



Hiring Manager guide

Document purpose

- This document provides guidance for the Casual Work Management app for staff designated as Hiring Managers, who perform the level 1 approvals of timesheets submitted by casual workers.
- You can use the menu button in the bottom right of the screen to navigate between sections.

Document updates

- 1/3/22 - Change method of opening a single timesheet detail.



- If you'd prefer these instructions in a video format then please visit [LINK].
- If you have any questions about this document please contact cwcproject@imperial.ac.uk

Open the app



- Open the application in any browser (e.g., Safari, Chrome) **Note: Internet Explorer is not a compatible browser, please use an alternative.**
- If you are already logged in to other Office365 applications, you will not need to log in. If you are asked to log in, use your Imperial user id and password.
- You will see a dashboards page and a menu down the left-hand side of the screen

A screenshot of a web application interface. On the left is a sidebar menu with options: Home, Recent, Pinned, My Work, Dashboards, RS Requirement Schedule, Timesheet Management (Timesheets, Import Jobs), and SM Schedule Manager. The main content area is titled 'Hiring Manager Overview' and shows a table of 'My Timesheets Awaiting Approval'. The table has columns for Department, Week Commencing, Current Status, Assigned Status, Requirement, Role, and Program. The data rows show various timesheets submitted for different departments and roles, mostly in a 'Submitted' and 'Assigned Work' state.

✓	Depart...	Week Commenc...	Current Sta...	Assigned Status	Requireme...	Role	Role (Other/Unplan...	Programm...
	AE - Aeronauti	20/12/2021	Submitted	Assigned Work	RS-1665	AE - GTA	---	AI for Aerosp
	AE - Aeronauti	20/12/2021	Submitted	Assigned Work	RS-1665	AE - GTA	---	Aerodynamics
	AE - Aeronauti	20/12/2021	Submitted	Assigned Work	RS-1665	AE - GTA	---	Aeronautics V
	AE - Aeronauti	20/12/2021	Submitted	Assigned Work	RS-1665	AE - GTA	---	AI for Aerosp
	AE - Aeronauti	27/12/2021	Submitted	Assigned Work	RS-1665	AE - GTA	---	Aerodynamics
	AE - Aeronauti	10/01/2022	Submitted	Assigned Work	RS-1665	AE - GTA	---	Aeronautics V
	AE - Aeronauti	17/01/2022	Submitted	Unassigned Work	---	---	Dave Test 24 Jan	Aerodynamics

View timesheets awaiting your approval



1. Click on 'Timesheets' from the 'Timesheet Management' menu on the left of the screen.

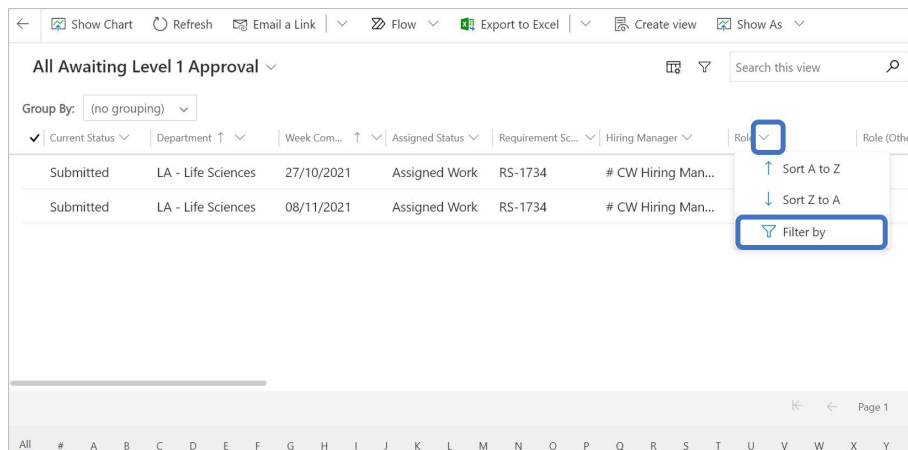
- The default view is “HM – My Timesheets Awaiting Approval” which lists all the timesheets for your approval.
- Scroll across to view all columns using the scroll bar at the bottom of the screen.
- If there are multiple pages, change page using the arrows in the bottom right corner of the screen.

The screenshot shows a web application interface for managing timesheets. On the left is a navigation menu with options like Home, Recent, Pinned, My Work, Dashboards, RS, Requirement Schedule, Timesheet Management, and Import Jobs. The 'Timesheet Management' section is expanded, and 'Timesheets' is selected. The main area displays a table titled 'HM - My Timesheets Awaiting Approval'. The table has columns for Department, Date, Status, Assigned Status, Requirement, Role, Role (Other/Unplan...), Program, and Source. The table contains several rows of data, all with a status of 'Submitted' and 'Assigned Work'. At the bottom right, there are navigation arrows and a 'Page 1' indicator.

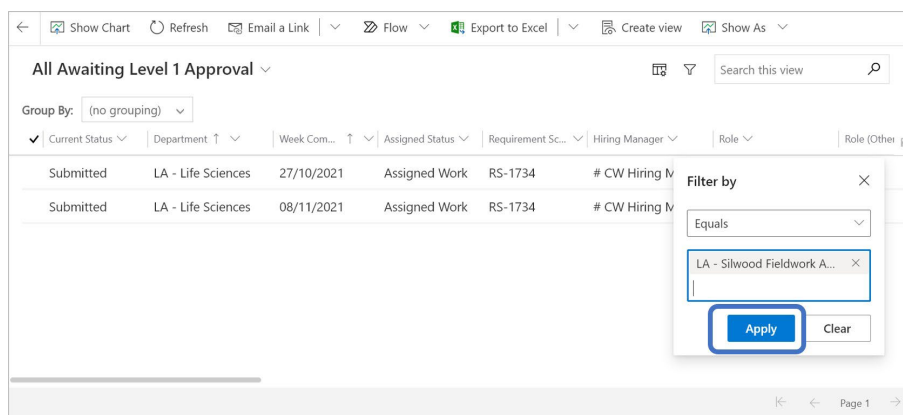
Group By:	(no grouping)								
✓ Depart...	↑ Week Commenc...	↑ Current Sta...	Assigned Status	Requireme...	Role	Role (Other/Unplan...	Program...	Source	
AE - Aero...	20/12/2021	Submitted	Assigned Work	RS-1665	AE - GTA	---	Aerodyna...	Casual Worl	
AE - Aero...	20/12/2021	Submitted	Assigned Work	RS-1665	AE - GTA	---	AI for Aer...	Casual Worl	
AE - Aero...	20/12/2021	Submitted	Assigned Work	RS-1665	AE - GTA	---	Aerodyna...	Casual Worl	
AE - Aero...	20/12/2021	Submitted	Assigned Work	RS-1665	AE - GTA	---	Aeronauti...	Casual Worl	
AE - Aero...	20/12/2021	Submitted	Assigned Work	RS-1665	AE - GTA	---	AI for Aer...	Casual Worl	
AE - Aero...	27/12/2021	Submitted	Assigned Work	RS-1665	AE - GTA	---	Aerodyna...	Casual Worl	

2. Sort and/or filter the list

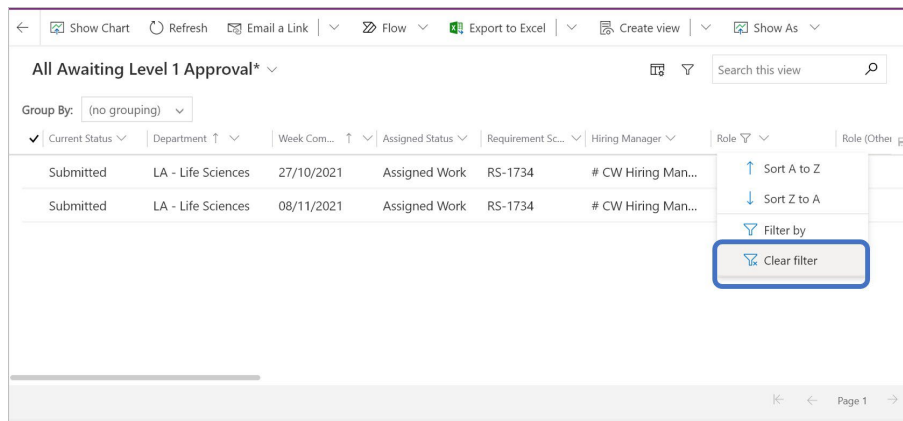
- By default the timesheets are listed in ascending order by Week Commencing date.
- If there are a large number of timesheets in your list you may want to change the sort or filter them.
- To filter or sort using any column, click on the column heading.
- A menu appears under the heading.



- If you select Filter by, you can type a value and click Apply.



- This sets a temporary filter that is cleared when you change the view or leave the app.
- Clear the filter by clicking on the column heading again and selecting Clear filter.



3. Approve or reject timesheets

- Use one of the three options explained below to check and approve or reject each timesheet:
 - In a single timesheet detail
 - In the list view
 - In Excel Online

4. Clear all filters

- Clear all filters and continue to approve or reject until the list is empty.

2. Check the field Assigned or Unassigned Work to determine how the timesheet was entered.

- **Assigned** indicates that the worker selected a Role that has been setup in the system by a Department Administrator (DA) in your department. The Rate will either be fixed or the worker has selected from a list of valid rates for the role.
- **Unassigned** indicates that the worker has typed the role name and the rate. The role name will be displayed in the Role (Other/Unplanned) column.

2021-12-20, CW Testing, AE - GTA , AE - Aeronautics - Saved		# CW Casual Worker Test	RS-1665	Submitted
Timesheet		Owner	Requirement Schedule	Current Status
Timesheet Detail Related				
Source	Casual Worker			
Requirement Schedule	RS-1665	Hiring Manager	# CW Hiring Manager Test	
CID	012345	Role	AE - GTA	
Department	AE - Aeronautics	Role (Other/Unplanned)	---	
Programme/Module	Aerodynamics	Assigned or Unassigned Work	Assigned Work	
Rate	£27.54	Total Pay	£55.08	
Timesheet Comments	---			

3. Check whether any Timesheet Comments have been entered by the worker.

2021-12-20, CW Testing, AE - GTA , AE - Aeronautics - Saved		# CW Casual Worker Test	RS-1665	Submitted
Timesheet		Owner	Requirement Schedule	Current Status
Timesheet Detail Related				
Source	Casual Worker			
Requirement Schedule	RS-1665	Hiring Manager	# CW Hiring Manager Test	
CID	012345	Role	AE - GTA	
Department	AE - Aeronautics	Role (Other/Unplanned)	---	
Programme/Module	Aerodynamics	Assigned or Unassigned Work	Assigned Work	
Rate	£27.54	Total Pay	£55.08	
Timesheet Comments	---			

4. Check that the Role, Programme/Module (if required) and Rate are correct.

2021-12-20, CW Testing, AE - GTA , AE - Aeronautics - Saved Timesheet

CW Casual Worker Test Owner RS-1665 Requirement Schedule Submitted Current Status

Timesheet Detail Related

Source	Casual Worker	Hiring Manager	# CW Hiring Manager Test
Requirement Schedule	RS-1665	Role	AE - GTA
CID	012345	Role (Other/Unplanned)	---
Department	AE - Aeronautics	Assigned or Unassigned Work	Assigned Work
Programme/Module	Aerodynamics	Total Pay	£55.08
Rate	£27.54		
Timesheet Comments	---		

5. Check the time submitted is correct.

2021-12-20, CW Testing, AE - GTA , AE - Aeronautics - Saved Timesheet

CW Casual Worker Test Owner RS-1665 Requirement Schedule Submitted Current Status

Timesheet Detail Related

Time Submitted

Week Commencing	20/12/2021		
Monday	0.00	Saturday	0.00
Tuesday	1.00	Sunday	0.00
Wednesday	1.00	Total Hours Worked	2.00
Thursday	0.00		
Friday	0.00		

6. If there are errors in the timesheet you can either Reject it or make the corrections and Approve it.

- If you reject, you are prompted to enter comments for the worker explaining the corrections they should make.
 - The worker will receive an email notification and can make corrections and resubmit in the timesheet app.
- N.B. If you make corrections to the timesheet:**
 - They cannot be undone.
 - The system will not inform the worker that changes have been made.
 - You must click Save** before choosing Approve in the Approve/Reject field.

7. Make corrections if you've chosen to do that and click Save from the menu at the top of the screen.

The screenshot shows the top of a 'Timesheet' form. The title bar reads '2021-12-20, CW Testing, AE - GTA , AE - Aeronautics - Saved'. To the right, there are links for '# CW Casual Worker Test', 'RS-1665', and 'Submitted'. Below the title bar, there are tabs for 'Timesheet Detail' and 'Related'. The 'Timesheet Detail' tab is active. Below the tabs, there are two sections: 'Level 1 Approval' and 'Level 2 Approval'. Each section has a table with columns for 'Level 1', 'Level 2', 'Approved/Rejected', and 'Set By'. The 'Save' button in the top menu bar is highlighted with a red box.

8. Enter the costing information (optional).

If you have been asked to enter costing information, your Department admin or Payroll Approver will tell you the correct codes to enter. Otherwise, leave these blank.

- Select Cost Centre from a dropdown list.
- Type the Activity Code (e.g. G00000, P00000)
- Select the Analysis Code from a dropdown list.

The screenshot shows the 'Timesheet' form with the 'Payroll Information' section highlighted. The title bar reads '2021-12-20, CW Testing, AE - GTA , AE - Aeronautics - Unsaved'. To the right, there are links for '# CW Casual Worker Test', 'RS-1665', and 'Submitted'. Below the title bar, there are tabs for 'Timesheet Detail' and 'Related'. The 'Timesheet Detail' tab is active. Below the tabs, there is a 'Payroll Information' section with fields for 'Cost Centre' (AEACT), 'Activity Code' (G00000), and 'Analysis Code' (144200). Below the 'Payroll Information' section, there is a 'Level 1 Approval' section with a table for 'Level 1' and 'Approved/Rejected'.

9. Scroll down to Level 1 Approval and select Approve or Reject.

Timesheet Detail

Related

Level 1 Approval

Level 1

Approve/Reject

--Select--

--Select--

Approve

Reject

Level 1

Approved/Rejected

Set By

Level 1

Approve/Reject Date

Level 2 Approval

Level 2

Approve/Reject

Level 2

Approved/Rejected

By

- If you select Reject, you are prompted to enter a comment to explain the reason for the rejection to the worker. The worker will be notified and can edit and resubmit the timesheet.

2021-12-20, CW Testing, AE - GTA , AE - Aeronautics - Unsaved

CW Casual Worker Test

RS-1665

Submitted

Timesheet

Owner

Requirement Schedule

Current Status

Timesheet Detail

Related

Payment Month

Level 1 Approval

Level 1

Approve/Reject

Reject

Rejection Comments

Please add an extra hour on Tuesday.

Level 1

Approved/Rejected

Set By

Level 1

Approve/Reject Date

10. Click **Save & Close** from the menu at the top of the screen in order to confirm the approval/rejection.

←

Save

Save & Close

Deactivate

Refresh

Check Access

Email a Link

Flow

2021-12-20, CW Testing, AE - GTA , AE - Aeronautics - Saved

CW Casual Worker Test

RS-1665

Submitted

Timesheet

Owner

Requirement Schedule

Current Status

Timesheet Detail

Related

Monday	1.00	Saturday	0.00
Tuesday	1.00	Sunday	0.00
Wednesday	0.00	Total Hours Worked	2.00
Thursday	0.00		
Friday	0.00		

Payroll Information

Check and approve/reject in the list view



1. Scroll across to view all columns using the scroll bar at the bottom of the screen.

The screenshot shows a web application interface for timesheet approval. At the top, there are navigation links: Show Chart, Refresh, Email a Link, Flow, Export to Excel, Create view, and Show As. Below this is a title bar "HM - My Timesheets Awaiting Approval" with a search bar. A "Group By" dropdown is set to "(no grouping)". The table has columns: Time, Role, Role (Other/Unplan...), Programm..., Source, CID, Full Name (CID), Timesheet Comments, and Monday. The table contains six rows of data. A blue box highlights the horizontal scroll bar at the bottom of the table.

Time	Role	Role (Other/Unplan...)	Programm...	Source	CID	Full Name (CID)	Timesheet Comments	Monday
S-1665	AE - GTA	---	AI for Aer...	Casual Worker	012345	CW Testing	---	1.00
S-1665	AE - GTA	---	Aerodyna...	Casual Worker	012345	CW Testing	---	1.00
S-1665	AE - GTA	---	Aeronauti...	Casual Worker	012345	CW Testing	---	0.00
S-1665	AE - GTA	---	AI for Aer...	Casual Worker	012345	CW Testing	---	0.00
S-1665	AE - GTA	---	Aerodyna...	Casual Worker	012345	CW Testing	---	2.00
S-1665	AE - GTA	---	Aeronauti...	Casual Worker	012345	CW Testing	---	0.00

2. Check that the Role (Other/Unplanned), Programme/Module, Hours and Rate are correct and read comments from the worker.

- Check the field Assigned or Unassigned Work to determine how the timesheet was entered.
 - Assigned indicates that the worker selected a Role that has been setup in the system by a Department Administrator (DA) in your department. The Rate will either be fixed or the worker has selected from a list of valid rates for the role.

- Unassigned indicates that the worker has typed the role name and the rate. The role name will be displayed in the Role (Other/Unplanned) column.
- If the Programme/Module is filled in, the worker has selected from a list of values for your department.
- Timesheet Comments may have been entered by the worker.

HM - My Timesheets Awaiting Approval

Group By: (no grouping)

Depart...	Week Commenc...	Current Sta...	Assigned Status	Requires...	Role	Role (Other/Unplan...	Program...	Source	CID	Full Name (CID)	Timesheet Comments
AE - Aero...	20/12/2021	Submitted	Assigned Work	RS-1665	AE - GTA	---	AI for Aer...	Casual Worker	012345	CW Testing	---
AE - Aero...	20/12/2021	Submitted	Assigned Work	RS-1665	AE - GTA	---	Aerodyna...	Casual Worker	012345	CW Testing	---
AE - Aero...	20/12/2021	Submitted	Assigned Work	RS-1665	AE - GTA	---	Aeronauti...	Casual Worker	012345	CW Testing	---
AE - Aero...	20/12/2021	Submitted	Assigned Work	RS-1665	AE - GTA	---	AI for Aer...	Casual Worker	012345	CW Testing	---
AE - Aero...	27/12/2021	Submitted	Assigned Work	RS-1665	AE - GTA	---	Aerodyna...	Casual Worker	012345	CW Testing	---
AE - Aero...	10/01/2022	Submitted	Assigned Work	RS-1665	AE - GTA	---	Aeronauti...	Casual Worker	012345	CW Testing	---
AE - Aero...	17/01/2022	Submitted	Unassigned Work	---	---	Dave Test 24 Jan	Aerodyna...	Casual Worker	012345	CW Testing	Dave test 24 Jan 22

HM - My Timesheets Awaiting Approval

Group By: (no grouping)

Timesheet Comments	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours	Rate	Total Pay	Cost Centre
---	1.00	1.00	0.00	0.00	0.00	0.00	0.00	2.00	£15.98	£31.96	---
---	1.00	0.00	0.00	0.00	1.00	0.00	0.00	2.00	£15.98	£31.96	AEACT
---	0.00	0.00	0.00	0.00	1.00	1.00	0.00	2.00	£27.54	£55.08	---
---	0.00	0.00	0.00	0.00	0.00	2.00	2.00	4.00	£15.98	£63.92	---
---	2.00	2.00	2.00	0.00	0.00	0.00	0.00	6.00	£15.98	£95.88	---
---	0.00	0.00	2.00	2.00	2.00	0.00	0.00	6.00	£15.98	£95.88	---
Dave test 24 Jan 22	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	£25.00	£25.00	---

- If there are errors in the timesheet you can either Reject it or make the corrections and Approve it (**It is highly recommended that you open the single timesheet detail view to make the changes - see section above**).
 - If you reject, you are prompted to enter comments for the worker explaining the corrections they should make.
 - The worker will receive an email notification and can make corrections and resubmit in the timesheet app.
- **N.B. Corrections to hours or rate should be made in the timesheet detail.** If you make corrections to the timesheet:
 - They cannot be undone.
 - The system will not inform the worker that changes have been made.
 - You must click Save before choosing Approve in the Approve/Reject field.

3. Scroll across and enter the costing information (optional).

If you have been asked to enter costing information, your Department admin or Payroll Approver will tell you the correct codes to enter. Otherwise, leave these blank.

- Select Cost Centre from a dropdown list.
 - Type the first two characters to shorten the dropdown list to Cost Centres for your department.
- Type the Activity Code (e.g. G00000, P00000)
- Select the Analysis Code from a dropdown list.

The screenshot shows the 'HM - My Timesheets Awaiting Approval' interface. A dropdown menu is open for the 'Cost Centre' field, displaying a list of options: AEAC, AEACM, AEACO, and AEACT. The first two characters 'AEAC' are entered in the input field. The table below shows the following data:

Total Hours...	Rate	Total Pay	Cost Centre	Activity Code	Analysis Code	Level 1 Ap...	Rejection Comments
2.00	£15.98	£31.96	AEAC	G0000	144200	---	---
2.00	£15.98	£31.96	AEAC	G00000	144200	---	---
2.00	£27.54	£55.08	---	---	---	---	---
4.00	£15.98	£63.92	---	---	---	---	---
6.00	£15.98	£95.88	---	---	---	---	---
6.00	£15.98	£95.88	---	---	---	---	---

4. Scroll across to Level 1 Approval and select Approve or Reject.

- If you select Reject, enter a comment in the Rejection Comments column to explain the reason for the rejection to the worker. The worker will be notified and can edit and resubmit the timesheet.

The screenshot shows the 'HM - My Timesheets Awaiting Approval' interface. The 'Level 1 Approval' dropdown menu is open, showing the 'Reject' option. The 'Rejection Comments' field is active, and the text 'Please amend to the upper rate.' is entered. The table below shows the following data:

Total Hours...	Rate	Total Pay	Cost Centre	Activity Code	Analysis Code	Level 1 Ap...	Rejection Comments
2.00	£15.98	£31.96	---	---	---	Reject	Please amend to the upper rate.
2.00	£15.98	£31.96	AEACT	G00000	144200	---	---
2.00	£27.54	£55.08	---	---	---	---	---
4.00	£15.98	£63.92	---	---	---	---	---
6.00	£15.98	£95.88	---	---	---	---	---
6.00	£15.98	£95.88	---	---	---	---	---

5. Click the small Save icon at the right hand side of the screen next to the column headings.

← Show Chart Activate Deactivate Email a Link Flow Export Selected Records Create view

HM - My Timesheets Awaiting Approval Search this view

Group By: (no grouping)
No error message returned from server. Error code: 0x80040265

Total Hours...	Rate	Total Pay	Cost Centre	Activity Code	Analysis Code	Level 1 Ap...	Rejection Comments
2.00	£15.98	£31.96	AEAC	---	---	---	---
2.00	£15.98	£31.96	AEACT	G00000	144200	---	---
2.00	£27.54	£55.08	---	---	---	---	---
4.00	£15.98	£63.92	---	---	---	---	---
6.00	£15.98	£95.88	---	---	---	---	---
6.00	£15.98	£95.88	---	---	---	---	---

Warning: Unsaved Changes Page 1

6. Refresh the screen.

- The timesheets that have been Approved and Rejected are no longer displayed. They can be seen on the view HM – My Approved/Rejected Timesheets.

← Show Chart Refresh Email a Link Flow Export to Excel Create view Show As

HM - My Approved/Rejected Timesheets* Search this view

Group By: (no grouping)

Department	Week Commencing	Current Sta...	Assigned Status	Requireme...	Role	Role (Other/Unplan...	Program...	CID
AE - Aero...	20/12/2021	Rejected	Assigned Work	RS-1665	AE - GTA	---	Aerodyna...	012345
AE - Aero...	17/01/2022	Rejected	Assigned Work	RS-1665	AE - GTA	---	AI for Aer...	012345
LA - Life S...	08/11/2021	Inactive	Assigned Work	RS-1624	LA - Silwo...	---	Genetics	012345
LA - Life S...	04/10/2021	Inactive	Assigned Work	RS-1624	LA - Silwo...	---	Evolution	012345
LA - Life S...	20/09/2021	Inactive	Assigned Work	RS-1624	LA - Silwo...	---	Genetics	012345
LA - Life S...	13/09/2021	Inactive	Assigned Work	RS-1624	LA - Silwo...	---	Genetics	012345

Page 1

Check and approve/reject in Excel Online

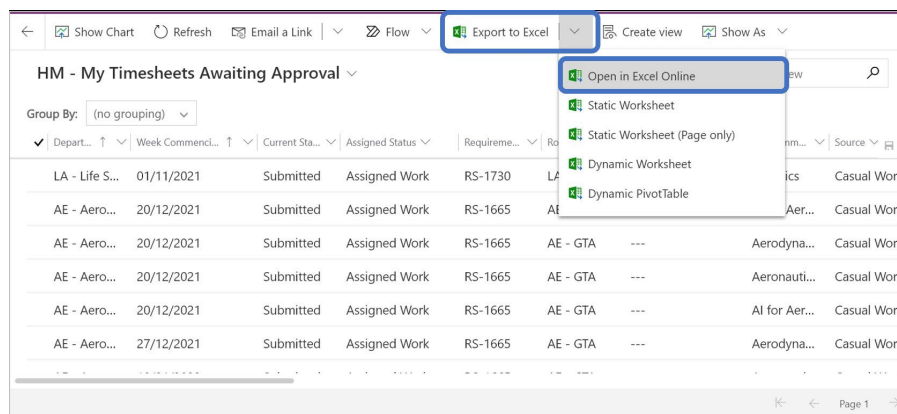


You can approve or reject timesheets using Excel Online but cannot make corrections.

1. From your view of timesheets awaiting your approval, filter to the list of timesheets you want to mass approve or reject. (See instructions above for Filtering and Sorting in a view)

2. Open Excel Online by clicking on the down arrow next to “Export to Excel” and selecting Open in Excel Online.

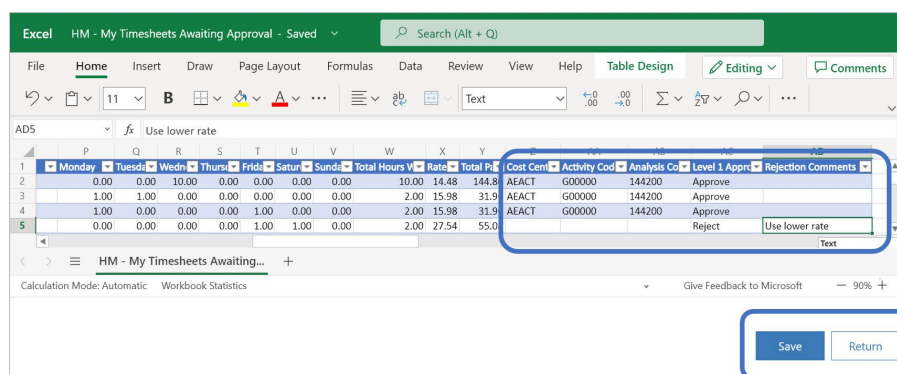
a. A pop up window opens in Excel



3. Scroll across to the costing and Level 1 approval columns.

4. Enter values in the first row.

- Enter the costing information if you know it, in one row. The Cost Centre and Analysis Code must be valid codes for the updates to work.
- Select Approve or Reject from the drop-down list in the Level 1 Approval column
- If you select Reject, enter a comment in the Rejection Comments column to explain the reason for the rejection to the worker.
- Do not make changes in any other columns.



5. You can copy and paste from one row to the others.

- Do not drag or auto fill from one row to the others as it will sequence fill (increasing values) rather than copying values.

6. Click Save or Return

- Save will start a background job to update all the timesheets listed. You can monitor the process until it completes or return to the main app. You can refresh the page in the browser in the main app to see that the timesheets are removed as the updates are completed.
- If there are any errors, the timesheet will remain on your list awaiting approval. Open the timesheet detail to see an error message.
- Return will discard your changes and return you to the main app in the browser.

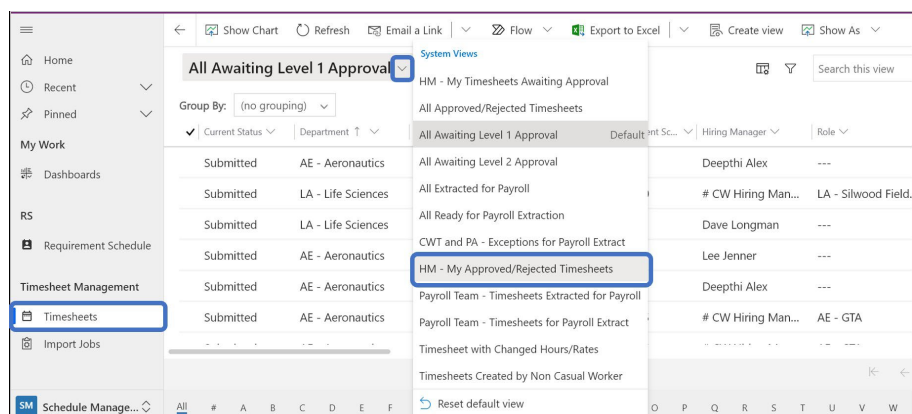
View previously approved or rejected timesheets



To review timesheets that you have previously approved or rejected

1. Click on 'Timesheets' from the 'Timesheet Management' menu on the left of the screen.

2. Click the down arrow next to the view title at the top of the screen and select HM – My Approved/Rejected Timesheets.



3. Sort or filter the list by clicking on the heading at the top of the column you would like to sort or filter on.

4. The Current Status column displays the latest status of that timesheet. Workers can see this status for their own timesheets in their app.

Show ChartRefreshEmail a LinkFlowExport to ExcelCreate viewShow As

All Approved/Rejected Timesheets

Group By: (no grouping)

Current Status	Department	Week Com...	Assigned Status	Requirement Sc...	Hiring Manager	Role	Role (O
Rejected	CH - Chemistry	24/01/2022	Unassigned W...	---	Deepthi Alex	---	sanity che
Rejected	AE - Aeronautics	17/01/2022	Assigned Work	RS-1665	# CW Hiring Man...	AE - GTA	---
Rejected	AE - Aeronautics	10/01/2022	Assigned Work	RS-1665	Lee Jenner	AE - GTA	---
Rejected	AE - Aeronautics	10/01/2022	Assigned Work	RS-1665	Lee Jenner	AE - GTA	---
Rejected	AE - Aeronautics	10/01/2022	Assigned Work	RS-1665	Lee Jenner	AE - GTA	---
Rejected	AE - Aeronautics	03/01/2022	Assigned Work	RS-1665	Lee Jenner	AE - GTA	---

Page 1

Further information and support



Information and FAQs are available on the Temporary Workforce Service website:

- [Temporary Workforce Service](#)

Local department contacts:

Many of the departments that regularly hires casual workers have local experts in the system and processes for managing casual work.

The Casual Worker Team (CWT):

Contact the Casual Worker Team via email (casualworkerteam@imperial.ac.uk) or through your department Casual Work Requirements Schedule channel in Teams.