Purpose: This guide lists the steps required for a casual examinations supervisor to complete and submit a Timekeeper (TK) form.

If you prefer to complete your TK form on a daily basis, please refer to the Timekeeper Form (Daily Updates) quick reference guide.

Note the following:

- All staff members employed by the University on a casual basis must complete and submit a TK form. This is done either electronically via MyAurion or by completing a paper-based form. If a paper form is required, your supervisor will provide you with instruction on how to complete your timesheet.
- All TK forms must be approved for payment by 12:00 pm Friday of non-pay week. Each organisational unit imposes their own local deadlines for when TK forms must be submitted to supervisors prior to this deadline. Check with your supervisor for confirmation of your local areas deadline to ensure that you submit your completed TK form on time.
- As an exam supervisor, you are paid at different rates depending on the category of work you perform. For example, supervising an exam is paid at a different rate to performing an administrative role.
- When completing your TK form, you must select the category of work you performed for each row of the TK form. Contact your local finance or administrative officer for advice about the work categories you should select.
- For multiple placement holders, MyAurion allocates a separate employee number for each placement held with the University. You must submit a separate TK form for each placement.

To switch between your different placements, access the Person Placement Field, provided below the menu bar, and select the required placement from the drop-down list provided.

Note: Items listed in the Person Placement field that do not contain any placement data are not current placements, however, the employee number is still active. These items should only be selected if you are submitting a TK form for hours worked when the placement was active.
## Steps

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<th>Instruction – How to complete and submit a Timekeeper form (Exam Supervisor)</th>
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### Step 1

From the MyAurion tab, click the Home button to access the grids in the Home summary panel on the left-hand side of the Home portal, as shown below.

![MyAurion Home Panel](image1.png)

**Note:** If you have multiple placements, ensure the employee number selected in the Person Placement field is correct for the work hours you will be claiming.

### Step 2

From the Timekeeper Forms grid, click the Expand icon (). The grid now displays the summary information of your available TK forms, as shown below.

![Timekeeper Forms Grid](image2.png)

**Note:** The Timekeeper Forms grid can also be accessed from the Timekeeper portal.
Step 3  
From the Timekeeper Forms grid, select the TK form for the relevant pay period. The details for the selected form display in the Timekeeper Form Details detail panel on the right-hand side of the Home portal, as shown below.

Step 4  
From the Timekeeper Form Details detail panel, click the Show Form button. The Timekeeper Form pop-up window is displayed, as shown below.
Complete the following fields provided in the Rostered Hours frame on the Timekeeper Form pop-up window:

- **Date** – Select the day and date worked from the drop-down list provided. Alternatively, begin typing the required day the drop-down list will display and contain the date options that match the day entered, select the appropriate Date from those provided.

- **Time Type** – When you click or tab into this field it automatically defaults to Rostered Hours. **Note:** as a casual employee, you only have access to this one option.

- **Work Category** – Select the work category from the drop-down list provided. **Note:** The work category selected determines the rate at which you are to be paid for the hours worked.

- **Venue/Student Name** – Enter the exam venue or the student's name.

- **Start Time** – Enter the time you started work. The time is recorded in 24-hour format. For example, 3pm should be entered as 15:00.

- **Finish Time** – Enter the time you started work. The time is recorded in 24-hour format.

**Tip:** Use the Tab or Arrow keys to move to the next column in a row or use the Down and Up Arrow keys to move between the rows.

**Note the following:**

- For each day worked during the pay period, a new row must be completed.
- Where the hours worked are broken across the day, a new row must be completed for each block of time worked that day.
- To insert additional rows, click the New Row button.

The following is a sample TK form for a Casual Examiner.
Steps | Instruction – How to complete and submit a Timekeeper form (Exam Supervisor)
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**Step 6** | Click the Save and Validate button when you have finished entering your data for the pay period. MyAurion validates the information entered. **Note:** Clicking the Save button will save but not validate the information entered. A form that has not been validated cannot be submitted.

Where an invalid value has been entered the following error message is displayed:

"Invalid Timekeeper Form"

OK

Click the OK button. You are returned to the Timekeeper Form pop-up window and the fields with an invalid value are outlined in red. Hover over the field to view information about the error.

When the Timekeeper form has validated successfully, you are returned to the Home portal and the following updates have been made to the information displayed in the Timekeeper Form Details detail panel on the right-hand side of the Home portal:

- The Status field is updated to Validated
- Access to the Submit button is provided
- The Contact Hours Worked grid contains the summary details of the times entered in the TK form.

In addition, the following grids are now accessible from the Timekeeper Form Details detail panel:

- Summary – Total contact hours worked in this pay period
- Daily Summary Week 1 – Total contact hours worked in week one of this pay period
- Daily Summary Week 2 – Total contact hours worked in week two of this pay period
- Resulting Payroll Transactions – Payroll transactions including the hourly rate and the gross (before tax) amount to be paid for each contact hour block.

To view the information recorded, use the Expand icon provided to the right of each grid.

A sample of an updated Timekeeper Form Details detail panel is provided on the following page.
### Step 6...

**Timekeeper Form Details**

- **Type**: Actual
- **Timeframe**: Saturday 12 Feb 2011 through Friday 25 Feb 2011 inclusive
- **Released**: Casual Examinations Supervisor Time
- **Status**: Validated

**Summary**

<table>
<thead>
<tr>
<th>Type</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Worked</td>
<td>6:30</td>
</tr>
<tr>
<td>Total Work Hours</td>
<td>6:30</td>
</tr>
<tr>
<td>Total All Hours</td>
<td>6:30</td>
</tr>
</tbody>
</table>

**Daily Summary Week 1**

**Daily Summary Week 2**

**Resulting Payroll Transactions**

**Payroll Master File Transactions**

**Rostered Hours**

<table>
<thead>
<tr>
<th>Time Type</th>
<th>Date</th>
<th>Start</th>
<th>End</th>
<th>Venue/Student N.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rostered</td>
<td>Mon 14th</td>
<td>08:00</td>
<td>11:30</td>
<td>Room 112</td>
</tr>
<tr>
<td>Rostered</td>
<td>Fri 18th</td>
<td>14:00</td>
<td>17:00</td>
<td>Room 120</td>
</tr>
</tbody>
</table>
### Timekeeper Form Details

**Step 7**

From the Timekeeper Form Details detail panel, click the Submit button. The Confirm pop-up window is displayed, as shown below.

![Confirm Window](image)

The following fields are displayed on the Confirm pop-up window:

- **Details** – The date range of the TK form being submitted.
- **Send To** – The supervisor or Timekeeper mailbox that you are required to send your TK form for processing. Check with your supervisor for confirmation as to whether your TK form is to be sent to them or directly to a designated Timekeeper mailbox:
  - Supervisor – This field defaults to your default supervisor to whom the request will be sent for authorisation. If a default supervisor has not been nominated, or the supervisor listed is not correct, enter the required supervisor’s UQ userid directly in the code field on the right. Alternatively, click the Search arrow (▼) to access the search function, select Employee as your search parameter, complete the search fields and locate and select the name from the Select Send To list (for further information on using the search function, refer to the MyAurion Navigation guide).
  - Timekeeper mailbox – Enter the required Timekeeper Mailbox code directly in the code field on the right. Alternatively, click the Search arrow (▼) to access the search function, select TK Mailbox as your search parameter and locate and select the required Timekeeper mailbox from the resulting Select Send To list (for further information on using the search function, refer to the MyAurion Navigation guide).
- **Message** – Free text field where you may wish to include information to the supervisor or Timekeeper mailbox approver. For example, the names of any additional supervisor(s) that the Timekeeper form is to be sent to for review.
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| **Step 8** | From the Confirm pop-up window, click the Confirm button.  
The status of the TK form is updated to Submitted. MyAurion sends an email to the nominated supervisor or Timekeeper mailbox advising that the form has been submitted.  
Once approved for payment, the status of the form listed in your Timekeeper Forms grid is updated to Approved. Additionally, depending on the processes of your organisational unit, an email may also be sent to you and (optionally) your supervisor confirming that the TK form has been approved.  
You can view the message sent to the Timekeeper mailbox from the Mail Sent grid in the Home summary panel. |
| **Step 9** | If you have more than one placement, Steps 1 to 8 should be completed for each employee number for which a TK form is to be submitted.  
To switch between your different placements, access the Person Placement Field, provided below the menu bar, and select the required placement form the drop-down list provided.  
**Note:** Items listed in the Person Placement field that do not contain any placement data are not current placements, however, the employee number is still active. These items should only be selected if you are submitting a TK form for hours worked when the placement was active.  
Once you submit a TK form for approval, you cannot make amendments to the form. If changes are required and the form has not yet been paid, you will need to perform the steps necessary to recall the TK form.  
For information on how to recall a submitted TK form, refer to the 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. |