Creating a timecard using Authorised Delegate

The Authorised Delegate function within the UOM Timekeeper Dept responsibility allows you to create and update templates as well as timecards on behalf of staff within your Department or Faculty.

To create a timecard for a staff member

1. Select OTL Delegate Timecard Entry > Authorised Delegate.
   The Time Entry screen will display.
   - Select the appropriate payment Period from the drop-down list.
   - Note: you may select a Template, if appropriate, or enter the timecard details manually as outlined below.

2. Click on the drop-down list in the Person field and select the staff member for whom you wish to create a timecard.
   This list will display all staff members who have an assignment within the Department/s for which you are Timekeeper. Staff with multiple assignments will have a listing for each department/assignment.

   The Recent Timecards table will populate with any timecards created for the selected staff member.

3. To create a timecard, click on the Create Timecard button located in Recent Timecards table.
   A blank Time Entry screen will display.

4. Select the appropriate payment Period from the drop-down list.
   Note: you may select a Template, if appropriate, or enter the timecard details manually as outlined below.
5 Complete the timecard details.

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Type</td>
<td>Select the type of work performed from the drop-down list.</td>
<td></td>
</tr>
<tr>
<td>Payment Type</td>
<td>Select the unit of payment from the list of values (LOV).</td>
<td><strong>Note:</strong> the values displayed in this list will be determined by the Hours Type selected above.</td>
</tr>
<tr>
<td>Job Performed</td>
<td>Select the type of activities performed from the drop-down list.</td>
<td></td>
</tr>
<tr>
<td>Casual Contract Reference</td>
<td>Select the appropriate contract from the drop-down list.</td>
<td>This field is mandatory. All casual payments should be recorded against an appropriate contract reference. If no appropriate contract reference, select <em>Outside Contract</em> from the drop down list. If staff member is continuing or on a fixed term contract, select <em>Not Applicable</em>.</td>
</tr>
<tr>
<td>Approval ID</td>
<td>Select the appropriate supervisor/approver from the drop-down list.</td>
<td><strong>Note:</strong> where multiple lines of the same Hours Type are entered in one timecard, with different approvers (e.g.: staff member performs casual work for a number of different departments) the timecard will be sent to all approvers listed for action. The payment will not be processed until all approvers have actioned the timecard.</td>
</tr>
<tr>
<td>Chart of Accounts segment fields</td>
<td>Enter the appropriate codes for each segment of the Chart of Accounts.</td>
<td></td>
</tr>
</tbody>
</table>

6 Enter the hours worked in the day/date fields.

**Important:** Themis will automatically calculate overtime for professional casual staff who work over 7.25 hours in a single day. If using a template, be sure to check the day/date fields and remove any unnecessary/inaccurate hours before submitting the timecard for approval.

7 Enter any comments for the approver and click on the **Continue** button.

This will take you to a Review screen where you can check the details entered and correct them if required. If details are incorrect, click on the **Back** button to return to the Time Entry screen and make changes, or use the **Cancel** button to cancel the action.

8 After checking all details are correct, click on the **Submit** button.

You will receive a Confirmation that the timecard has been sent to the approver.
To amend a timecard for a staff member

Note: you may only adjust a timecard if the pay period falls within the last 12 weeks, if you wish to adjust a timecard from an earlier period you will need to contact your local HR consultant.

1. Select OTL Delegate Timecard Entry > Authorised Delegate. The Time Entry screen will display.

2. Click on the drop-down list in the Person field and select the staff member for whom you wish to update a timecard. This list will display all staff members who have an assignment within the Department/s for which you are Timekeeper. Staff with multiple assignments will have a listing for each department/assignment.

The Recent Timecards table will populate with any timecards created for the selected staff member.

3. Locate the appropriate timecard and click on the Update icon.

Note: use the Next and Previous links at the top of the table to navigate through the available timecards. The selected timecard will display.

4. Update the timecard as appropriate and submit the timecard for re-approval.

Important:
- If you are amending a timecard within the current pay period (i.e.: before the pay cut-off date) you may correct any errors in any of the information entered.
- If you are updating an underpayment or adding a different payment type in a past pay period, you should enter this as a new payment line on the timecard.
- If the staff member has been overpaid on a timecard submitted in a past pay period, do not adjust the timecard. The staff member and their approver/manager will discuss repayment options for the amount overpaid.