User Guide

Paytime: Comprehensive Guide for Sessionals, Senior Educators and Managers

Prepared By: Project Office

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1 Introduction

The Paytime Online Timesheet System is an automated end-to-end solution for processing timesheets for Casual Teaching Staff (Sessional staff) and has replaced the manual paper based process.

Paytime offers many benefits including:

- Ease of use
- Increased visibility
- Increased accuracy
- More streamlined process
- Reduction in paper use
- Reduction in carbon emissions
- Reduction in manual handling that may result in errors being made
- Elimination of timesheets getting lost

2 Audience

These instructions are intended as a guide for Chisholm Institute Senior Educators and Managers (Timesheet Approvers) so that they understand how Sessional staff can access, receive, view, edit, create and submit their timesheets. This document also outlines the approval process that approvers need to follow.

3 Sessional Staff Instructions

3.1 Accessing Paytime

Timesheets can be securely accessed using the URL **https://Paytime.chisholm.edu.au**.

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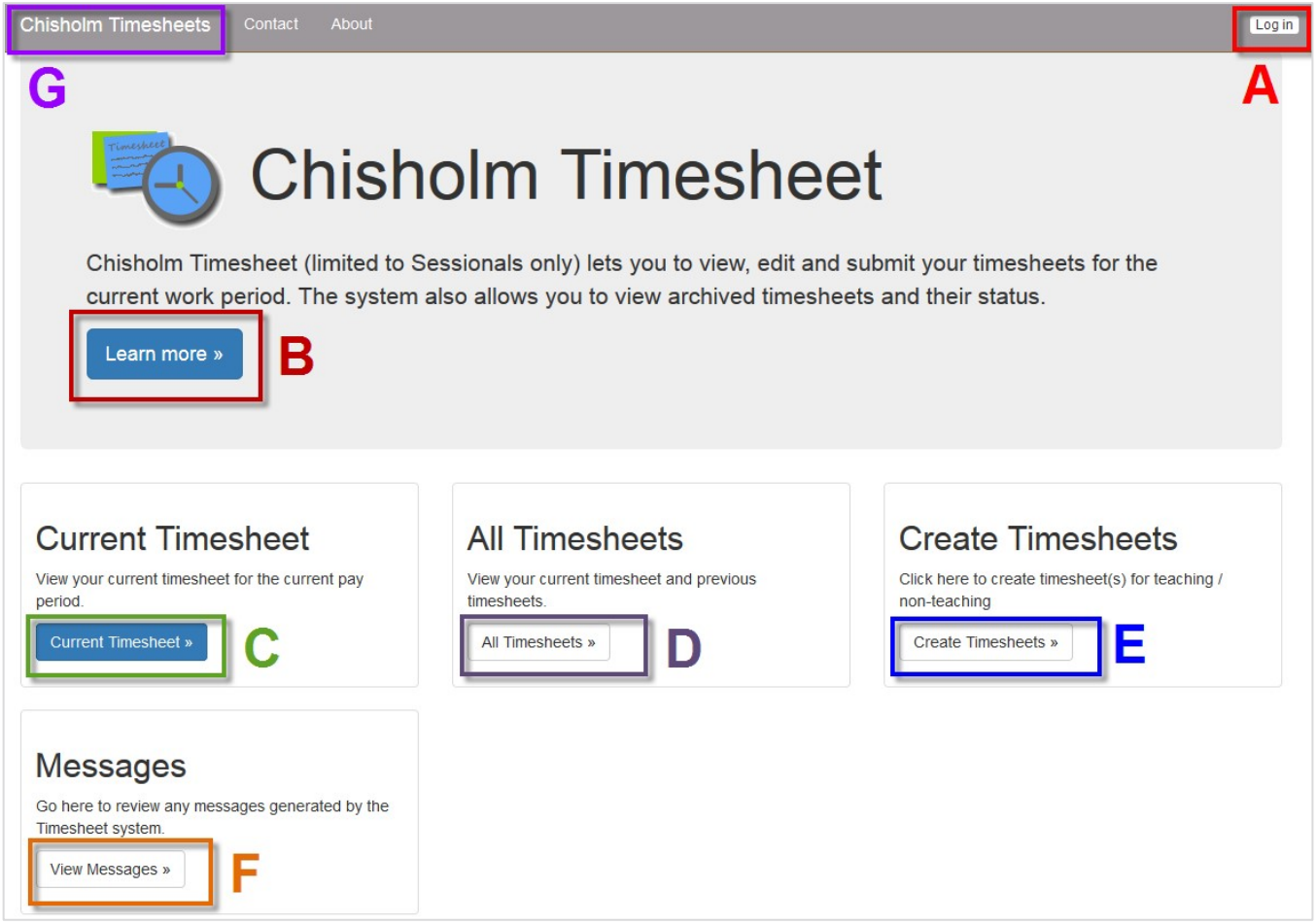

Figure 1: Chisholm Timesheet Homepage – Letters correspond to descriptions below.

A. Login using your Chisholm network account userID and password.

B. Click on the "Learn more" button to access user guides and videos.

C. Click on the "Current Timesheet" button to see your most recent timesheet.

D. Click on the "All Timesheets" button to see your current timesheet as well as past timesheets.

You will be able to see the approval state of the timesheets.

Possible Approval states are:

- **Not yet submitted** - the timesheet is in your queue for action

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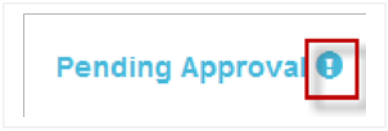
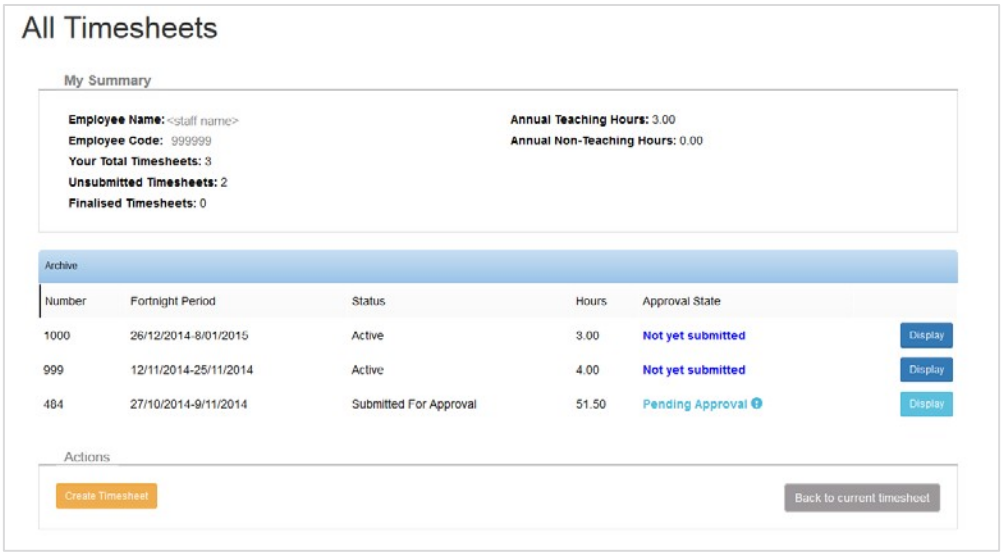
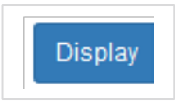
- **Your timesheet has been returned by an Approver –** the timesheet is back in your queue to read the comments your approver mad and take action again
- **Pending Approval –** you have submitted the timesheet and it is in the approver queue for the approvers to action
- **Your timesheet has been approved –** This status means that all approvers have approved it and it is with payroll
- **Your timesheet has been marked as Finalised by Payroll –** Payroll have processed your timesheet
- **This timesheet is not to be submitted** – You have "Deactivated" this timesheet and don't need to submit it. **Please note**: You can "Activate" it again
-

The small icons at the end of the approval state open tooltips containing extra information about the state when the mouse pointer is hovered over them.

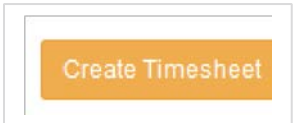




- Click on the "Display" button at the end of the row to open the timesheet in "Read only" mode



- Click on the "Create Timesheet" button in this section if you need to create a manual timesheet. Refer to the "Create a manual timesheet" section for detailed instructions



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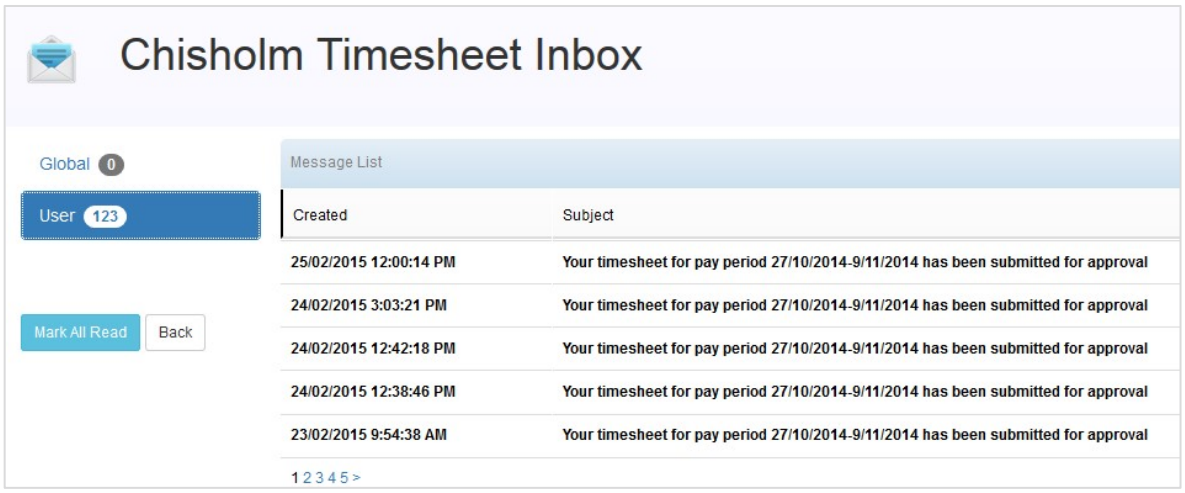
E. You can also click on the "Create Timesheet" button on the homepage if you need to create a manual timesheet. Refer to the "Create a manual timesheet" section for detailed instructions

F. Click on the "Messages" button to open the Timesheet Inbox. All timesheet emails that have been sent to your Chisholm email account as well as business announcements and system messages will be stored here



G. On any page you can click on "Chisholm timesheets" in the header to bring you back to the home page pictured in Figure 1

3.2 Receiving a system generated timesheet

If you are a Casual Employee (Teaching Staff); at the end of the work fortnight a link to your automatically created timesheet will be sent to your Chisholm email account.

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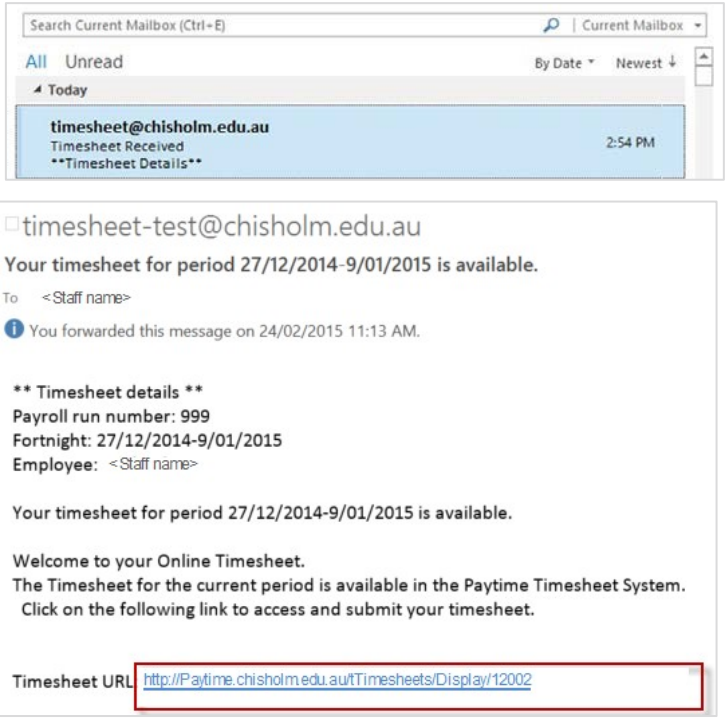

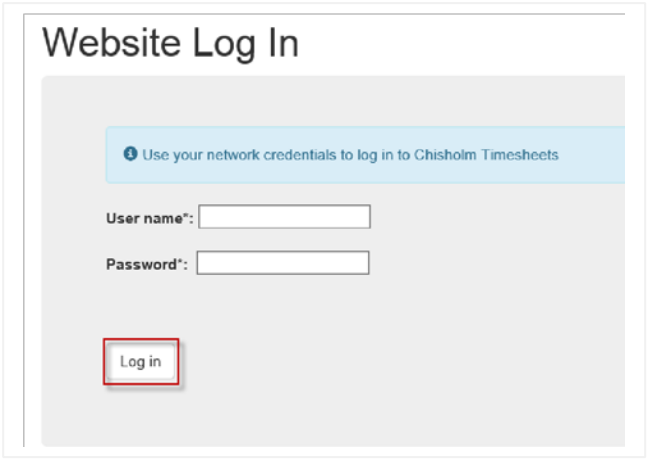

1. Click on the link in the email.

2. Enter your Chisholm network userID and password.

3. Click on the “Log in” button.

3.3 View and submit a timesheet

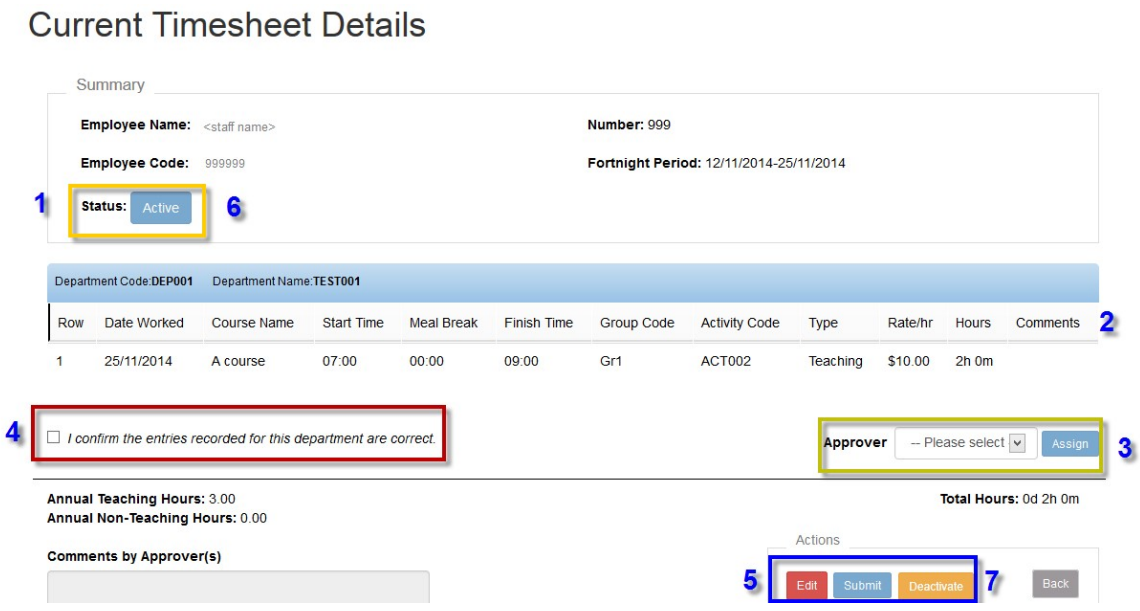

Figure 2: Read only mode - Numbers correspond to the bullet points in the following instructions

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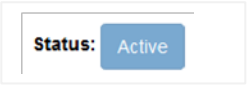
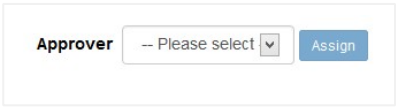
1. The timesheet loads in “Read only” mode. You will notice that the status is “Active” this means it is in your queue and ready for you to action.

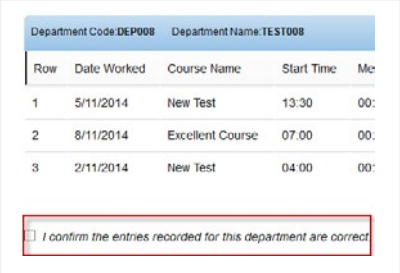


2. If you are happy with your timesheet, select an approver and click on the “Assign” button. You will need to do this for each department you have worked for.

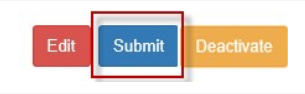


3. You then need to “Check” the checkbox that is below the department entries to confirm you have worked those hours. (This is the equivalent of signing a paper timesheet.)

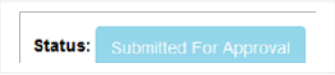
Please note: You will need to do this for all departments. The “Submit” button will not be clickable if you do not check all of these checkboxes on your timesheet.



4. Once you have assigned approvers and confirmed you have worked those hours you can now scroll to the “Actions” section at the bottom of the timesheet and click on the “Submit” button.



5. Note that the status then changes to “Submitted for Approval” which means it is now in the approvers queue and you can no longer edit your timesheet.



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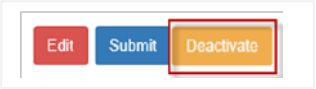
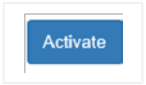
6. If you don't need to action your timesheet and don't want to receive the email reminders click on the "Deactivate" button to deactivate and store the timesheet.

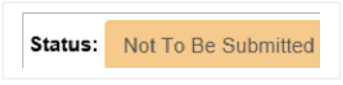
7. Click on the ok button in the popup to confirm you **DO NOT** want to send to payroll and want to "Deactivate" it for now.

8. The status then changes to "Not to be submitted".



To reactivate your timesheet at any time click on the "Activate" button that appears at the bottom of the timesheet where the "Edit" and "Submit" buttons usually sit.





3.4 Edit and submit a timesheet

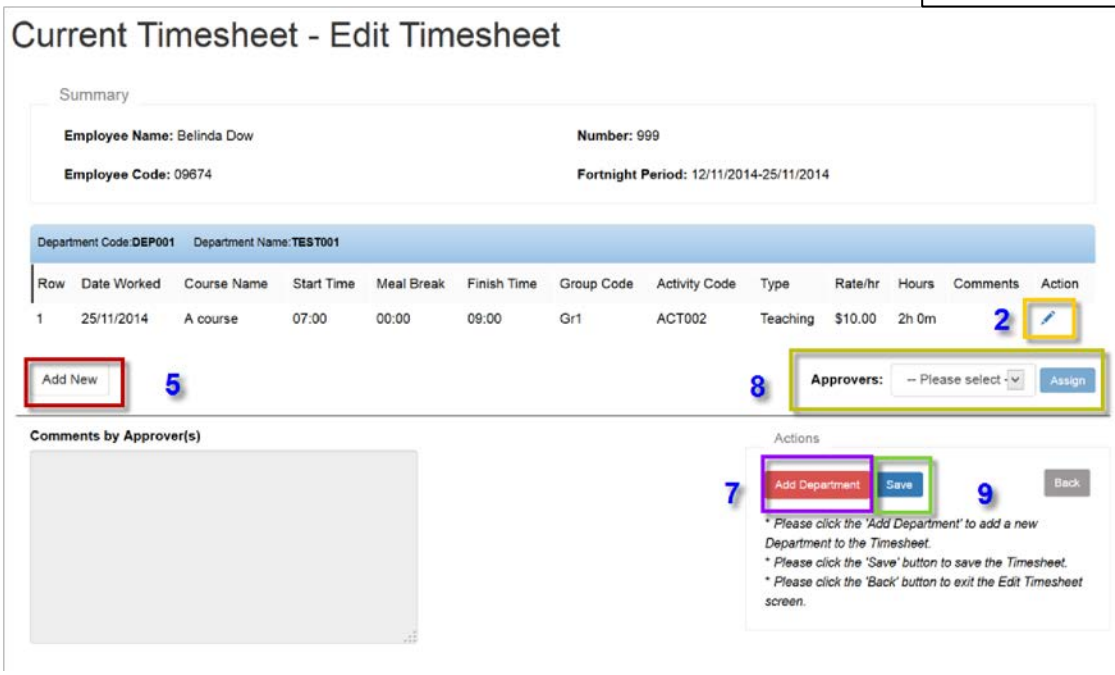


Figure 3: Edit mode - Numbers correspond to the bullet points in the following instructions

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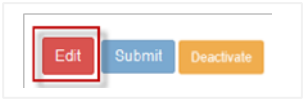
1. Click on the "Edit" button located next to the "Submit" button at the bottom of the timesheet (Refer Figure 2 - position 5).



2. Your timesheet will open in "Edit Mode" with a "Pen" icon at the end of each row that you can click on to edit the row. You can find a detailed explanation of the fields in Appendix A.

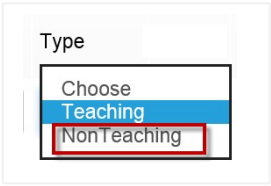
3. Click on the "Pen" icon to edit the item. You will see three action items at the end of the row.

"Save Entry" "Delete Entry" (**N.B.** Deletes the entire row) "Cancel Changes"

4. Make your change and click on the "Save" icon.
5. To add a new row click on the "Add New" button below the department.

6. You can then edit the row by clicking on the Pen" icon and entering the appropriate details.

   If you want to add a Non-teaching entry select "Non-teaching" from the "Type" dropdown list.



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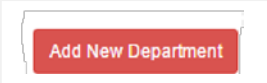
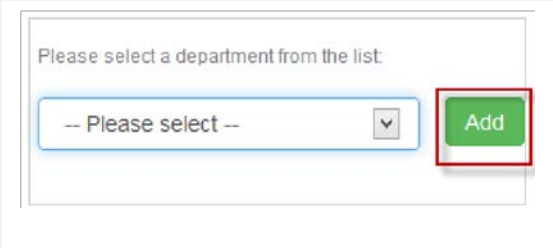
Please note: It is recommended that you add a comment to any rows you are altering or adding so your approver understands what you have altered and doesn't have to return the timesheet to you for clarification.

7. To add a department that is not already on your timesheet click on the "Add New



Department" button.

A section containing a dropdown list of all departments will appear.

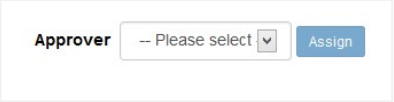


Select the department you wish to add and click the "Add" button.

Please note: If the department you need is not in the list please contact the IT Service Desk to get it added to the list.

To remove a department delete all the rows under that department using "Delete Entry" at the end of the rows.

8. When you have finished editing your timesheet, select an Approver from the dropdown list under the department entries and click on the "Assign" button.



Please note: You will need to do this for each department as each department has a different pool of approvers.

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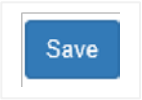
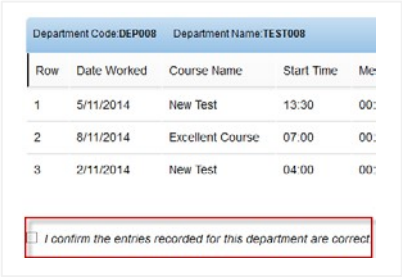
9. Scroll down to the bottom of the timesheet and click on the “Save” button in the “Action” section. This will take you back to the “Read Only” mode.

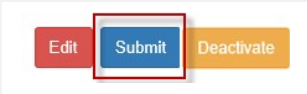


10. You then need to “Tick” the checkbox that is below the department entries to confirm you have worked those hours. (This is the equivalent of signing a paper timesheet.) (Refer Figure 2 - Position 4)

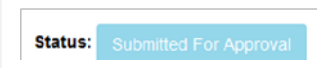


Please note: You will need to do this for all departments. The “Submit” button will not be clickable if you do not check all of these checkboxes on your timesheet.

11. Once you have assigned approvers and confirmed you have worked those hours you can now scroll to the “Actions” section at the bottom of the timesheet and click on the “Submit” button. (Refer Figure 2 - Position 5)



12. Note that the status then changes to “Submitted for Approval” which means it is now in the approvers queue and you can no longer edit your timesheet. (Refer Figure 2 - Position 6)



13. You will receive emails at all stages of the approval process as outlined in the “Email notifications” section.

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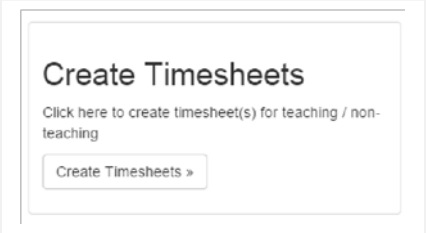
3.5 Create a manual timesheet

If you need to submit Non-teaching hours to payroll you will need to create a timesheet manually.

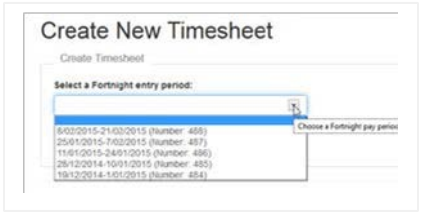


1. Access **https://Paytime.chisholm.edu.au** and click on the "Create Timesheets" button.

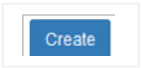
   (Refer Figure 1 - Position E)

2. Choose a work fortnight that applies to the dates you need to enter.

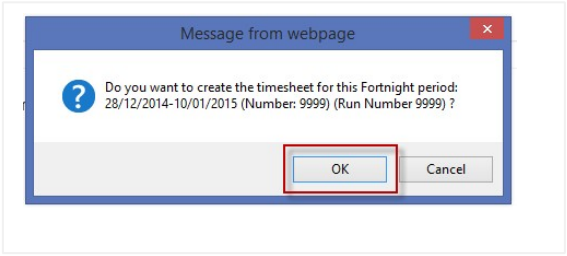
   Please note: If a timesheet exists already it will not appear in the selection list, it will be accessible through "All timesheets" (Refer Figure 1 - Position D)



3. Click on the "Create" button.



4. A popup window will appear asking you to confirm the timesheet you want to create. Click on the "OK" button



5. This will load an empty timesheet in the "Edit" mode.

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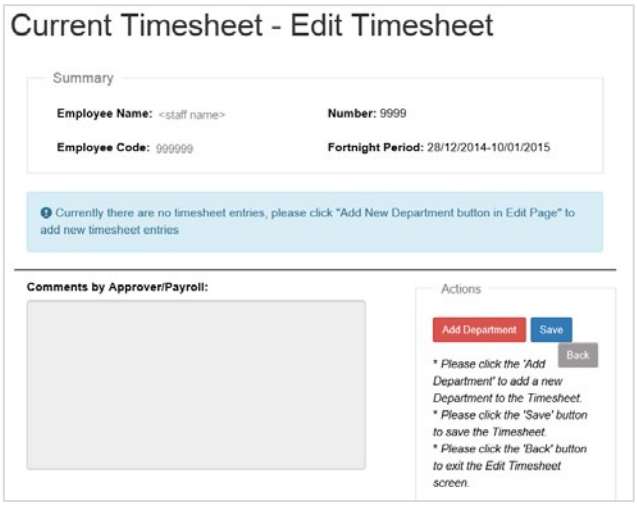
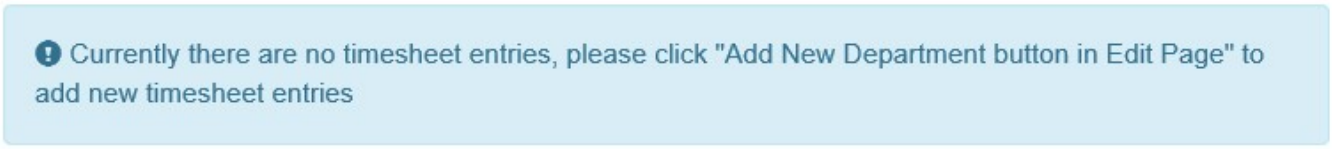
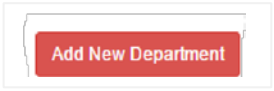


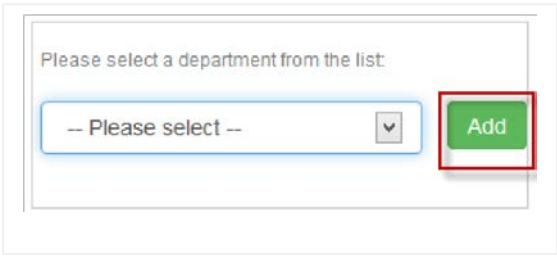
6. You will see the message instructing you to click on the “Add New Department” button.



7. Go ahead and click on the “Add New Department” button.



A section containing a dropdown list of all departments will appear.



Select the department you wish to add and click the “Add” button.

Please note: If the department you need is not in the list please contact the IT Service Desk to get it added to the list.

To remove a department delete all the rows under that department using “Delete Entry” at the end of the rows.

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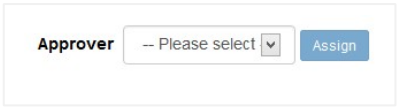
8. To add an entry to the department click on the “Add New” button below the department section.

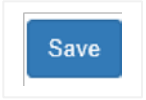
9. You can then edit the row by clicking on the Pen” icon and entering the appropriate details.

10. When you have finished editing your timesheet, select an Approver from the dropdown list under the department entries and click on the “Assign” button.

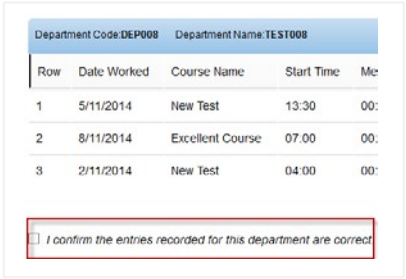
    Please note: You will need to do this for each department as each department has a different pool of approvers.



11. Scroll down to the bottom of the timesheet and click on the “Save” button in the “Action” Section. This will take you back to the “Read Only” mode.



12. You then need to “Check” the checkbox that is below the department entries to confirm you have worked those hours. (This is the equivalent of signing a paper timesheet.) (Refer Figure 2 - Position 4)



    Please note: You will need to do this for all departments. The “Submit” button will not be clickable if you do not check all of these checkboxes on your timesheet.

13. Once you have assigned approvers and confirmed you have worked those hours you can now scroll to the “Actions” section at the bottom of the timesheet and click on the “Submit” button. (Refer Figure 2 - Position 5)

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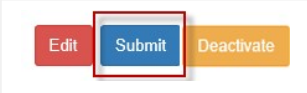
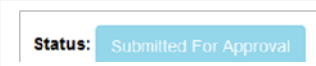


14. Note that the status then changes to “Submitted for Approval” which means it is now in the approvers queue and you can no longer edit your timesheet.



(Refer Figure 2 - Position 6)

You will receive emails at all stages of the process as outlined in the “Email notifications” section.

3.6 Email notifications

All email notifications will be sent to your Chisholm Email account and they will also be stored in the “Messages” section of the Paytime timesheet system.

(Refer Figure1 - Position F)

1. **Timesheet Received** - Notification that your timesheet is active and ready for you to action

   ** Timesheet details **
   Payroll run number: 999 Fortnight:
   26/10/2014-9/11/2014
   Employee: Firstname Lastname

   Your timesheet for period 26/10/2014-9/11/2014 is available.

   Welcome to your Online Timesheet.
   The Timesheet for the current period is available in the Paytime Timesheet System.
   Click on the following link to access and submit your timesheet.

   Timesheet URL: http://Paytime.chisholm.edu.au/Timesheet/Display/999999

2. **Timesheet Submitted** – Notification that you have successfully submitted your timesheet for approval

   ** Timesheet details **
   Payroll run number: 999 Fortnight:
   26/10/2014-9/11/2014

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Employee: Firstname Lastname

Your timesheet for pay period 26/10/2014-9/11/2014 has been submitted for approval

The system will automatically contact Approvers to notify them that your timesheet is awaiting their approval. You can check on the status of your timesheet by visiting the Timesheet website at any time.

Timesheet URL: http://Paytime.chisholm.edu.au/Timesheet/Display/999999

3. **Timesheet Returned** – Notification that your timesheet has been queried by Approver and you need to take action.

   ** Timesheet details **
   Payroll run number: 999 Fortnight:
   26/10/2014-9/11/2014
   Employee: Firstname Lastname

   Your timesheet for pay period 26/10/2014-9/11/2014 has been queried by Approver

   Timesheet URL: http://Paytime.chisholm.edu.au/Timesheet/Display/999999

4. **Timesheet Approved** – Notification that your Timesheet has received an approval

   ** Timesheet details **
   Payroll run number: 999
   Fortnight: 26/10/2014-9/11/2014
   Employee: Firstname Lastname

   Your timesheet for pay period 26/10/2014-9/11/2014 has received an approval

   Timesheet URL: http://Paytime.chisholm.edu.au/Timesheet/Display/999999

5. **Timesheet Received by Payroll** – Notification that your Timesheet has been received by Payroll

   ** Timesheet details **

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Payroll run number: 999 Fortnight:
26/10/2014-9/11/2014
Employee: Firstname Lastname

Your timesheet for pay period 26/10/2014-9/11/2014 has been received by Payroll

Timesheet URL: http://Paytime.chisholm.edu.au/Timesheet/Display/999999

Please Note : Please refer to the Payroll Schedule for Timesheet processing cut of dates/time.

4 Approver Instructions

4.1 Access Paytime

Timesheets can be securely accessed from the URL **https://Paytime.chisholm.edu.au**.

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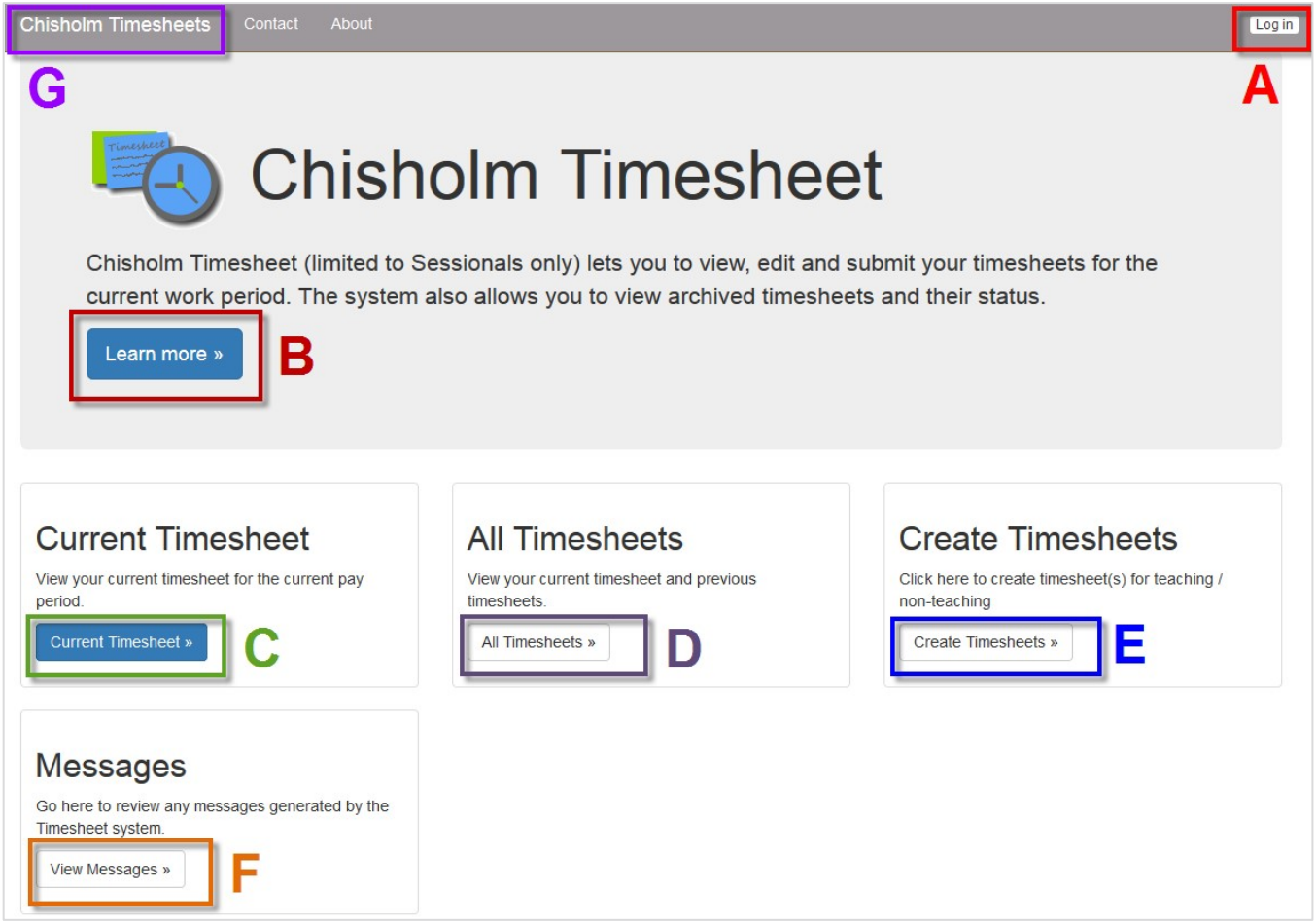

Figure 4: Chisholm Timesheet Homepage – Letters correspond to descriptions below.

A. Login using your Chisholm network account userID and password.

B. Click on the "Learn more" button to access user guides and videos.

C. "Current Timesheet" - **Applicable only to Sessional Staff**.

D. "All Timesheets" - **Applicable only to Sessional Staff.**

E. "Create Timesheet" - **Applicable only to Sessional Staff.**

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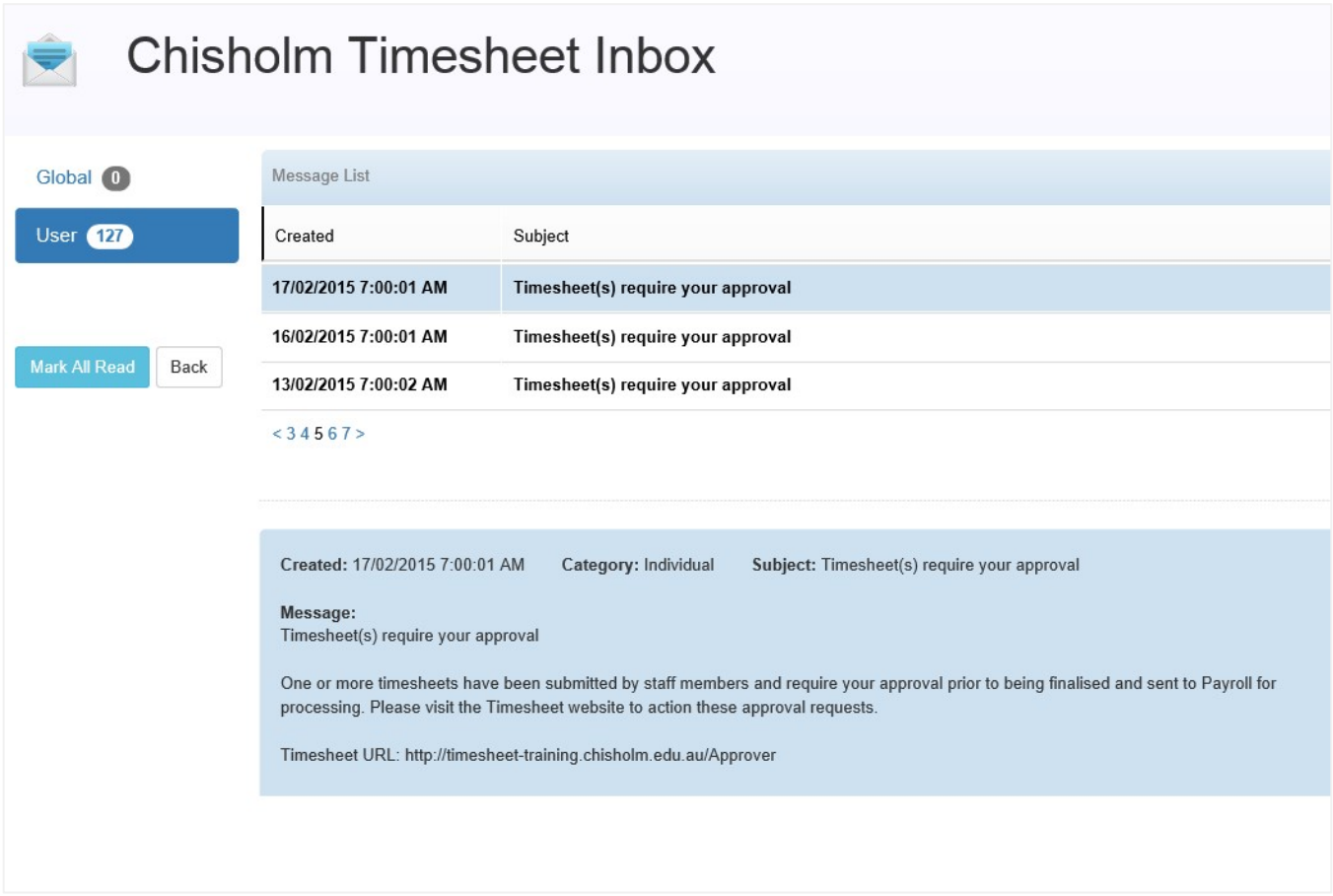
F. Click on the “Messages” button to see all timesheet emails that have been sent to your Chisholm email account as well as business announcements and system messages.



G. On any page you can click on “Chisholm timesheets” in the header to bring you back to the home page pictured in Figure 4.

4.1.1 Log in

1. Click on the “Login” button (Refer Figure 4 – Position A).
2. Enter your Chisholm network userID and password.
3. Click the “Log in” button.

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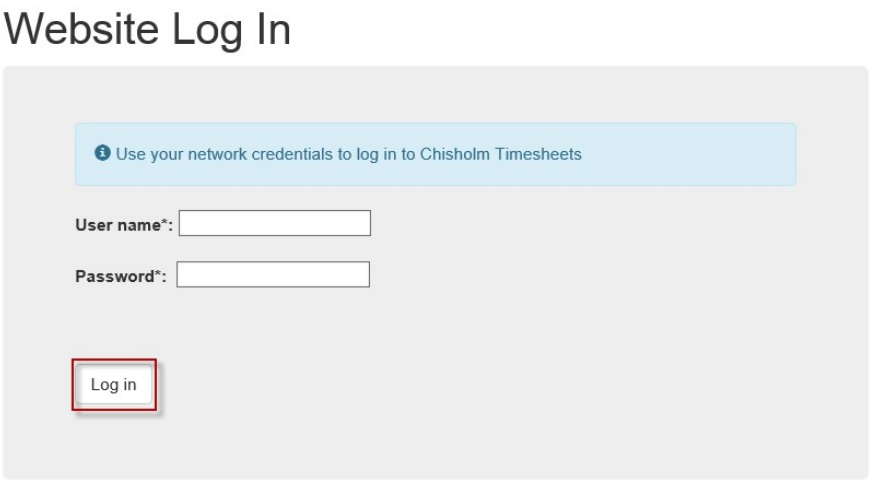
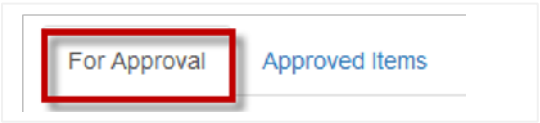


4.2 Accessing the approval queue

1. Click on the “Approvals” tab in the top navigation of the page.

2. The Approvers page will open defaulting to the “For Approval” tab.



Here you will see all the timesheets for your department.

This enables you to sort by the headings so if, for example, an approver is absent you can sort and search for the timesheets they are the “Nominated Approver” on and approve them.

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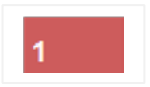
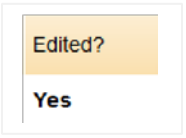
3. You can see in the above screenshot row “A” is highlighted with the “Row” number background in **red** and the text of the row in **bold**.



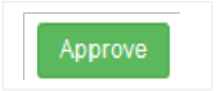
The “Edited?” column also has a value of “Yes”



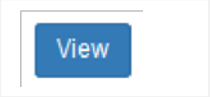
- A highlighted row indicates that something on the timesheet has been added or altered if it flowed through from Markbook hence the “Yes” value in the “Edited?” column.

- Normal text like row “B” in the above screenshot lets you know that all the information has flowed from Markbook and the Sessional has made no alterations or additions so the “Edited” column value is “No”.

4. You may choose to “Quick approve” the timesheet by clicking on the “Approve” button at the end of the row. Depending on the setup of your department’s approval process the timesheet will then move to the next level of approvers or go to Payroll



5. If you want to check the entries then click on the “View” button at the end of the row and follow the process for “Reviewing a timesheet”.



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4.3 Reviewing a timesheet

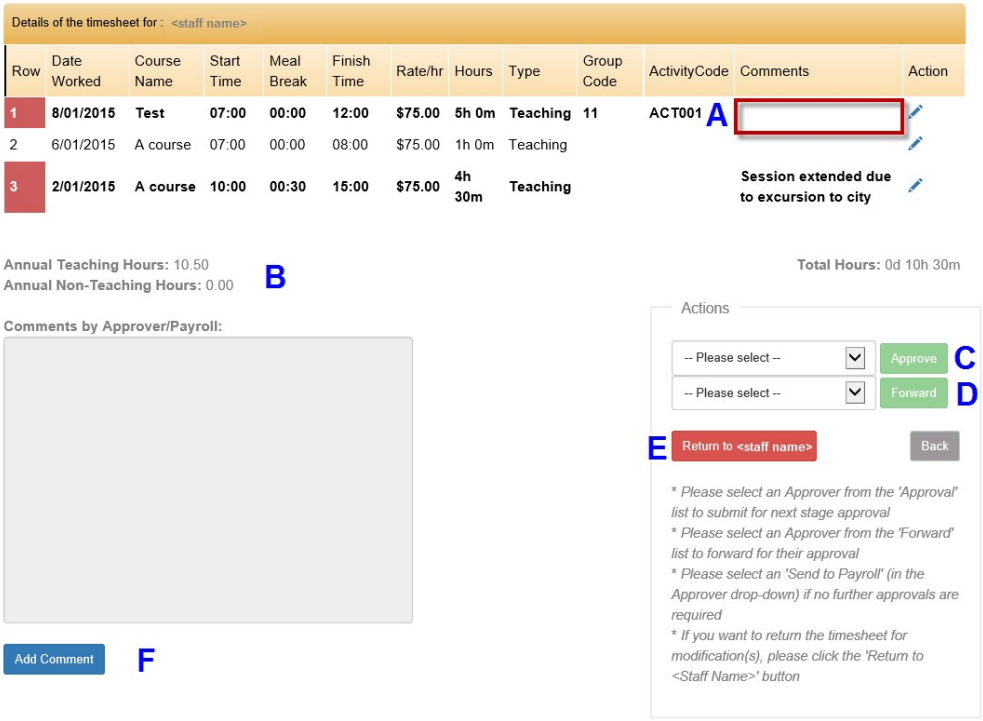

Figure5: View of entries to review and action – Letters correspond to descriptions below

A. This area is how the sessional communicates with the approvers, explaining changes etc.

B. This shows both the cumulative totals for teaching and non-teaching hours so you can see how close the sessional is to their annual teaching 720 hour cut-off.

C. Select from the dropdown list where the timesheet is to go next and click on the “Approve” button if you are ready to do so.

Please note the button is disabled until you select from the list.

D. If you wish to “give” the timesheet to another approver select a name from the dropdown list and click on the “Forward” button.

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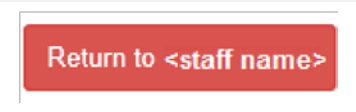
Please note the button is disabled until you select from the list.

E. When you have reviewed the entries you may wish to “Return the timesheet” to query something.



F. Click on the “Add Comment” button to communicate with the Sessional when you return a timesheet.

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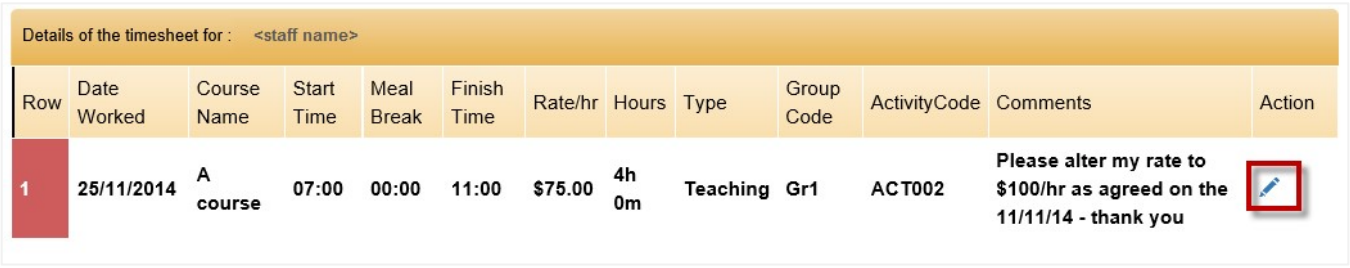
4.3.1 Changing the Rate per hour

Managers can edit the "Rate/hr" field on an entry.

1. Click on the "Pen" icon at the end of the row.



2. Update the rate to the correct amount

3. Click on the "Save" icon at the end of the row.

4.3.2 Changing the Activity Code

Senior Educators and Managers can edit the "Activity Code" on an entry.

Please note: Activity code is not mandatory for a Sessional to enter. If the activity code is empty or the Sessional has let you know that they are not sure what to enter, please ensure you enter the value for them.

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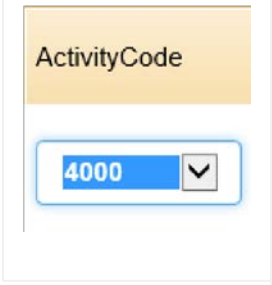
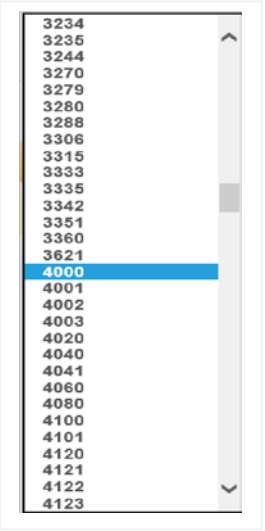
1. Click on the "Pen" icon at the end of the row.

2. Select the correct Activity code – you may need to enter the first number to see the codes.

Hint: Typing the first character in the field will jump you to codes starting with that character.

Please note: If the Activity code is not in the list please advise Payroll to update the master list.





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3. Click on the “Save” icon at the end of the row.

4.3.3 Forwarding a timesheet

If you wish to pass the timesheet to a different approver please select from the dropdown list in the Actions section at the bottom of the timesheet (Refer Figure 5 – Position D) and click on the “Forward” button.

Please note: Forwarding the timesheet is **implicit approval**, so if some of the entries are not yours to approve, check the ones that are and forward the timesheet to the person who can approve the rest.

4.3.4 Returning a timesheet

Timesheets that need clarification or modification can be returned back to the Sessional Teacher. Entering your reason for returning the timesheet is mandatory.

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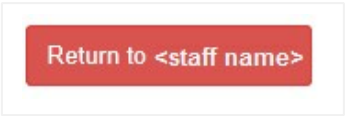
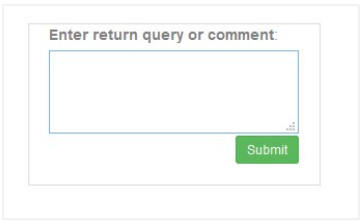
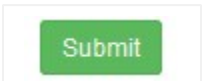
1. Click on the “Return to <staff name>” button in the actions section at the bottom of the timesheet (Refer Figure 5 – Position E).



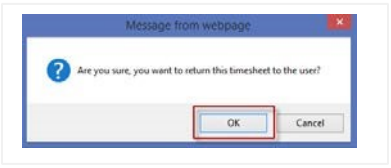
2. Type your query or comment into the box that appears.



3. Click on the “Submit” button.



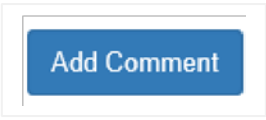
4. Click on the “OK” button in the confirmation popup.



5. Your comments are saved to the large comments box above the “Add Comment” button (Refer Figure 5 – Position F).

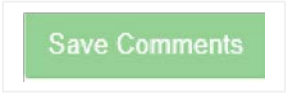
4.3.5 Entering a general comment

You may be happy with the timesheet but want to add a comment for future reference without returning the timesheet.



6. Click on the “Add Comment” button at the bottom of the timesheet (Refer Figure 5 – Position F)

7. Type your comments into the text box that appears.



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8. Click on the “Save Comments” button.

9. Your comments are saved to the large comments box above the “Add Comment” button.

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4.3.6 Approving a timesheet

If you wish to approve the timesheet please select from the dropdown list (your department's process dictates who you choose as the next approver or if you send it to Payroll) in the Actions section at the bottom of the timesheet (Refer Figure 5 – Position C) and click on the "Approve" button.

4.4 Email notifications

All email notifications will be sent to your Chisholm Email account.

- **Timesheet Pending Approval –** Once a day an email will be sent to approvers if there are timesheets pending approval.

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5 Frequently Asked Questions

5.1 Accessing

5.1.1 Which web browsers are suitable for using online timesheets?

- Internet Explorer 11 and above
- Google Chrome Version 39.0.2171.65 and above
- Netscape 9.0.0.6 and above
- Safari 5.1.7 and above
- Mozilla Firefox 33.0.1 and above

5.1.2 Can I access online Timesheets outside of Chisholm?

Yes, you can access Paytime from anywhere in the world with Internet connection (via a web browser) by going to URL: http://paytime.chisholm.edu.au and logging in with your Chisholm Network account username and password.

5.1.3 Can I access Online Timesheets on portable devices?

Yes, you can access Paytime with internet connection via a web browser on Laptops, Tablets, Smart Phones and other Mobile devices.

5.1.4 Why can I log into my computer but not into Paytime?

Are you new to Chisholm? Get your manager to check that you have been added to the ChisholmStaff group in Active Directory.

5.2 Editing

5.2.1 Why are there no activity codes to select from?

a. You may need to type the first number of the code for the list to appear.
b. If you are new to Chisholm your Paytime may not have been passed your profile information yet or your profile has been set up incorrectly. Contact ITS Support (details are in the Contact Us section) and they will follow this up for you.

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5.3 Submitting

5.3.1 Why can't I see the "Submit" button?

a. The "Submit" button only appears after the work fortnight is finished, that is midnight on the second Saturday of the work fortnight.

b. The "Submit" button only appears in "Read only" mode so make sure you have hit the "Save" button in the "Actions" section after editing to take you back to "Read only" so you can submit.

5.3.2 Why isn't the submit button working?

The submit button becomes active only when you have "Ticked" the checkboxes to confirm you have worked the hours.

There will be a checkbox for each department you have worked for and all of them need to be "Ticked" for the "Submit" button to work.

6 Contact us

If you have any issues with the Paytime-Online Timesheet System.

Please contact:

ITS Support:

- Phone: 92125444 (Mon-Fri 8:00AM to 6:00PM)
- Email: servicedesk@chisholm.edu.au

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7 Appendix A

Department Code:**DEP008** Department Name:**TEST008**

Row	Date Worked	Course Name	Start Time	Meal Break	Finish Time	Group Code	Activity Code	Type	Rate/hr	Hours	Comments	Action
1	5/11/2014	New Test	12:30	00:00	17:00	GRP1	ACT002	Teaching	$75.00	4h 30m		

Field name	Description of field	Mandatory	Editable?		
			Sessional staff	Senior Educators	Managers
Row	Number of the entry on the timesheet	N/A	✗ No	✗ No	✗ No
Date worked	The date the activity occurred. **Please note**: You can only add dates that fall within the pay period relevant for that timesheet.	✓ Yes	✓ Yes	✗ No	✗ No

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Course name	Select the course the activity is associated with.	✔ Yes	✔ Yes	✖ No	✖ No
Start Time	Time the activity commenced	✔ Yes	✔ Yes	✖ No	✖ No
Meal Break	Legally you are required to have a meal break for every 5 hours of continuous work. The times will default to blocks of 15 minutes. E.g. if you enter a 40 minute “Meal Break” the system will alter it to 45 minutes and add 5 minutes to the “Finish time”	✔ Yes If > 5 hours continuous work	✔ Yes	✖ No	✖ No
Finish time	Time the activity ceased.	✔ Yes	✔ Yes	✖ No	✖ No
Group Code	Group code is the unique identifier for the approvers to identify what class you were teaching or what activity you were doing if it was non-teaching. It is a free text field and can be left blank.	✖ No	✔ Yes	✖ No	✖ No

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Activity Code	If you know the activity code start typing it and the activity code will predictively appear. If you don't know the activity code. Leave the field blank and let your approver know via the comment field that they will need to enter it for you. If the activity code is not there to select let your approvers know via the comment field and they will inform Payroll that they need to update the master list for the next pay run. This field is mandatory for approvers.	✗ Sessionals ✓ Approvers	✓ Yes	✓ Yes	✓ Yes
Type	Was the activity Teaching or Non-teaching	✓ Yes	✓ Yes	✗ No	✗ No
Rate/hr	Rate of hourly pay that is on your Chris 21 profile. Managers can override this field	N/A	✗ No	✗ No	✓ Yes
Hours	Number of hours worked – automatically calculated from the Start, Finish and Meal Breaks entered.	N/A	✗ No	✗ No	✗ No

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Comment	Enter any comments or explanations that your approver needs to approve your timesheet. This field is free text and can take up to 300 characters.	No Recommended if you alter or add an entry	Yes	No	No
Action	Click on the “Pen” icon to edit an entry. Save the changes to the entry Delete the row/entry Cancel your changes	N/A	N/A	N/A	N/A

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