

TIMESHEET PROCEDURES 2022

Issued by: Chief Human Resources Officer

Dated: 10 February 2022

Last amended:

Signature:

Name: Karen Haywood

1 Purpose and application

- (1) These procedures are to give effect to the:
- [Fair Work Act 2009 \(Cth\)](#);
 - [University of Sydney Enterprise Agreement 2018-2021](#);
 - [Flexible Working Arrangements Policy 2020](#); and the
 - [Casual Employment Policy](#).
- (2) These procedures apply to:
- casual professional staff;
 - casual academic staff;
 - professional staff whose additional or overtime hours are paid on the basis of submitted timesheets;
Note: See [Enterprise Agreement, Schedule 4 clauses 2-5 for working hours for day workers](#); and clauses 20-30 for information on overtime requirements and payment.
 - fractional academic staff whose additional hours are paid on the basis of submitted timesheets;
 - professional staff who are on a flexitime arrangement; and
 - all managers, supervisors and authorised timesheet approvers of these staff.
- (3) These procedures do not apply to:
- shift workers engaged under Schedule 4 of the [Enterprise Agreement](#);
 - English language teachers engaged under Schedule 5 of the [Enterprise Agreement](#);
 - veterinary clinics and teaching hospital staff engaged under Schedule 6 of the [Enterprise Agreement](#);
 - University farm staff engaged under Schedule 7 of the [Enterprise Agreement](#); and
 - staff engaged under the [Live Performance Award 2020](#).

2 Commencement

These procedures commence on 10 February 2022

3 Interpretation

- (1) Words and phrases used in these procedures and not otherwise defined in this document have the meanings they have in the policy.

Enterprise Agreement	means The University of Sydney Enterprise Agreement 2018-2021 and any successor or replacement agreement.
flexitime	means flexible working hours arrangements, under Schedule 4 of the Enterprise Agreement .
myHRonline	means the staff portal to the University's payroll management system.
Workday	means the University's human resources management system.

4 Requirements for all timesheets

- (1) Timesheets must accurately record the dates and times a staff member has worked, or in the case of casual academic staff, the teaching duties undertaken, so that:
- (a) the University can fulfil its commitment and legal obligation to pay staff correctly in accordance with the [Enterprise Agreement](#), and any other agreement or award under which staff may be employed; and
 - (b) the University's resources are used efficiently.
- (2) All timesheets, except for flexitime timesheets, are completed in myHRonline.
- (3) Flexitime timesheets are managed locally and must be securely stored and accessible on request for the purposes of audit.

Note: See the [Recordkeeping Policy 2017](#) and the [Fair Work Act 2009 \(Cth\)](#)

5 myHRonline timesheets – all staff

- (1) **Requirements for myHRonline timesheets**
- (a) Staff must submit, and timesheet approvers approve, timesheets fortnightly and prior to the [pay close-off date for the period of work](#), so that staff are paid appropriately.
 - (b) Only authorised timesheet approvers can approve myHRonline timesheets.
 - (i) Relevant delegates are responsible for authorising timesheet approvers for their areas of responsibility.



- (c) For continuing and fixed-term professional and academic staff, the authorised approver is:
 - (i) the staff member's direct manager or supervisor; or
 - (ii) an alternative manager specified by the relevant delegate.
 - (d) For casual academic and casual professional staff, the delegate who approves the casual appointment will specify the appropriate timesheet approver.
 - (i) A casual staff member cannot approve a timesheet for another casual staff member.
 - (e) A timesheet approver must be able to confirm or verify that:
 - (i) the time was worked and duties completed; and
 - (ii) the details provided are accurate as claimed.
 - (f) Time worked in addition to a staff member's scheduled hours must be:
 - (i) required and pre-approved by the supervisor, prior to the hours being worked; and
 - (ii) recorded and claimed on a myHRonline timesheet.
 - (g) The University payroll system will calculate payment of minimum ordinary hours, overtime and meal allowances in accordance with the [Enterprise Agreement, Schedule 4](#).
- (2) **Completing myHRonline timesheets - academic staff**
- (a) Casual academic staff must record the:
 - (i) dates of work;
 - (ii) the pay code for the scheduled teaching and related duties performed; and
 - (iii) number of units claimed.

Note: See [Enterprise Agreement, Schedule 1- Academic Staff casual rates of pay](#); and [myHRonline Timesheet Entry Guide](#) on the [Services Portal](#)
 - (b) Fixed-term and continuing fractional academic staff claiming hours worked in excess of their fractional hours must record the:
 - (i) date of work; and
 - (ii) number of additional hours worked.
- (3) **Completing myHRonline timesheets - professional staff**
- (a) Casual professional staff must record the:
 - (i) date of work; and
 - (ii) start, end, and break times for all hours worked, including any University required and approved overtime.
 - (b) Fixed-term and continuing professional staff claiming overtime or hours worked in excess of scheduled hours must record the:
 - (i) date of work; and
 - (ii) start, end, and break times for any additional hours worked, including for any University required and approved overtime hours.



(c) Professional staff claiming allowances such as on-call allowance must record the:

- (i) date of work;
- (ii) pay code; and
- (iii) number of units to be claimed.

Note: See [Enterprise Agreement, Schedule 4](#) – for information about on call arrangements and payment; and [myHRonline Timesheet Entry Guide](#) on the [Services Portal](#)

(d) Professional staff who work overtime in accordance with [Schedule 4 of the Enterprise Agreement](#):

- (i) must have pre-approval from their supervisor in writing; and
- (ii) may choose to accrue time off in lieu of overtime with agreement from the supervisor, which must be recorded.

Note: Refer to [Schedule 4, Clause 23](#) of the Enterprise Agreement for eligibility for overtime payment; and [myHRonline Timesheet Entry Guide](#) and [Time Off in Lieu Knowledge Article](#) on the [Services Portal](#)

(4) **Submitting timesheets**

(a) Supervisors must inform staff of any:

- (i) local requirements for submission deadlines; and
- (ii) changes to submission deadlines, for example, due to public holidays or annual closedown.

(b) Staff must submit timesheets to the timesheet approver with adequate time to review and approve them before the payroll cut-off time.

Note: Refer to the staff intranet for the [paydays and payroll close-off dates](#). Timesheets are required to be submitted in advance during certain times in December and January each year.

(5) **Approving timesheets**

(a) Timesheet approvers must review timesheets for accuracy and satisfy themselves that:

- (i) the staff member has completed the correct timesheet;
- (ii) the timesheet is accurate;
- (iii) the timesheet is consistent with the staff member's appointment and scheduled hours or any variation, as approved by the relevant delegate; and
- (iv) claims for additional hours and overtime meet the requirements of the [Enterprise Agreement 2018-2021](#) and accurately record the hours and the work approved to be undertaken;

(b) If any of the requirements of subclause 5(a) are not met, the timesheet approver must return the timesheet to the staff member for correction and resubmission.

(6) **Payroll close-off**

- (a) Timesheets that have been accurately completed, submitted and approved by the [published payroll close off time](#) will be paid in the current pay period.
- (b) Timesheets completed, submitted and approved after the published payroll close off time will be paid in the following pay period.

6 Flexitime timesheets - professional staff

(1) **Requirements for flexitime timesheets**

- (a) Staff working flexitime must record all hours worked and absences within an agreed four-week period for accrual and audit purposes.
- (b) Supervisors must inform staff of the timesheet template to be used and local requirements for completing, monitoring and storing timesheets.

Note: Sample hours of work timesheets are available in the [Services Portal](#).

- (c) Flexitime timesheets must be available to a staff member's supervisor for:
 - (i) monitoring hours worked, so that they do not pose a risk to health and safety;
 - (ii) demonstrating that the work being carried out is appropriate and meets the reasonable needs of the area;
 - (iii) approving applications for leave and flexible time off; and
 - (iv) approving payment in lieu at termination, if applicable;
- (d) As far as practicable the pattern of flexitime hours worked to accrue time and take flexible time off will be agreed between each staff member and their supervisor.
- (e) Flexitime work arrangements can not include working time outside of span hours unless approved by the supervisor. Such hours will be paid at the staff member's ordinary rate of pay.

Note: Refer to [Enterprise Agreement Schedule 4 clause 11\(g\)](#)

- (f) Staff must give reasonable notice and have approval for any planned absence so that the operational needs of the work area continue to be met.

Note: See [Enterprise Agreement, Schedule 4](#) for information on Flexible Working Hours Arrangements (flexitime) including availability of flexible working hours, accruals and flexible time off.

(2) **Completing flexitime timesheets**

- (a) Staff must record the:
 - (i) date of work;
 - (ii) start, end, and break times for hours worked;
 - (iii) leave taken;
 - (iv) flexible time off; and
 - (v) total accrued hours



- (b) Staff must apply for Flexitime time-off, of a half day or more, through Workday.

Note: Leave must be applied for in Workday in accordance with the [Leave Policy 2021](#).

- (c) Pre-approved overtime or time in lieu of overtime must be recorded in the comments section of the timesheet template, but is not included in accrued flexitime hours.

Note: See subclause 5(1)(f) for procedures to claim overtime or time in lieu of overtime.

7 Roles and responsibilities

- (1) **Managers** are responsible for:

- (a) monitoring the pattern of hours worked so that they do not pose a risk to health and safety.
- (b) **myHRonline timesheets:**
- (i) requiring that staff timesheets reflect the written engagement of hours to be worked, or in the case of casual academic staff, the scheduled teaching and related duties;
 - (ii) requiring that all additional hours and overtime be approved by the relevant authorised approver before being performed;
 - (iii) informing staff of local timesheet submission timeframes and published payroll close off dates;
 - (iv) if a timesheet approver, approving myHRonline timesheets fortnightly, by the [pay close-off deadlines](#) advised on the staff intranet;
 - (v) requiring staff to complete all mandatory compliance training about timesheets, and reviewing completion through dashboards on [CareerPath](#).
- (c) **Flexitime timesheets:**
- (i) requiring staff on flexible working hours arrangements to complete the timesheet;
 - (ii) reviewing that the work is appropriate and meets the reasonable needs of the area;
 - (iii) maintaining secure records of timesheets for audit purposes.

- (2) **Staff** are responsible for:

- (a) **myHRonline timesheets:**
- (i) accurately completing timesheets;
 - (ii) for casual academic staff, recording on their timesheets actual days and dates worked, correct pay codes and units claimed;
 - (iii) for all other staff, recording on their timesheets actual days, dates and times worked;
 - (iv) submitting timesheets fortnightly according to local requirements and by the [pay close-off deadlines](#) advised on the staff intranet;



- (v) completing mandatory compliance training about timesheets in [CareerPath](#) as required.
 - (b) **flexitime timesheets:**
 - (i) accurately completing timesheets, including actual days, dates and times worked;
 - (ii) maintaining a record of or attaching an approved timesheet to applications for overtime or any payment in lieu of accrued flexible hours if not cleared when employment comes to an end.
- Note:** See [Enterprise Agreement Schedule 4 clause 11\(p\)](#)
- (3) **Human Resources** is responsible for:
- (a) processing timesheets for payment;
 - (b) saving and storing timesheets and other records of hours worked submitted through myHRonline, in accordance with the [Recordkeeping Policy 2017](#) and the [Fair Work Act 2009 \(Cth\)](#) and making them available for audit where required.
- Note:** See the Fair Work Ombudsman [Recordkeeping and pay slips fact sheet](#) for further details of the requirements

NOTES

Timesheet Procedures 2022

Date adopted: 10 February 2022

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Rescinded documents: Nil.

Related documents:

[Fair Work Act 2009 \(Cth\)](#)

[Live Performance Award 2020](#)

[University of Sydney Enterprise Agreement 2018-21](#)

[Flexible Working Arrangements Policy 2020](#)

[Casual Employment Policy](#)

[Recordkeeping Policy 2017](#)

AMENDMENT HISTORY

Provision Amendment

Commencing