



<b>Who is this guide aimed at?</b>	<p>This guide is for casual staff (casual workers, casual teachers and student ambassadors) and variable hours employees who need to:</p> <ul style="list-style-type: none"> <li>• input, submit, and view hours worked;</li> <li>• recall and/or resubmit a timesheet; or</li> <li>• claim holiday hours (casual workers only)</li> </ul>
<b>Useful links and other supporting materials</b>	<p>HR Self-Service guidance and FAQs: <a href="http://www.ox.ac.uk/hrss">www.ox.ac.uk/hrss</a>            Holiday entitlement for variable hours employees: <a href="https://hr.admin.ox.ac.uk/holiday-entitlement">https://hr.admin.ox.ac.uk/holiday-entitlement</a>            Holiday entitlement for casual workers: please refer to your letter of engagement and see <a href="#">Holiday calculation   HR Support (ox.ac.uk)</a></p>

 **Note** \* Clicking the **SAVE** button does not submit your hours for approval. After entering your hours you must follow the separate steps listed in this guide to submit them for approval.

 **Note** \* Before entering hours, double check you have selected the correct date. Use the arrows to navigate to the relevant week.

**Note**

Definitions:

- **Casual workers** - short-term engagements (max 12 weeks) for a range of types of work but NOT teaching
- **Casual teachers** - up to 11 month engagements to carry out ad hoc teaching
- **Student ambassadors** – up to 11 month engagements assisting with ad hoc activities such as outreach and open days
- **Variable hours employees** – staff working on an employment contract whose hours are ‘as required’ and vary from week to week.

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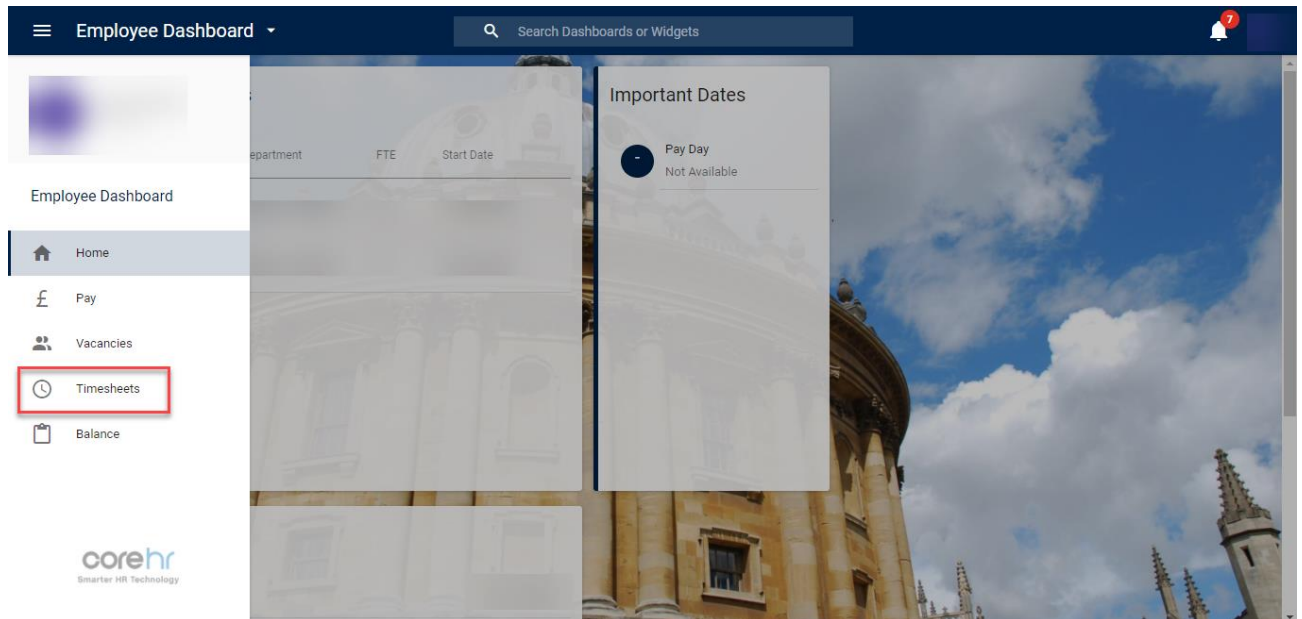
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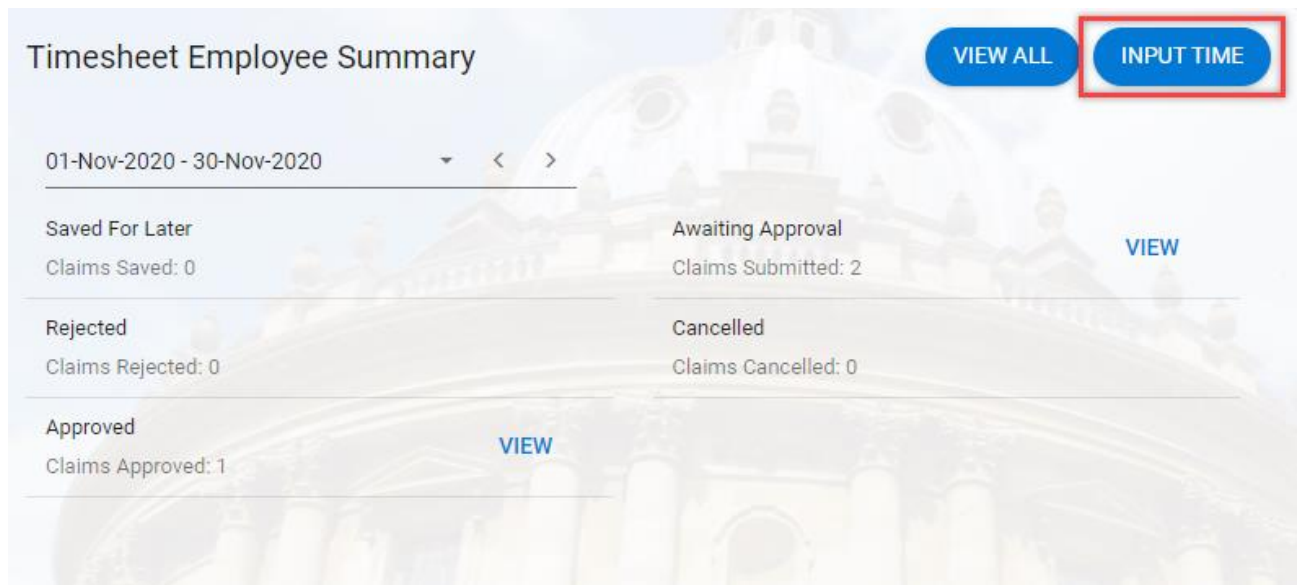
## 1. Complete a timesheet

**Starting point:** Log in to HR Self-Service > Employee Dashboard

From the **Employee Dashboard**, click the **Timesheets** icon.



Click on **INPUT TIME**.



**Note \*** Before you enter any hours, double check that you have selected the correct week. Use the arrows to navigate to your chosen week of the month.

Employee Dashboard

Timesheet Input

Employee Dashboard > Timesheet Input

ACTIONS

08-Feb-21 - 14-Feb-21

Casual Worker (CASUAL-34069)

Casual Teaching (CASTCH-)

Casual Worker (CASUAL-)

Rejected Recode Required Approval Required Reason Code Required Narrative Attached

ADD

Pay Code	Type	Mon 8th	Tue 9th	Wed 10th	Thu 11th	Fri 12th	Sat 13th	Sun 14th	Total
-Cas Demonstrating (Hrs)	D	3.25	7.50	7.50	7.50	4.25			30.00

SAVE

1. Select the relevant date and month, using the arrows at the top right. You can enter hours for the past four months.
2. If you have more than one appointment, you will need to select the right **work appointment** (top left). The right appointment can be identified via the appt. ID. or click on **My Profile > Contract > Salary**, this will open a screen where you can determine which appt. relates to which rate.
3. Click **ADD**.
4. Click under the **Pay Code** to select the drop-down arrow. Select the relevant appointed role and enter your hours for each day.



**Note \*** HR Self-Service records time in decimal format. For example:

1 hour = 1

45 minutes = 0.75

30 minutes = 0.50

15 minutes = 0.25

To record smaller units of time, please refer to the decimal calculator available from the HR Self-Service Staff Gateway page.

Check the **Total** hours for the week value is correct.

5. Click **SAVE**. A success message will appear. Wait for the dark green line to fill, then click on the white arrow (top left) to return to your **Timesheet Employee Summary**.

Employee Dashboard

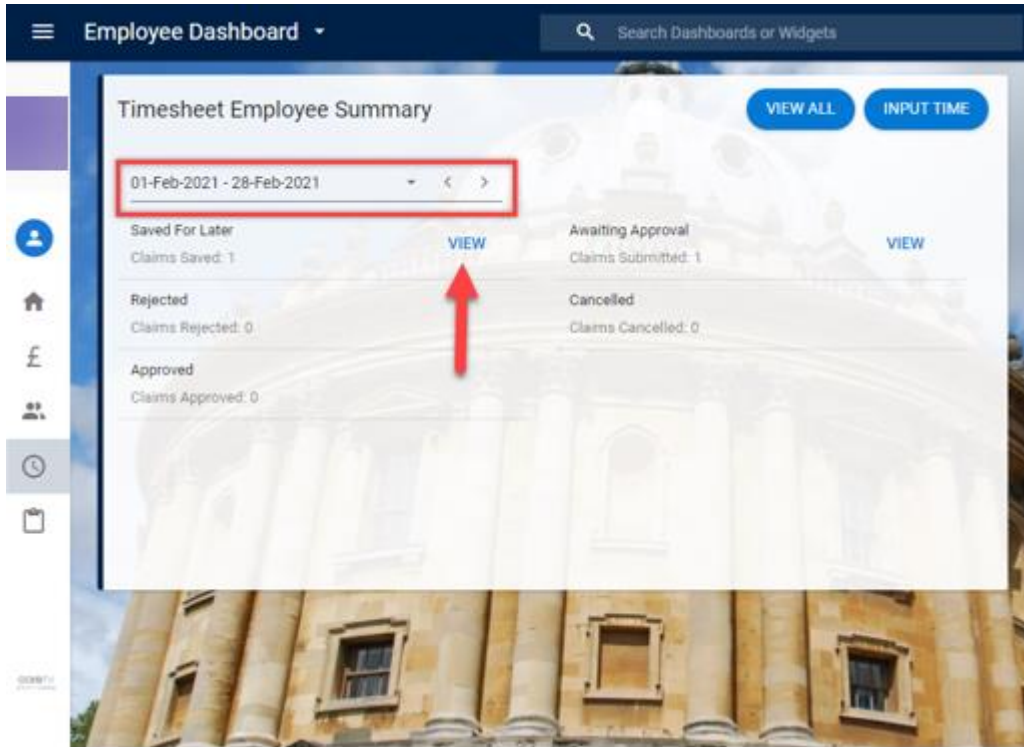


**Note \*** Check you have entered the correct hours to avoid delays in approval.

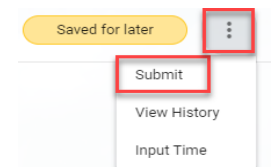
Clicking the **SAVE** button does not submit your hours for approval. After entering your hours you must follow the separate steps listed below to submit them for approval.

## 2. Submit a timesheet

**Starting point:** Log in to HR Self-Service > Employee Dashboard > Timesheets



1. If you are not submitting hours for the current period, select the relevant dates using the arrows (top left).
2. Click **VIEW** in the **Saved for Later** tab. The **Timesheet Summary** page will open.
3. Check the summary of hours worked are correct, then click on the ellipsis (three dots) at the right hand side and click **Submit** - a success message will appear. Wait for the dark green line to fill.
4. Click on the white arrow (top left) to return to the **Timesheet Employee Summary**.
5. Your timesheet has now been submitted and is **Awaiting Approval**.



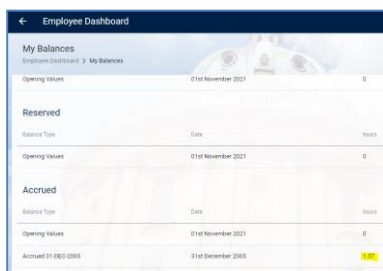
## 3. Claim holiday hours (casual workers and variable hours employees only)\*

\*casual teachers and student ambassadors have holiday pay automatically calculated against each hour submitted ("rolled-up pay") – these staff must not complete the steps below. Go to ['Amend a saved timesheet'](#), if required

### Identify holiday accrual

To identify how many hours of holiday you have accrued, follow the steps below:

**Starting point:** Log in to HR Self-Service > Employee Dashboard > Timesheet icon > Timesheet Employee Summary > Input Time



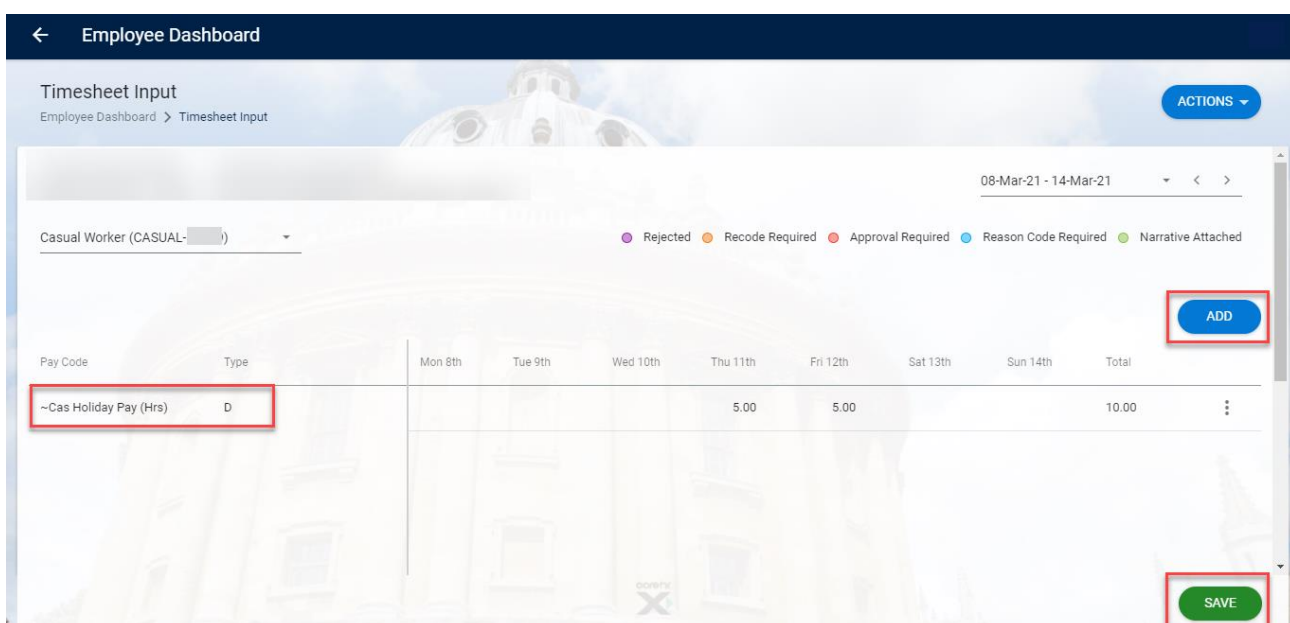
## Submit holiday claim (casual workers and variable hours employees only)

If you wish to book some of your accrued hours holiday to take paid leave, you should agree the dates with your line manager in advance. You can claim pay for these hours, using the same steps that you would take to submit a timesheet. However, you must select the pay code **~Cas Holiday Pay (Hrs)** to indicate that the hours are for holiday.

Casual workers: If you do not book and take all your accrued leave within the period of your engagement, accrued, untaken leave will be paid to you with your final payment for hours worked.

Variable hours employees – you must book and take all your accrued leave within the holiday year in which it was accrued, it can only be paid in lieu if your employment is terminating.

Please note that holiday pay can only be claimed for periods of time when you are not working for the University in any capacity (ie you cannot claim holiday hours from one post whilst working in another).



1. Select the right date and month of your chosen holiday hours (top right).
2. If you have more than one appointment, you will need to select the right role (top left). The right appointment can be identified via the appt. ID. or click on **My Profile > Contract > Salary**, this will open a screen where you can determine which appt. relates to which rate.

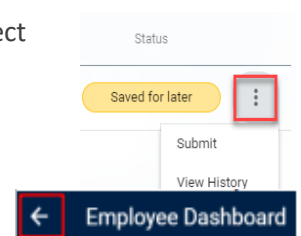
3. Click **ADD**.
4. Click under the **PAY CODE** to select the drop-down arrow. Select **~CAS Holiday Pay (Hrs)** and enter your hours under the individual days' columns.
5. Check the **Total** hours value for the week is correct.
6. Click **SAVE** (bottom right). A success message will appear. Wait for the dark green line to fill.
7. Click on the white arrow, top left to return to your **Timesheet Employee Summary**.
8. Click on **VIEW** in the **Saved for Later** tab. The **Timesheet Summary** page will open.
9. Check the summary of your holiday hours are correct, then click on the ellipsis (three dots at the right hand side) and click **SUBMIT**. A success message will appear. Wait for the dark green line to fill.
10. Click on the white arrow, top left to return to your **Timesheet Employee Summary**.
11. Your timesheet has now been submitted and is **Awaiting Approval**.

#### 4. Amend a saved timesheet

If you have **saved** incorrect hours or saved your timesheet against the incorrect appointment or the incorrect date, you can amend the timesheet and/or input the correct hours. You can only do this before submitting the timesheet. If you have already submitted it, you will have to recall it.

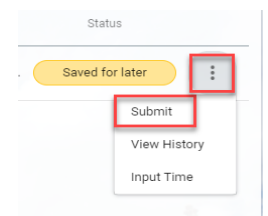
**Starting point:** Log in to HR Self-Service > Employee Dashboard > Timesheet Employee Summary > Save for Later > View

1. If your hours need updating, click on the ellipsis on the right hand side – and select **Input Time**.



**Note \*** When entering your corrected hours, check that you have selected the correct dates, which will be highlighted.

2. The **Timesheet Input** screen will open. Make the necessary changes/adjustments and click **SAVE** (bottom right).
3. Go to your **Timesheet Employee Summary**, click **VIEW** in the **Saved for Later** tab – the **Timesheet Summary** screen will open.
4. Check the **total** of your hours worked are correct, and that it has been updated. Then click on the ellipsis (three dots) at the right hand side and click **SUBMIT**. A success message will appear. Wait for the dark green line to fill.



- Click on the white arrow, top left to return to your **Timesheet Employee Summary**.
- Your timesheet has now been submitted and is **Awaiting Approval**.



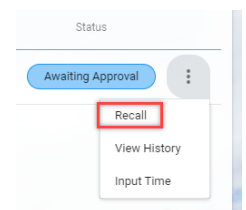
**Note \*** You can enter your timesheet on a daily or weekly basis to keep track of your hours. Remember to click **SAVE** after entering your hours.

## 5. Recall a timesheet that has been submitted

If you have submitted incorrect hours or submitted hours against an incorrect appointment or date, you can recall the timesheet to make corrections.

**Starting point:** Log in to HR Self-Service > Employee Dashboard > Timesheet Employee Summary > Awaiting Approval > View

- Click on the ellipsis (three dots) at the right hand side and click **Recall** – this will change the Timesheet status to **Save for Later**. A success message will appear. Wait for the dark green line to fill.
- Go to your **Timesheet Employee Summary**, click **VIEW** in the **Saved for Later** tab – the **Timesheet Summary** screen opens. Click on the ellipsis and select **Input Time**.
- Navigate using the arrows at the top right to select the correct week. Amend your hours and click **SAVE** (bottom right). A success message will appear. Wait for the dark green line to fill.
- Go to your **Timesheet Employee Summary** – click **VIEW** in the **Saved for Later** tab. The **Timesheet Summary** screen opens.
- Check the summary of your hours worked are correct, then click on the ellipsis (three dots) at the right hand side and click **SUBMIT**. A success message will appear. Wait for the dark green line to fill.
- Click on the white arrow, top left to return to your **Timesheet Employee Summary**.
- Your timesheet has now been submitted and is **Awaiting Approval**.



## 6. View your approved timesheets

**Starting point:** Log in to HR Self-Service > Employee Dashboard > Timesheet Employee Summary > Approved > View

Once your manager has approved your timesheets, you are now able to view your approved Timesheet.

- Go to your **Timesheet Employee Summary** – click **VIEW** on the **Approved** tab.



Paycode	Hours	Period	Appointment Id	Cost centre	Status
-Cas Demonstrating (Hrs)	13.50	Start 01-Jan-2021 End 31-Jan-2021	CASTCH	DT000000000000 Central Physics -	Approved

2. Your timesheet is now approved.

## 7. View a rejected timesheet

If your timesheet has been rejected, you can view, amend and re-submit your timesheet.

**Starting point:** Log in to HR Self-Service > Employee Dashboard > Timesheet Employee Summary > Rejected > View



**Note \*** Remember to select the correct month to ensure that you are viewing the right summary page.

1. Select the right month top left, and then click on **VIEW** in the **Rejected** tab. This will open your **Timesheet Summary** page.

2. Check the summary of your hours worked, and the comments/reason for the rejection by clicking on the ellipsis (three dots) at the right hand side and click **View\_History** – this will open the **History** screen.

3. Click on **VIEW COMMENT** to see the full view of the comments.

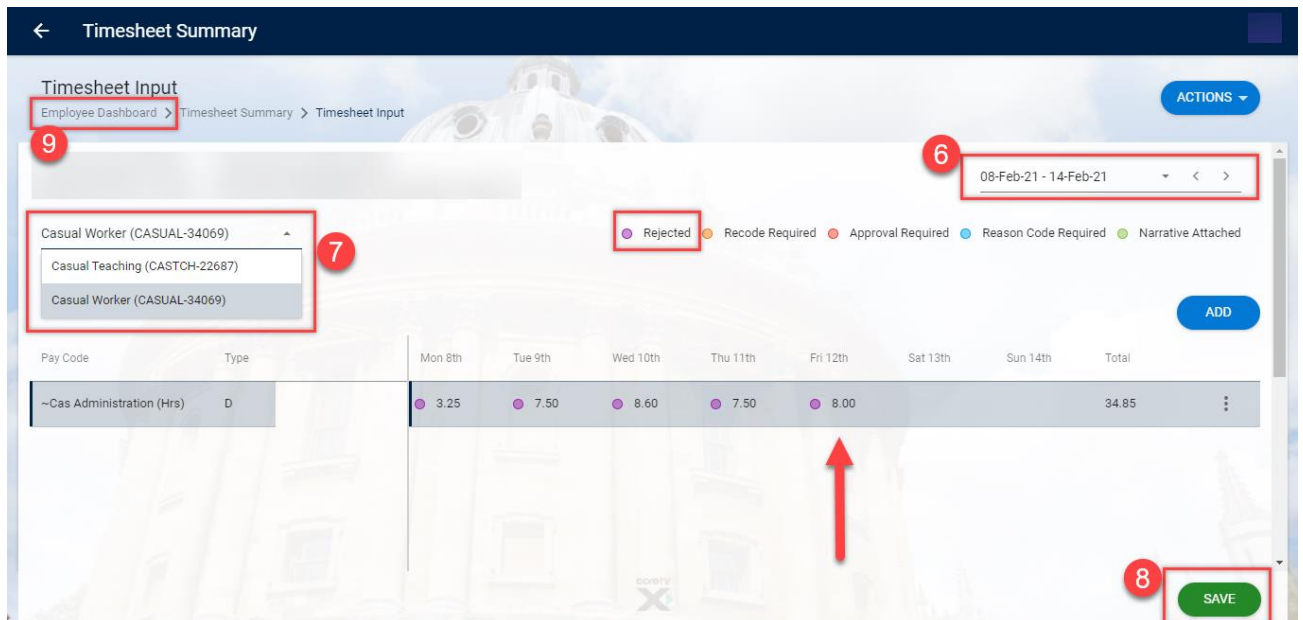
4. Click **OK** to close the comment screen, and click on the white arrow (top left) to return to your **Timesheet Summary**.

5. To amend your hours, click **Input Time**. This will open your **Timesheet Input** screen.



**Note \*** remember to select the correct appointment and week to ensure that you are viewing the right summary page, which will be highlighted.





6. From the **Timesheet Input** screen select the relevant week. The date columns, and pay code will be highlighted and noted in purple circles.
7. Now, select the right appointment.
8. Check and amend the hours worked, under the date columns. Click **SAVE** - a success message will appear. Wait for the dark green line to fill.
9. Click on the **Employee Dashboard** (top left). This will take you back to the **Timesheet Employee Summary**.
10. Click on **VIEW** in the Rejected tab – this will open the **Timesheet Summary** screen.



**Note** \* Remember not to click on the **Timesheet Summary** top left arrow. This will not show you the updated/amend hours total.

11. Click on the ellipsis (three dots) at the right hand side and click **SUBMIT**. A success message will appear. Wait for the dark green line to fill.
12. Click on the white arrow (top left) to return to your **Timesheet Employee Summary**.
13. Your Timesheet has now been submitted and is **Awaiting Approval**.