Guide Objectives:
This guide is aimed at students and casual workers and aims to provide users with the key information required to record timecards in the Core systems, including how to create and submit timecards, adding time for multiple assignments and what to do if your timecards are not displaying correctly.

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**Timecard Management**

**Navigate To ‘Time’**

- Log into Core Systems using your University username (ADF Login) and password. This is via Single Sign On.

1. Navigate to Time using the Navigator Menu on the left or via the icons under ‘Me’

2. Once you are in the Time Screen, click the ‘Actions’ button on the right.

3. Then click ‘Manage Time Cards’

**Note:** If you are having issues logging in there is a Worklink help desk every weekday in the Main Library between 11am and 12pm. A member of staff from Worklink and IT will be on hand to support you.
Timecard Management

Creating A Timecard

1. Click the ‘+’ to create a new timecard

2. Select the relevant timecard period using the calendar

   - **Note:** The displayed calendar commences on a Sunday, however the working week commences on a Monday so please select Monday as the first day of the week.

   - **Note:** If it is your first week of work please pick the exact date you started working on the calendar. This will ensure the system recognises your assignment has started.

   - **Note:** Failure to submit a timecard will result in delays to you receiving your pay.
Creating A Timecard: Display Explained

1. **Person Information:** This shows details of your primary assignment information.

2. **Time Card Details:** Show information on the period the timecard was entered for and the timecard status.

3. **Comments:** Within the Time Card Details section is a comments field. Comments can be added by either the casual worker or hiring manager and is a useful way of communicating key information regarding the timecard. For example adding context if hours need to be multiplied or back dated.

4. **Assignment Details:** Shows your active assignments and what number you should select to put time against them.
Creating A Timecard: Timecard Types

Timecards will appear differently depending on whether you are a student or non-student casual worker.

**Student Casual Workers**

- If you are a Student Casual Worker your time card should display ‘Start, Stop’ time for hours worked. See below example.

**Non-Student Casual Workers**

- If you are a Non-Student Casual Worker your time card should display ‘Quantity’ of hours worked. See below example.

- **Note**: if you see Project/Task/Type displayed on your timecard rather than Assignment Number, Time Type Please contact Worklink to rectify the display.
Creating A Timecard: Saving & Submitting

1. Select the assignment number you wish to record hours against from the drop down menu. If you have multiple assignments they will all appear here.

2. Select whether you wish to record Casual/Student Hours from the drop down menu. If you are unsure which to select please contact Worklink.

3. Add the number of hours worked under the appropriate date box. Please ensure that you record hours relating to different assignments on separate rows if you have worked in more than one assignment in the period in question.

4. Only one timecard is issued for all assignments per week. If you have more hours to record later in the week click save.

5. If you have entered all your hours for the week and wish to submit your timecard click Next > Submit.
Creating A Timecard: Multiple Assignments & Split Shifts

- If you have worked on more than one assignment in the same week then you will need to enter the hours worked for all assignments into the same timecard.

1. You will need to add a new row for each assignment worked. To do this click ‘+ Add Row Below’
2. Select the other assignment number from the Assignment Number drop down list.

- **Note**: If you have worked multiple assignments make sure that you record the correct hours against the correct assignment as there will not be an option to edit this once submitted.
- If your shift includes a break, or if it is a split shift:
  3. **Student Casual Workers** – Enter the time that you clock out for your break into the stop field and then add a row below and input the hours worked for the second part of your shift.
  - **Non-Student Casual Workers** – What is the process for non-student casual workers?
Timecard Management

Viewing Timecards

- You can search for and review any of your saved, submitted and approved timecards in the Manage Timecards Screen.

1. Select the data range that you wish to search.
2. Select the Timecard status e.g. Approved from the drop down menu.
3. You will then be presented with a list of all of the Timecards that match your search criteria.
4. To view a particular Timecard click on the glasses icon in the View Summary column.