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.

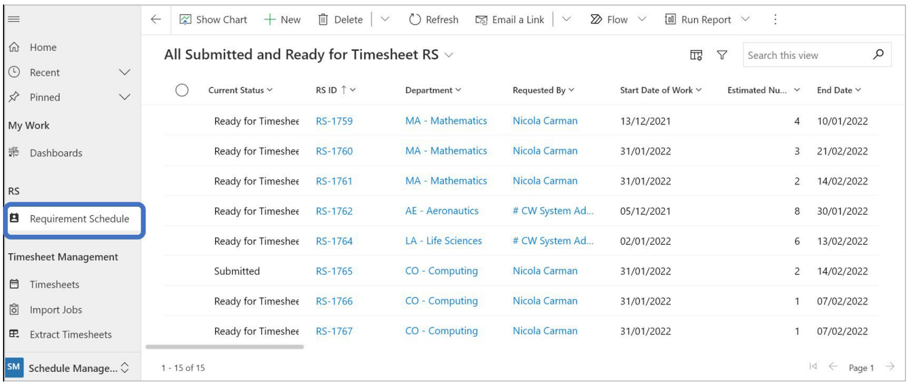
- You will see a dashboards page and a menu down the left-hand side of the screen

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.

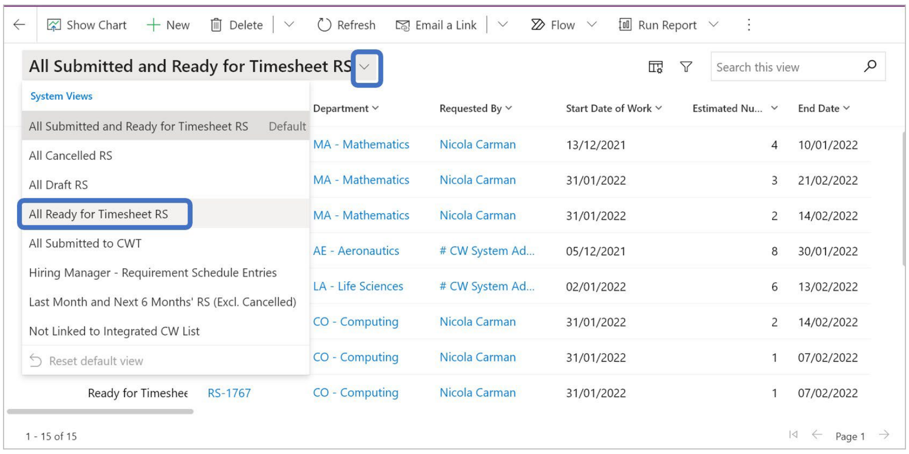
- Click on the Requirement Schedule from the menu on the left of the screen.



- The default view “All Submitted and Ready for Timesheet RS” is displayed.

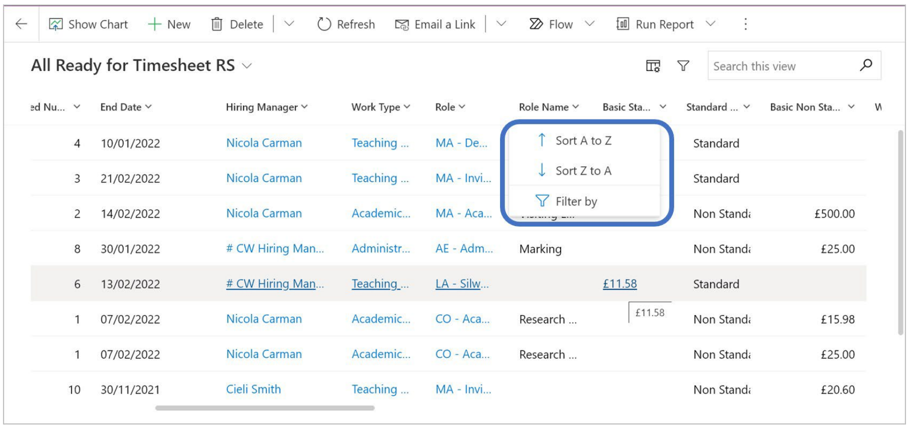
- Click on the down arrow beside the view name to display the list of views and select 'All Ready for Timesheet RS'.

    - These Requirement Schedules have been processed by the Casual Worker team and work may begin.

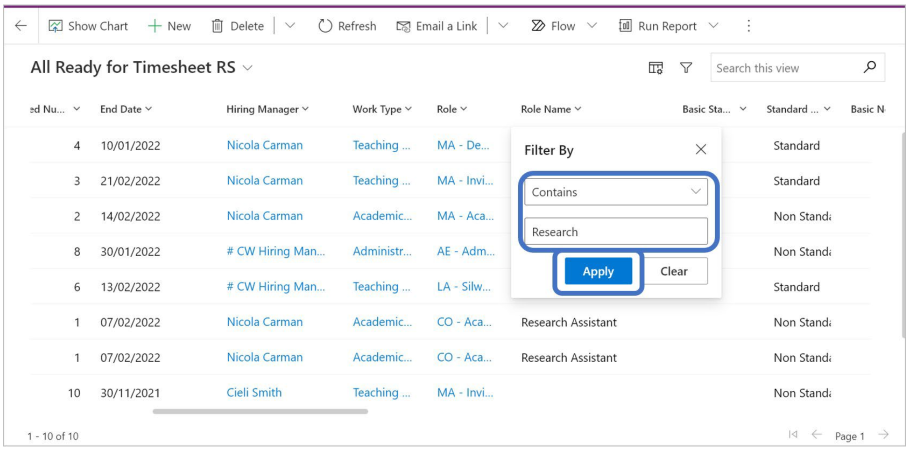


2. If required, filter and sort to find the correct Requirement Schedule.

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

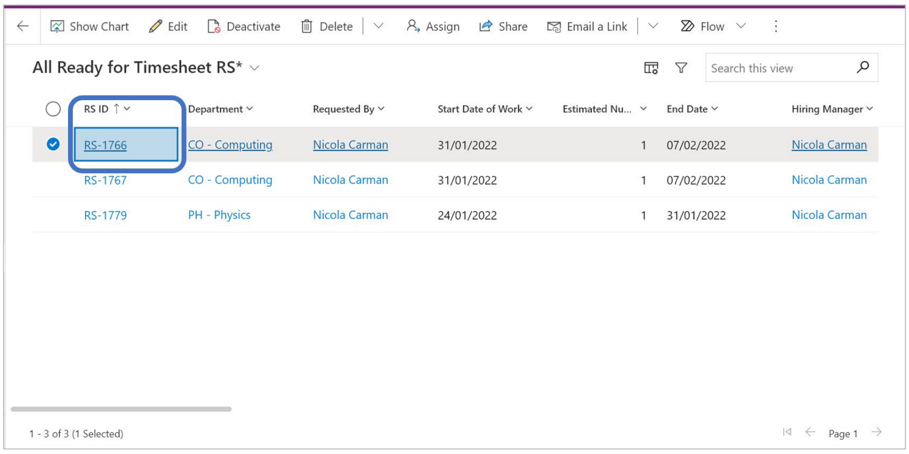


- Select Filter by and enter the value you would like to filter on.



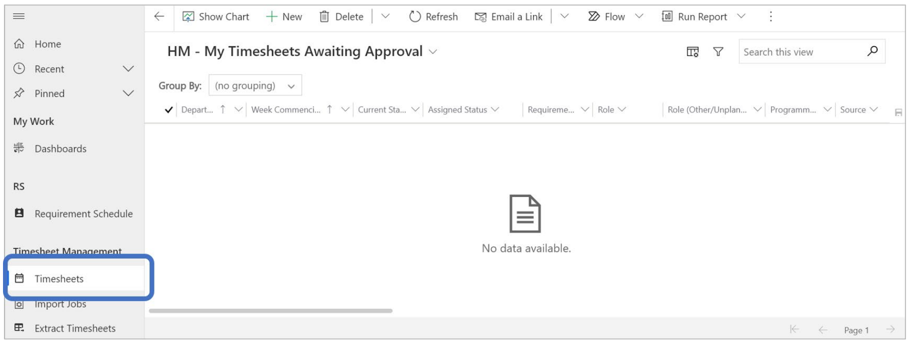
- Click Apply to add the filter.
- This sets a temporary filter that is cleared when you change view or leave the app.
- You can clear the filter by clicking on the column heading again and selecting Clear filter.

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

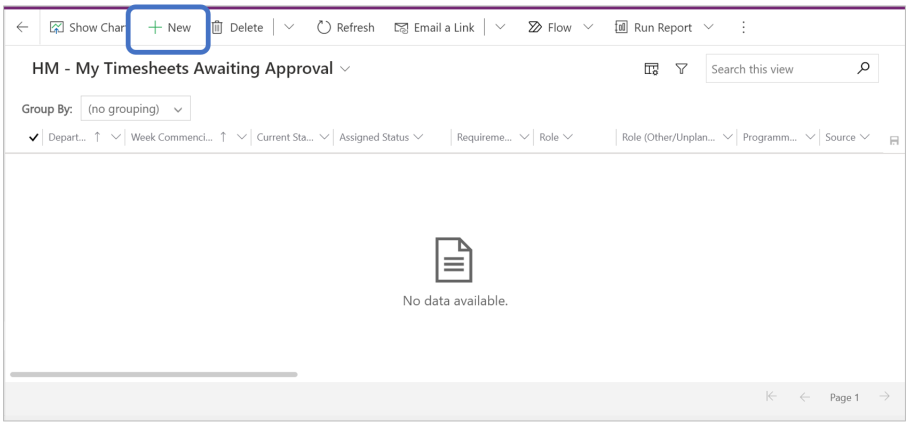


Enter a new timesheet

1. Click Timesheets in the left-hand menu.

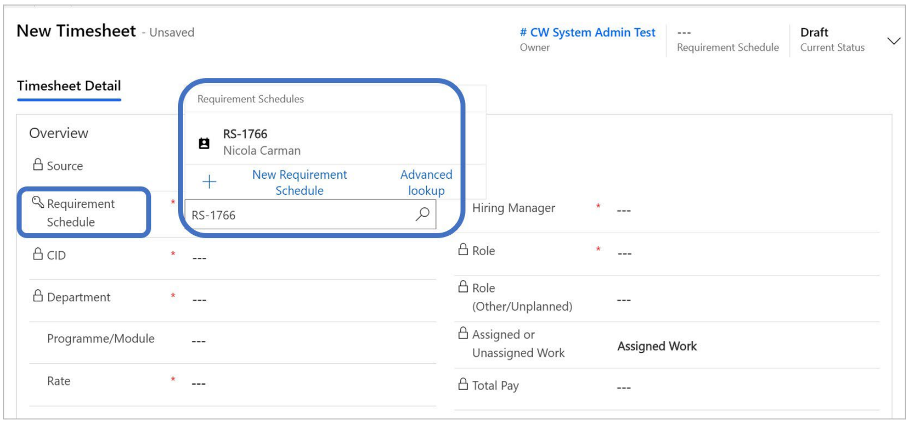


2. Click New at the top of the screen.



2. Enter the RS ID

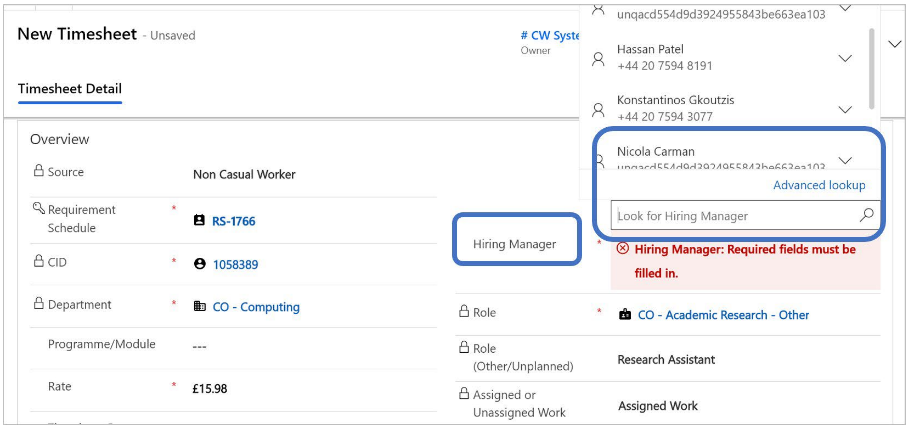
- When you start typing a suggested list will pop up which you can select from.



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

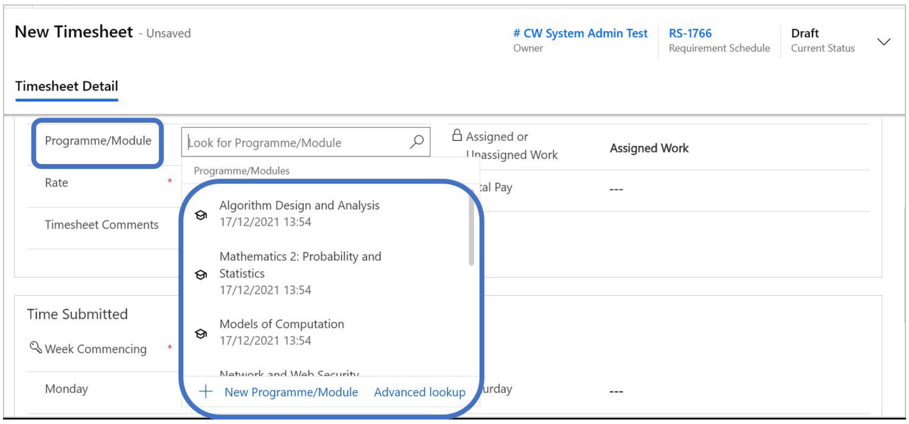
3. Check the Hiring Manager is correct.

- 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.



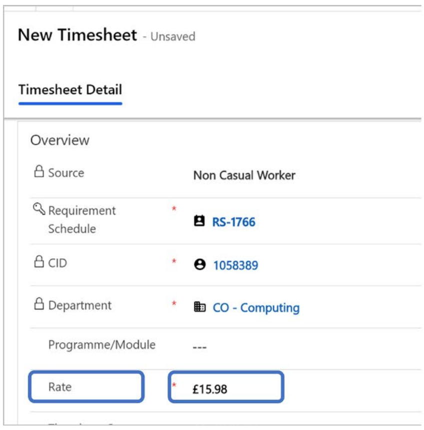
4. Enter the Programme/Module information

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



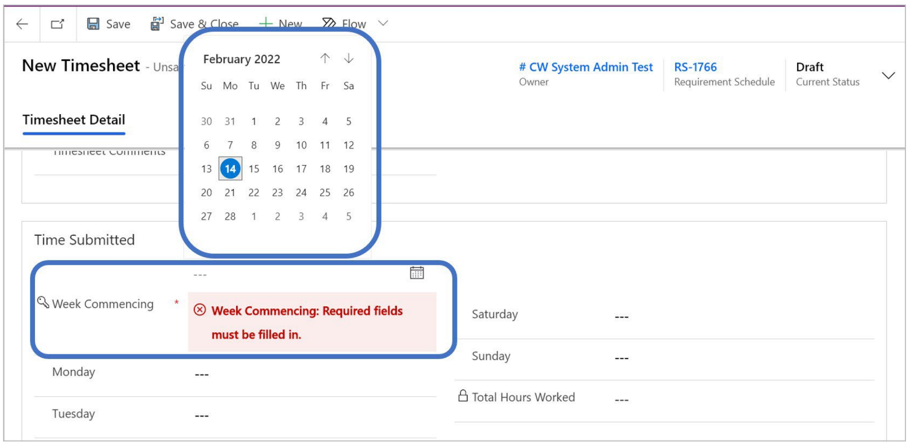
5. Check the rate and change if necessary

- 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.

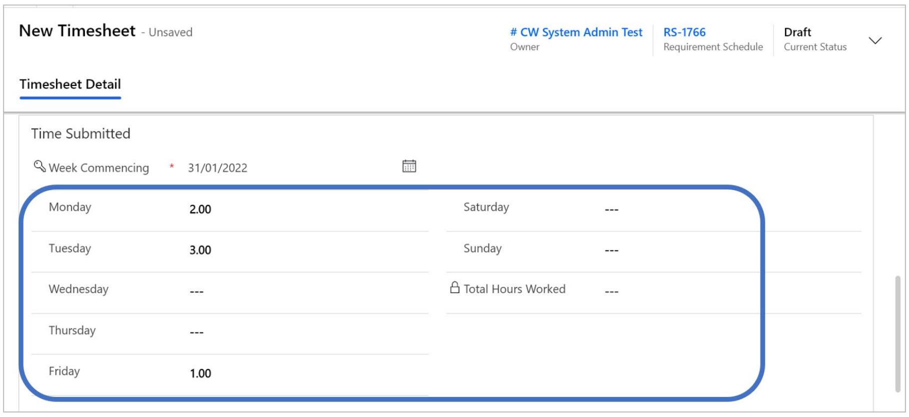


6. Fill in the Time Submitted section.

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

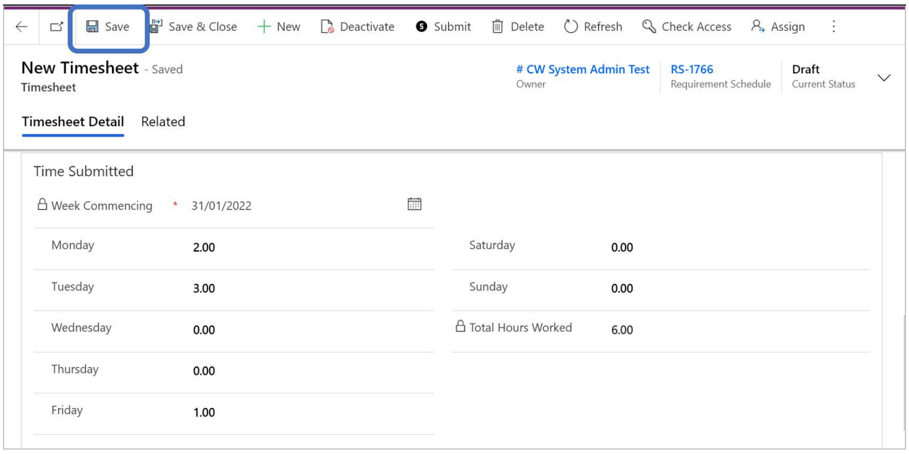


- Fill in the hours that the worker completed for that week.

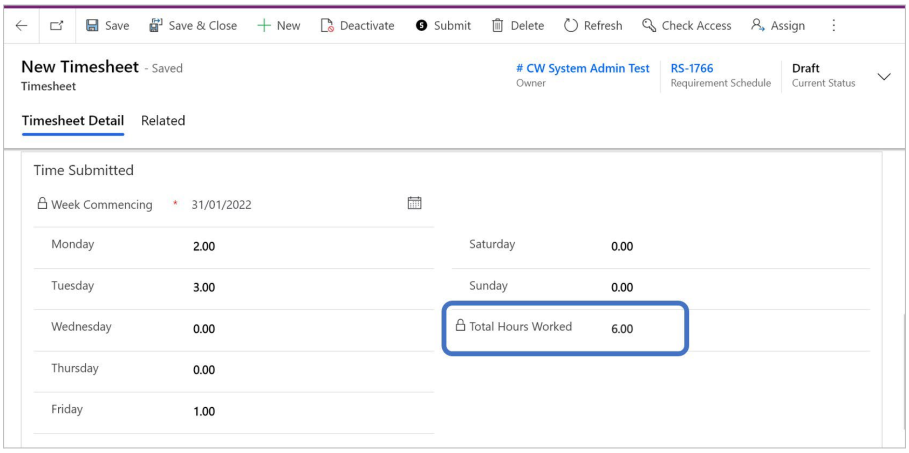


7. Click Save at the top of the screen.

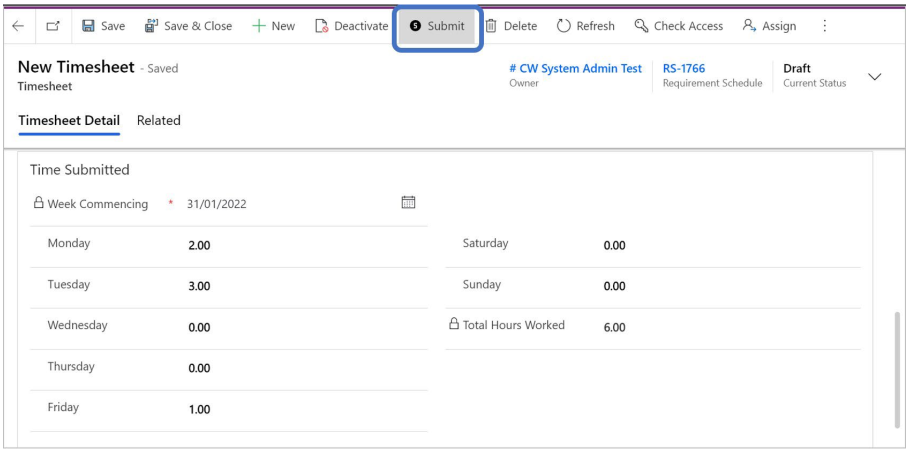
- You must do this for the system to run validation in the background to ensure there are no compliance breaches.



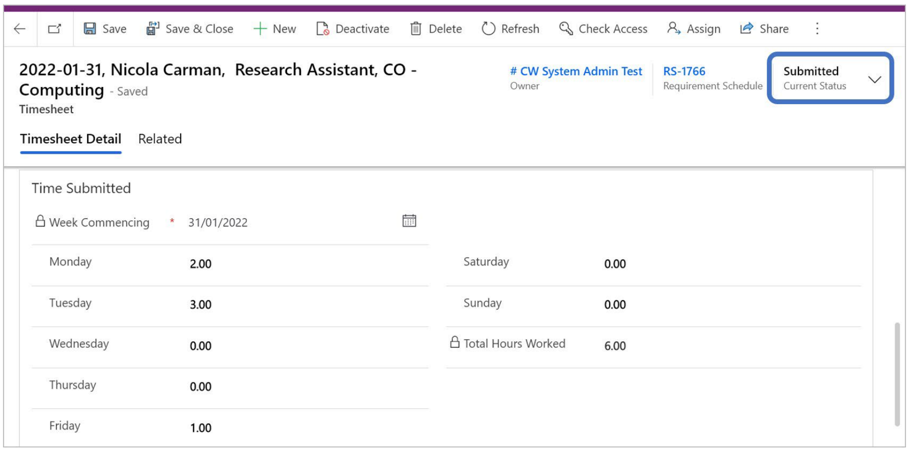
- Once you have done this the Total Hours worked field will be automatically populated.



8. Click Submit at the top of the screen.



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



- 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.