

Swinburne University

Timesheet Loader Manual

Human Resources Administration

1 August 2004



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OF TECHNOLOGY

Timesheet Loader Manual

1. Introduction

The aim of this manual is to enhance Department/School Administrators knowledge and understanding of the Timesheet Loader. This document will outline standard practice when using Timesheet Loader.

We are reintroducing this document, to familiarise all Timesheet Administrators with this document. It should be used as a reference for Timesheet Loader queries and to ensure that each department follows the correct procedures for submitting timesheets.

Departments must follow the procedure set out so that there is a clear segregation of duties, which ensures there is a two stage approval process for all salary payments.

2. Aims of Timesheet Loader

Timesheet Loader is a beneficial process for all parties. It has many benefits, such as:

- It is a fast and efficient way of delivering timesheets to Human Resources and eliminates delays with internal mail
- Control of staff sessional pays is focussed within the department, so the administrative officer can deal with sessional pay queries, etc.
- Enhanced accuracy & record keeping.
- Use of electronic media.
- Eliminates date entry errors by HR Administration

3. Timesheet Loader Procedures

The following Timesheet Loader procedures should be followed by all departments:

Submitting a Timesheet

1. It is the employee's responsibility to submit a timesheet for work completed. They must list hours worked and the rate paid.
2. The department's administrative officer will prepare the spreadsheet for submission to HR as set out below.

Timesheet Loader Template

3. All Schools/Departments are to operate a template for Timesheet Loader. The template will originally be created by HR Administration and will be maintained by the relevant School/Department. The template should include the Employee Number and Job Number for all staff members. It is important not to alter this data unless instructed to by a member of the HR Administration team.

If you require an updated version of this template for 2004 to confirm your information is correct, please contact HR Administration.

4. HR Administration will return a fortnightly spreadsheet with any changes after processing is complete. The template must be updated with these changes.
5. The format of the Spreadsheet is also important and also shouldn't be altered. The format must be as follows: *mandatory field

First Name*	Last Name*	Employee#*	Job #*	Work Date*	Pay Code*	Unit*	Rate	GL Override*	Timesheet Loader ID*	Notes
First Name	Last Name	<i>6 numbers</i>	<i>2 no's</i>	<i>dd-mmm-yyyy</i>		<i>Hours</i>	<i>Agreed Rate</i>	<i>17 Digit Code</i>	<i>Department Code</i>	
Chris	Tarrant	123879	01	14-Jul-2004	SAL	1	200.00	12345678901234567	TVB01	
Anthony	Rocca	245675	04	14-Jul-2004	TDH	5		12345678901234567	TVB01	
Anthony	Rocca	245675	04	14-Jul-2004	NTDH	3		12345678901234567	TVB01	
Cameron	Cloke	127571	02	14-Jul-2004	LA	4		23456789100070122	HVVS01	New Staff
Nathan	Buckley	251423	01	14-Jul-2004	OTH	5	39.82	23456789100070122	HVVS01	

Adding Employees to the Template

6. If a new employee needs to be added to the template, you are required to obtain all the mandatory details. Initially consult the list of casuals emailed by HR Administration. Please check the persons name and date of birth are correct against your records. If the employee doesn't appear on the listing please contact HR Administration to obtain the details.

Most departments currently provide the employees name within their spreadsheet; however it is now mandatory that all departments begin this practice as it is another identifiable feature for each employee when querying timesheets.

7. In the case of a new employee, bank and tax details with the appropriate Application for Sessional Engagement Form (C2 & C3) will need to be submitted to HR Administration with the first hardcopy timesheet. Once they are established on the Payroll system they can be added to the Template.
8. Once the new employee has been added to the Template, **highlight the row in blue, for the first timesheet loader payment only**. This allows HR Administration to double check the details provided. It is also suggested that a note is made to the right of the spreadsheet that this person is new or if they have restarted sessional work after a long break.

Entering Fortnightly Data

9. The most appropriate method for completing the spreadsheet each fortnight is to save the template as a different file name eg. Department Code and Pay Period (HRAD0205), this way the current fortnight's data can be entered without compromising the template.

Please note: A common error from departments is that they may send through the last pay periods data. This results in some staff members missing out on pay altogether and others being overpaid or underpaid.

10. Timesheets submitted by the employee should be checked and entered into Timesheet Loader.
11. Each fortnight the following fields need to be completed:
Date – the Wednesday due date. This field must be formatted (dd-mmm-yyyy), and Loader ID – the last digit needs to increase by one each pay using the pay run numbers eg. HRAD0205 (HRAD – department code, 02 - pay period, 05 – year)
12. You must enter as many lines as necessary for the one employee where different rates need to be paid, or different account codes are used.
13. If an employee is not being paid the line must be deleted from the spreadsheet.
14. **Under no circumstances must a mandatory field be left blank. In this circumstance the employee will not be paid.** If you are unsure what should be included, please contact HR Administration.

Entering Sessional Payments

15. Enter the fortnightly data as per steps 9 – 14.
16. In the “Pay Code” column, enter the corresponding code from the list below:
**Please note new codes for TAFE sessional teachers as at 1 July 2004*

Pay Code	Description
NTDH	TAFE Sessional Non-Teaching Rate
TDH	TAFE Sessional Teaching Rate
LA	Lecturing A: Basic
LB	Lecturing B: Developed
LC	Lecturing C: Specialised
LD	Lecturing D: Repeat
TE	Tutoring E: Normal
TF	Tutoring F: Repeat
TG	Tutoring G: Normal PhD/Co-Ord
TH	Tutoring H: Repeat PhD/Co-Ord
OS	Other S: Normal
OT	Other T: PhD Co-Ord

- MK1** Marking 1
MK2 Marking 2
MK3 Marking 3
SAL Agreed Rates
OTH Other Rates: *These are to be used where the staff member is a fixed term or permanent staff member and the sessional work is for a different department.*

For DEST and OTTE, purposes it is imperative that payments be coded appropriate, and not as 1unit X \$total. Any payments of a dollar total will not be accepted.

17. In the “units” column enter the number of hours to be paid.

18. Leave the “Rate” column blank for all codes except for SAL and OTH in which the agreed dollar rate is to be entered.

Example:

First Name	Last Name	Employee No	Job No	Date	Paycode	Unit	Rate	Account Code	Loader ID
Eddie	McGuire	123456	01	15-AUG-2004	NTDH	2		9876543210123	HR0205
John	Smith	123543	03	15-AUG-2004	TDH	2		9876543210123	HR0205
John	Smith	123456	03	15-AUG-2004	LA	2		9876543210123	HR0205
John	Smith	123456	03	15-AUG-2004	LB	3		9876543210123	HR0205
Glenn	Archer	111111	02	15-AUG-2004	LC	2		9876543210123	HR0205
Glenn	Archer	111111	02	15-AUG-2004	LD	5		9876543210123	HR0205
Glenn	Archer	111111	02	15-AUG-2004	TE	1		9876543210123	HR0205
Dustin	Fletcher	257892	01	15-AUG-2004	TF	3		9876543210123	HR0205
Dustin	Fletcher	257892	01	15-AUG-2004	TG	3		9876543210123	HR0205
Luke	Darcy	145982	03	15-AUG-2004	TH	5		9876543210123	HR0205
Luke	Darcy	145982	03	15-AUG-2004	OS	6		9876543210123	HR0205
Luke	Darcy	145982	03	15-AUG-2004	OT	10		9876543210123	HR0205
James	Hird	249875	01	15-AUG-2004	MK1	1		9876543210123	HR0205
James	Hird	249875	01	15-AUG-2004	MK2	2		9876543210123	HR0205
James	Hird	249875	01	15-AUG-2004	MK3	5		9876543210123	HR0205
James	Hird	249875	01	15-AUG-2004	SAL	1	60	9876543210123	HR0205
Nathan	Buckley	251423	01	15-AUG-2002	OTH	5	104.46	9876543210123	HR0205

Please Note: As Nathan Buckley is a Fixed Term Employee within another Swinburne department, all timesheets must be entered as OTH with the rate entered even though \$104.46 is the Lecturing A: Basic Rate.

Entering Overtime/Tea Money/Travel Allowances

19. Enter the fortnightly data as per steps 9 – 14.

20. In the “Pay Code” column, enter the corresponding code from the list below:

Pay Code	Description
T50	Excess Teaching Hours @ 0.5
TT150	TAFE Teacher Overtime Time & Half
TT200	TAFE Teacher Overtime Double Time
TAR	Excess Teaching Hours @ Agreed Rate 1.5
PEN	TAFE Teacher Out of Core Hours – Penalty 25%
PEN50	TAFE Teacher Out of Core Hours – Penalty 50%
PEN75	TAFE Teacher Out of Core Hours – Penalty 75%
OT150	General Staff Overtime Time & Half
OT200	General Staff Overtime Double Time
SHIFT	General Staff Shift Allowance
TEAG	General & Academic Staff Tea Money
TVSC	TAFE Travel Claim – Small Car
TVMC	TAFE Travel Claim – Medium Car
TVLC	TAFE Travel Claim – Large Car
TVLG	Travel Claim for General & Academic Staff
OTH	Agreed Rates

21. In the “units” column enter the details as per the table below:

Pay Code	Units
T50	Number of Hours
TT150	Number of Hours
TT200	Number of Hours
TAR	Number of Hours
PEN	Number of Hours
PEN50	Number of Hours
PEN75	Number of Hours
OT150	Number of Hours
OT200	Number of Hours
SHIFT	Number of Hours
TEAG	Number of lots of Tea Money
TVSC	Number of kilometres
TVMC	Number of kilometres
TVLC	Number of kilometres
TVLG	Number of kilometres
OTH	Agreed Dollar Value

22. Leave the “Rate” column blank for all codes except for OTH in which the agreed dollar rate is entered.

Example:

First Name	Last Name	Employee No	Job No	Date	Paycode	Unit	Rate	Account Code	Loader ID
Cameron	Cloke	123456	01	15-AUG-2004	TT150	2		9876543210123	HR0205
Cameron	Cloke	123456	01	15-AUG-2004	TT200	2		9876543210123	HR0205
Cameron	Cloke	123456	01	15-AUG-2004	TVSC	12		9876543210123	HR0205
Alan	Didak	127845	03	15-AUG-2004	PEN	4		9876543210123	HR0205
Alan	Didak	127845	03	15-AUG-2004	TEAG	2		9876543210123	HR0205
Leon	Davies	122245	02	15-AUG-2004	OT150	3		9876543210123	HR0205
Leon	Davies	122245	02	15-AUG-2004	OT200	2		9876543210123	HR0205
Nathan	Buckley	251423	01	15-AUG-2004	OTH	3	40	9876543210123	HR0205

Submitting the Timesheet Loader

23. The completed spreadsheet is to be emailed to the manager or nominated responsible officer, who is an authorised signatory for authorisation.

24. The manager or nominated responsible officer is then responsible for authorising the timesheets by forwarding the email to hrtimesheetloader@groupwise.swin.edu.au by 12 noon every second Wednesday.

Please note:

- In exceptional circumstances when a Manager is not available, the spreadsheet may be sent directly to HR but must cc. the Manager into the email. Please contact the HR Timesheet Loader Administrator if it is necessary for you to take this course of action.
- Late emails will generally not be included. If you know that your spreadsheet will be late, please contact the HR Timesheet Loader Administrator before the deadline to negotiate a later deadline if this is possible.

Records and Auditing

25. The department's timesheet loader administrator, must print a hard copy of the spreadsheet, and have this signed by the authorised signatory. This must be retained for department records. All paper timesheets or payment supporting documentation is to be retained by the department. These records need to be retained for a period of seven (7) years. These will be available for auditing by the Internal Audit department.

26. Departments should compare the Timesheet Loader figures against the fortnightly Finance One Subsidiary Salary Ledger Report to ensure correct payments. The authorised signatory should sign the hard copy report and attach to Timesheet Loader spreadsheet for your records. For details contact Finance One Systems Manager, Finance Department.

4. Common Timesheet Loader Errors

Unfortunately there are some common Timesheet Loader Errors occurring. If you are unsure about anything, please contact your HR Timesheet Loader Administrator for further assistance. Below are some of the most common Timesheet Loader Errors. If all Timesheet Loader Administrators are aware of these errors, it will be easier to prevent their occurrence.

Wrong Employee Number Entered:

When an employee number is wrongly entered, for instance due to a typing mistake, it will generally cause another staff member to be paid. This will cause the staff member who did the work, not to be paid, and can create significant inconveniences to our staff members and at a significant cost to the university.

If you are unsure of a employee number you can check the casual spreadsheet that is sent out or send a request via email to the HR Timesheet Loader Administrator providing the employees name and date of birth, and they will return your email with their employee number.

Wrong Job Number:

A change of job number is created by employees moving from sessional to contract to sessional and is prominent in the TAFE Division.

Wrong job numbers are generally easily identified by HR when uploading Timesheet Loader. However HR will frequently send back corrections with a change of Job Number. Please make this amendment to your Template, so that the department and HR are using the same information. You can also check the casual spreadsheet for the correct job number.

Departments Late to Send Loader:

A department may fail to send loader by due date and time. HR endeavours to send a reminder to all regular Timesheet Loader departments just after the deadline; however it is vital that you have Timesheet Loader sent by the deadline.

If HR does not receive Loader staff may be omitted from the pay. If there is an exceptional circumstance where Timesheet Loader will be late, please contact HR before the deadline so we understand and can be expecting the email.

Departments send Wrong Loader:

A department may use the last pay periods spreadsheet as their template and not make the changes correctly. If the wrong file is sent some staff may not be paid and others will be overpaid or underpaid.

To avoid this check the file when you save the spreadsheet, and again when you attach it to the email. Your manager who authorises the spreadsheet should also check the email to ensure that it is a reflection of the current timesheets.