

Purpose: This guide lists some Frequently Asked Questions for Supervisors and HR/Finance Staff about the deadline for the submission of Timekeeper forms at UQ. The new 'lockout time' for casual timekeeper forms is 5pm on the Tuesday of each non-pay week effective from 30th June 2015.

Why have the timeframes for submissions changed? Why is there a lockout?

UQ is undertaking a number of initiatives to automate, streamline and improve our processes to provide enhanced services to our students and staff. One of these initiatives is streamlining the processing of casual timekeeper forms to improve on-time payment.

Previously most areas have a timeframe for the approval of timekeeper forms, however, because timekeeper forms could continue to be submitted up until pay cut off, this made timely approval of claims very difficult. By putting in place a lockout and a consistent timeframe when claims are due, this provides Supervisors and Approvers adequate time to approve all Timekeeper forms that are submitted for the period.

The Casual Claim submitted has a number of errors. What do I do? Can this be amended?

Yes. Both the Supervisor/Approver and staff with HR/Finance access to Aurion can amend a submitted Timekeeper form. This can also be done by overwriting or deleting the entry in the form. See the guide on Approving a Timekeeper claim form at: <https://myaurion.hr.uq.edu.au>

What should I look for when reviewing/approving a Casual claim?

When reviewing and approving a claim, it is important to confirm that days and hours worked are correct as well as any applicable information in relation to the role performed in the Timekeeper form.

You can also review the hours entered for a:

- Casual professional staff member, you can check the hours listed in the Summary and Hours Worked grids
- Casual academic on a Fixed Classification, you can check the hours listed in the Summary and Hours Worked grids
- Casual academic on a Variable Classification, you can check that the "Work Category" column displayed in the Contact Hours Worked grid is the correct category for the work performed.
- Casual exam supervisor, you can check the hours listed in the Summary and Rostered Hours grid is the correct category for the work performed.

What if the Casual has put in the timesheet for one week only and one week remains of that pay period?

Timekeeper forms that have been processed for a pay period, cannot be resubmitted to claim work for the same period. If the casual needs to claim hours for the same period that has been processed they will have to submit a manual claim for approval.

What if a Casual misses the deadline or the form is declined?

If the deadline is missed or the form is declined (after lockout period commences), it is recommended that the Casual re-submits after the pay run is processed. In extenuating circumstances, HR/Finance staff with Aurion access can still raise a Timekeeper claim on the Casual's behalf and approve the TK form prior to pay run cut off.