Purpose: This guide lists the steps required for a staff member to enter the hours worked into their Timekeeper (TK) form on a daily basis rather than waiting until the end of the fortnight to complete and submit their form.

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. Contact your supervisor for confirmation of your local areas deadline to ensure that you submit your completed TK form on time.

- 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 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 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** | **Instruction – How to complete and submit a Timekeeper form (Daily Updates)**
--- | ---
**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](image)

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

**Step 2** | From the Timekeeper Forms grid, click the Expand icon (.expand). The grid now displays the summary information of your available TK forms, as shown below.

![Timekeeper Forms](image)

*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.

![Timekeeper Form Details](image-url)
### Steps

<table>
<thead>
<tr>
<th>Instruction – How to complete and submit a Timekeeper form (Daily Updates)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 4</strong></td>
</tr>
</tbody>
</table>

![Timekeeper Form](image)

**Note:** The placement you hold with the University determines the type of TK Form displayed. The example (above) is for a casual academic staff member employed on a variable classification.
<table>
<thead>
<tr>
<th>Steps</th>
<th>Instruction – How to complete and submit a Timekeeper form (Daily Updates)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 5</strong></td>
<td>For the current workday, complete the fields provided on the Timekeeper Form pop-up window, as required. The following is a sample TK form for a casual academic on a variable classification.</td>
</tr>
</tbody>
</table>

*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.
## Steps

<table>
<thead>
<tr>
<th>Instruction – How to complete and submit a Timekeeper form (Daily Updates)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 6</strong></td>
</tr>
</tbody>
</table>

Click the Save button. The information entered in the TK form is saved but not validated, the Timekeeper Form pop-up window is closed and you are returned to the Home portal.

The following updates are made to the information provided in the Timekeeper Form Details detail panel on the right-hand side of the Home portal:

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

The following is a sample of an updated Timekeeper Form Details detail panel.

![Timekeeper Form Details](image)
Steps | Instruction – How to complete and submit a Timekeeper form (Daily Updates)
--- | ---
**Step 7** | At the end of your next workday, log in to MyAurion, open the Timekeeper Forms grid and select the required TK form. When the details of the selected form are displayed in the Timekeeper Form Details detail panel, click the Show Form button.

The Timekeeper Form pop-up window is displayed, and the Contact Hours Worked frame contains only the information recorded for the previous day, no blank lines are listed, as shown below.

![Timekeeper Form](image)

**Step 8** | From the Timekeeper Form pop-up window, click the New Row button. A new row is added to the top of the list provided in the Contact Hours Worked frame.

![Contact Hours Worked](image)

**Step 9** | For the day worked, complete the fields provided on the Timekeeper Form pop-up window, as required, and click the Save button. The information entered in the TK form is saved but not validated, the Timekeeper Form pop-up window is closed and you are returned to the Home portal.

**Step 10** | Repeat Step 7 to 9 at the end of each day worked during the fortnight.
**Steps | Instruction – How to complete and submit a Timekeeper form (Daily Updates)**

**Step 11**
At the end of the fortnight, after you have completed entering the work hours for the last day, click the Save and Validate button. MyAurion validates the information entered.

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 TK 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.
### Timekeeper Form Details

- **Type:** Actual
- **Timeframe:** Saturday 9 Apr 2011 through Friday 22 Apr 2011 Inclusive
- **Role:** Casual Academic: Variable Classified
- **Status:** Validated

### Summary

<table>
<thead>
<tr>
<th>Type</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Hours</td>
<td>7:00</td>
</tr>
<tr>
<td>Total Hours</td>
<td>7:00</td>
</tr>
</tbody>
</table>

### Daily Summary

1. **Daily Summary Week 1**
2. **Daily Summary Week 2**

### Resulting Payroll Transactions

### Payroll Master File Transactions

### Contact Hours Worked

<table>
<thead>
<tr>
<th>Work Category</th>
<th>Date</th>
<th>Con.</th>
<th>Bre.</th>
<th>Brn</th>
<th>Con.</th>
<th>Course Code/Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC10A Lecture B...</td>
<td>Mon 11th...</td>
<td>09:30</td>
<td></td>
<td></td>
<td>11:30</td>
<td>BIOL101</td>
</tr>
<tr>
<td>AC20A Tute Bas...</td>
<td>Wed 12th...</td>
<td>13:00</td>
<td></td>
<td>14:00</td>
<td></td>
<td>BIOT101</td>
</tr>
<tr>
<td>AC10A Lecture B...</td>
<td>Mon 18th...</td>
<td>09:30</td>
<td></td>
<td></td>
<td>11:30</td>
<td>BIOL101</td>
</tr>
<tr>
<td>AC20A Tute Bas...</td>
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<td>BIOT101</td>
</tr>
</tbody>
</table>

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**Steps**

**Instruction – How to complete and submit a Timekeeper form (Daily Updates)**

### Step 11...

1. Click the **Submit** button to submit the form.
2. If you encounter any errors, contact your Admin/Finance Officer via email.

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## Step 12

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

![Confirm pop-up 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.
Steps | Instruction – How to complete and submit a Timekeeper form (Daily Updates)

**Step 13**  
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 supervisor (or Timekeeper mailbox) from the Mail Sent grid in the Home summary panel.

**Step 14**  
If you have more than one placement, Steps 1 to 13 should be completed for each employee number for which a TK form is 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.