



Guide to entering timesheets on behalf of casual workers

Document purpose

- This document provides guidance for staff designated with the ability to create timesheets on behalf of casual workers in the Casual Work Management app.
- Not all users of the Casual Work Management app will have the permission to do this. If you require this functionality, speak to a Payroll Approver in your department, who can submit the request for this on your behalf, if appropriate.

Navigation

- You can use the menu button in the bottom right of the screen to jump between sections.



- 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](#)

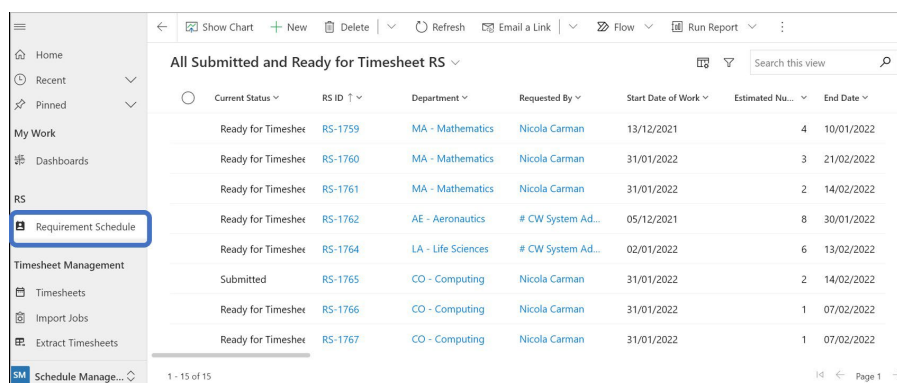
- Open the application in any browser (e.g., Safari, Chrome) **Note: Internet Explorer is not a compatible browser, please use an alternative.**
- If you are already logged in to other Office365 applications, you will not need to log in. If you are asked to log in, use your Imperial user id and password.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

Confirm the Requirement Schedule ID

In order for you to create a timesheet there must be an existing, approved, Requirement Schedule, which details the work and the worker.

1. Before you begin, make sure that you have a record of the Requirements Schedule ID number you want to enter a timesheet against.

- Click on the Requirement Schedule from the menu on the left of the screen.



Current Status	RS ID	Department	Requested By	Start Date of Work	Estimated Number	End Date
Ready for Timesheet	RS-1759	MA - Mathematics	Nicola Carman	13/12/2021	4	10/01/2022
Ready for Timesheet	RS-1760	MA - Mathematics	Nicola Carman	31/01/2022	3	21/02/2022
Ready for Timesheet	RS-1761	MA - Mathematics	Nicola Carman	31/01/2022	2	14/02/2022
Ready for Timesheet	RS-1762	AE - Aeronautics	# CW System Ad...	05/12/2021	8	30/01/2022
Ready for Timesheet	RS-1764	LA - Life Sciences	# CW System Ad...	02/01/2022	6	13/02/2022
Submitted	RS-1765	CO - Computing	Nicola Carman	31/01/2022	2	14/02/2022
Ready for Timesheet	RS-1766	CO - Computing	Nicola Carman	31/01/2022	1	07/02/2022
Ready for Timesheet	RS-1767	CO - Computing	Nicola Carman	31/01/2022	1	07/02/2022

- The default view “All Submitted and Ready for Timesheet RS” is displayed.
- Click on the down arrow beside the view name to display the list of views and select 'All Ready for Timesheet RS'.
 - These Requirement Schedules have been processed by the Casual Worker team and work may begin.

← Show Chart + New Delete Refresh Email a Link Flow Run Report

All Submitted and Ready for Timesheet RS Search this view

System Views

- All Submitted and Ready for Timesheet RS (Default)
- All Cancelled RS
- All Draft RS
- All Ready for Timesheet RS**
- All Submitted to CWT
- Hiring Manager - Requirement Schedule Entries
- Last Month and Next 6 Months' RS (Excl. Cancelled)
- Not Linked to Integrated CW List
- Reset default view

Department	Requested By	Start Date of Work	Estimated Nu...	End Date
MA - Mathematics	Nicola Carman	13/12/2021	4	10/01/2022
MA - Mathematics	Nicola Carman	31/01/2022	3	21/02/2022
MA - Mathematics	Nicola Carman	31/01/2022	2	14/02/2022
AE - Aeronautics	# CW System Ad...	05/12/2021	8	30/01/2022
LA - Life Sciences	# CW System Ad...	02/01/2022	6	13/02/2022
CO - Computing	Nicola Carman	31/01/2022	2	14/02/2022
CO - Computing	Nicola Carman	31/01/2022	1	07/02/2022
CO - Computing	Nicola Carman	31/01/2022	1	07/02/2022

Ready for Timesheet RS-1767

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2. If required, filter and sort to find the correct Requirement Schedule.

- To filter or sort using any column, click on the column heading.
- A menu appears under the heading.

← Show Chart + New Delete Refresh Email a Link Flow Run Report

All Ready for Timesheet RS Search this view

id Nu...	End Date	Hiring Manager	Work Type	Role	Role Name	Basic Sta...	Standard ...	Basic Non Sta...
4	10/01/2022	Nicola Carman	Teaching ...	MA - De...	Sort A to Z		Standard	
3	21/02/2022	Nicola Carman	Teaching ...	MA - Invi...	Sort Z to A		Standard	
2	14/02/2022	Nicola Carman	Academic...	MA - Aca...	Filter by		Non Standi	£500.00
8	30/01/2022	# CW Hiring Man...	Administr...	AE - Adm...			Non Standi	£25.00
6	13/02/2022	# CW Hiring Man...	Teaching...	LA - Silw...		£11.58	Standard	
1	07/02/2022	Nicola Carman	Academic...	CO - Aca...	Research ...	£11.58	Non Standi	£15.98
1	07/02/2022	Nicola Carman	Academic...	CO - Aca...	Research ...		Non Standi	£25.00
10	30/11/2021	Cieli Smith	Teaching ...	MA - Invi...			Non Standi	£20.60

- Select Filter by and enter the value you would like to filter on.

← Show Chart + New Delete Refresh Email a Link Flow Run Report

All Ready for Timesheet RS Search this view

id Nu...	End Date	Hiring Manager	Work Type	Role	Role Name	Basic Sta...	Standard ...	Basic N
4	10/01/2022	Nicola Carman	Teaching ...	MA - De...			Standard	
3	21/02/2022	Nicola Carman	Teaching ...	MA - Invi...			Standard	
2	14/02/2022	Nicola Carman	Academic...	MA - Aca...			Non Standi	
8	30/01/2022	# CW Hiring Man...	Administr...	AE - Adm...			Non Standi	
6	13/02/2022	# CW Hiring Man...	Teaching ...	LA - Silw...			Standard	
1	07/02/2022	Nicola Carman	Academic...	CO - Aca...	Research Assistant		Non Standi	
1	07/02/2022	Nicola Carman	Academic...	CO - Aca...	Research Assistant		Non Standi	
10	30/11/2021	Cieli Smith	Teaching ...	MA - Invi...			Non Standi	

Filter By

Contains

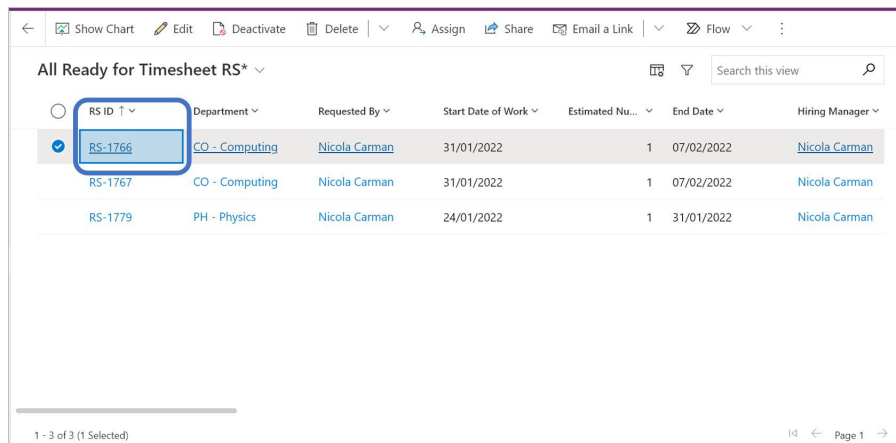
Research

Apply Clear

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- Click Apply to add the filter.
- This sets a temporary filter that is cleared when you change view or leave the app.
- You can clear the filter by clicking on the column heading again and selecting Clear filter.

3. Make a note of the Requirement Schedule ID that you'd like to create a timesheet against.

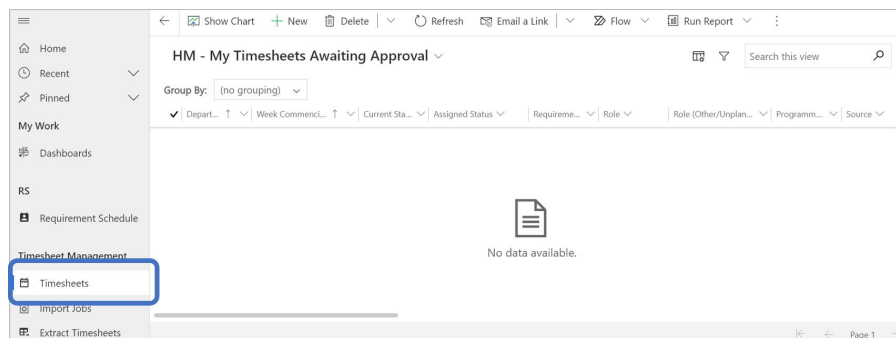


RS ID	Department	Requested By	Start Date of Work	Estimated Nu...	End Date	Hiring Manager
RS-1766	CO - Computing	Nicola Carman	31/01/2022	1	07/02/2022	Nicola Carman
RS-1767	CO - Computing	Nicola Carman	31/01/2022	1	07/02/2022	Nicola Carman
RS-1779	PH - Physics	Nicola Carman	24/01/2022	1	31/01/2022	Nicola Carman

1 - 3 of 3 (1 Selected)

Enter a new timesheet

1. Click Timesheets in the left-hand menu.



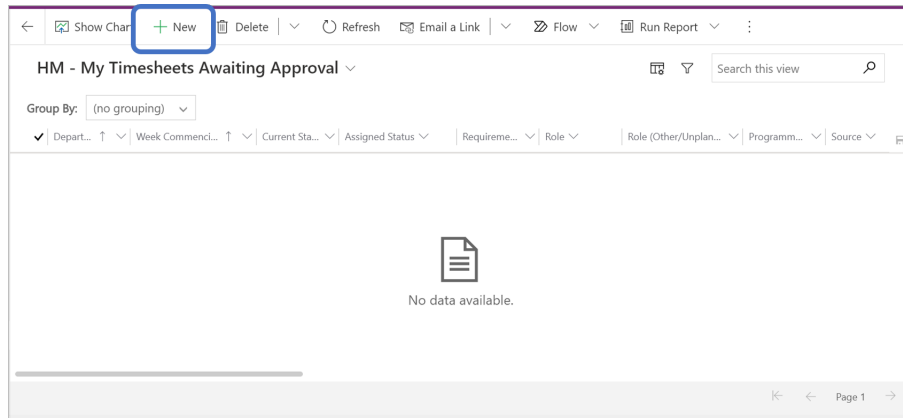
HM - My Timesheets Awaiting Approval

Group By: (no grouping)

Depart... Week Commenc... Current Sta... Assigned Status... Requireme... Role... Role (Other/Unplan... Programm... Source...

No data available.

2. Click New at the top of the screen.



2. Enter the RS ID

- When you start typing a suggested list will pop up which you can select from.

- Once you have selected an RS ID, the Overview section will be automatically populated with the RS details.

3. Check the Hiring Manager is correct.

- This is the person that the timesheet will be directed to for level 1 approval.
- If you need to change the Hiring Manager, delete the name in the field and start typing a new name to bring up the list to select from.

New Timesheet - Unsaved

CW System Admin Test

Owner

unqacd554d9d3924955843be663ea103

Hassan Patel
+44 20 7594 8191

Konstantinos Gkoutzis
+44 20 7594 3077

Nicola Carman
unqacd554d9d3924955843be663ea103

Advanced lookup

Look for Hiring Manager

Hiring Manager

⚠ Hiring Manager: Required fields must be filled in.

Requirement Schedule * RS-1766

CID * 1058389

Department * CO - Computing

Programme/Module ---

Rate * £15.98

Role * CO - Academic Research - Other

Role (Other/Unplanned) Research Assistant

Assigned or Unassigned Work Assigned Work

4. Enter the Programme/Module information

- Click in the field and start typing, or press Enter to see the full list.
- Select the correct Programme/Module.

New Timesheet - Unsaved

CW System Admin Test

Owner

RS-1766

Requirement Schedule

Draft

Current Status

Timesheet Detail

Programme/Module

Look for Programme/Module

Assigned or Unassigned Work

Assigned Work

Rate * ---

Timesheet Comments

Time Submitted

Week Commencing * ---

Monday

Algorithm Design and Analysis
17/12/2021 13:54

Mathematics 2: Probability and Statistics
17/12/2021 13:54

Models of Computation
17/12/2021 13:54

Mathematics and Mah Carman

+ New Programme/Module

Advanced lookup

5. Check the rate and change if necessary

- If the role has multiple rates, you will need to type the correct rate. You will not be provided with a drop-down list of the rates to select.
- Click in the field and type the correct rate.

New Timesheet - Unsaved

Timesheet Detail

Overview

Source Non Casual Worker

Requirement Schedule * RS-1766

CID * 1058389

Department * CO - Computing

Programme/Module ---

Rate * £15.98

6. Fill in the Time Submitted section.

- Click in the Week Commencing field and select the correct date from the pop-up calendar. **This must be a Monday.**

The screenshot shows the 'New Timesheet' form. At the top, there are tabs for 'Save', 'Save & Close', 'New', and 'Flow'. Below these, the form title is 'New Timesheet - Unsaved'. To the right, there are fields for '# CW System Admin Test' (Owner), 'RS-1766' (Requirement Schedule), and 'Draft' (Current Status). The 'Timesheet Detail' section is active. Below it, there is a 'Timesheet Comments' field. The 'Time Submitted' section is highlighted with a blue box. It contains a 'Week Commencing' field with a calendar icon. A red error message is displayed: 'Week Commencing: Required fields must be filled in.' A calendar pop-up is shown for February 2022, with the 14th (Monday) selected. Below the calendar, there are rows for 'Monday', 'Tuesday', 'Saturday', and 'Sunday', each with a '---' value. At the bottom right, there is a 'Total Hours Worked' field with a '---' value.

- Fill in the hours that the worker completed for that week.

The screenshot shows the 'New Timesheet' form. At the top, there are tabs for 'Save', 'Save & Close', 'New', and 'Flow'. Below these, the form title is 'New Timesheet - Unsaved'. To the right, there are fields for '# CW System Admin Test' (Owner), 'RS-1766' (Requirement Schedule), and 'Draft' (Current Status). The 'Timesheet Detail' section is active. Below it, there is a 'Timesheet Comments' field. The 'Time Submitted' section is highlighted with a blue box. It contains a 'Week Commencing' field with a calendar icon, now filled with '31/01/2022'. Below the calendar, there is a table with rows for 'Monday', 'Tuesday', 'Wednesday', 'Thursday', 'Friday', 'Saturday', and 'Sunday'. The 'Monday' row has a value of '2.00', 'Tuesday' has '3.00', 'Friday' has '1.00', and 'Saturday' has '---'. At the bottom right, there is a 'Total Hours Worked' field with a '---' value.

7. Click Save at the top of the screen.

- You must do this for the system to run validation in the background to ensure there are no compliance breaches.

The screenshot shows the 'New Timesheet' form. The 'Save' button in the top toolbar is highlighted with a blue box. The form displays the following data:

Time Submitted	
Week Commencing	31/01/2022
Monday	2.00
Tuesday	3.00
Wednesday	0.00
Thursday	0.00
Friday	1.00
Saturday	0.00
Sunday	0.00
Total Hours Worked	6.00

- Once you have done this the Total Hours worked field will be automatically populated.

The screenshot shows the 'New Timesheet' form. The 'Total Hours Worked' field is highlighted with a blue box. The form displays the following data:

Time Submitted	
Week Commencing	31/01/2022
Monday	2.00
Tuesday	3.00
Wednesday	0.00
Thursday	0.00
Friday	1.00
Saturday	0.00
Sunday	0.00
Total Hours Worked	6.00

8. Click Submit at the top of the screen.

The screenshot shows the 'New Timesheet' form. The 'Submit' button in the top toolbar is highlighted with a blue box. The form displays the following data:

Time Submitted	
Week Commencing	31/01/2022
Monday	2.00
Tuesday	3.00
Wednesday	0.00
Thursday	0.00
Friday	1.00
Saturday	0.00
Sunday	0.00
Total Hours Worked	6.00

- The Current Status of the timesheet will change to Submitted.

Time Submitted	
Week Commencing	31/01/2022
Monday	2.00
Tuesday	3.00
Wednesday	0.00
Thursday	0.00
Friday	1.00
Saturday	0.00
Sunday	0.00
Total Hours Worked	6.00

- The timesheet will appear in the queue of the named Hiring Manager on the timesheet for level 1 approval. For more information on level 1 timesheet approvals, please see the [Hiring Manager](#) guide.

Further information and support

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

- [Casual Worker Compliance Project](#)
- [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.