

Wesley College

Work Instructions

TechOne Timesheet Entry (Casuals excluding VMT's)

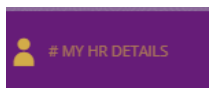
1. Timesheet Entry (Casuals excluding VMT's)

1.1 Overview

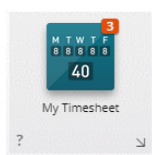
This guide is for casual staff at Wesley College. It provides instructions for entering timesheets and submitting timesheets to your manager.

1.2 Instructions

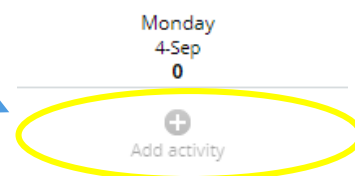
1. Log in to your Technology One portal and select the role **#My HR Details** from the bottom of the screen:



2. Select the function **My Timesheet**

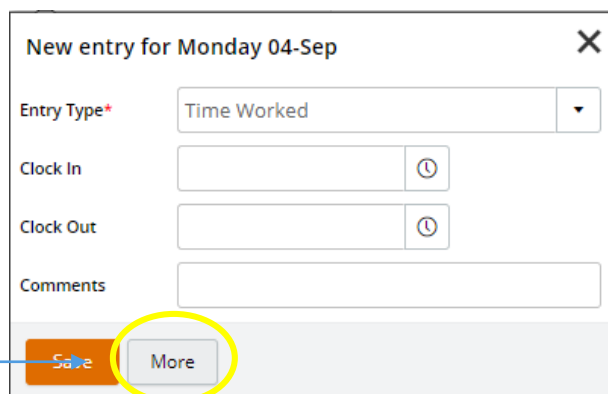


3. Go to the day you want to enter a timesheet for and click on **Add Activity**.



4. The following box will open. Rather than entering your work details in this box please click on the **More** button to get a more detailed entry box.

The detailed Timesheet Entry box will help you enter the correct timesheet information.

A screenshot of a mobile app form titled "New entry for Monday 04-Sep". The form has a close button (X) in the top right corner. It contains the following fields: "Entry Type*" with a dropdown menu showing "Time Worked"; "Clock In" with a text input field and a clock icon; "Clock Out" with a text input field and a clock icon; and "Comments" with a text input field. At the bottom of the form are two buttons: "Save" (orange) and "More" (grey). A yellow oval highlights the "More" button, and a blue line connects this button to the text "More" in the instruction above.

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Timesheet Entry


^ General


5. **Entry Date:** Adjust the date only if required
6. **Position:** Select the relevant Position.
Note: If you work in multiple roles use the drop down menu to select the correct position.
7. **Entry Type** is set to **Time Worked**. On occasion you may need to change this to **Allowances** to apply for travel etc. But mainly you will use the **Time Worked** function.
8. **Clock In:** Enter your start time using 24hr time.
9. **Clock Out:** Enter your end time using 24hr time.
Very Important: If you have an unpaid lunch break you need to enter two entries for the day e.g. 0900-1200 and 1230-1530hrs
10. **Comments:** You can enter any notes you would like to communicate to your manager.

Entry Date*
04-Sep-2017 

Position*
Teacher, Casual Relief (GW) ▼

Entry Type*
Time Worked ▼

Clock In
00:00 

Clock Out
00:00 

Comments

☐ **Authorised**

11. When you have completed your entry click the **Save** button.

Save

12. Complete timesheets for the full week by following the steps above for each daily entry. When you have completed all entries for the week click the button.

Submit

This will send your timesheet through to your manager for approval.

Very Important: If you have worked shifts in both weeks of the fortnightly period you need to submit each week separately.

13. Once your Manager has approved your timesheet you will receive email confirmation and the entries will appear in your Technology One portal in green. Payment will occur in the next available pay run.

1.3 Questions / Comments

Please contact the Payroll Team if you have any queries payroll.services@wesleycollege.net