

West Moreton Time Sheet

Learning Centre Edition

User Instructions

Employees



Set up timesheet for first use

1. Find the timesheet template under the following link:

[*LINK*](#)

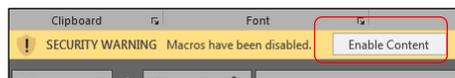
2. Save a copy of the template in your personal timesheet folder under:

[J:\QCMHL\INFO MGMT\DATA ADMINISTRATION\Timesheets](#)

The screenshot shows the 'Enter Employee Details' dialog box. It includes fields for Employee Name, Payroll Number, Work Unit, Supervisor, Supervisor Email, and Employee FTE. Below these are sections for 'Time Balances' (Flex and TOIL) and 'Approved TOIL'. A large grid is visible for time entry, with columns for dates and rows for shifts (1st, 2nd, 3rd, 4th). A 'Pre Fill' button is also present.

Set up timesheet for first use (continued)

3. Ensure that content is enabled for timesheet to function:



4. When opening the timesheet for the first time, you will be prompted to enter a few details:

Ensure that all mandatory fields are completed

Toggle to indicate whether you are an educator

The 'Enter Employee Details' dialog box is shown with red circles around the 'Employee Name', 'Payroll Number', 'Supervisor', and 'Employee FTE' fields. A red arrow points to the 'I am a Clinical Educator' checkbox. Another red arrow points to the 'Opening Flex Balance' and 'Opening TOIL Balance' fields.

Enter flex /TOIL balances to be carried over from previous timesheet

The 'Enter Employee Details' dialog box is shown with the 'Week 1 Working Hours' section highlighted. A button labeled 'Set all days to 7:36' is highlighted with a green box. The working hours for Monday through Friday are listed as 7:36.

If your standard working hours are 7:36 for five days a week, this button lets you populate all fields instantly

Set up timesheet for first use (continued)

5. Once your information has been entered and confirmed, your timesheet is set up and ready to be used.

Set up timesheet for first use (continued)

6. Clinical Educators

If the "Clinical Educator" option has been toggled, the "Flex" section of the timesheet will be disabled. Only TOIL will be accrued

Timesheet structure

The default status of the timesheet template includes two tabs:

- “Readme”
- “CurrentFortnight”

The “CurrentFortnight” tab contains the actual timesheet. This is the only tab staff members will need to edit under normal circumstances.

Timesheet structure (continued)

The “Readme” tab includes employee details, status and work schedule. This information is set during first setup of the timesheet and will not need to be modified under normal circumstances. Any change in details (i.e. line manager, work unit etc.) can be achieved via the button on the “Current Fortnight” tab (see slide 10).

Should, for whatever reason, a reset of the timesheet be required, deleting or altering the highlighted information will change the information displayed on the timesheet under the “CurrentFortnight” tab.

Employee Name	George Michael Smith	Employee Status - Pro-rata Basis	Part-Time = % of FTE:	1	Standard Work Schedule	Standard hours
Payroll Number	123456	Part-Time = % of FTE:	38.00	Week 1	Monday	7:36
Work Unit	ad Centre for Mental Health	Approved Contracted Hours Per Fortnight			Tuesday	7:36
Supervisor	Anthony Minton	Part-Time Standard Hours			Wednesday	7:36
Supervisor Email	my.manager@health.qld.gov.au	Employee FTE Status	1.00		Thursday	7:36
Opening Flex Balance	0.00	Fortnight Ending	3/06/2018		Friday	7:36
Closing Flex Balance	-76.00			Week 2	Monday	7:36
Opening Toil Balance	0.00				Tuesday	7:36
Closing Toil Balance	0.00				Wednesday	7:36
					Thursday	7:36
					Friday	7:36

Timesheet structure (continued)

Employee information

Enter start and finishing times here

Tick to automatically accrue flex each day

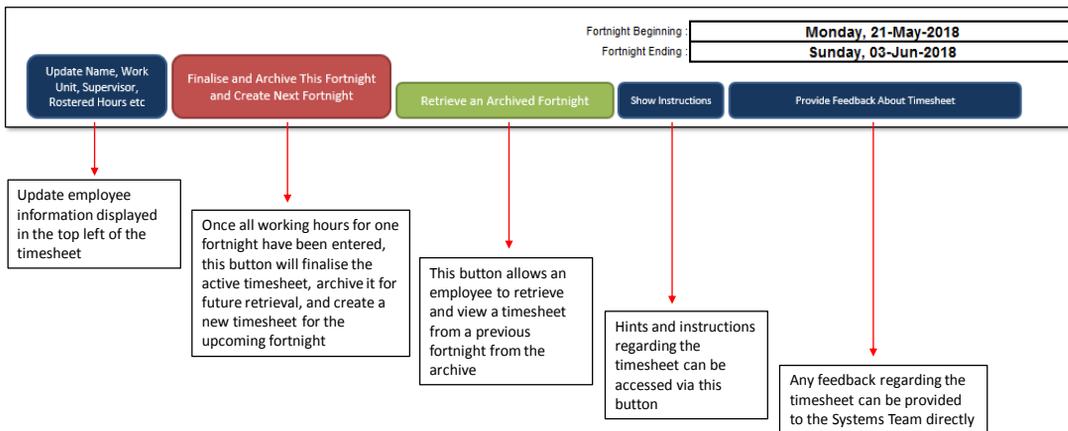
Comment sections for employees and line managers

Double click relevant cell to automatically calculate leave/TOIL or manually enter a public holiday

TOIL will be automatically calculated here

Timesheet structure (continued)

The top section of the timesheet contains a range of buttons, designed to carry out various functions:



Enter leave

Double click the cell containing a particular date or week day to fill in your regular working hours for that particular day

		Mon 16/7/18	Tue 17/7/18	Wed 18/7/18	Thu 19/7/18
1st Shift	Start	7:00		7:00	7:00
	Finish	12:30		12:30	12:30
2nd Shift	Start				13:00
	Finish				15:06
3rd Shift	Start				
	Finish				
4th Shift	Start				
	Finish				
Any Shift < Max Shift Length					
Any Meal Break < 30 minutes					
Start time before 7am/Finish time after 6pm					
Number of hours > 300					
Leave	Annual Leave		7.36		
	Sick Leave	2.06			
	TOIL Taken			2.06	
	Public Holiday				
	Other				

Double click on a cell in line with "Annual Leave", "Sick Leave" or "TOIL Taken" to automatically calculate the amount of leave required for that particular day

Signing your timesheet

Employee

I certify this is a true and accurate record of the hours worked by me.

Name: **George Michael Smith**

Date: _____

Click to sign
Clear signature

Tick the checkbox under the "Employee" section to sign your timesheet

Employee

I certify this is a true and accurate record of the hours worked by me.

Name: **George Michael Smith**

Date: _____

Click to sign
Clear signature

Finalise time sheet

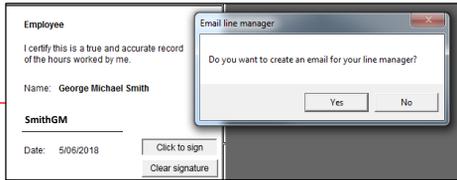
Do you want to sign your time sheet?

Yes No

Send email to line manager

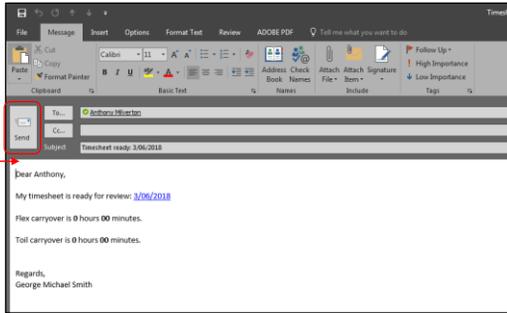
After signing the timesheet, you will be prompted to create an email to your line manager:

Step 1



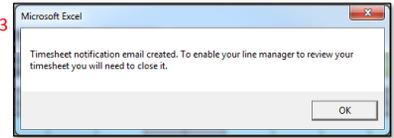
Follow the prompt

Step 2



An email to your line manager will be generated, and automatically populated, ready to be sent

Step 3



Once completed, you will receive a confirmation

Step 4



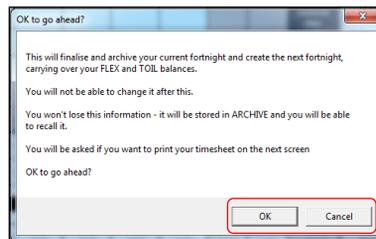
Finalise and archive your timesheet (see next slide)

Finalise and archive timesheet

Step 1

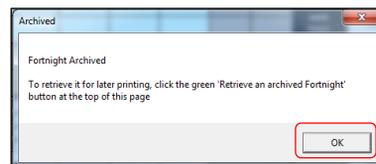
	D	E	F	G	H	I	J	K	L
al Health Learning									
ld.gov.au									
	Tue 22/5/18	Wed 23/5/18	Thu 24/5/18	Fri 25/5/18	Sat 26/5/18	Sun 27/5/18	Mon 28/5/18	Tue 29/5/18	Wed 30/5/18
	7.00	7.00	7.00	7.00			7.00	7.00	

Click the "Finalise and Archive" button at the top of the timesheet



Step 2

A pop-up message will ask you to confirm your decision to finalise and archive. Click "OK" to go ahead, "Cancel" to abort.



Step 3

A final pop-up will confirm the archiving process. Click "OK" to finish the process and open the new timesheet for the coming fortnight.

Finalise and archive timesheet (continued)

Once a timesheet has been archived, the new timesheet for the following fortnight will appear

The screenshot shows a timesheet for George Michael Smith, ending on Sunday, 29-Jul-2018. The interface includes buttons for 'Update Name, Work Unit, Supervisor, Rostered Hours etc.', 'Finalise and Archive This Fortnight and Create Next Fortnight' (highlighted in red), 'Retrieve an Archived Fortnight', 'View Instructions', and 'Print Feedback About Timesheet'. The main table shows work hours for four shifts (1st, 2nd, 3rd, 4th) and various leave types (Annual, Sick, TOIL). Summary rows include Total Hours, Flex, Opening Balance, Approved TOIL, and Comments.

Retrieve archived fortnight

Step 1

This screenshot is similar to the previous one, but the 'Retrieve an Archived Fortnight' button is highlighted in green. A red arrow points from this button towards the right, indicating the next step in the process.

Select the "Retrieve an Archived Fortnight" button at the top of the timesheet.

Step 2

The dialog box titled 'Retrieve a Fortnight' contains a list of date ranges: 2/07/2018 - 15/07/2018, 18/05/2018 - 31/07/2018, 4/05/2018 - 17/06/2018, and 21/05/2018 - 3/06/2018. The second option, 18/05/2018 - 31/07/2018, is highlighted in blue. There are 'OK' and 'Cancel' buttons at the bottom.

A pop-up window will let you choose the fortnight you would like to retrieve. Select the corresponding date range

Step 3

The screenshot shows the timesheet after retrieval. A red watermark 'THIS IS A RETRIEVED COPY' is visible across the top right. The 'Retrieve an Archived Fortnight' button is now greyed out. The data in the table is updated to reflect the retrieved fortnight.

Retrieve archived fortnight (continued)

1. Once retrieved, changes can be made in the usual fields

2. Once changes have been made, select the "Reprint" button at the top of the sheet.

3. You will be notified that the archive has been updated



Employee Name		George Michael Smith														Fortnight Beginning		Monday, 18-Jun-2016	
Payroll Number		123456														Fortnight Ending		Sunday, 01-Jul-2016	
Work Unit		Queensland Centre for Mental Health Learning																	
Supervisor		Anthony Milverton																	
Supervisor Email		anthony.milverton@health.qld.gov.au																***THIS IS A RETRIEVED COPY***	
		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total			
1st Shift	Start	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00	7:00				
	Finish	12:30	12:30	12:30	12:30	12:30	12:30	12:30	12:30	12:30	12:30	12:30	12:30	12:30	12:30				
2nd Shift	Start	13:00	13:00	13:00	13:00	13:00	13:00	13:00	13:00	13:00	13:00	13:00	13:00	13:00	13:00				
	Finish	19:00	19:00	19:00	19:00	19:00	19:00	19:00	19:00	19:00	19:00	19:00	19:00	19:00	19:00				
3rd Shift	Start																		
	Finish																		
4th Shift	Start																		
	Finish																		
Annual Leave																			
Sick Leave																			
Total Hours		7:36	7:36	7:36	7:36	7:36	7:36	7:36	7:36	7:36	7:36	7:36	7:36	7:36	76:00				
Flex																			
Registered Hours		7:36	7:36	7:36	7:36	7:36	7:36	7:36	7:36	7:36	7:36	7:36	7:36	7:36	76:00				
+/- Flex Hours		0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00				
Opening FLEX Balance		0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00				
Approved TOIL																			
+/- TOIL Hours		0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00				
Opening TOIL Balance		0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00				
Comments																			

Line Managers



Sign employee's timesheet

Clear signature

Line Manager

I certify that the above named Officer has been on duty as shown, calculations have been checked as correct, leave balances and TOL approved.

All appropriate documentation to support these approvals have been submitted.

Tick to sign:

Date: _____

Authorised Supervisor

Tick the checkbox in the "Line Manager" section to sign the timesheet

Sign time sheet

Do you want to sign George Michael Smith's timesheet?

Line Manager

I certify that the above named Officer has been on duty as shown, calculations have been checked as correct, leave balances and TOIL approved.

All appropriate documentation to support these approvals have been submitted.

Name: **Anthony Milverton**

MilvertonA

Date: 21/06/2018

Save PDF

You will be prompted to save a PDF record of the timesheet. Selecting "Yes" will create a PDF and automatically save it under the respective employee's timesheet folder on the restricted drive (only accessible by authorised staff)

PDF record

Do you want to save a PDF record?

Timesheet folder link:

I:\QCMHL Restricted\Timesheet*EmployeeID*

West Moreton HHS - Timesheet West Moreton Hospital and Health Service

Employee Name: George Michael Smith WHEM - Timesheet Template WEP v5.4

Payroll Number: 123456 Monday, 16-Jul-2018

Work Unit: Queensland Centre for Mental Health Learning Supervisor

Supervisor: Anthony Milverton Supervisor Email

Supervisor Email: anthony.milverton@health.qld.gov.au Forenight Beginning

Forenight Ending

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
1st Shift	Start	6:30	7:00	7:00	7:00			7:00	7:00	7:00	7:00	7:00			
	Finish	13:00	12:30	12:30	12:30			12:30	12:30	12:30	12:30	12:30			
2nd Shift	Start	13:20	13:00	13:00	13:00			13:00	13:00	13:00	13:00	13:00			
	Finish	17:00	15:00	15:00	15:00			15:00	15:00	15:00	15:00	15:00			
3rd Shift	Start														
	Finish														
4th Shift	Start														
	Finish														
Any shift > Max Shift Length															
Any Meal Break < 30 minutes															
Start time before Transition time after Shift															
Number of hours > 0:00															
Annual Leave															
Sick Leave															
Toil Taken															
Public Holiday															
Other															
Total Hours	10:10	7:36	7:36	8:30	7:36			7:36	7:36	7:36	7:36	8:00			86:52
Flex															
Class Flex	Ltd	Ltd	Ltd	Ltd	Ltd			Ltd	Ltd	Ltd	Ltd	Ltd			76:00
Rostered Hours	7:36	7:36	7:36	7:36	7:36			7:36	7:36	7:36	7:36	7:36			76:00
+/- Flex Hours	1:24	0:00	0:00	1:24	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:24	0:00	3:12
Opening Balance 0:00	1:36	1:36	1:36	2:48	2:48	2:48	2:48	2:48	2:48	2:48	2:48	3:12	3:12	3:12	3:12
Approved TOIL															
1st Start	15:50			16:30											
1st Finish	17:00			17:00											
2nd Start															
2nd Finish															
Total Hours	1:10			0:30											1:40
Supervisor Initial															
+/- TOIL Hours	1:10	0:00	0:00	0:30	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	1:40
Operating TOIL Balance 0:00	1:36	1:16	1:16	1:46	1:46	1:46	1:46	1:46	1:46	1:46	1:46	1:46	1:46	1:46	1:46
Comments															

Employee

I certify this is a true and accurate record of the hours worked by me.

Name: **George Michael Smith**

SmithGM

Date: 21/06/2018

Clear signature

Line Manager

I certify that the above named Officer has been on duty as shown, calculations have been checked as correct, leave balances and TOIL approved.

All appropriate documentation to support these approvals have been submitted.

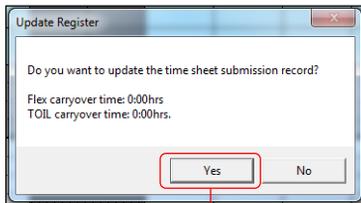
Name: **Anthony Milverton**

MilvertonA

Date: 21/06/2018

Update submission record

Finally, you will be prompted to update the timesheet submission record*



Select "Yes" to open up the submission record database in order to enter the carryover time for the respective employee

Name	12/18	12/19	12/20	12/21	12/22	12/23	12/24
Health Members							
Shaun Morrison							
Donna Ayres							
Leann Gill							
Eric Kruger							
Leana Ferguson							
Maria Stewart							
Marionel Reynolds							
Ann Cudde							
Shirley Saunders							
Nicole Burns							
Paul Thomas							
Amber Johnson							
Training and Development							
Shirley Dunt							
Jana Chanter							
Charlene Spencer							
Cheryl Sullivan							
Don Smith							
Emma Martin							
Greg Jermol							
Frank Farnsworth							
Lisa Clewman							
Pauline Bryan							
Ben Walthers							
Lea Leahy							
Research							
Michelle Charlton							
Melissa Bell							
Ralph Marzolek							
Ulrich Mann							
Tara Simmons							
Angela Tunney							
Systems							
Genevieve Jones							
Priscilla Dault							
Janet Barron							
Tracy Brown							
Jan Hill							

*If you are eligible to view this document, it will open up automatically.

ALL DONE!

