1. Log into HORUS using your University ID and password.
   http://horus.anu.edu.au/
   If you have any problems please contact your local IT support.

2. To access timesheets with entries requiring review and/or approval, navigate to
   Main Menu > Manager Self Service > Manage Timesheets > Approve
   Timesheets

3. Select the timesheet for the employee by selecting the Name hyperlink

<table>
<thead>
<tr>
<th>Name</th>
<th>Emp ID</th>
<th>Emp Rec ID</th>
<th>Job Title</th>
<th>Per Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timesheet Email1</td>
<td>3474237</td>
<td>O</td>
<td>ANU Officer St &amp; Admin</td>
<td>0.00</td>
</tr>
<tr>
<td>Timesheet Email2</td>
<td>3474237</td>
<td>O</td>
<td>ANU Officer St &amp; Admin</td>
<td>0.00</td>
</tr>
</tbody>
</table>

4. Check that the times entered are correct.

5. Read any comments that the employee has made. They can be identified by the
   View hyperlink in the Comments column.

6. Check the Attendance Type for Theatre staff, Invigilators and Simulated Patients
   and update if necessary.

7. To change the default GL charge code select the Override Timesheet GL
   Distribution. Remembering to enter N/A if no project is applicable, and the
   percentages must add up to 100.00%

<table>
<thead>
<tr>
<th>Emp ID</th>
<th>Emp Rec ID</th>
<th>Period ID</th>
<th>Fund</th>
<th>Timesheet</th>
<th>Project</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: 2546152</td>
<td>0 T20120802</td>
<td>R</td>
<td>61600</td>
<td>N/A</td>
<td>80.00</td>
<td></td>
</tr>
<tr>
<td>2: 2546152</td>
<td>0 T20120802</td>
<td>R</td>
<td>61700</td>
<td>N/A</td>
<td>20.00</td>
<td></td>
</tr>
</tbody>
</table>

8. If you have a question about the times entered you can Push Back the entry to
   the employee for review. You must first enter a comment in the comments box
   explaining why you have pushed back the entry.

9. If you are satisfied with the entries, you can opt to Save for Later or Approve the
   timesheet for payment.

10. Once Approve Timesheet has been selected a confirmation will appear and an
    email will be sent to the employee advising them the timesheet has been
    approved.
11. End quick guide.

*For more detailed information, including how to set up an approval proxy, please refer to *Professional Casual Timesheets – For Supervisors*