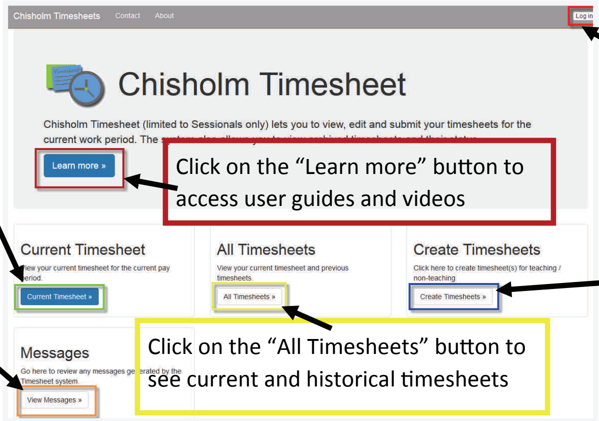
Accessing Paytime: The Paytime timesheet system can be securely accessed at **https://paytime.chisholm.edu.au**

Click on the "Current Time-sheet" button to see your current timesheet.

Click on the "Messages" button to view emails and messages



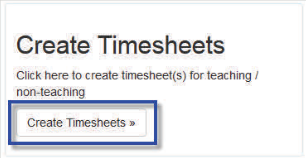
Login using your network userid and password

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

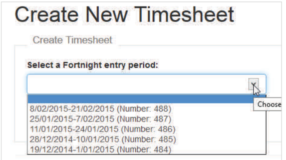
Click on this button to create a manual timesheet

Click on the "All Timesheets" button to see current and historical timesheets

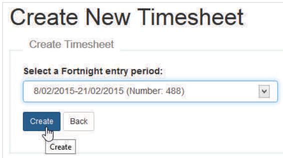
Creating a manual timesheet: If you do not receive an email saying your timesheet has been automatically created you will need to create a manual timesheet by following the steps below.



Step 1: Click on the "Create timesheets button.



Step 2: Select the pay period you need to create a time-sheet for.



Step 3: Click on "Create" and then "OK" to confirm that you want to create it.

An empty timesheet will load and you can now follow the instructions in the "Edit and submit a timesheet" section on the previous page.

Email notifications: All email notifications will be sent to your Chisholm Email account and will also be stored in the "Messages" section of the Timesheet system.

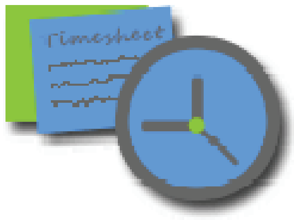
- **Timesheet Received** - Lets you know that your timesheet is active and ready for you to action.
- **Timesheet Reminder** - A reminder that you have not submitted a timesheet that is active.
- **Timesheet Submitted** - Lets you know that you have successfully submitted your timesheet.
- **Timesheet Returned** - An approver has questions about your timesheet that you need to answer.
- **Timesheet Approved** - Lets you know that your timesheet has received an approval
- **Timesheet Received by Payroll**—Notification that your timesheet has been received by Payroll

Please Note : Refer to the Payroll Schedule for Timesheet processing cut off dates/times.

Issues: Please contact the ITS Service desk on:

92125444 (Mon-Fri 8am to 6pm) or

Email: **servicedesk@chisholm.edu.au.**



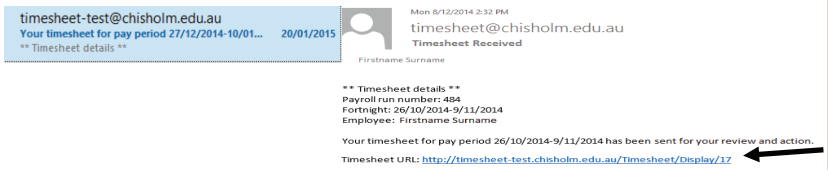
Paytime - Online Timesheets Sessional Teachers Quick reference

Features

- Receiving your online timesheet
- View and submit a timesheet
- Edit and submit timesheets
- Accessing Paytime
- Create a manual timesheet
- Email notifications

Receiving your online timesheet

At the end of the work fortnight, if you have taught a class and marked that you have done so in Markbook, a link to your automatically created and populated timesheet will be sent to your Chisholm email account.



Click on the link to Login and view timesheet

View and submit a timesheet

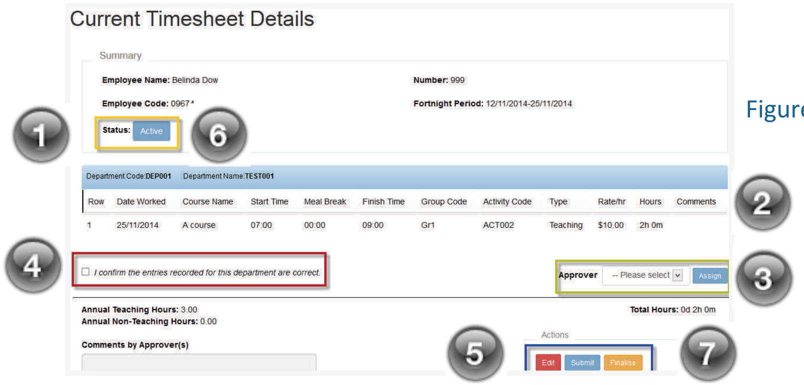
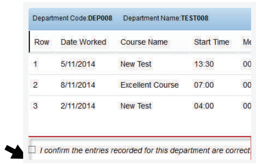


Figure 1

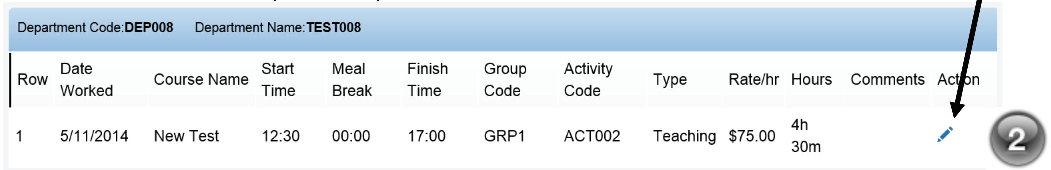
1. The timesheet loads in "Read only" mode. You will notice the status is "Active" this means it is in your queue and ready for you to action. **Status:** Active
2. Review the Markbook information in the timesheet thoroughly to ensure there are no errors and nothing is missing. **Approver** -- Please select Assign
3. 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.
4. You then need to "Check" the checkbox to confirm you have worked those hours. (This is like signing a paper timesheet.) You will need to do this for all departments. The "Submit" button will then become active.



5. Click on the "Submit" button at the bottom of the page. Edit Submit Finalise
6. The status then changes to "Submitted for Approval" which means it is now in the approvers queue. **Status:** Submitted For Approval
7. If you don't want to action your timesheet and don't wish to receive reminders click on the "Deactivate" button to store the timesheet. The status changes to "Not to be submitted". Edit Submit Finalise **Status:** Not To Be Submitted
8. It can be Activated again at any time by clicking on the "Activate" button. Activate

Edit and submit a timesheet

1. Click on the edit button located next to the submit button at the bottom of the timesheet (Refer Figure 1 previous page — position 5). Edit Submit Finalise
2. This will open "Edit Mode" with a "Pen" icon at the end of each row that you can click on to edit the row. (see below)



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		

3. Click on the "Pen" icon to edit the item. You will see three action items at the end of the row. "Save" the change "Delete" the entire row "Cancel" the change
4. Make your change and click on the "Save" icon.

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	5/11/2(	New	12:	00:	17:(	GRF	ACT0	Tea	$75.00	4h ‹		

5. To add a new row click on the "Add New" button below the department. Add New
6. You can then edit the row by clicking on the Pen" icon [2] and entering the appropriate details, select "Non-teaching" from the "Type" dropdown list if it is a non-teaching item you are adding. Type: Choose / Teaching / NonTeaching

   N.B. It is recommended that you add a comment to any rows you are altering or adding so your approver understands and doesn't have to return the timesheet to you.

   Remember to hit the "Save" icon" [3] when you have finished with the row.

7. To add a department that is not already on your timesheet click on the "Add New Department" button, Select the department and then click on the "Add" button. Add New Department Add
   To remove a department delete all the rows under that department.
8. When you have finished editing your timesheet, from the dropdown list under the department entries select an Approver and click on the "Assign" button. Approver -- Please select Assign

   N.B. You need to do this for each department.
9. Scroll down and click on the "Save" button in the "Action" Section at the bottom of the timesheet. This will take you back to the read only mode. Save
10. You can then follow steps 4 to 6 in the "View and submit a timesheet" section on the previous page.
11. You will receive emails at all stages of the approval process as outlined on the next page in the "Email notifications" section.