**Purpose:** This guide lists the steps required to create and use a default Timekeeper (TK) form.

If you work the same hours each fortnight, you may find it useful to set up a default TK form.

If you have a default TK form, the days and hours on this form will be used to pre-fill all future TK forms. **Note:** Default values will appear on forms that cover public holidays and non-teaching periods, so you may need to delete pre-filled data for some pay periods if you do not work on these days.

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<td>Step 1</td>
<td>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.</td>
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![Image of MyAurion Home tab](image)

**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

From the Timekeeper Forms grid, select a TK form that accurately reflects the core hours you work each fortnight. 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 Set To Default button. The confirm action prompt is displayed and asks the following question:

“Do you want to create a Default Timekeeper Form from this Timekeeper Form?”
Yes  No

When Yes is answered in response to the confirm action prompt, the default TK form is created. The default TK form can be viewed by accessing the Timekeeper portal and selecting the TK form from the Default Timekeeper grid, as shown below.

Step 5

Once a default TK form has been created, TK forms that are generated for future pay periods will be created using the settings of the default TK form and will be given a status of Incomplete instead of Empty, as shown below.

Prior to the submission date, you need only to check the TK form for the relevant pay period to ensure the hours are a true reflection of those worked, then validate and submit the TK form for processing.
Steps | Instruction – How to create and use a default Timekeeper form

**Step 6 – Update existing TK form**

Existing TK forms that have a status of Empty will not automatically pick up the settings of the default TK form.

To update an existing Empty TK form to use the default settings, complete the following steps:

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.

2. Access the Timekeeper Forms grid in the Home summary panel and 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.

3. Click the Restart button provided at the top of the Timekeeper Form Details detail panel, and click Yes in response to the confirm action prompt that displays. The settings from the default TK form are applied, and the TK form is given a status of Incomplete.

In addition, the Raised Using field in the Timekeeper Form Details detail panel is updated to Personal Default – indicating that the TK form has been populated with the settings of the default TK form.

4. Prior to the submission date, you need only to check the TK form for the relevant pay period to ensure the hours are a true reflection of those worked, then validate and submit the TK form for processing.