Purpose: This guide lists the steps required for a casual academic staff member on a variable rate to complete and submit a Timekeeper (TK) form.

Note the following:

- All TK Forms must be submitted for approvals by 5:00pm Tuesday of Non Pay Week. The ‘lockout time’ for casual TK forms is 5:00pm on the Tuesday of non-pay week. You will not be able to access any Timekeeper forms until the payrun is completed that weekend.
- A separate timekeeper form must be lodged in MyAurion for each casual salary claim for each employee number/role you hold. A Supervisor has been assigned for the approval of your casual pay claims for each placement. More instructions for using Timekeeper forms can be found under User Guides in MyAurion at: https://myaurion.hr.uq.edu.au
- Click here for Timelines for Casual Staff Claims
- Casual academic staff are paid per session and only record contact hours. Associated hours (prep and marking) are included in their sessional rate of payment where applicable. Visit the Current pay schedules web page to view current salary rates for casual academic staff.
- When completing your TK form, you must select the category of work you performed for each completed row. Contact your local finance or administrative officer for advice about the work categories you should select.
- Each period of work must be entered separately on your TK form. That is, if you presented two lectures in the morning and then conducted a tutorial that afternoon, you would list three entries for that day on your TK form.
- If changes are required and the TK form has not yet been paid, you can recall the TK form. Refer to Recall a Timekeeper Form quick reference guide
- If the TK form has been paid, no amendments are possible and a Casual Salary Adjustment for Timekeeper form must be completed by the finance or administrative officer (on behalf of the casual employee) and submitted to Payroll

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 supervisor’s position. (Refer to examples in this document)
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

[Diagram showing process with nodes and arrows]

Title: TimeKeeper Pay Run Process

[Diagram showing process with nodes and arrows]
### Quick summary for existing Timekeeper users

More information can be found in the Detailed Guide for Timekeeper Forms via MyAurion.

### Step 1

Log into MyAurion, select the relevant employee number and role under the Person Placement field for this claim.

### Step 2

Then access the Timekeeper Forms grid and click on the relevant pay period.

### Step 3

Click on Show Form to enter your claim in the section ‘Contact Hours Worked’. Fields to complete: Date, Work Category, Course Code/Comments, Contact Start Time, Contact Stop Time. Check all details are correct then click Save and Validate.

### Step 4

After checking all of the Timekeeper form details are correct, click Submit.

### Step 5

Check that your Supervisor details are correct, add in any comments for them then click on Confirm to forward to your Supervisor for approval and payment.
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.

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<tr>
<th>Scenario 1</th>
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<td><strong>Outcome</strong></td>
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<td>Actual supervisor will receive the TK Form - supervisors leave from submission date is 5 days</td>
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<td>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</td>
<td>Actual supervisor will receive the TK form – as the leave is in two blocks Aurion only looks at the first period of leave that is only 3 days from submission date</td>
<td>Actual supervisor’s supervisor will receive FK form - escalates as the first block of leave is greater than 5 days from submission date</td>
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