Purpose: This guide lists the steps required for a supervisor to action a Timekeeper form in MyAurion.

Note the following:

- Only supervisors have the ability to approve a TK form in MyAurion.
- Supervisors must complete the approval of all submitted TK forms by 12:00 noon on Friday of non-pay week.
- Supervisors are responsible for ensuring that the hours a casual employee has claimed are a true reflection of the hours they have worked. This includes correct meal breaks and the maximum hours per day that are applicable for the casual staff member as well as any approved overtime claimed. For professionals, standard hours are 7 hours 15 mins per day, minimum 30 mins lunch break after 5 hours and overtime/work on public holidays should have prior approval.
- Casual academic staff members are paid per session; casual professional staff members are paid per hour. Visit the Current pay schedules to view current salary rates for casual academic and professional staff.
- After a casual employee has submitted their TK form to the supervisor for approval, the supervisor receives an e-mail notification. On receipt of this notification, you should click the MyAurion link in the e-mail to log on to MyAurion to review and approve/amend/decline the TK form.
- If TK form requires amendment of the hours worked or days claimed go to Step 3
- Clicking on the following link will take you to the Log on screen for MyAurion: https://myaurion.hr.uq.edu.au/Account/LogOn
- Casual staff members have until 5.00pm Tuesday of non-pay week to submit TK forms to their supervisor for work performed within the previous fortnight or in previous pay periods. TK forms will not be able to be submitted (or re-submitted) after this time until the pay has been processed for the current pay period.

Information on Escalation of MyAurion requests:

- If the supervisor's position is vacant the TK form automatically escalates to the actual supervisor's supervisor.
- The TK form will escalate where the supervisor is on leave for a period of greater than 5 days and no-one is appointed to act in their position. Day 1 starts on the date the TK form is submitted.
- Leave prior to the TK form submission does not contribute to 'escalation of greater than 5 days'.
- Weekends and Public Holidays do not contribute to ‘escalation of greater than 5 days’
- Where there is leave that is consecutive but not one block of leave no escalation of greater than 5 days occurs unless the first block of leave is greater than 5 days on submission of the TK form.
- If your supervisor is away and another staff member is acting in that position the TK form will be sent to the staff member acting in your supervisors position. (Refer to examples on page 6)
End to end TimeKeeper processes

Title: Update and Approve TimeKeeper ‘Self’ One Step Process with 5 days Escalation – Supervisor is on leave < or = 5 days when TimeKeeper form is submitted

Casual

- Submits a TK Form in MyAurion

Supervisor

- Supervisor selects TimeKeeper Form
- Supervisor checks and updates TK form and then approves TK Form

- Email is sent to Casual advising that TK Form is approved only when supervisor uses the submit button after updating

Casual

- Reviews TimeKeeper form
- Has TK form been actioned prior to pay cut off?
  - Yes
    - Declines TK form and adds Message
  - No
    - Amends TK form and/or approves

Pay Run

- Sent to Pay Run for payment
- Declined email notification
- Approved email notification
- Sent back to casual as incomplete

Title: TimeKeeper Pay Run Process
**MyAurion - TimeKeeper**  
*Action a Timekeeper Form*

<table>
<thead>
<tr>
<th>Steps</th>
<th>Instruction – Actioning a TimeKeeper Form</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1</strong></td>
<td>Log into MyAurion and access the Timekeeper messages in your Mail Inbox.</td>
</tr>
<tr>
<td><strong>Mail Inbox</strong></td>
<td><img src="image" alt="Mail Inbox" /></td>
</tr>
<tr>
<td>Received</td>
<td>From</td>
</tr>
<tr>
<td>11/06/2015 09:59:05</td>
<td>Leonardo Dicaprio</td>
</tr>
<tr>
<td><strong>Step 2</strong></td>
<td>Click on the pending Timekeeper mail item, and check the employee's hours and payment is correct via the 'Show Form' button on the right-hand side of the screen.</td>
</tr>
<tr>
<td>If the TK form is correct, click the ‘close’ button at the top right-hand side of the screen, and go to Step 4.</td>
<td></td>
</tr>
<tr>
<td>If the TK form needs to be amended, click the ‘close’ button at the top right-hand side of the screen, and go to Step 3.</td>
<td></td>
</tr>
</tbody>
</table>

**Message Details**

**Timekeeper Form Details**

**Casual Academic - Variable Classification:**  
Complete all columns, except for any Finance columns. All times are recorded in 24 hour format in 15 minute intervals, e.g. 14:15 for 2:15pm.  
Note: it is not necessary to type am or pm to identify morning or afternoon.  
Click the Save and Validate button to save the form and check for errors before submitting it to your supervisor.  
Select the Work Category relevant to the work performed (this is a mandatory field). The Work Category will be reviewed and may be changed if required.  
Your final pay rate may therefore differ to that displayed in the resulting Payroll Transactions.  
Click here to view casual academic pay rates.

<table>
<thead>
<tr>
<th>Date</th>
<th>Work Category</th>
<th>Course Code/Comments</th>
<th>Contact Start Time</th>
<th>Contact Stop Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue 26th May</td>
<td>AC10A Other Demonstrator/Lab 1 hr</td>
<td></td>
<td>06:00</td>
<td>07:00</td>
</tr>
<tr>
<td>Tue 26th May</td>
<td>AC10A Lecture Basic 1hr+2</td>
<td></td>
<td>09:00</td>
<td>11:00</td>
</tr>
</tbody>
</table>
### Step 3

To amend the TK form, click the ‘Update’ button. The ability to correct the TK form becomes available. Once all updates are completed, click the ‘Save and Validate’ button on the bottom right-hand side of the screen. Once validated, click the ‘Approve’ button to approve the TK form. *No further action required.*

<table>
<thead>
<tr>
<th>Timekeeper Form Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Form Details" /></td>
</tr>
</tbody>
</table>

**Casual Academic - Variable Classification:**
Complete all columns, except for any Finance columns. All times are recorded in 24 hour format in 15 minute intervals, e.g. 14:15 for 2:15pm.
*NOTE* it is not necessary to type am or pm to identify morning or afternoon.
Click the ‘Save and Validate’ button to save the form and check for errors before submitting it to your supervisor.
Click the ‘Save’ button to save an incomplete form.
To submit the timesheet to your supervisor click the ‘Submit’ button once the timesheet has been saved and validated.

<table>
<thead>
<tr>
<th>Contact Hours Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Hours Worked" /></td>
</tr>
</tbody>
</table>

**Timekeeper Form Details**

| ![Form Details](image) |

### Step 4

After checking the TK form and all information is correct, click the ‘Action’ button at the top of the right-hand side of the screen.

<table>
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<tr>
<th>Timekeeper Form Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Form Details" /></td>
</tr>
</tbody>
</table>

**Message Details**

| ![Message Details](image) |
**Step 5**

In the ‘Action’ field of the Message, you can choose from the following:

- ‘Approve this request’ if claim is correct and click the ‘Confirm’ button.
  
  ![Image]

- ‘Decline this request’ if claim is incorrect and click the ‘Confirm’ button. This will send the TK form back to the casual to correct and resubmit.

  ![Image]

If a TK form is declined after the cut off time for casual submission of TK forms, the casual staff member will not be able to resubmit the TK form until the following fortnight. In this instance, it is advised that the supervisor amends the TK form, instead of declining it, to ensure that the casual staff member is paid in the current pay fortnight. For instructions on amending the TK form, go to Step 3 of this guide.
Timekeeper forms escalate to the actual supervisor’s supervisor when the following occurs:

- The supervisor’s position is vacant.
- The supervisor is on Leave for a period of greater than 5 days and no-one is appointed to act in their position.
- Where there are two or more types of leave with consecutive dates and the first leave type is greater than 5 days.

<table>
<thead>
<tr>
<th>JANUARY</th>
<th>15</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>21</th>
<th>22</th>
<th>23</th>
<th>24</th>
<th>25</th>
<th>26</th>
<th>27</th>
<th>28</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td>Rec Leave</td>
<td>Work</td>
<td>Rec Leave</td>
<td>Rec Leave</td>
<td>Rec Leave</td>
<td>Rec Leave</td>
<td>Work</td>
<td>Public Hol</td>
<td>Work</td>
<td>Work</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee</td>
<td>TK Submit Day 1</td>
<td>Day 2</td>
<td>Day 3</td>
<td>Day 4</td>
<td>Day 5</td>
<td>Day 6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Scenario 1**
Actual supervisor’s supervisor will receive TK form - escalates as leave is greater than 5 days from submission date

**Scenario 2**
Actual supervisor will receive the TK form - supervisors leave from submission date is 5 days

**Scenario 3**
Actual supervisor will receive the TK form - supervisors leave from submission date is 5 days

**Scenario 4**
Actual supervisor will receive the TK form – supervisors leave from submission date is 5 days. **Note:** P/H and weekends are not counted towards the escalation period

**Scenario 5**
Actual supervisor will receive the TK form – the leave is in two blocks Aurion only looks at the first period of leave that is only 3 days from submission date

**Scenario 6**
Actual supervisor’s supervisor will receive TK form - escalates as the first block of leave is greater than 5 days from submission date

**Scenario 7**
Actual supervisor’s supervisor will receive TK form - escalates as the supervisor's position is vacant at the time the TK Form is submitted