

## 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.

**1** Staff portals

- Staff directory
- Working online
- Work

Information Technology and th  
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Peoplesoft

PeopleSoft

Access

To access the system follow the links below and log in with your Staff ID and password.

**2** Our People Hub Employee and Manager Self Service Access

**3** ORACLE® PeopleSoft

User ID

Password

Select a Language  
English

Sign In

Enable Screen Reader Mode

Employee Self Service

- Approvals
- Delegations
- Company Directory
- My Timesheets **4**
- My Payroll
- Personal Details

My Timesheets

\*Select a Job Adjunct

- My Schedule
- Enter Time **5**  
03/12/22 - 16/12/22  
Reported 0.00  
Scheduled 0.00
- Exceptions
- Report Time
- Weekly Time Summary

# 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.

Enter Time

3 December - 16 December 2022  
Standard Fortnight Sat-Fri  
Scheduled 0.00 | Reported 0 Hours

Week 1 of 2  
Scheduled 0.00 | Reported 0.00 Hours

3 \*Time Reporting Code

CSWRK - Casual Worked

Week 1 of 2  
Scheduled 0.00 | Reported 0.00 Hours

*Time Reporting Code	3-Saturday	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	8-Thursday	9-Friday
CSWRK - Casual Worked	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0
			7.50	7.50	7.50	7.50	
Comments							

# 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.

Submit

Override Reason Business Unit Department Project ID

UNDA A21N XXXXXX

Cancel Lookup

Search for: Project ID

Search Criteria

Search Results

Project/Grant	Description
161111	Commercial Short Courses
DR0005	S-SoM Chair Pall Med Re F00322
DR0007	F-SoM-Churack ChairChro F00400
DU0001	F-SoM-GP & Pri Hlth res F00309
DU0028	F-SoM-Med Students Assi F00603
IR0652	SOM - SRA GSRA07
N00001	Bud Contr Acc - NHMRC Grants
N10004	NHMRC: Survival of Brea G00129



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

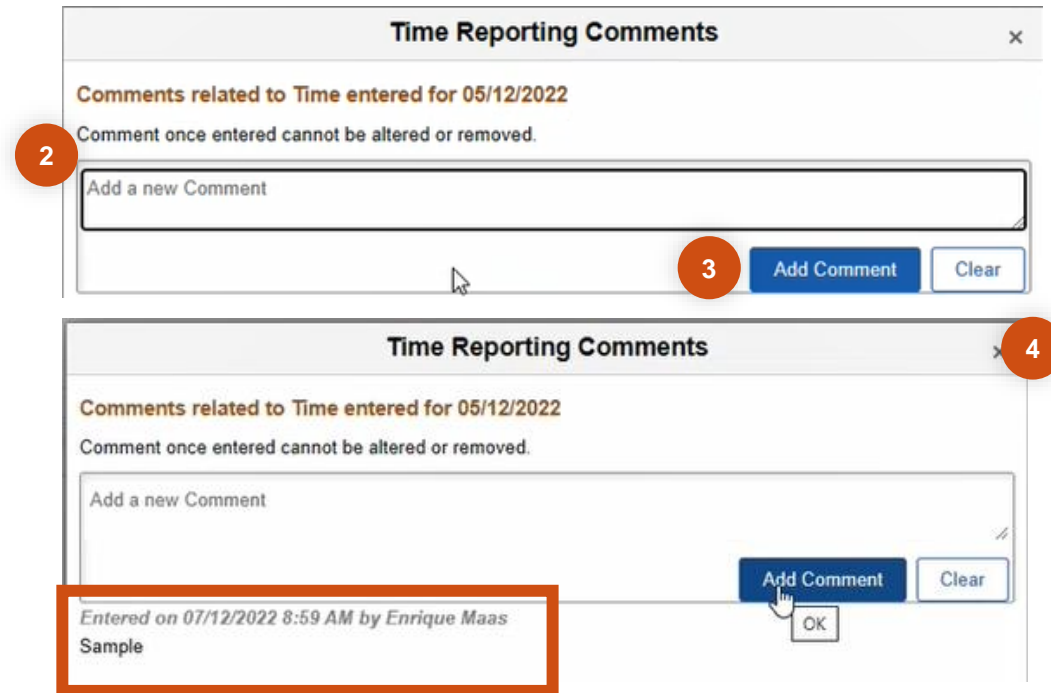
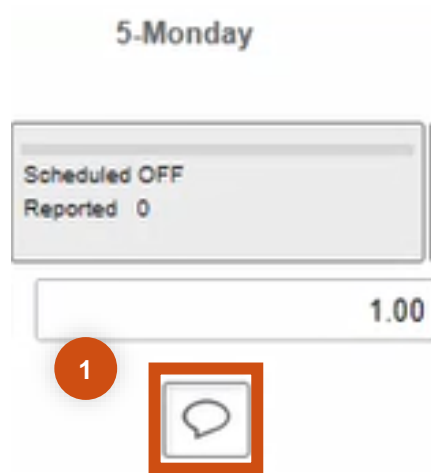
Extra rows may be needed if you are teaching 2 separate classes in a week

# 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.

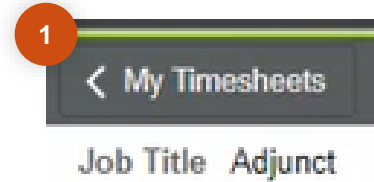
A screenshot of a web interface showing the steps to submit a timesheet. Step 1: A blue 'Submit' button. Step 2: A pop-up window titled 'Acknowledge Reported Time' with a close button (X) in the top right. The text inside reads: 'I confirm the hours and activities entered into this timesheet is a true reflection of my work completed at the University in this pay period.' Below this is an unchecked checkbox labeled 'I Agree'. Step 3: A blue 'Accept and Continue' button. Step 4: A tan pop-up notification box with a close button (X) in the top right, containing the text: 'Timesheet is Submitted for the period 2022-12-03 - 2022-12-16'. The steps are indicated by orange circles with numbers 1 through 4, connected by a vertical line.

# 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.



My Timesheets

\*Select a Job Adjunct ▾

My Schedule	Enter Time	Exceptions
	03/12/22 - 16/12/22 Reported 4.00 Scheduled 0.00	0
Report Time	Weekly Time Summary	

# Got a question?



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A U S T R A L I A

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](mailto:p&c@nd.edu.au)