Casual Worker user guide

Document purpose

- This document provides guidance for all casual workers at the College on how to complete, view and amend timesheets and where to go for additional support.
- You can use the menu button in the bottom right of the screen to navigate between sections.

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

Complete a timesheet – planned work

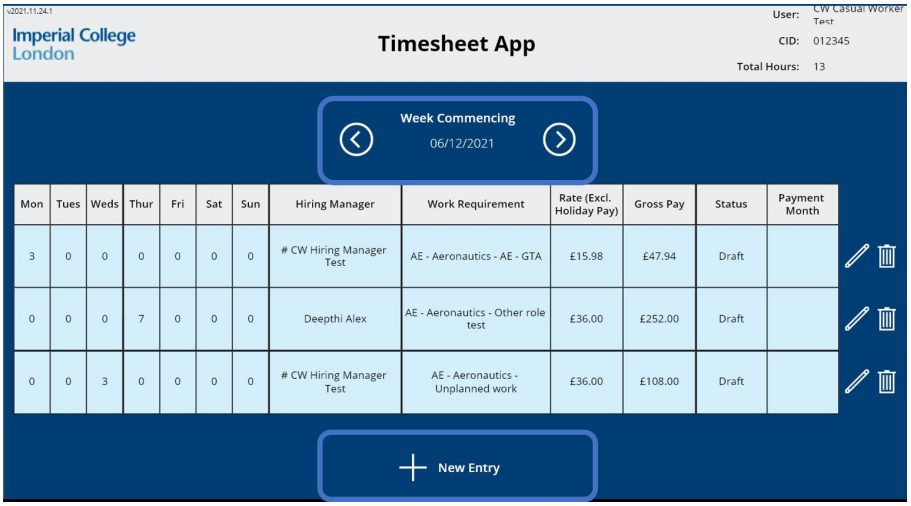
Log-in

- Open the Timesheet App in a recommended browser (Chrome, Firefox, Microsoft Edge, Safari). 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.
- ***Note: Internet Explorer is not a compatible browser, please use an alternative.***

Create a new timesheet entry

Your view will default to the list of entries for the current week.

- Use the arrow buttons on either side to navigate to the week for which you would like to complete a timesheet.
- In the top-right corner you can see the total hours you have worked for that week.
- To create a new timesheet entry click the + New Entry button at the bottom of the screen.



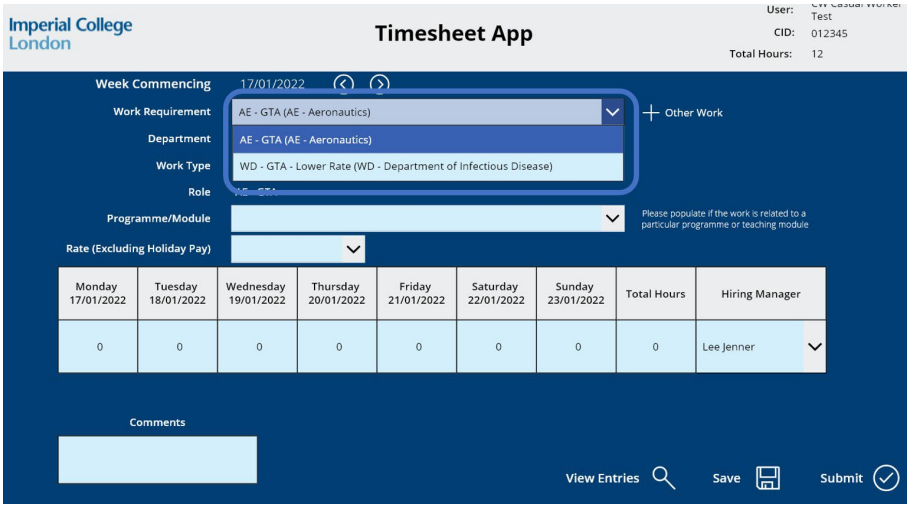
You should create a new timesheet entry for each unique piece of work you undertake, for example:

- If you work for multiple departments, make sure that you have selected the correct Work Requirement.
- If you have worked in the same role on multiple Programme/Modules or for different Hiring Managers then each should be submitted as a separate timesheet.
- If you have completed work that is associated with different pay rates, then these should be submitted on different timesheets and you should detail the activity in the Comments box.

Filling in your timesheet

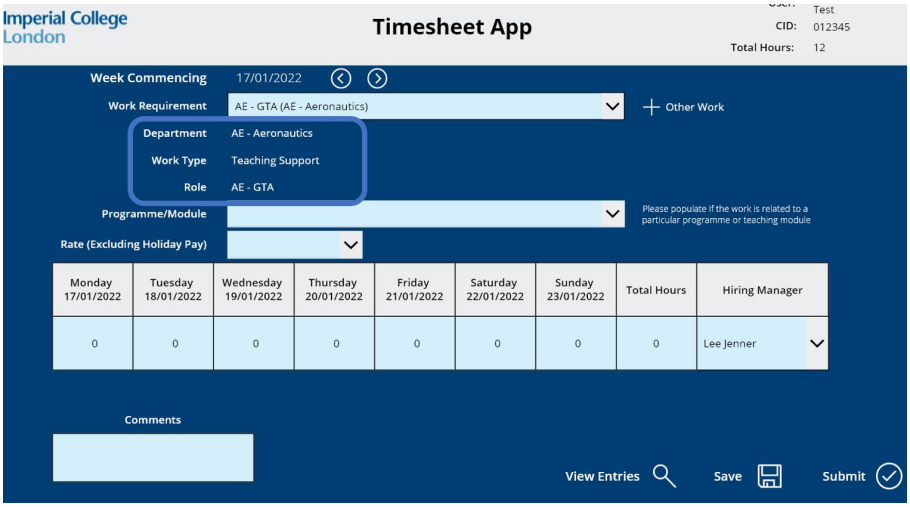
You will find the roles for which you have been issued a Casual Hours Agreement in the drop-down list under 'Work Requirement'. If there is more than one, select the correct one for the timesheet you would like to submit.

If there is more than one for the same role, select the one with the correct default Hiring Manager. You won't be able to tell which one that is until you select it then the default Hiring Manager is displayed.



Note: There may be rare instances when your role is not in the Work Requirement drop-down and you have been asked to submit a timesheet for 'Other work'. For instructions, go to the 'Complete a timesheet – Other work' section.

When you have selected a Work Requirement, the 'Department', 'Work Type' and 'Role' fields will be pre-populated for you.

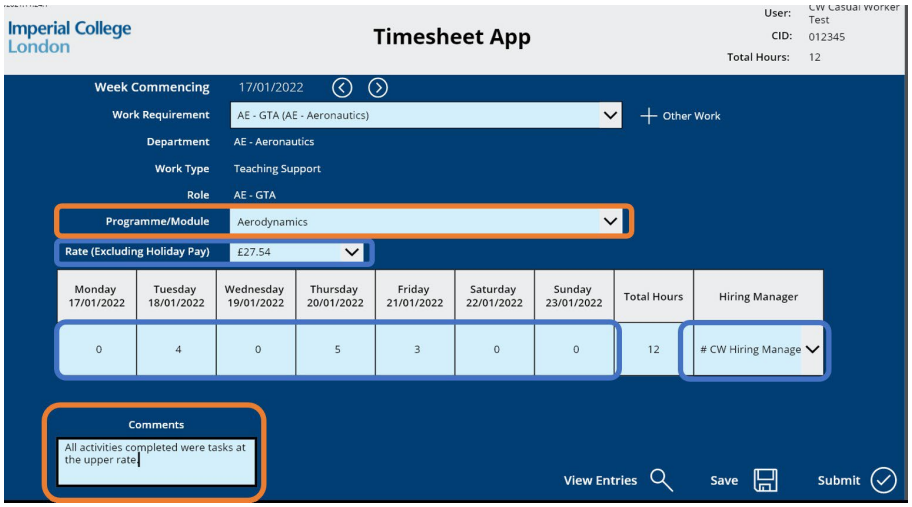


Complete the following information:

- **Rate** (Excluding Holiday Pay) – select from the drop-down menu. If there are multiple rates of pay, select the one that is appropriate for the work you have completed, or check with your Hiring Manager if you are not sure.
- **Hours worked** – fill in the number of hours you worked for each day. The 'Total Hours' column will automatically provide a total for the week.
- **Hiring Manager** – this will default to the usual Hiring Manager for this work requirement. You may use the drop-down field to select an alternative Hiring Manager in the department. The Hiring Manager is the person who will approve your timesheet for payment.
- **Programme/Module** – Select the appropriate programme, teaching module, or other activity description for the work you have completed from the drop-down list. If you are not sure, contact your department.

- **Comments** – Your department may have provided a list of activities for you to enter in the comments. Otherwise, if you would like to add a note to explain anything on your timesheet, for example why you have selected a particular rate of pay, add it in the 'Comments' box. This will be visible to the Hiring Manager when they review your timesheet.

Note: Timesheets can be submitted without filling in the Programme/Module or Comments (circled in orange below). However, it is highly recommended that you do complete this information so it is easy for your Hiring Manager to identify and process your timesheet.



Save or submit your timesheet

Once you have filled in the timesheet, you can either press the -

- 'Save' button – this will save a draft of your timesheet with the details you have entered so far. You can return to the timesheet at a later date to update or amend it. *The Hiring Manager will not see a saved timesheet until you submit it.*
- 'Submit' button – this will send the timesheet to the listed Hiring Manager to approve. You can no longer make any changes to the timesheet after this point. If you've realised you've made a mistake, contact your Hiring Manager via your usual channel.

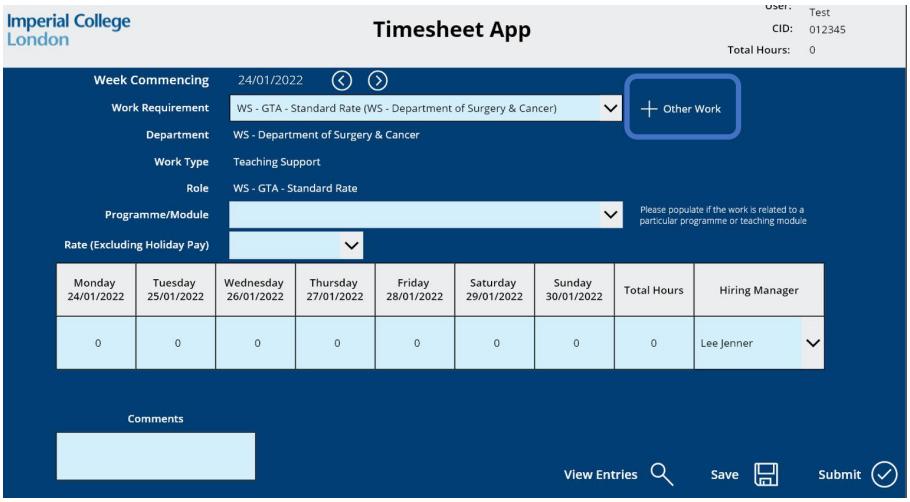
Before you submit, make sure you have correctly completed the following:

- The role for which you are entering a new timesheet entry.
- The programme or module that the timesheet entry is associated with.
- If there is more than one rate for the role, that you know which one to select.
- Which Hiring Manager your timesheet should be sent to.
- Whether you should enter any comments with your timesheet, for example to let your Hiring Manager know why you have selected a particular rate.

If you are not sure about any of the above, then click Save and check with your Hiring Manager or usual departmental contact before submitting.

Complete a timesheet - 'Other Work'

- *Do not use this function unless you have been asked to by your department or the Casual Worker Team and provided with the information required to fill in the timesheet correctly.*



When you have selected 'Other Work', **mandatory** fields to complete are:

- **Department** – select from the drop-down menu.
- **Role** – fill in the name of the role you have agreed with your Hiring Manager
- **Rate** (Excluding Holiday Pay) – fill in the rate of pay that you have agreed with your Hiring Manager.
- **Hours worked** – fill in the number of hours you worked for each day. The 'Total Hours' column will automatically provide a total for the week.
- **Hiring Manager** – this will default to a Hiring Manager in the department. You may use the drop-down field to select an alternative.

Optional fields to complete are:

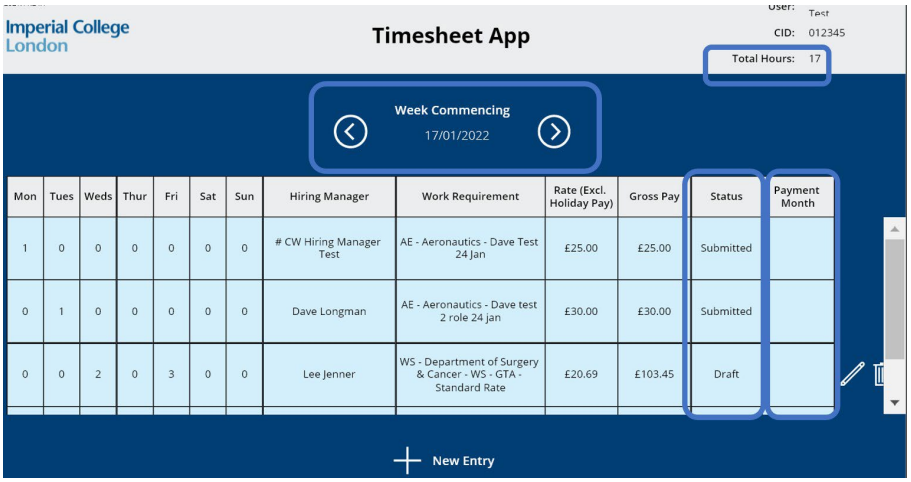
- **Programme/Module** – If your work is related to a particular programme or teaching module, you should select this from the drop-down list.

- **Comments** – If you would like to add a note to explain anything on your timesheet, add it in the 'Comments' box. This will be visible to the Hiring Manager when they review your timesheet.

Viewing, amending and deleting timesheets

Viewing timesheets

- Open the Timesheet App in a recommended browser (Chrome, Firefox, Microsoft Edge, Safari). 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.
- Your view will default to the current week. Use the arrow buttons on either side to navigate to the week for which you would like to view your timesheet(s). On this screen you can see all timesheets for the week selected.
- In the top right-hand corner of the screen you can see the **total hours** you have submitted for the week. This includes timesheets at every status, even if the timesheet has been rejected.

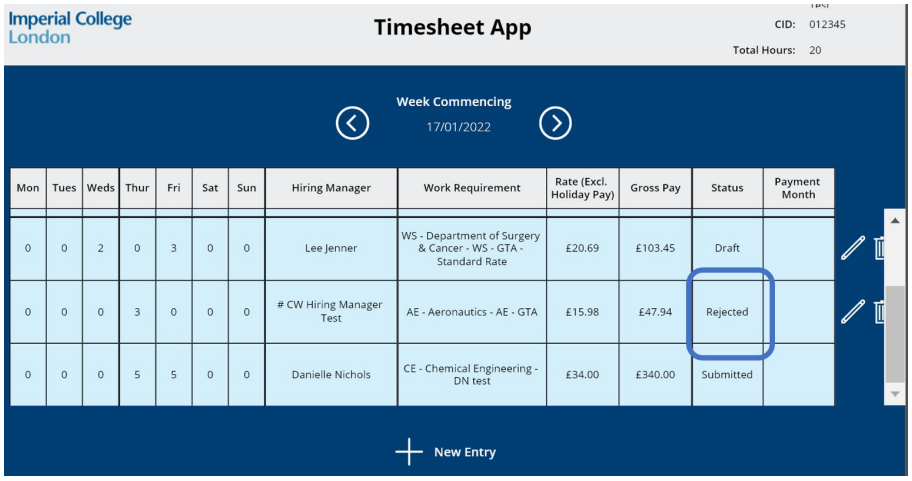


- Status types:
  - **Draft** – you have created a timesheet but have not submitted it for approval and still have the ability to amend or delete it.
  - **Submitted** – the timesheet has been sent to your Hiring Manager for approval. You no longer have the ability to amend or delete it.
  - **Approved (Level 1)** - your Hiring Manager has approved the timesheet and it is awaiting approval by the department finance approver.
  - **Approved** – the timesheet has been agreed as correct by the department and will be processed for payroll. You no longer have the ability to amend or delete it.
  - **Rejected** – the timesheet has been rejected by the department, but you have the ability to amend and resubmit it.

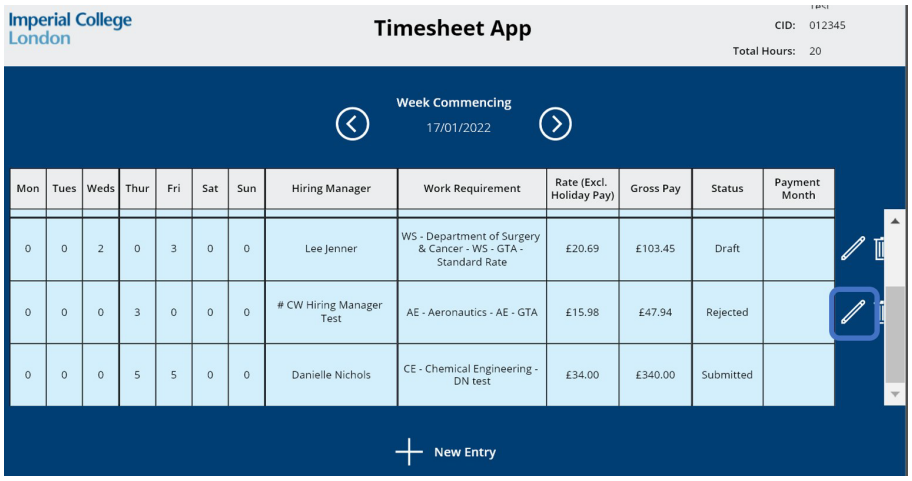
- Once your timesheet has been process by Payroll, you will see the month it is due to be paid in the final column.

Amending timesheets

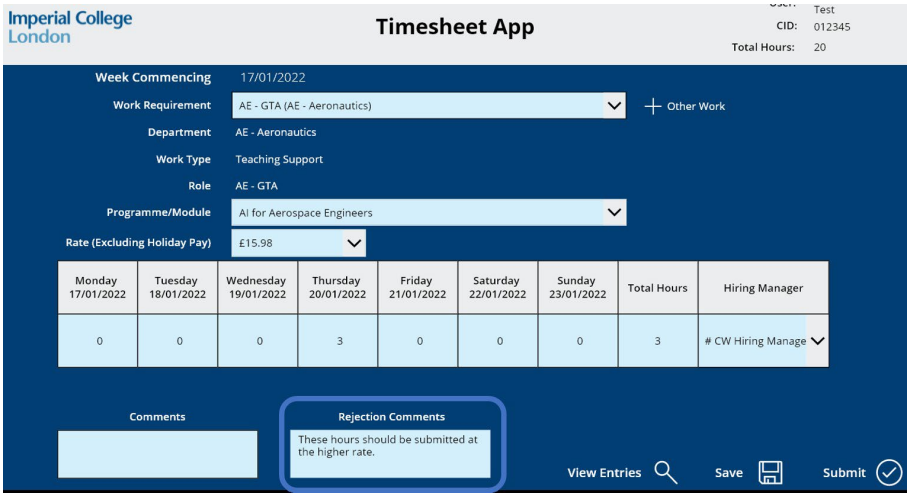
- You may amend a timesheet that is in draft status, or if a submitted timesheet has been rejected by your Hiring Manager.
- If a timesheet is rejected, you will receive an email with a link that will take you to the timesheet overview page. You will see in the Status column that the timesheet is marked as Rejected.



- To amend a timesheet, click on the pencil icon. This will take you back into the detailed view of the selected timesheet.

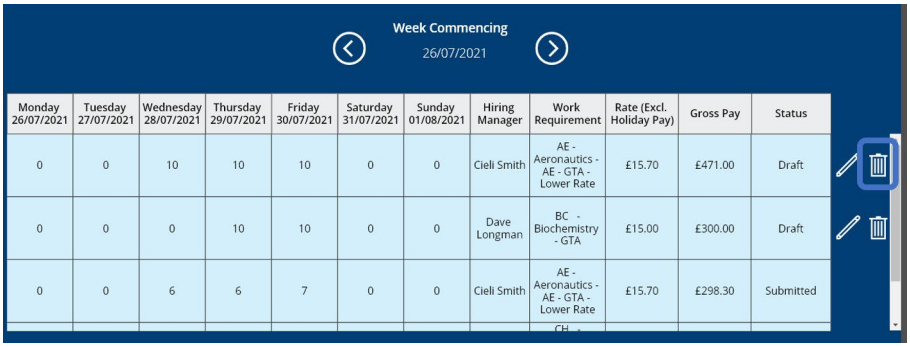


- In this view you may update your hours worked, Hiring Manager and Comments. If you originally created the timesheet through the '+Other Work' option, then you will also be able to edit the Department, Work Type and Role.
- If your timesheet was rejected, you will see comments from the department in the Rejection Comments box, which will help you to amend your timesheet appropriately.
- Once you have amended you timesheet you can either save a draft of your timesheet for later, or submit it for review by your Hiring Manager.



Deleting a timesheet

- To delete a timesheet use the arrow buttons on either side to navigate to the relevant week.
- You may only delete timesheets which are in a 'Draft' state. Click on the bin icon to delete an entry.



Further information and support

Who should I contact if I've made a mistake on my timesheet and submitted it?

- If you have made a mistake in the hours submitted, contact your hiring manager.
- If you have made a mistake in the hiring manager selected, contact your usual departmental contact (which may be your hiring manager) to explain this and they will help you with next steps.
- **Who should I contact if I am a PhD student and need to provide information about my vacation dates?** Contact the Casual Worker team casualworkerteam@imperial.ac.uk with evidence of a vacation from your studies.
- **Who should I contact if I'm having any technical problems or have questions about the system?** Contact the Casual Worker team casualworkerteam@imperial.ac.uk

Further information for existing and prospective casual workers can be found on the Temporary Worker Appointments website.