How to Guide – General Casual Time Entry

Quick Reference Guide (QRG) to be used for training purposes

For General Casual Time Entry

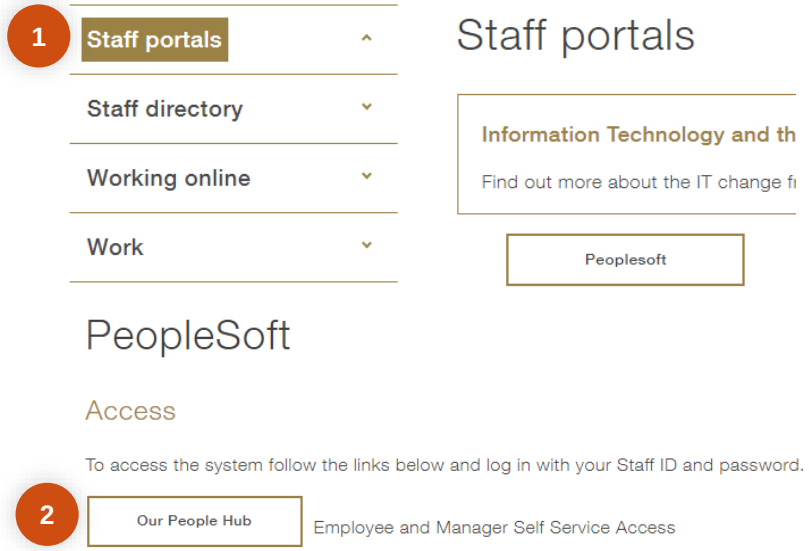
This guide will demonstrate how to enter your time as a General Casual on Our People Hub.

CONTINUE

How to Access the Timesheet Tiles

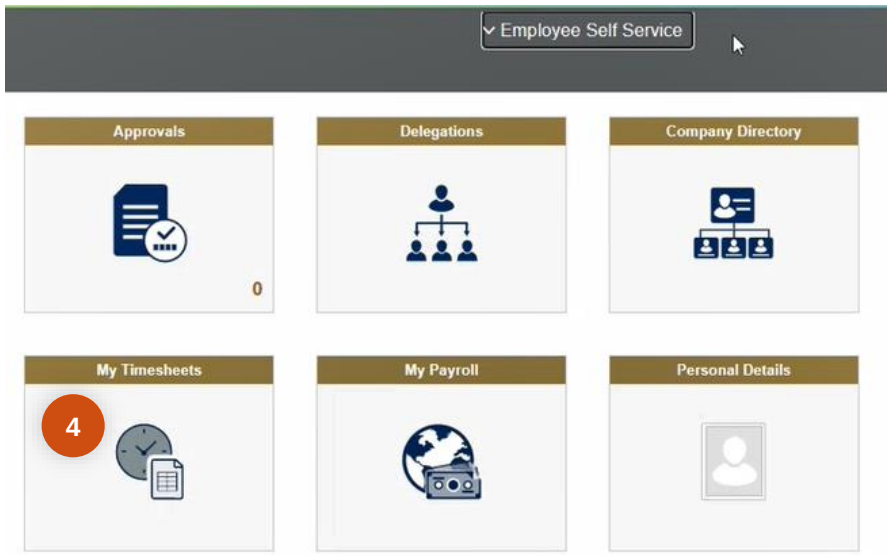
To submit your timesheet:

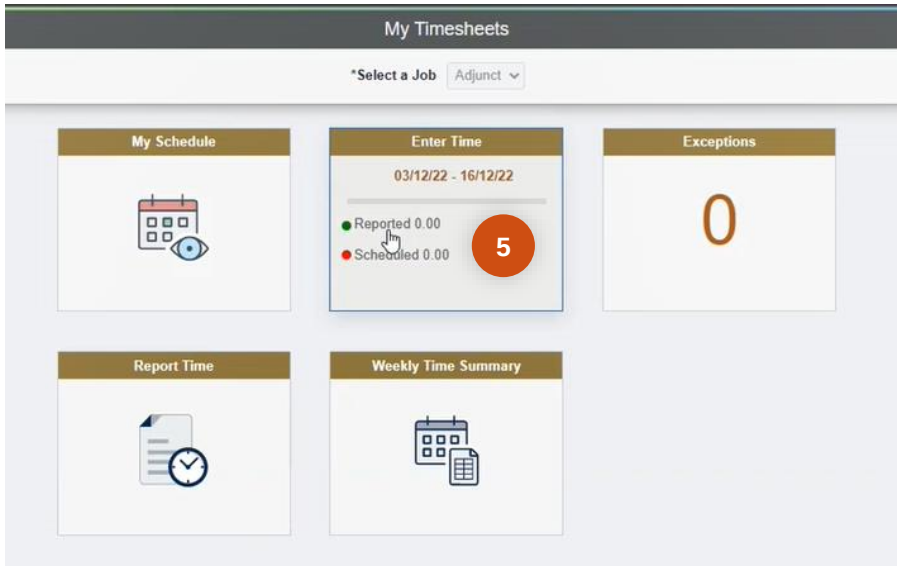
1. Visit the UNDA Staff Portals page and click on the **PeopleSoft** tile.
2. Click on the **Our People Hub** tile.
3. Enter your **Staff ID** and **Password.**
4. Click on **My Timesheets** tile.
5. Click on **Enter Time** tile.



The Navigation is as follows Staff Portals > PeopleSoft tile > Our People Hub tile > My Timesheets tile > Enter Time tile.

Please note: The Report Time tile lets you enter time from a DAILY view. The Enter Time Tile lets you report over numerous weeks.

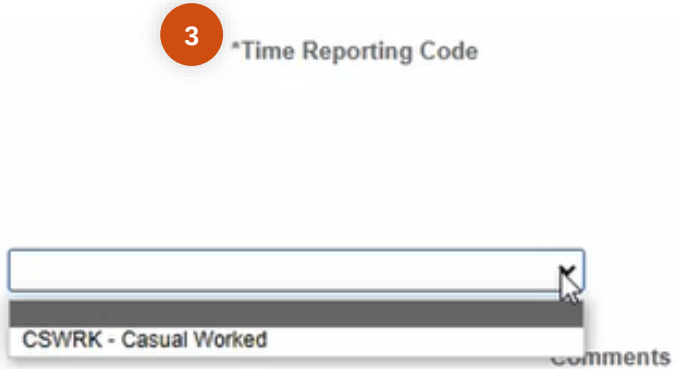


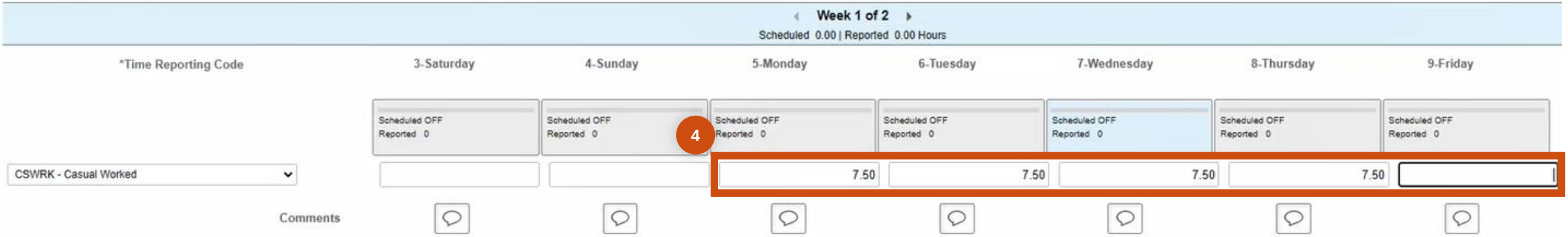


How to Enter your Time 1/2

Once in the Enter Time page

1. Ensure you are on the correct **Fortnight.**
2. Ensure you have toggled to the **Correct Week**
3. Click on **Time Reporting Code.**
4. Select **Casual Worked** as the Time Reporting Code.
5. **Enter Time** for the rest of the week.

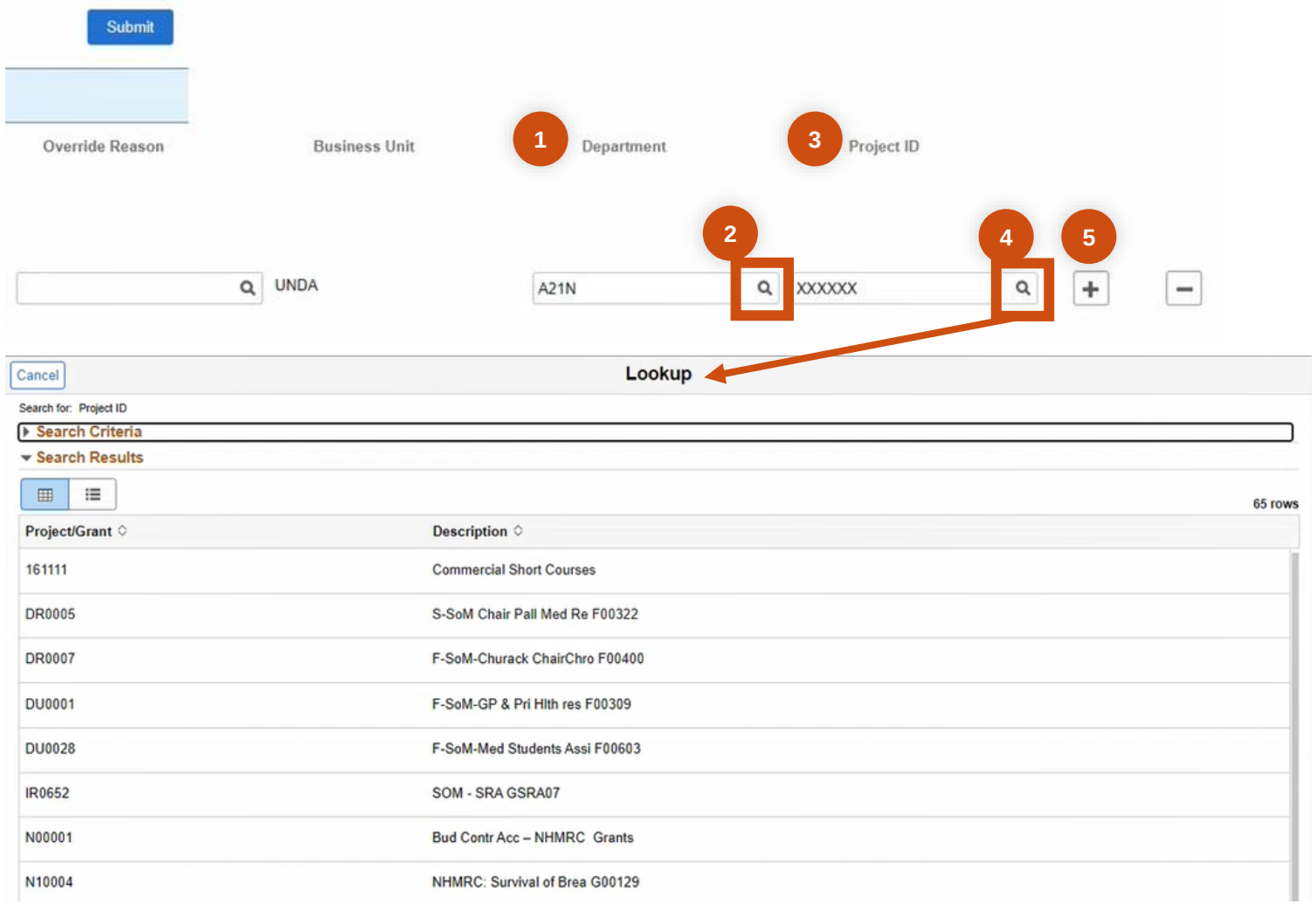




How to Enter your Time 2/2

Once in the Timesheet page, scroll across to see the rest of the required fields:

1. Ensure you have the correct **Department.**
2. Click the **Look Up** if you need to select an alternative.
3. Use **Project ID** to confirm your Project.
   - If you don't have a Project ID, leave it as XXXXXX
4. Click the Look Up to select an Alternative.
5. To add another row, click the **+ Button to** add an additional row and repeat the Time Entry steps.



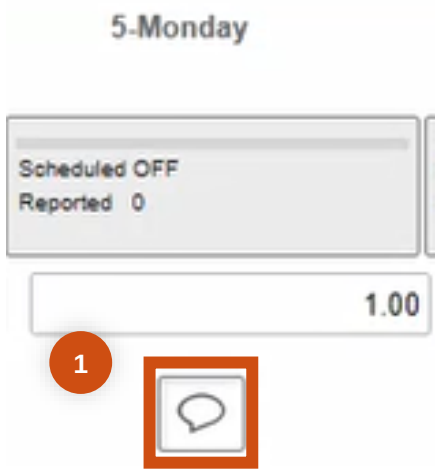
All lookups will present a list of possible values to choose from with brief explanations of each code

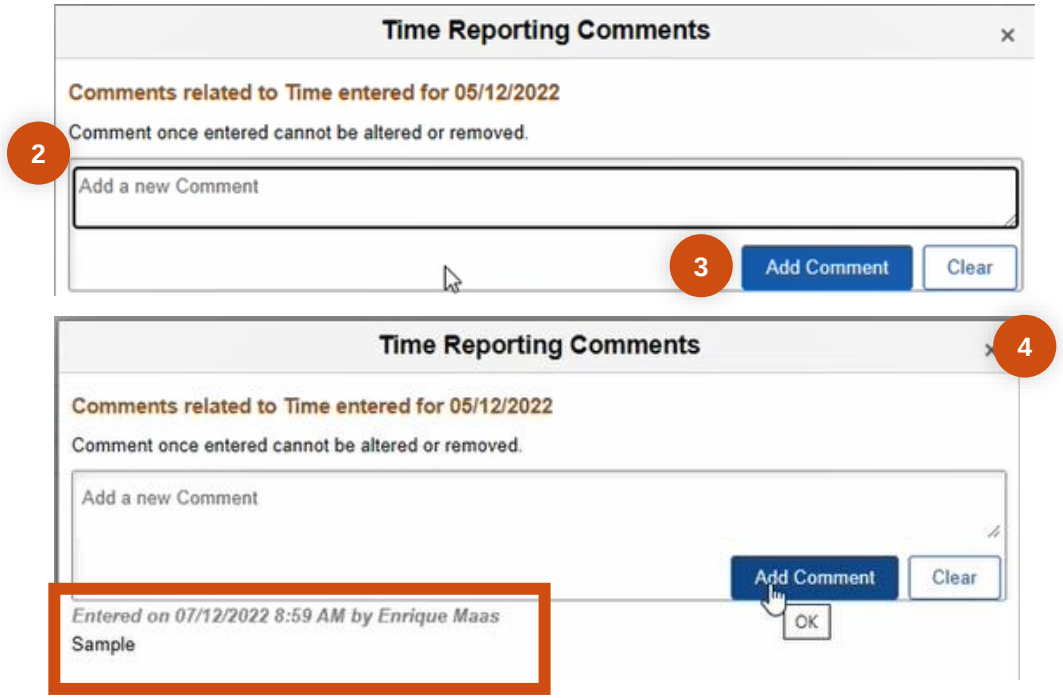
Extra rows may be needed if you are teaching 2 separate classes in a week

How to Add a Comment for your Approver

Once in the Timesheet page:

1. If you wish to **Add a Comment** for your approver to see, click the **Word Bubble.**
2. Enter your **Comments.**
3. Click **Add Comment** to submit.
4. **Exit** to go back to main screen.

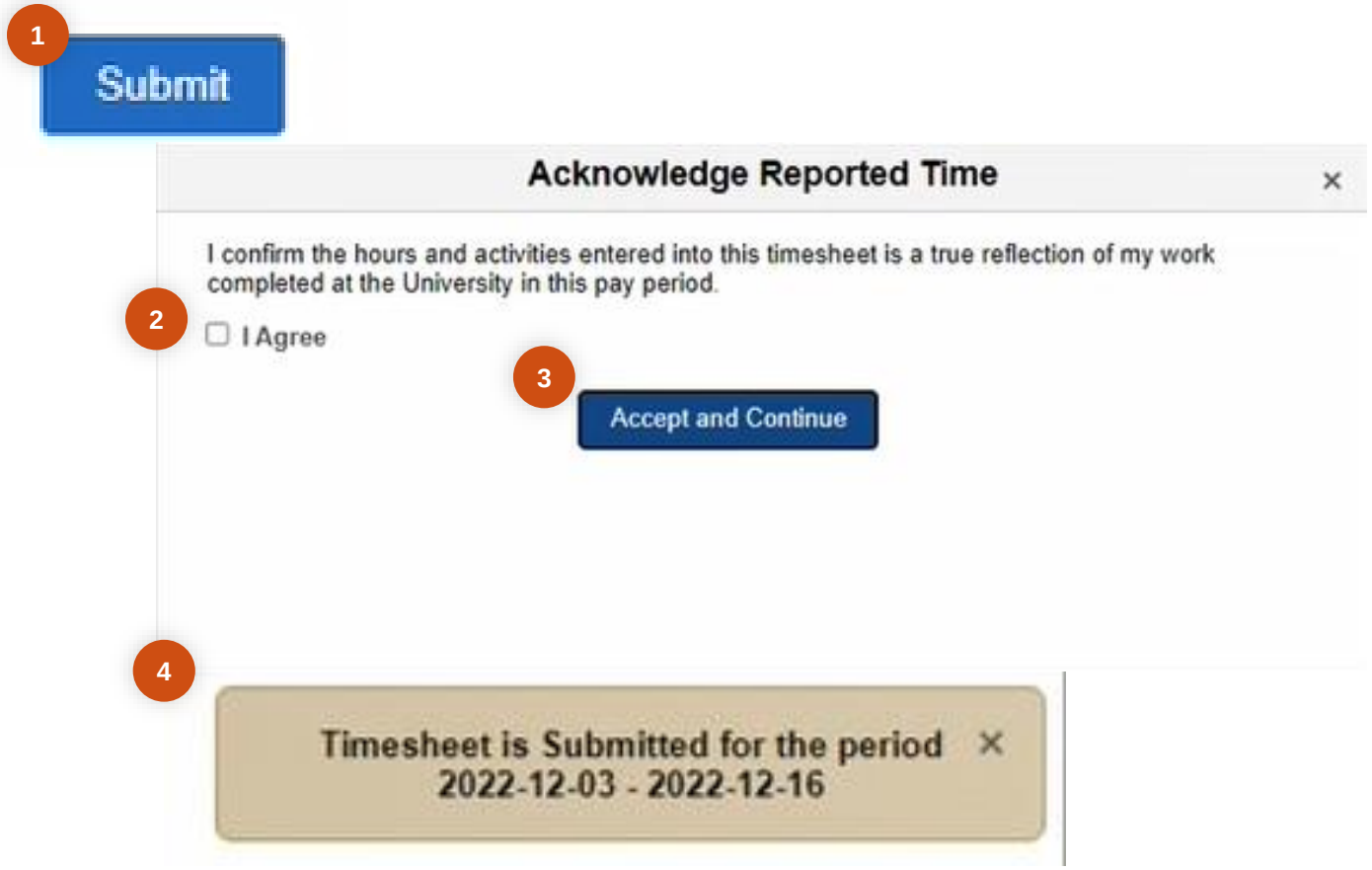




How to Submit your Timesheet

Once you are ready to submit your timesheet:

1. Click on the **Submit** button at the top right of the screen.
2. To Acknowledge Reported Time, click the **Agree Check Box.**
3. Click **Accept and Continue.**
4. You will then receive a **Pop-Up Notification** letting you know your timesheet has been submitted.

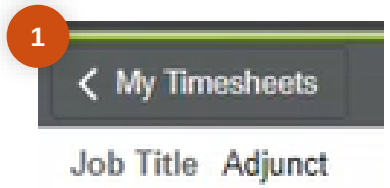


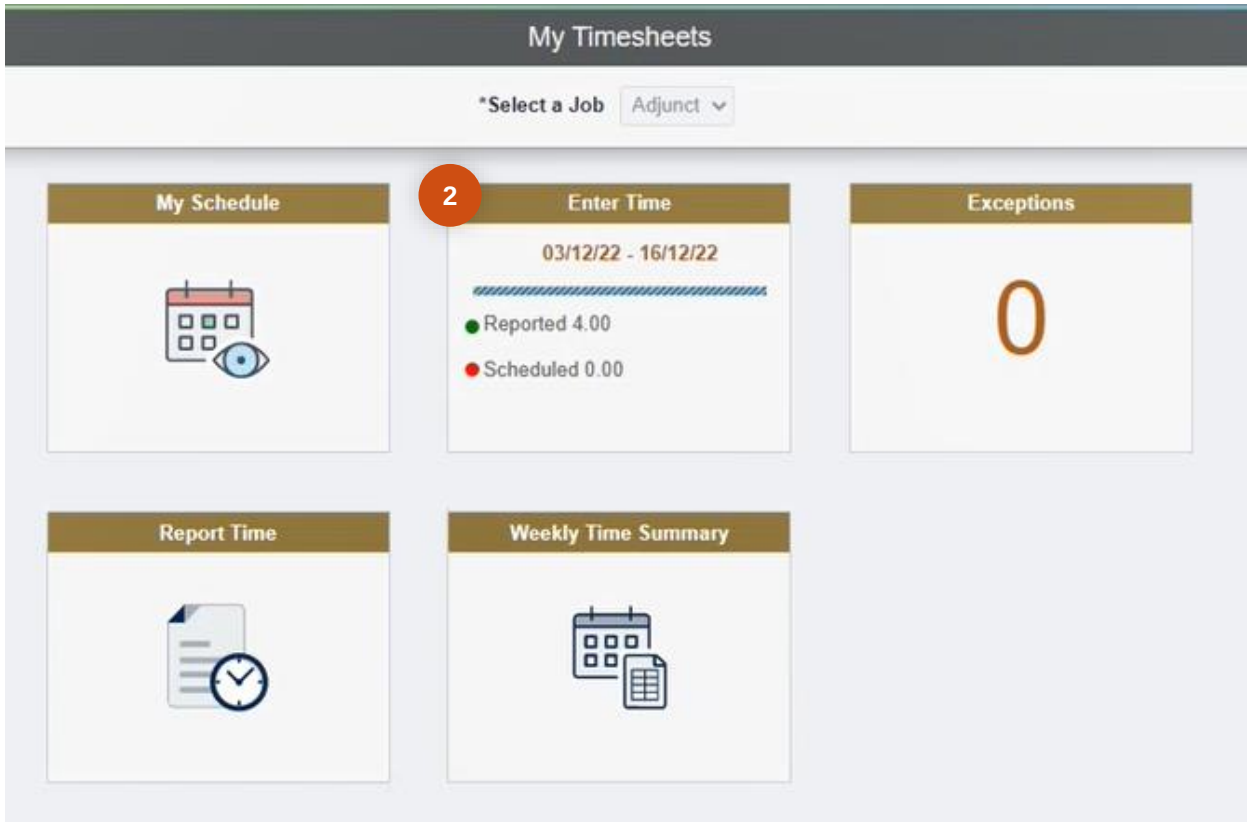
This will send your timesheet entries to your allocated approver for approval.

How to Check on Hours Submitted

Once you have successfully submitted your timesheet:

1. Return to **My Timesheets** Home Page.
2. See the **Updated Number of Hours Submitted** on the Enter Time Tile.





Got a question?

Your first point of contact is your Line Manager or Faculty Manager

Your second point of contact is People & Culture: p&c@nd.edu.au