

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

For Course Coordinators to Approve or Deny Time Entry

This guide will demonstrate how Course Coordinators can approve or deny time for their employees.

[CONTINUE](#)



How to Access the Approvals Tiles



To submit your time sheet:

1. Visit the UNDA Website - [Staff Portals](#) and click the **PeopleSoft Link**.
2. Click on the **Our People Hub Link**.
3. Enter your **Staff ID and Password**.
4. Click on **Approvals Tile**.
5. Click on **Reported Time Nav Bar**.

The Navigation is as follows – Staff Portals page

(<https://www.notredame.edu.au/staff/staff-portals>) > PeopleSoft Icon > Our People Hub Tile > Approvals Tile > Reported Time

The value within the Approvals Tile provides you with a live update on how many approvals you have pending.



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

4 **Employee Self Service**

Approvals 0	Delegations 	Company Directory
My Timesheets 	My Payroll 	Personal Details

3 **ORACLE® PeopleSoft**

User ID

Password

Select a Language
English

Sign In

Enable Screen Reader Mode

5 **View By** Type

All
Reported Time

How to Approve/Deny a Team Members Time (1/2)



Once in the Reported Time Nav Bar

1. Click on the individual whose reported time you would like to review.
 - Once inside you will get a breakdown of the team member's time over the reporting period
2. Using the **select all** check box, you can choose all the values at one time.
3. Alternatively you can select each individual time entry and address them individually.
 - In this example we click on the reported time for the 31st
4. A **comment** can be included to provide information to the employee, for example in this case we believe the employee was absent on this day and hence did not work their reported hours.
5. We can then select the **Deny Button** to confirm this decision.

Reported Time

2 rows

Reported Time	Quantity for Approval	Routed
Robert Jones 23/01/2023 - 24/01/2023	15.00 Hours	20/01/2023
Enrique Maas 28/01/2023 - 02/02/2023	6.00 Hours	30/01/2023

Approver Comments

Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date
<input type="checkbox"/>	28/01/2023	LD - Lecturing Developed	1.00 Hours	1.00 Hours / 0.00 Hours
<input type="checkbox"/>	30/01/2023	LD - Lecturing Developed	1.00 Hours	1.00 Hours / 1.00 Hours
<input checked="" type="checkbox"/>	31/01/2023	LD - Lecturing Developed	1.00 Hours	1.00 Hours / 1.00 Hours
<input type="checkbox"/>	02/02/2023	LD - Lecturing Developed	3.00 Hours	3.00 Hours / 3.00 Hours

Approver Comments

I believe you were sick on this day. Please check your records.

Approve Deny

How to Approve/Deny a Team Members Time (2/2)



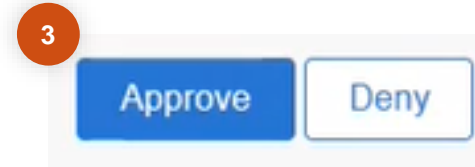
To finalise your approvals:

1. Click on the remaining time reports or click the **select all** check box.
2. Confirm you are happy with all the remaining time entries.
3. Click on **Approve Time** button.
4. Provide any **Comments** and **Submit** your approval.

1

Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date
<input checked="" type="checkbox"/>	28/01/2023	LD - Lecturing Developed	1.00 Hours	1.00 Hours / 0.00 Hours
<input checked="" type="checkbox"/>	30/01/2023	LD - Lecturing Developed	1.00 Hours	1.00 Hours / 1.00 Hours
<input checked="" type="checkbox"/>	02/02/2023	LD - Lecturing Developed	3.00 Hours	3.00 Hours / 3.00 Hours

2



4

Cancel **Approve** Submit

You are about to approve this request.

Approver Comments

Approved.

Please note: whilst employees can enter time for the entire two week pay cycle period.



Approvers should only approve time for hours already worked. Future time entries should not be approved.

Time can be left as Pending Approval right up until 5pm AWST Monday of pay week.

Got a question?



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A U S T R A L I A

First point of contact, please refer to your relevant **Faculty Manager** or **Director**

- Faculty of Medicine, Nursing, Midwifery and Health: **Yvette Maloney**
- Faculty of Arts, Sciences, Law & Business: **Michelle Cosgrave**
- Faculty of Education, Philosophy & Theology: **Jan Dunphy**
- Director for Pathways: **Helen Rogers**

Second point of contact will be **P&C** email them on p&c@nd.edu.au