Timesheets

Introduction

The purpose of the quick reference guide is to assist VCAA casual employees in entering timesheets into eduPay and reviewing/updating timesheets using Employee Self Service (ESS). Once submitted, timesheets are approved or may be pushed back online by VCAA managers. All timesheets are recorded in hours.

Employees can access eduPay and complete their timesheets via their mobile devices or computer.

In ESS, selecting the Review/Update Timesheet displays timesheet history, enabling employees to track the status of timesheet requests and easily navigate to other sections of Self Service to submit a timesheet. This page can also be used to view any of your timesheets and update timesheet requests that you have saved or have been pushed back by your principal.
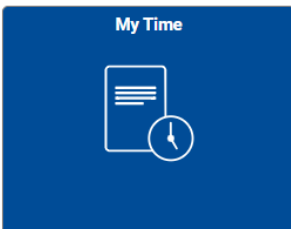
Quick Steps

Step 1: login to eduPay

- Login to eduPay using your user ID (education email address) and password provided.
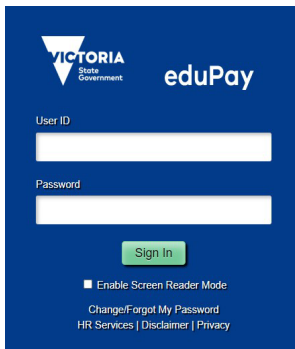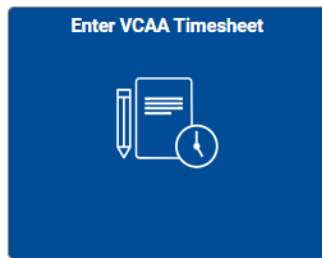

Step 2: Navigating to the My Time page.

- Employee homepage appears. Locate the MyTime tile.
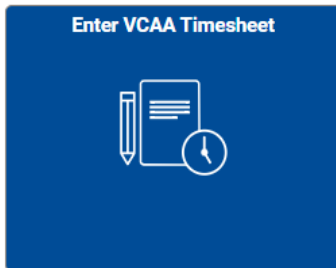- Click the MyTime tile to begin the process

Step 3: Choose the My time action you want to complete.

- Time sheets can either:
  - Be entered in as a new timesheet or (continue to step 4),
  - Reviewed or updated from an existing entered timesheet (*go to Step 6: Review/Update a Timesheet*).

Step 4: Enter your new VCAA Timesheet details.

- Select the *Enter VCAA Timesheet* tile.

- Select the *Date Range* drop-down field and select the date range for when you want to enter your work hours. The date range is a fortnightly range based on the department's fortnightly pay cycle, which starts on a Sunday and ends on the Saturday the fortnight after. By default, it will show you the current pay fortnight.

- Then select the *Role* that you are wanting to enter timesheet for. If you have been appointed and assigned to multiple roles, choose the role from the drop-down field.

Then click **Go**

Step 5: Enter your hours into the timesheet.

- The *VCAA Enter Timesheet page* will appear
- You will see the all the days in the fortnight of the date range you had previously selected. The fortnight range is based on the department's fortnightly pay cycle, which starts on a Sunday and ends on the Saturday the fortnight after

VCAA Enter Timesheet

25/08/2024 - 07/09/2024

25/08 Sun	0.00
26/08 Mon	0.00
27/08 Tue	0.00
28/08 Wed	0.00
29/08 Thu	0.00
30/08 Fri	0.00
31/08 Sat	0.00
01/09 Sun	0.00
02/09 Mon	0.00
03/09 Tue	0.00
04/09 Wed	0.00
05/09 Thu	0.00
06/09 Fri	0.00
07/09 Sat	0.00
TOTAL	0.00

Comment

Save   Submit

25/08/2024 - 07/09/2024

25/08 Sun	0.00	
26/08 Mon	0.00	
27/08 Tue	0.00	
28/08 Wed	4.00	4 hours 0 minutes
29/08 Thu	4.00	4 hours 0 minutes
30/08 Fri	0.00	
31/08 Sat	0.00	
01/09 Sun	0.00	
02/09 Mon	0.00	
03/09 Tue	0.00	
04/09 Wed	4.00	4 hours 0 minutes
05/09 Thu	0.00	
06/09 Fri	0.00	
07/09 Sat	0.00	
TOTAL	12.00	12 hours 0 minutes

Comment

Save   Submit

- Enter the hours you have worked against the appropriate days for the role that had been selected.
- Weekends are highlighted in blue.
- Use the format whole number hours and decimal places for parts of hours, for example:
  o 6 hours and 30 mins, is entered it into the field as 6.5
  o 5 hours and 45 mins, is entered it into the field as 5.75
  o When you entered, the right side of the field will show detail the number of hours entered for the day
- If you have been appointed to panel-based roles, there may be a cap on the number of hours you can enter for the cycle of the panel. You can only submit hours not exceeding the agreed cap.

- Click **Comment** if you'd like to enter any comments regarding your timesheet.
- Enter the comments into the text field in the pop-up window and click **Done** when complete

Cancel   **Enter Comments**   Done

Enter your comments here.

- You can save your timesheet each day during the period by clicking **Save**. A pop-up notification will appear

Draft Timesheet saved successfully with generated Timesheet code of: VC00000077

OK

- Once you have entered the relevant hours, click **Submit**. A prompt will appear to confirm that your timesheet is complete before submitting

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You are submitting your time for the whole fortnight for approval. You will not be able to amend this timesheet unless it is pushed back to you by the approver. If your timesheet is incomplete and/or you did not mean to submit your timesheet yet, please select Cancel, otherwise select Ok to submit the time for approval.

OK	Cancel

- Click **OK** to submit or **Cancel** to review and update your timesheet before submitting.

Step 6: Review/Update a Timesheet.

If a timesheet has been pushed back by your manager, you will require to review the timesheet and update before resubmitting timesheet for approval.

- Click on the **Review/Update VCAA Timesheet** tile.

- Select the **From Date** field to enter first day of your work week. Either:
  - manually enter the date with the format dd/mm/yyyy. (e.g. 24/02/2024)
  - click the calendar symbol to open a calendar find the date you need.
- Enter the details for the **To Date** field using the same method.

- Choose the relevant **Role** of the time sheet from the drop-down menu

Review/Update VCAA Timesheet

From Date	
To Date	
Role	
Status	LO443 Armenian VCEEX 2024 Administrator Level 5

Refresh

- Choose the status of your time sheet from the drop-down menu.
    - Approved: The manager has approved the timesheet request
    - Denied: The manager does not approve the timesheet request
    - Pending Approval: The timesheet request has been submitted and is awaiting approval by manager
    - Pushed Back: The manager requires the requested timesheet to be amended before being resubmitted for approval
    - Saved: The timesheet request has been saved, but not yet submitted for approval,

- Select **Refresh** to open the timesheet.

Step 7: Open the timesheet.

- The list of save and submitted timesheets
- Select the link in the **Status** column to view the timesheet. If the timesheet can be edited (e.g. status is *Pushed Back, Draft*), it will return the same editable timesheet.
    - Status – the status of the timesheet
    - Role – Role relevant to the timesheet
    - Timesheet Code – Unique identifier for a timesheet request
    - Total Hours – Total hours in the submitted timesheet.
    - From and To Date - First and last day of the fortnight pay cycle, when the timesheet was entered

	Status	Role	Timesheet Code	Total Hours	From Date	To Date
1	Draft	AC033 Accounting VCEEX 2024 Administrator Level 1	VC00000077	7.5	08/11/2024	08/24/2024
2	Pushed Back	AC033 Accounting VCEEX 2024 Administrator Level 1	VC00000062	35	07/28/2024	08/10/2024

Step 7: Update your hours into the timesheet.

- Review and update the hours you have worked against the appropriate days
- Use the format whole number hours and decimal places for parts of hours, for example
  - 6 hours and 30 mins, is entered it into the field as 6.5
  - 5 hours and 45 mins, is entered it into the field as 5.75
- Complete all required time fields

25/08/2024 - 07/09/2024		
25/08 Sun	0.00	
26/08 Mon	0.00	
27/08 Tue	0.00	
28/08 Wed	4.00	4 hours 0 minutes
29/08 Thu	4.00	4 hours 0 minutes
30/08 Fri	0.00	
31/08 Sat	0.00	
01/09 Sun	0.00	
02/09 Mon	0.00	
03/09 Tue	0.00	
04/09 Wed	4.00	4 hours 0 minutes
05/09 Thu	0.00	
06/09 Fri	0.00	
07/09 Sat	0.00	
TOTAL	12.00	12 hours 0 minutes

Comment

Save   Submit

- To enter comments as part of your timesheet to explain issues like reduced hours or additional entries select the comments button
- Enter the comments into the text field in the pop-up window.
- When complete click done.

Cancel   **Enter Comments**   Done

Enter your comments here.

- You can save your timesheet each day during the period by clicking **Save**. A pop-up notification will appear

  Draft Timesheet saved successfully with generated Timesheet code of: VC00000077

  OK

- Once you have entered the relevant hours, click **Submit**. A prompt will appear to confirm that your timesheet is complete before resubmitting

  You are submitting your time for the whole fortnight for approval. You will not be able to amend this timesheet unless it is pushed back to you by the approver. If your timesheet is incomplete and/or you did not mean to submit your timesheet yet, please select Cancel, otherwise select Ok to submit the time for approval.

  OK   Cancel

- Click **OK** to submit or **Cancel** to further review and update your timesheet before resubmitting