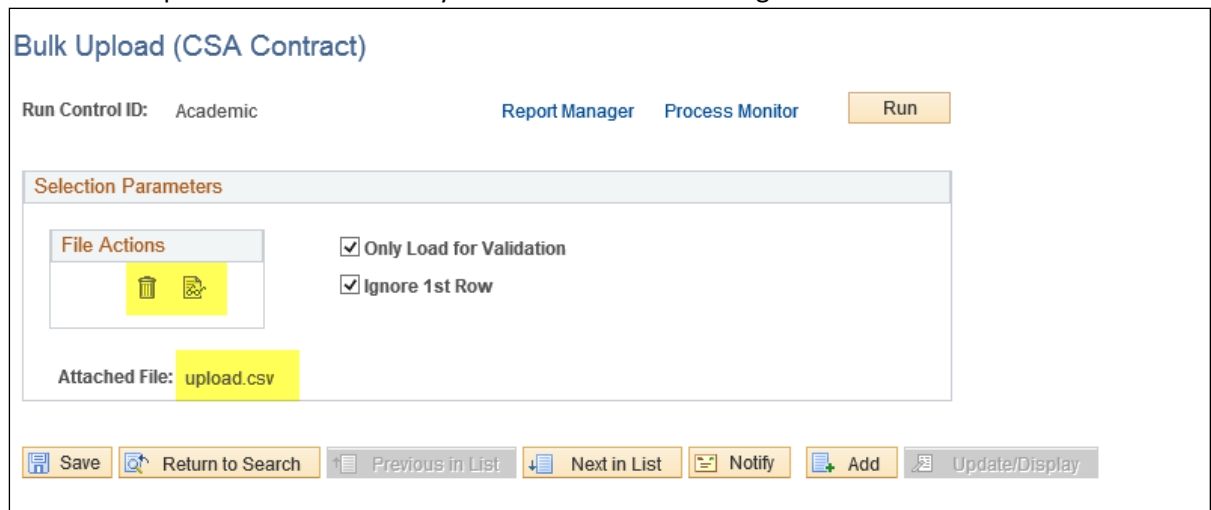
5. Click the **Choose File** button.

6. Select the upload file

**Note:** The upload file must be in CSV format.

7. Click **Upload**

**Result:** The upload file is added and you will see the filename against the *Attached File* field:



8. Ensure the *Only Load for Validation* checkbox is checked.

9. Ensure the *Ignore 1<sup>st</sup> Row* checkbox is checked.

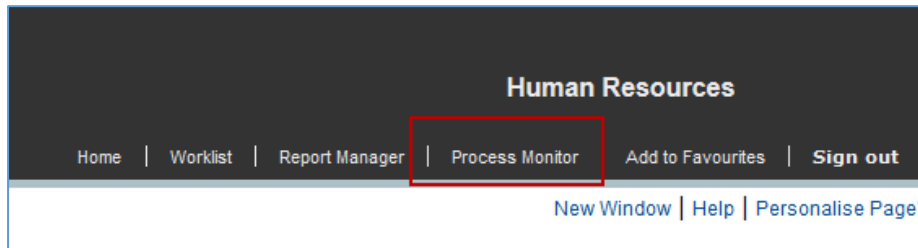
10. Click **Run**.

**Result:** You will need to [review any messages](#) and if there are any errors, correct your data.

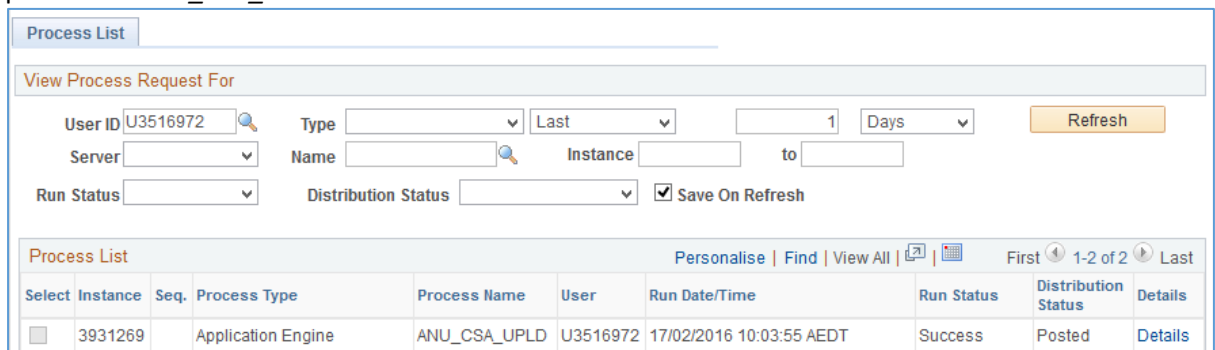
## 4.2 Review messages

After validating your file, you need to check the messages to ensure that the data is correct format.

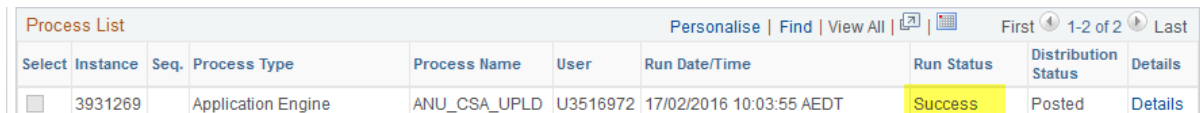
1. Go to Process Monitor:



**Result:** The *Process Monitor* screen is displayed. Note that the *Process Name* for the upload process is: *ANU\_CSA\_UPLD*



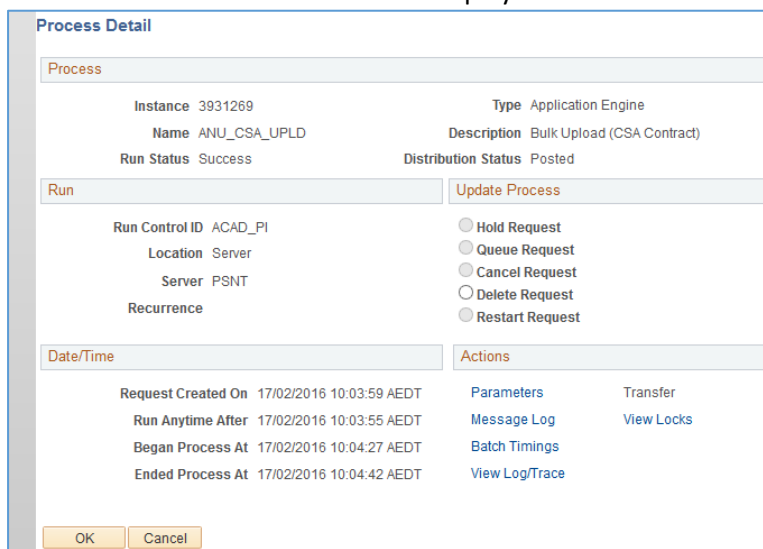
2. Check the Run Status of the process. It should equal *Success*:



**Note:** If the Run Status = *No Success*, it is most likely due to the use of an [incorrect date format](#).

3. Click the *Details* link.

**Result:** The *Process Detail* screen is displayed.





4. Click the *View Log/Trace* link.

**Result:** The *View Log/Trace* screen is displayed.

**View Log/Trace**

**Report**

Report ID: 1955753      Process Instance: 3931269      [Message Log](#)  
 Name: ANU\_CSA\_UPLD      Process Type: Application Engine  
 Run Status: Success

Bulk Upload (CSA Contract)

**Distribution Details**

Distribution Node: HR92ACEP      Expiration Date: 04/03/2016

**File List**

Name	File Size (bytes)	Datetime Created
AE_ANU_CSA_UPLD_3931269.stdout	511	17/02/2016 10:04:42.243000 AEDT
CSA_LOAD_3931269.txt	94	17/02/2016 10:04:42.243000 AEDT

**Distribute To**

Distribution ID Type      \*Distribution ID  
 User      U3516972

[Return](#)

5. Click the *CSA\_LOAD\_ .txt* link:

**File List**

Name	File Size (bytes)	Datetime Created
AE_ANU_CSA_UPLD_3931269.stdout	511	17/02/2016 10:04:42.243000 AEDT
CSA_LOAD_3931269.txt	94	17/02/2016 10:04:42.243000 AEDT

**Distribute To**

Distribution ID Type      \*Distribution ID  
 User      U3516972

[Return](#)

**Result:** The log is displayed:

```
Run for Validation Only - changes not committed

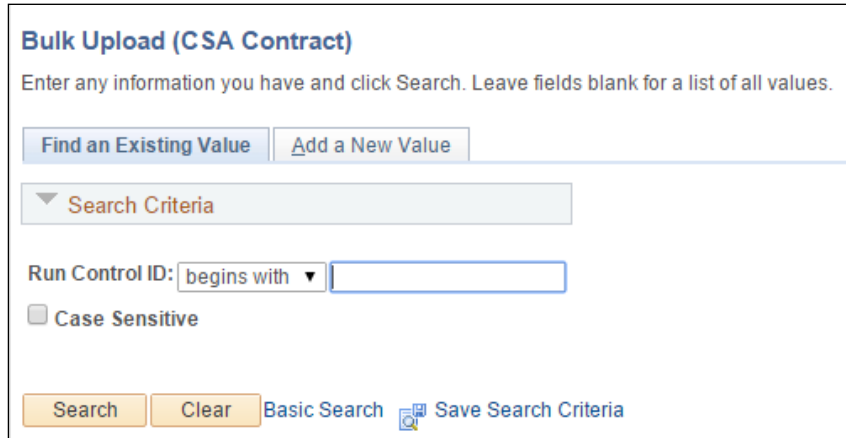
Valid contracts: 2
Contracts in error: 0
```

**Note:** If there are any errors you will need to correct your data (see [Common Error Messages](#)).

### 4.3 Run the upload

**Note:** This step assumes you have [validated your data](#) and [reviewed any messages](#).

1. Navigate to: *Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions > Bulk Upload (CSA Contract)*



**Bulk Upload (CSA Contract)**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

Run Control ID: begins with ▼

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

2. Enter the run control name and click **Search**.

**Result:** The run control is displayed.



**Bulk Upload (CSA Contract)**

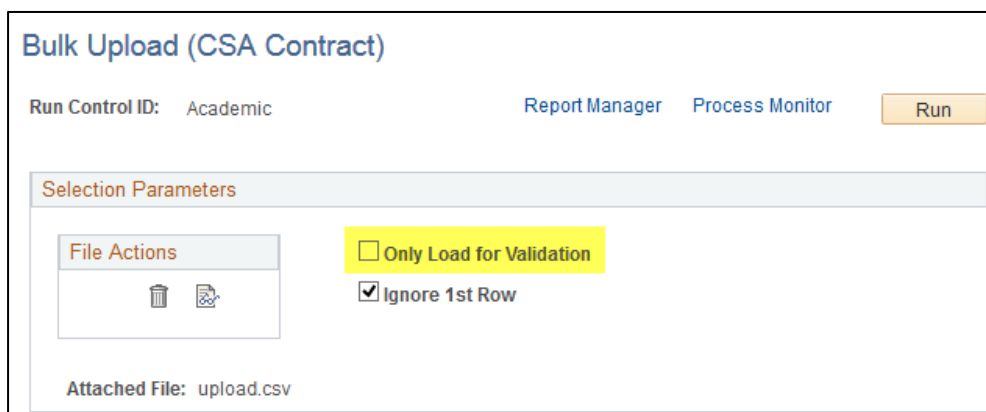
Run Control ID: Academic [Report Manager](#) [Process Monitor](#) [Run](#)

Selection Parameters

File Actions  Only Load for Validation  
 Ignore 1st Row

Attached File: upload.csv

3. Deselect the *Only Load for Validation* checkbox:



**Bulk Upload (CSA Contract)**

Run Control ID: Academic [Report Manager](#) [Process Monitor](#) [Run](#)

Selection Parameters

File Actions  Only Load for Validation  
 Ignore 1st Row

Attached File: upload.csv

4. Click **Run**.
5. Click **OK**.

**Result:** The process is run and you will see the Process ID in the Bulk Upload run control page:



**Bulk Upload (CSA Contract)**

Run Control ID: Academic Report Manager Process Monitor **Run**

Process Instance:3931281

**Selection Parameters**

**File Actions**

Only Load for Validation  
 Ignore 1st Row

Attached File: upload.csv

6. Click the *Process Monitor* link:



**Bulk Upload (CSA Contract)**

Run Control ID: Academic Report Manager **Process Monitor** Run

Process Instance:3931281

**Selection Parameters**

**File Actions**

Only Load for Validation  
 Ignore 1st Row

Attached File: upload.csv

**Result:** The Process List is displayed. When the process has completed, you will see the *Run Status* = Success and the *Distribution Status* = Posted.

**Process List**

View Process Request For

User ID: U3516972  Type:  Last:  1 Days  Refresh

Server:  Name:  Instance:  to:

Run Status:  Distribution Status:   Save On Refresh

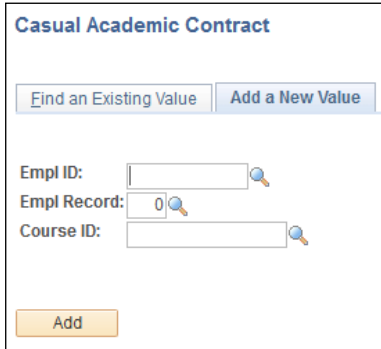
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3931273		Application Engine	ANU_CSA_UPLD	U3516972	17/02/2016 10:53:18 AEDT	Success	Posted	Details

7. Optional. [Review the messages](#) and/or review the contracts created in the system.

## 5 Add Contract Data

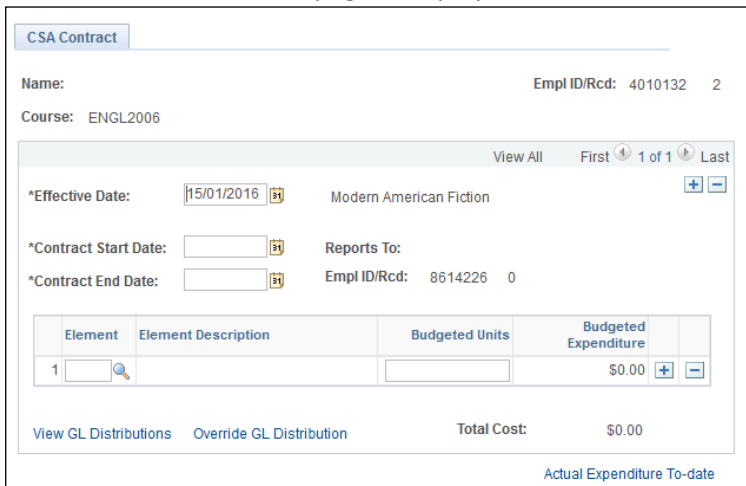
This procedure is to create add contract data for a CSA without using the Bulk Upload mechanism.


1. Navigate to: *Global Payroll & Absence Mgmt > Payee Data > Maintain Timesheets > CSA Contract*
2. Click the *Add a New Value* tab.



3. Enter the employee and course details and click **Add**.

**Result:** The *New Contract* page is displayed.



4. Enter the:
  - **Contract Start Date. Note:** Where possible, the contract start date should be before or equal to the start of a timesheet period. For example, if the CSA is expected to submit units for the timesheet T20160828, the Contract Start Date should be set to 15/8/2016 (or earlier). The system will prevent the creation of a new contract that overlaps with timesheets belonging to a previous contract (for the same course)
  - **Contract End Date. Note:** The contract end date should allow enough time for any marking that may take place at the end of a semester.
  - T-code, by using the *Element* lookup. Click the plus icon  to add a new row for each T-code.
5. Review the *Effective Date*. This defaults to TODAY. **You must change the effective date if it is later than the Contract Start Date or the CSA will not be able to access timesheets prior to this date.**
6. To override the default GL Distribution, click the *Override GL Distribution* link. On the GL override page, enter the additional GL details as required and click **OK**.
7. Click **Save**.
8. If the casual academic staff member has more than one CSA contract in effect, repeat the above steps to add all of their CSA contracts in the HRMS.

## 6 Modify Contract Data

The reasons for modifying existing contract data can include adjusting budget amounts due to absence. For example, if a CSA is absent and another CSA fills in for them during the absence, to ensure the overall budget for the course remains the same, you may want to reduce the budgeted units for the CSA that was absent. The substitute CSA will need contract data in order to be able to enter attendance via HORUS – see **Section 5**.

**Note:** The system will prevent you from changing contract start/end dates if the date change orphans existing timesheets and it will also stop you from reducing budgeted units below the total units already entered in existing timesheets.

1. Navigate to: *Global Payroll & Absence Mgmt > Payee Data > Maintain Timesheets > CSA Contract*

**Casual Academic Contract**

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Empl ID:    
 Empl Record:    
 Last Name:   
 First Name:   
 Department:    
 Course Code:    
 Description:   
 Payroll Status:

Include History
  Correct History
  Case Sensitive

2. Enter your search criteria.
3. Click **Search**
4. Select the relevant contract.

**Result:** The *Contract* page is displayed:

**CSA Contract**

Name: Empl ID/Rcd: 1000165 0

Course: LAWS8239

View All First 1 of 1 Last

\*Effective Date:   The European Union


\*Contract Start Date:   Reports To:

\*Contract End Date:   Empl ID/Rcd: 4438558 1

Element	Element Description	Budgeted Units	Budgeted Expenditure	
1 T13	Lecture - Basic	20.00	\$3,520.81	+ -
2 T14	Lecture - Repeat	26.00	\$3,051.37	+ -

[View GL Distributions](#)
[Override GL Distribution](#)
Total Cost: \$6,572.18

Actual Expenditure To-date

5. To modify the contract, insert a new row by click the plus icon .


**Result:** A new row is added with today's date as the Effective Date:

**CSA Contract**

Name: \_\_\_\_\_ Empl ID/Rcd: 1000165 0




Course: LAWS8239

View All First 1 of 2 Last

\*Effective Date:  The European Union  

\*Contract Start Date:  Reports To: \_\_\_\_\_

\*Contract End Date:  Empl ID/Rcd: 4438558 1

	Element	Element Description	Budgeted Units	Budgeted Expenditure		
1	T13	Lecture - Basic	20.00	\$3,520.81		
2	T14	Lecture - Repeat	26.00	\$3,051.37		

View GL Distributions    Override GL Distribution    Total Cost: \$6,572.18

Actual Expenditure To-date

6. Review the *Effective Date*. This date determines when the CSA can see the changes you make. If you increase Budgeted Units or add a new T-code, make sure the effective date falls within the relevant timesheet period (preferably the first day of the relevant timesheet period).

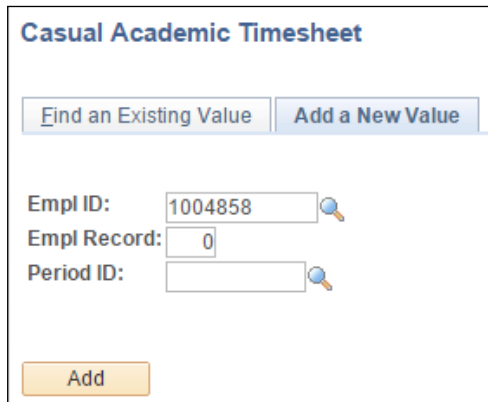
**Important:** If there are any unapproved timesheets for timesheet periods predating this *Effective Date*, negative Units Remaining may result, which prevents the timesheet/s from being approved. In such circumstances, these timesheets should be approved *before* you make your change or your *Effective Date* should fall within the timesheet period of the earliest of these timesheets.

7. Modify as required.
8. Click **Save**.

## 7 Create New Timesheet


**Note:** You must create a valid contract for a CSA before you can create a new timesheet for them.

1. Navigate to: *Global Payroll & Absence Mmt > Payee Data > Maintain Timesheets > Administer CSA Timesheet*
2. Click the *Add New Value* tab




**Casual Academic Timesheet**

Find an Existing Value | **Add a New Value**

Empl ID:  

Empl Record:

Period ID:  

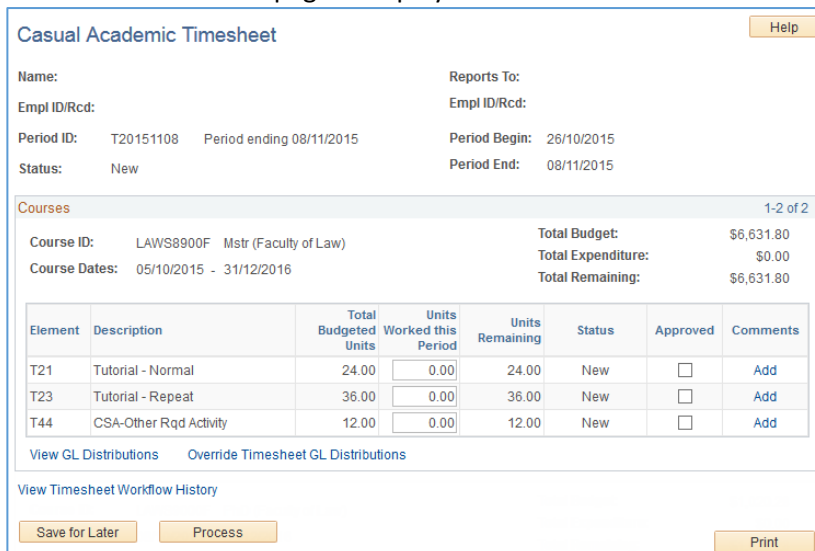
**Add**

3. Enter the Empl ID, Record and the Timesheet Period ID.

**Note:** The CSA must have a valid contract and the period entered must fall within the contract Start and End dates or you will be unable to add the new timesheet.

4. Click **Add**.

**Result:** The timesheet page is displayed.



**Casual Academic Timesheet** [Help](#)

Name: \_\_\_\_\_ Reports To: \_\_\_\_\_  
 Empl ID/Rcd: \_\_\_\_\_ Empl ID/Rcd: \_\_\_\_\_  
 Period ID: T20151108 Period ending 08/11/2015 Period Begin: 26/10/2015  
 Status: New Period End: 08/11/2015

**Courses** 1-2 of 2

Course ID: LAWS8900F Mstr (Faculty of Law) Total Budget: \$6,631.80  
 Course Dates: 05/10/2015 - 31/12/2016 Total Expenditure: \$0.00  
 Total Remaining: \$6,631.80

Element	Description	Total Budgeted Units	Units Worked this Period	Units Remaining	Status	Approved	Comments
T21	Tutorial - Normal	24.00	<input type="text" value="0.00"/>	24.00	New	<input type="checkbox"/>	<a href="#">Add</a>
T23	Tutorial - Repeat	36.00	<input type="text" value="0.00"/>	36.00	New	<input type="checkbox"/>	<a href="#">Add</a>
T44	CSA-Other Rqd Activity	12.00	<input type="text" value="0.00"/>	12.00	New	<input type="checkbox"/>	<a href="#">Add</a>

[View GL Distributions](#) [Override Timesheet GL Distributions](#)

[View Timesheet Workflow History](#)

[Save for Later](#) [Process](#) [Print](#)

**Note:** If the CSA has more than one course for the same Empl ID / Record combination, they will be displayed in the same timesheet.

## Casual Academic Timesheet

Help

Name: \_\_\_\_\_ Reports To: \_\_\_\_\_

Empl ID/Rcd: \_\_\_\_\_ Empl ID/Rcd: \_\_\_\_\_

Period ID: T20151108    Period ending 08/11/2015    Period Begin: 26/10/2015

Status: New    Period End: 08/11/2015

**Courses** 1-2 of 2

Course ID: LAWS8900F Mstr (Faculty of Law)	Total Budget: \$6,631.80
Course Dates: 05/10/2015 - 31/12/2016	Total Expenditure: \$0.00
	Total Remaining: \$6,631.80

Element	Description	Total Budgeted Units	Units Worked this Period	Units Remaining	Status	Approved	Comments
T21	Tutorial - Normal	24.00	0.00	24.00	New	<input type="checkbox"/>	Add
T23	Tutorial - Repeat	36.00	0.00	36.00	New	<input type="checkbox"/>	Add
T44	CSA-Other Rqd Activity	12.00	0.00	12.00	New	<input type="checkbox"/>	Add

[View GL Distributions](#)    [Override Timesheet GL Distributions](#)

Course ID: LAWS9000F PhD (Faculty of Law)	Total Budget: \$1,020.28
Course Dates: 08/10/2015 - 31/12/2016	Total Expenditure: \$0.00
	Total Remaining: \$1,020.28

Element	Description	Total Budgeted Units	Units Worked this Period	Units Remaining	Status	Approved	Comments
T42	Marking-Standard	24.00	0.00	24.00	New	<input type="checkbox"/>	Add

[View GL Distributions](#)    [Override Timesheet GL Distributions](#)

[View Timesheet Workflow History](#)

Save for Later
Process
Print

5. Enter the *Units Worked* (for each course, where applicable).
6. If required, update the GL Overrides by Clicking the [Override Timesheet GL Distributions](#).
7. Check the *Approved* checkbox for the relevant row/s.
8. To save only, click **Save for Later** or to process, click **Process**.





**Note:** If the CSA has more than one course for the same Empl ID / Record combination, they will be displayed in the same timesheet.

Casual Academic Timesheet
Help

Name: \_\_\_\_\_ Reports To: \_\_\_\_\_

Empl ID/Rcd: \_\_\_\_\_ Empl ID/Rcd: \_\_\_\_\_

Period ID: T20151108    Period ending 08/11/2015    Period Begin: 26/10/2015

Status: New    Period End: 08/11/2015

**Courses** 1-2 of 2

---

Course ID: LAWS8900F Mstr (Faculty of Law)

Course Dates: 05/10/2015 - 31/12/2016

Total Budget: \$6,631.80

Total Expenditure: \$0.00

Total Remaining: \$6,631.80

Element	Description	Total Budgeted Units	Units Worked this Period	Units Remaining	Status	Approved	Comments
T21	Tutorial - Normal	24.00	0.00	24.00	New	<input type="checkbox"/>	Add
T23	Tutorial - Repeat	36.00	0.00	36.00	New	<input type="checkbox"/>	Add
T44	CSA-Other Rqd Activity	12.00	0.00	12.00	New	<input type="checkbox"/>	Add

[View GL Distributions](#)    [Override Timesheet GL Distributions](#)

---

Course ID: LAWS9000F PhD (Faculty of Law)

Course Dates: 08/10/2015 - 31/12/2016

Total Budget: \$1,020.28

Total Expenditure: \$0.00

Total Remaining: \$1,020.28

Element	Description	Total Budgeted Units	Units Worked this Period	Units Remaining	Status	Approved	Comments
T42	Marking-Standard	24.00	0.00	24.00	New	<input type="checkbox"/>	Add

[View GL Distributions](#)    [Override Timesheet GL Distributions](#)

[View Timesheet Workflow History](#)

Save for Later
Process
Print

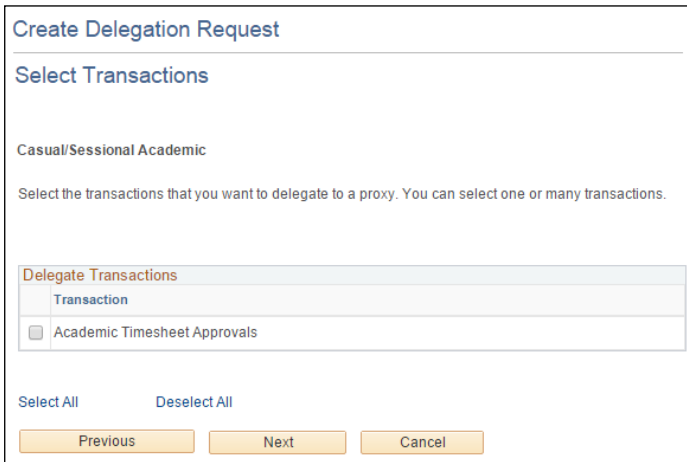
5. Enter or edit the *Units Worked* (for each course, where applicable).
6. Check the *Approved* checkbox for the relevant row/s.
7. To save only, click **Save for Later** or to process, click **Process**.

## 9 Timesheet Proxy

### [HORUS Manager only]

The system allows managers to delegate their timesheet approval to a subordinate via HORUS.

1. Navigate to: *HORUS > Manage Delegation*
2. Click the *Create an Approval Proxy* link.
3. Enter the *From* and *To* dates.
4. Click **Next**.



Create Delegation Request

Select Transactions

Casual/Sessional Academic

Select the transactions that you want to delegate to a proxy. You can select one or many transactions.

Delegate Transactions	
Transaction	
Academic Timesheet Approvals	<input type="checkbox"/>

Select All      Deselect All

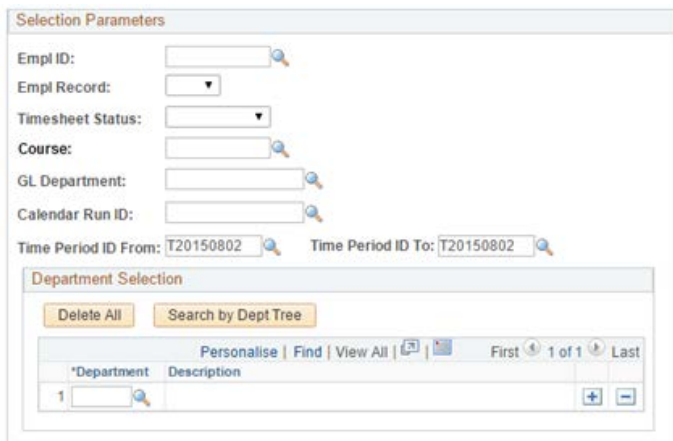
Previous      Next      Cancel

5. Check the *Academic Timesheet Approvals* checkbox.
6. Click **Next**.
7. Select the employee.
8. Click **Next**.
9. Check details and click **Submit**.

## 10 Run CSA Report

The CSA Report provides details of timesheet entries and processing status.

1. Navigate to: *Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > CSA Timesheet Detail Report*
2. Complete the run control. The report can be run by:
  - An employee
  - A specified Timesheet Entry Status or for all statuses
  - For a specified Time Period or a range of time periods
  - For specified GL Department/s
  - For a specified Pay Calendar Run ID (Pay Calendar Group)
  - For a specific department or for all departments they have access. Normal department selection options should apply.



You must enter *one or more* of the following fields:

- EmplID
- Timesheet Status
- Time Period ID.

Empl Rcd may be left blank.

### 3. Click Run

**Result:** The output is provided as a CSV output.

Emplid	Empl Rcd#	Last Name	First Name	Payroll Status	HR Dept	Dept Name	Course Code	Course	Element	Element Descr	Units Worked	Budgeted Units	Units Worked To-date	Units Remaining	Budgeted Expenditure	Expenditure To-date	Expenditure Remaining
1000037	0			Active	CS516	CS Information Technology		Course descr T44				10	5	5	Dollars	Dollars	Dollars
1000037	0			Active	CS516	CS Information Technology		Course descr T42				30	15	15	Dollars	Dollars	Dollars
1000037	0			Active	CS516	CS Information Technology		Course descr T41				5	3	2	Dollars	Dollars	Dollars
1000037	0			Active	CS516	CS Information Technology		Course descr T13				5	3	2	Dollars	Dollars	Dollars

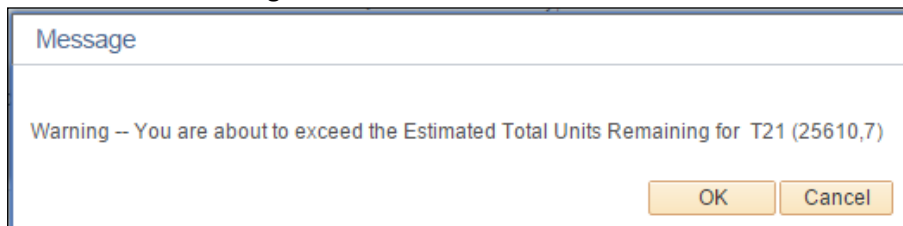
GL Details	Timesheet Period	Status	Process Status	Processed Date	Original Calendar Group ID	Reprocessed Calendar Group ID	Current Reports To Position	Current Supervisor EEMPLID	Current Supervisor Last Name	Current Supervisor First Name
RCS556ITMH	T20150802	Processed	Processed	6/08/2015	F20150812PAY		3944	9802529		
RCS556ITMH	T20150802	Processed	Processed	6/08/2015	F20150812PAY		3944	9802529		
RCS556ITMH	T20150802	Processed	Processed	6/08/2015	F20150812PAY		3944	9802529		
RCS556ITMH	T20150802	Processed	Processed	6/08/2015	F20150812PAY		3944	9802529		

## 11 Warnings and Errors

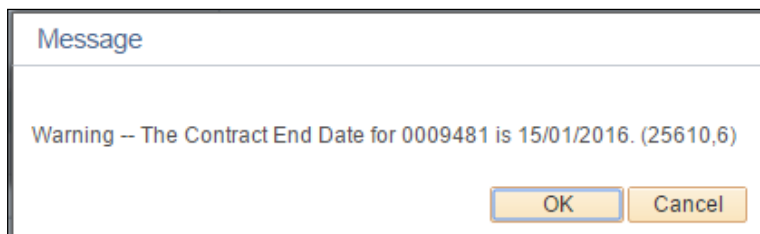
### 11.1 Warnings

The system alerts users based on certain events, such as:

- CSA is reaching or has reached the limit of their allocated units of one or more T-Codes.



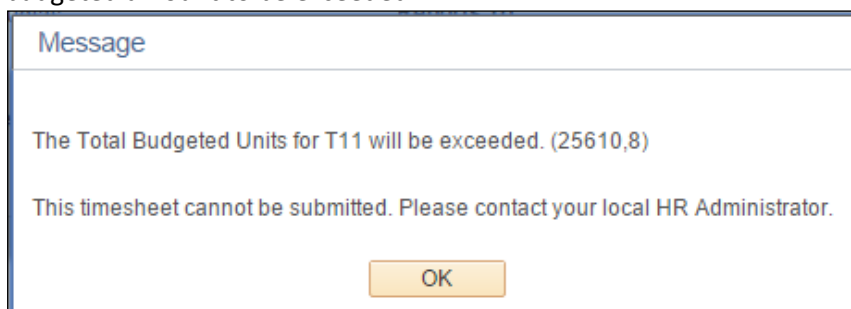
- The contract end date has been reached or almost been reached.



**Note:** The system will not generate a new timesheet if the timesheet period commences after the Contract End Date.

### 11.2 Errors

The system will prevent an employee from submitting a timesheet if the units of a certain T-code cause the budgeted amount to be exceeded.



## 12 Email Notifications

The system will notify the employee and their supervisor when certain events occur.

For example, when the employee submits their timesheet for approval, they receive a confirmation email:

-----Original Message-----

From: xyz.123@anu.edu.au [mailto:xyz.123@anu.edu.au]  
Sent: Thursday, 4 February 2016 12:42 PM  
To: CSA Tester <xyz.123@anu.edu.au>  
Subject: This Timesheet Has Been Submitted

The following Timesheet has been submitted to your manager for approval:

Employee ID: 1234567 - CSA Tester  
Department: Crawford Faculty  
Job Title: Casual/Sessional Academic  
Timesheet Period Start Date: 18-01-2016 Timesheet Period End Date: 31-01-2016  
Manager: 0123456 - CSA Manager

Please use the following link to view the transaction:

[https://horus.anu.edu.au/psp/hrprod/EMPLOYEE/HRMS/c/ANU\\_HR\\_TIMESHEET\\_SS.ANU\\_TS\\_SS\\_VIEW.GBL?  
FolderPath=PORTAL\\_ROOT\\_OBJECT.CO\\_EMPLOYEE\\_SELF\\_SERVICE.ANU\\_HORUS\\_TIMESHEET.ANU\\_TS\\_SS\\_VIEW&IsFolder=false&IgnoreParamTempl=FolderPath4969123cisFolder](https://horus.anu.edu.au/psp/hrprod/EMPLOYEE/HRMS/c/ANU_HR_TIMESHEET_SS.ANU_TS_SS_VIEW.GBL?FolderPath=PORTAL_ROOT_OBJECT.CO_EMPLOYEE_SELF_SERVICE.ANU_HORUS_TIMESHEET.ANU_TS_SS_VIEW&IsFolder=false&IgnoreParamTempl=FolderPath4969123cisFolder)

If you require further assistance please refer to the user documentation at the following link:

<http://hr.anu.edu.au/about-hr/hr-systems/casual-professional-staff-online-timesheets/online-timesheet-training>

Example of an email notifying the CSA employee that their CSA timesheet has been pushed back by the supervisor:

-----Original Message-----

From: xyz.1234@anu.edu.au [mailto:xyz.1234@anu.edu.au]  
Sent: Thursday, 4 February 2016 3:56 PM  
To: CSA Employee Tester <xyz.1234@anu.edu.au>  
Subject: The Timesheet Needs To Be Reviewed

The following Timesheet has been pushed back by your Manager and needs to be reviewed:

Employee ID: 1234567 - CSA Employee Tester  
Department: Crawford Faculty  
Job Title: Casual/Sessional Academic  
Timesheet Period Start Date: 18-01-2016 Timesheet Period End Date: 31-01-2016

Please use the following link to view the transaction:

[https://horus.anu.edu.au/psp/hrprod/EMPLOYEE/HRMS/c/ANU\\_HR\\_TIMESHEET\\_SS.ANU\\_TS\\_SS\\_ADD.GBL?  
FolderPath=PORTAL\\_ROOT\\_OBJECT.CO\\_EMPLOYEE\\_SELF\\_SERVICE.ANU\\_HORUS\\_TIMESHEET.ANU\\_TS\\_SS\\_ADD&IsFolder=false&IgnoreParamTempl=FolderPath422725cisFolder](https://horus.anu.edu.au/psp/hrprod/EMPLOYEE/HRMS/c/ANU_HR_TIMESHEET_SS.ANU_TS_SS_ADD.GBL?FolderPath=PORTAL_ROOT_OBJECT.CO_EMPLOYEE_SELF_SERVICE.ANU_HORUS_TIMESHEET.ANU_TS_SS_ADD&IsFolder=false&IgnoreParamTempl=FolderPath422725cisFolder)

If you require further assistance please refer to the user documentation at the following link:

<http://hr.anu.edu.au/about-hr/hr-systems/casual-professional-staff-online-timesheets/online-timesheet-training>

Example of an email notifying the CSA employee that their CSA timesheet has been approved:

-----Original Message-----

From: xyz.1234@anu.edu.au [mailto:xyz.1234@anu.edu.au]  
Sent: Thursday, 4 February 2016 4:03 PM  
To: CSA Employee Tester <xyz.12345@anu.edu.au>  
Subject: This Timesheet Has Been Approved

The following timesheet has been approved:

Employee ID: 1234567 - CSA Employee Tester|  
Department: Crawford Faculty  
Job Title: Casual/Sessional Academic  
Timesheet Period Start Date: 18-01-2016 Timesheet Period End Date: 31-01-2016

Please note that the distribution of hours for the times you worked need to be finalised by your local HR Administrator and the final distribution may vary from what appears on your timesheet at the present time.

Please use the following link to view the transaction:

[http://esweb95.anu.edu.au:6250/psp/hr92acep/EMPLOYEE/HRMS/c/ANU\\_HR\\_TIMESHEET\\_SS.ANU\\_TSA\\_EMP.GBL?Page=ANU\\_TSA&Action=U&EMPLID=4222725&EMPL\\_RCD=7&CAL\\_PRD\\_ID=T20160131](http://esweb95.anu.edu.au:6250/psp/hr92acep/EMPLOYEE/HRMS/c/ANU_HR_TIMESHEET_SS.ANU_TSA_EMP.GBL?Page=ANU_TSA&Action=U&EMPLID=4222725&EMPL_RCD=7&CAL_PRD_ID=T20160131)

If you require further assistance please refer to the user documentation at the following link:

<http://hr.anu.edu.au/about-hr/hr-systems/casual-professional-staff-online-timesheets/online-timesheet-training>

## 13 Bulk Upload Common Error Messages

When the upload process displays errors, the Log/Trace file will display the rows with the errors. For example:

```
Run for Validation Only - changes not committed
```

```
Contract Data in Error:
```

```
1004,0,2015/10/01,2016-12-31,STAT10,,,,21,24
```

### 13.1 Not a valid academic

```
Component Interface Messages:
```

```
0,0,E,Emplid/EmplRcd Not a Valid Academic: 1004/0,,
```

All casuals being uploaded must be valid academics. That is, EmplID/Rcd job code must = ACSA.

### 13.2 Contract Start / End Dates

```
15,54,M,The highlighted field is required. You must enter a value for it before proceeding. {ANU_CSA_CNTRCT,ANU_CSA_CNTRCT_CI.ANU_CSA_EFFDT(1).START_DATE,
15,54,M,The highlighted field is required. You must enter a value for it before proceeding. {ANU_CSA_CNTRCT,ANU_CSA_CNTRCT_CI.ANU_CSA_EFFDT(1).END_DATE,
```

Date format must follow this convention: **YYYY-MM-DD**. For example, **2015-12-31**.

**Note:** The course end date should allow enough time for any marking that may take place at the end of a semester.

### 13.3 Course Code

```
0,0,E,Invalid Course Code: STAT10,,
```

The course code entered must correspond *exactly* to the course code in the Students system. There should be no space between the alpha and numeric components of the course code. For example, LAWS8900F, **not** LAWS 8900F.

### 13.4 GL Details

```
Component Interface Messages:
```

```
0,0,E,Invalid GL Dept,,
```

GL details must be correct and in the correct sequence. If a project code is not relevant, enter the value: **N/A**

**Note:** Only enter GL Details (GL Department, Fund and Project) if you are overriding the default GL distribution overrides for (in Job Data).

### 13.5 Element

```
0,0,E,Invalid Timesheet Code 21,,
```

All Element Names entered must be valid elements. In the above example, **21** was entered but the correct element name is **T21**.



### 13.6 Overlapping Contract

The system prevents you from adding new contract data for a specific Empl ID/Rcd and Course where it overlaps with timesheet periods belonging to an existing course. In such cases, you will see an error such as:

Component Interface Messages:

```
0,0,M,Adding new contract for 3965528 0 RUSS1900,,  
25610,24,E,Overlap with existing contract for T20160925. Earliest available start  
date is 24/10/2016.,,
```

### 13.7 Orphan Timesheets

If you attempt to change an existing contract such that existing timesheets will no longer fall within the Start/End Dates of the contract, you will receive an error:

Component Interface Messages:

```
0,0,M,Updating contract CSA0001,,  
25610,22,M,Timesheets exist for this contract prior to 11/04/2016. Start Date  
cannot be later than the 14/03/20,,
```