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

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 the position is vacant. 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 in this document)
Title: TimeKeeper Pay Run Process

<table>
<thead>
<tr>
<th>Phase</th>
<th>Casual submits TK form</th>
<th>Reviews TimeKeeper form</th>
<th>Has TK form been actioned prior to pay cut off?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes → Declines TK form and adds Message</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>No    → Amends TK form and/or approves</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes   → Sent back to casual as incomplete</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>→ Approved email notification</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>→ Declined email notification</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Casual</th>
<th>Supervisor selects TimeKeeper Form</th>
<th>Supervisor checks and updates TK form and then approves TK form</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Email is sent to Casual advising that TK Form is approved only when supervisor uses the submit button after updating</td>
<td></td>
</tr>
</tbody>
</table>

End to End TimeKeeper processes
**Steps** | **Quick summary for existing Timekeeper users**  
More information can be found in the detailed User Guides for Timekeeper Forms in [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.
Professionals: If applicable complete ‘Additional Allowance Claims’
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.
Steps | Instruction – How to complete and submit a Casual Timekeeper form

| Note | If you have multiple placements, ensure the employee number and role selected under the Person Placement field is correct for the work hours you are claiming. If you have more than one placement, Steps 1 to 7 should be completed for each employee number claim.

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.

| Note | Items listed in the Person Placement field that do not show any placement data are not current placements; however, the employee number is still active. Only select if you are submitting a TK form for hours worked when the placement was active.

| Step 1 | Login to MyAurion to access the Timekeeper Forms grid as shown below.
Steps | Instruction – How to complete and submit a Casual Timekeeper form
---|---
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](image)

**Note:** The Timekeeper Forms grid can also be accessed from the Timekeeper portal.

Step 3 | Select the TK form for the relevant pay period. The details will display in the Timekeeper Form Details panel on the right-hand side of the Home screen, as shown below.

![Timekeeper Form Details](image)
<table>
<thead>
<tr>
<th>Steps</th>
<th>Instruction – How to complete and submit a Casual Timekeeper form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 4</td>
<td>From the Timekeeper Form Details panel, click the Show Form button</td>
</tr>
</tbody>
</table>

The Timekeeper Form pop-up window is displayed. Views will vary by your employee type as shown in relevant sections below:

**Notes when using any TK Form:**

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

Go to the relevant sub-section for instructions on completing your TK Form:

- 4a Casual Academic Fixed Rate
- 4b Casual Academic Variable Rate
- 4c Casual Professional Staff
Steps | Instruction – How to complete and submit a Casual Timekeeper form
---|---
Step 4a | Casual Academic Fixed rate

- Each period of work must be entered separately on your TK form.

---

Complete the following fields provided in the Contact Hours Worked frame on the Timekeeper Form pop-up window:

- **Date** – Select the day and date worked from the drop-down list. Alternately, 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.

- **Contact Hours** – When you click or tab into this field it automatically defaults to Contact Hours. **Note**: As a casual academic on a fixed classification, you only have access to this one option.

- **Course Code/Comments** – Enter the Course code or comments if required.

- **Contact Start Time** – Enter the time you started work using 24-hour format. 11am is ‘11:00’.

- **Contact Stop Time** – Enter the time you finished work using 24-hour format. 3pm is ‘15:00’.

Go to Step 5
## Steps | Instruction – How to complete and submit a Casual Timekeeper form

### Step 4b

#### Casual Academic Variable rate

- As a casual academic on a variable classification, you are paid at different classification rates for each category of work performed during the period of your appointment. For example, the preparation and presentation of a lecture is paid at a different rate than conducting a tutorial.

- When completing your TK form, you must select the category of work you performed for each completed row on the TK form. 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.

---

Complete the following fields provided in the Contact Hours Worked frame on the Timekeeper Form pop-up window:

- **Date** – Select the day and date worked from the drop-down list. Alternately, 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.

- **Work Category** – Select the work category from the drop-down list provided. **Note:** The work category selected determines the pay rate for the hours worked.

- **Course Code/Comments** – Enter the Course code or comments if required.

- **Contact Start Time** – Enter the time you started work using 24-hour format. 11am is ‘11:00’.

- **Contact Stop Time** – Enter the time you finished work using 24-hour format. 3pm is ‘15:00’.

*Go to Step 5*
**MyAurion - TimeKeeper**

**Casual Staff Guide**

---

**Steps | Instruction – How to complete and submit a Casual Timekeeper form**

<table>
<thead>
<tr>
<th>Step 4c</th>
<th>Casual Professional</th>
</tr>
</thead>
</table>

**Hours Worked** - Complete these Fields 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.

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

- **Start Time** – Enter the time you started work using 24-hour format. 9am is ‘9:00’.

- **Break From** – Enter the time you started the break using 24-hour format. 11.30am is ‘11:30’

- **Break To** – Enter the time you started the break using 24-hour format. 1.15pm is ‘13:15’

- **Finish Time** – Enter the time you finished work using 24-hour format. 5pm is ‘17:00’.

- **Comments** – Enter any comments about the work performed (optional).

**Additional Allowance Claims**: Used by Professional staff to record allowances they are entitled to claim in this pay period. Check with your local finance or administrative officer for advice about the allowances available to you. For a complete list of allowances provided by the University, refer to the **Allowances for General Staff policy**.

Complete these Fields in the Additional Allowance Claims frame on the Timekeeper Form pop-up window (if eligible to make a claim):

- **Date** – Enter the date for which the allowance is being claimed.

- **Allowance** – Select the type of allowance being claimed from the drop-down list provided.

- **Units Claimed** – Enter the number of units being claimed. Units vary depending on the type of allowance. For example, a Meal Allowance is allocated daily. Therefore, 1 unit = 1 day. Check with your local finance or administrative officer for further advice about completing this field.

- **Comments** – Enter any comments to support your claim to an allowance payment.

**Continue to Step 5**
Steps | Instruction – How to complete and submit a Casual Timekeeper form

**Step 5**

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

For more information on Validation Errors see the [Troubleshooting for Casuals User Guide](#).

Once successfully validated you are returned to the Home portal and the following updates are made in the Timekeeper Form Details panel on the right-hand side of the Home screen:

- The Status field is updated to Validated
- You can now access the Submit button
- Hours Worked grid contains the summary details of the times entered

In addition, the following grids are now accessible from the Timekeeper Form Details 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.
### Steps

<table>
<thead>
<tr>
<th>Instruction – How to complete and submit a Casual Timekeeper form</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 5 cont.</strong></td>
</tr>
</tbody>
</table>

A sample of an updated Timekeeper Form Details panel

**Timekeeper Form Details**

- **Type**: Actual
- **Timeframe**: Saturday 6 Feb 2016 through Friday 19 Feb 2016 inclusive
- **Raiser**: Casual Academic-Variable Classification: ThR010
- **Status**: Validated

**Contact Hours Worked**

<table>
<thead>
<tr>
<th>Work Category</th>
<th>Date</th>
<th>Contact Start Time</th>
<th>Break From</th>
<th>Break To</th>
<th>Contact End Time</th>
<th>Course Code/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC204 Tute Base 1 1r+2</td>
<td>Tue 9th Feb</td>
<td>16:30</td>
<td></td>
<td></td>
<td>12:00</td>
<td>FIM07044</td>
</tr>
</tbody>
</table>

**Summary**

- **Type**
- **Contact Hours**: 2:00
- **Total Hours**: 2:00

**Daily Summary Week 1**

<table>
<thead>
<tr>
<th>Type</th>
<th>Sat 06/02</th>
<th>Sun 07/02</th>
<th>Mon 08/02</th>
<th>Tue 09/02</th>
<th>Wed 10/02</th>
<th>Thu 11/02</th>
<th>Fri 12/02</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Hours</td>
<td>2:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Daily Summary Week 2**

**Resulting Payroll Transactions**

**Payroll Master File Transactions**
Steps | Instruction – How to complete and submit a Casual Timekeeper form
---|---
Step 6 | From the Timekeeper Form Details detail panel, click the **Submit** button. The Confirm pop-up window is displayed, as shown below.

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

- **Details** – The date range of the TK form being submitted
- **Send To** – The nominated supervisor who will receive this Timekeeper Form to approve. If the default supervisor listed is not correct, contact your local HR/Finance prior to submitting the TK form. **NB:** When your supervisor is on leave of more than five days from the date the Timekeeper Form is submitted, the Timekeeper Form will automatically be sent to the actual supervisor's supervisor using the position hierarchy.
- **Message** – Free text field where you may wish to include information for your supervisor.
<table>
<thead>
<tr>
<th>Steps</th>
<th>Instruction – How to complete and submit a Casual Timekeeper form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 7</td>
<td>From the pop-up window, click Confirm. The status is updated to 'Submitted'. MyAurion sends an email to the supervisor advising that the form has been submitted and needs to be actioned. Once approved for payment, the status of the form listed in your Timekeeper Forms grid is updated to 'Approved'. Additionally, an email may also be sent to you confirming that the TK form has been approved. You can view all messages sent to the supervisor from the Mail Sent grid in the Home summary panel.</td>
</tr>
</tbody>
</table>
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>Scenario</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Actual supervisor’s supervisor will receive TK form - escalates as leave is greater than 5 days from submission date</td>
</tr>
<tr>
<td>2</td>
<td>Actual supervisor will receive the TK form - supervisors leave from submission date is 5 days</td>
</tr>
<tr>
<td>3</td>
<td>Actual supervisor will receive the TK form - supervisors leave from submission date is 5 days</td>
</tr>
<tr>
<td>4</td>
<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>
</tr>
<tr>
<td>5</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>
</tr>
<tr>
<td>6</td>
<td>Actual supervisor’s supervisor will receive TK form - escalates as the first block of leave is greater than 5 days from submission date</td>
</tr>
<tr>
<td>7</td>
<td>Actual supervisor’s supervisor will receive TK form - escalates as the supervisor's position is vacant at the time the TK Form is submitted</td>
</tr>
</tbody>
</table>