

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

For Sessional Time Entry

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

[CONTINUE](#)



How to Access the Timesheet 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 **My Timesheets Tile**.
5. Click on **Enter Time Tile**.



The Navigation is as follows – Staff Portals page (<https://www.notredame.edu.au/staff/staff-portals>) > PeopleSoft Icon > Our People Hub Tile > My Timesheets Tile > Enter Time Tile.

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

1 **Staff portals**

- Staff directory
- Working online
- Work

Information Technology and th
Find out more about the IT change fi

Peoplesoft

PeopleSoft

Access

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

Employee Self Service

4 **My Timesheets**

Approvals 0

Delegations

Company Directory

My Payroll

Personal Details

3 **ORACLE® PeopleSoft**

User ID

Password

Select a Language
English

Sign In

Enable Screen Reader Mode

My Timesheets

*Select a Job Adjunct

5 **Enter Time** 03/12/22 - 16/12/22

Reported 0.00

Scheduled 0.00

0

My Schedule

Report Time

Weekly Time Summary

Exceptions

How to Enter your Time 1/2



Once in the Enter Time Tile:

1. Ensure you are on the correct **Fortnight**.
2. Ensure you have toggled to the **Correct Week**.
3. Click on **Time Reporting Code** and select the code you wish to use.
 - Visit UNDA website to access the QRG for descriptions of all Time Reporting Codes (TRC)
4. Click into the **Input Box** for the day you wish to enter time for.
5. **Populate** the rest of your week.

The screenshot shows the 'Enter Time' interface. At the top, there is a dark grey header with the text 'Enter Time'. Below this, there is a navigation bar with a left arrow, the text '3 December - 16 December 2022', and a right arrow. Underneath, it says 'Standard Fortnight Sat-Fri' and 'Scheduled 0.00 | Reported 0 Hours'. Below that is a light blue bar with a left arrow, the text 'Week 1 of 2', and a right arrow. At the bottom, it says 'Scheduled 0.00 | Reported 0.00 Hours'. Red circles with numbers 1 and 2 are overlaid on the fortnight and week selection bars respectively.

The screenshot shows a dropdown menu titled '*Time Reporting Code'. The menu is open, showing a list of codes: 10 LB - Lecture Basic, 10 LD - Lecturing Developed, 10 LR - Lecturing Repeat, 10 LS - Lecturing Specialized, 10 MH - Marking Higher, 10 MN - Marking Normal, 10 OTN - Other Required Acad Normal, 10 TN - Tutorial Normal, and 10 TR - Tutorial Repeat. A red circle with the number 3 is overlaid on the dropdown menu.



Please note the value you are entering in each Input box is the equivalent of the number of hours you have delivered on the day per each Time Reporting Code. Your prep associated with this activity is calculated for you.

The screenshot shows three input boxes for the days 5-Monday, 6-Tuesday, and 7-Wednesday. Each box has a header with the day name and a sub-header with 'Scheduled OFF' and 'Reported 0'. Below the sub-header is an input box. For 5-Monday and 6-Tuesday, the input boxes contain the value '1.00'. For 7-Wednesday, the input box is empty. Red circles with numbers 4 and 5 are overlaid on the input boxes for Monday and Wednesday respectively.

How to Enter your Time 2/2



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

1. Ensure you have the correct **Department**. Click the **Look Up** if you need to select an alternative.
2. Use **Project ID** to see all projects available to you and **Look Up** elect relevant result.
 - If you don't have a Project ID, leave it as XXXXXX
3. Under **Class Number** use the drop down to select the relevant course.
 - The class number is 8 digits long made up of four digits as the term code and the last four digits as the class number, visit the UNDA Website to access the QRG on how to find your Class Number
4. To add another row click the **+ Button** and repeat the Time Entry steps.



All lookups will present a list of possible values to choose from with brief explanations of each code, as seen on the right

The screenshot shows the UNDA Time Sheet interface. At the top, there are four fields: Business Unit (UNDA), Department (A21N), Project ID (XXXXXX), and Class Number. Each field has a 'Look Up' button (magnifying glass icon). A red circle with the number 1 is over the Department field, a red circle with the number 2 is over the Project ID field, and a red circle with the number 3 is over the Class Number field. A red circle with the number 4 is over the '+' button to the right of the Class Number field. Below the fields is a 'Look Up' dialog box. The dialog box has a search bar with 'User Field 1' and a 'Search Criteria' field. Below the search bar is a table of search results. The table has columns: User Field 1, Class Nbr, Description, Term, Campus, Start Date, and End Date. The table contains 16 rows of data. The first 10 rows are for the term 4225 and the last 6 rows are for the term 4227. The table is titled 'Look Up' and has a 'Cancel' button at the top left. The text 'Only the first 300 results can be displayed.' is at the top right of the table. The text '300 rows' is at the bottom right of the table.

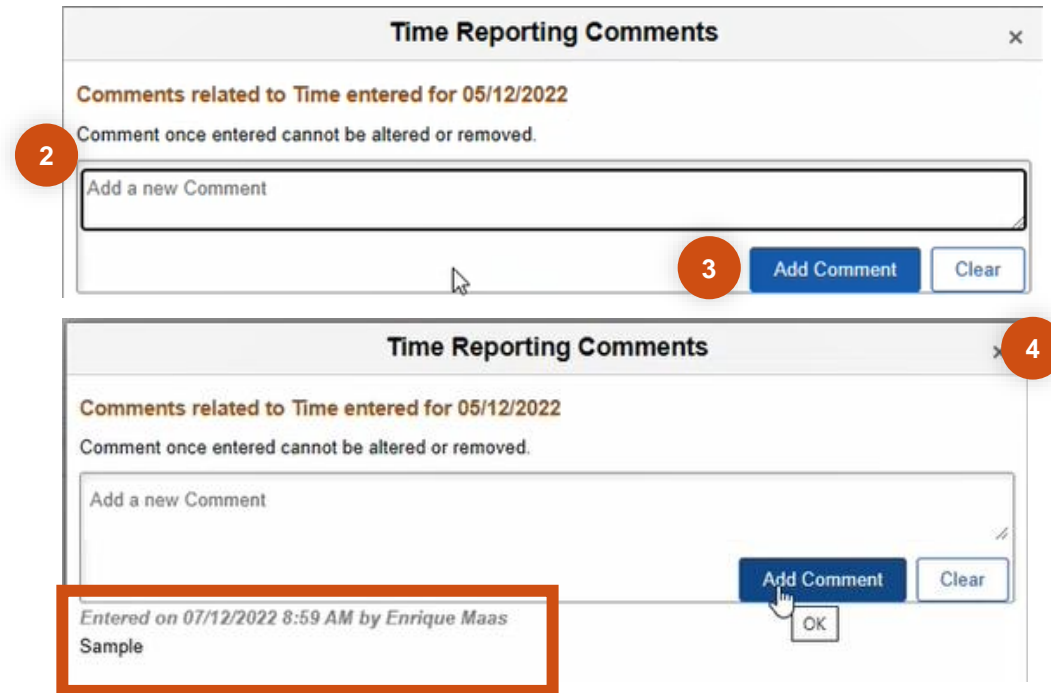
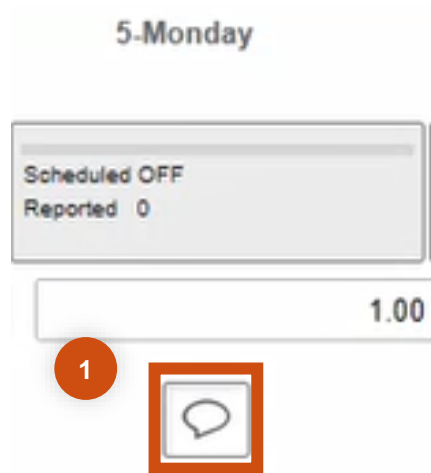
| User Field 1 | Class Nbr | Description | Term | Campus | Start Date | End Date |
|--------------|-----------|-----------------------------------|------|--------|------------|------------|
| 4225-1002 | 1002 | Foundations Medical Vocation | 4225 | FREO | 17/01/2022 | 27/11/2022 |
| 4225-1003 | 1003 | Foundations Clinical Practice | 4225 | FREO | 17/01/2022 | 27/11/2022 |
| 4225-1004 | 1004 | Clinical Apprenticeships | 4225 | FREO | 17/01/2022 | 27/11/2022 |
| 4225-1005 | 1005 | Clin Apprenticeships - Rural | 4225 | FREO | 17/01/2022 | 27/11/2022 |
| 4225-1006 | 1006 | Systematic Research Inquiry | 4225 | FREO | 17/01/2022 | 27/11/2022 |
| 4225-1007 | 1007 | Preparing for Internship | 4225 | FREO | 17/01/2022 | 27/11/2022 |
| 4225-1008 | 1008 | Foundations Medical Vocation | 4225 | SDNY | 17/01/2022 | 27/11/2022 |
| 4225-1009 | 1009 | Foundations Clinical Practice | 4225 | SDNY | 17/01/2022 | 27/11/2022 |
| 4225-1010 | 1010 | Apprenticeship in Clin Prac | 4225 | SDNY | 17/01/2022 | 27/11/2022 |
| 4225-1011 | 1011 | Preparation for Internship | 4225 | SDNY | 17/01/2022 | 27/11/2022 |
| 4225-1012 | 1012 | Applied Research Project | 4225 | SDNY | 17/01/2022 | 27/11/2022 |
| 4225-1013 | 1013 | Developing Leadership & Prof Iden | 4225 | SDNY | 17/01/2022 | 27/11/2022 |
| 4227-1003 | 1003 | Moral Philosophy | 4227 | FREO | 19/09/2022 | 13/11/2022 |
| 4227-1004 | 1004 | Aboriginal Ppl & Legal Syst | 4227 | BRME | 25/07/2022 | 20/11/2022 |

How to Add a Comment for your Approver



Once in the Time Sheet 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 time sheet has been submitted.



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

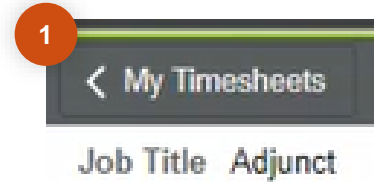
A screenshot of a web interface showing the steps to submit a timesheet. Step 1: A blue 'Submit' button. Step 2: An 'Acknowledge Reported Time' dialog box with a confirmation statement and an unchecked 'I Agree' checkbox. Step 3: A blue 'Accept and Continue' button. Step 4: A brown notification box stating 'Timesheet is Submitted for the period 2022-12-03 - 2022-12-16'.

How to Check on Hours Submitted



Once you have submitted successfully:

1. Return to **My Time Sheets Home Page**.
2. See the **Updated Number of Hours Submitted** which will be updated on the Enter Time Tile.



My Timesheets

*Select a Job Adjunct

My Schedule

Enter Time

03/12/22 - 16/12/22

Reported 4.00

Scheduled 0.00

Exceptions

0

Report Time

Weekly Time Summary

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