Timesheet - Non Teachers

> (i) Please note:
>
> • Submission and Approval Deadlines for timesheet and leave is now **Weekly**.
>
> • Employees: Timesheets must be submitted **by Friday by 12:00 PM (official cut-off time).**
>
> • Employees who work late on Friday or on the weekend: Timesheets must be submitted **before Monday** to ensure timely processing.
>
> • Approvers: Timesheets and Leave must be reviewed and approved by all approvers in the workflow by the **end of day Friday** and approvals For weekend employees on **Monday by 10:00 AM.**

> (i) **Please Note:**
> Once you submit a timesheet, you can only recall and edit it if it has not yet been approved by your manager.
>
> **Conditions:**
>
> • **For approved days – reducing hours:**
> If your timesheet for a specific day has already been approved and you need to reduce the hours (e.g., you applied for longer hours than you actually worked), Please inform your Business Manager and request it by submitting a form to Payroll.
>
> • **For approved days – adding hours or missed days:**
> If your timesheet has been approved and you later realise you need to submit additional hours, or if you missed submitting hours for a prior pay period, these can be claimed in any future timesheet submission from "Casual Relief Days - Prior Periods" section.

> ⚠ **Please Note:**
> It is essential to submit your timesheet for the current pay period on time.
>
> • If you miss submitting your timesheet, it may result in a delayed pay or your pay being taxed at the marginal rate for your tax bracket.

1 Click "Dashboard"

🏠 Dashboard   👥 Employee

to July 13, 2025

esheet   Full list   Add T

ESHEETS: 07/07/2025 → 13/07/2025 (Empty) | FT PAOAN Clerical & Admin & ICT Sup

— July 13, 2025

2 Click "Timesheets"

rion   🏠 Dashboard   👥 Employee

et: July 7, 2025 to July 13, 2025

        My Tasks

        Timesheets

        Leave

        Payroll

Select Timesheet   My Forms

UNAPPROVED TIMESHEETS: 07/07/2025 → 13/07/2025 (Empty) | FT PAOAN Clerical & A

July 7, 2025 — July 13, 2025

3 you will be navigated to the below page where you can Add a new Timesheet for a specific week

Select Timesheet   Full list   Add Timesheet

UNAPPROVED TIMESHEETS: 07/07/2025 → 13/07/2025 (Empty) | FT PAOAN Clerical & Admin & ICT Sup Serv   ⌄

July 7, 2025 — July 13, 2025
Timesheet is empty

Daily   Detailed   Period   Summary   ⚙

Additional Hours Claims   Add

This section is to submit additional hours worked in the following scenarios:
- Additional hours worked on weekdays outside of regular working hours
- Hours worked on weekends

You are not required to enter your regular hours worked.

Click 'Add' to add a new timesheet line.

Recalled to Work   Add

Reset   Set as default

---

4 Click "Add Timesheet" to select a new pay week

Select Timesheet   Full list   Add Timesheet

UNAPPROVED TIMESHEETS: 07/07/2025 → 13/07/2025 (Empty) | FT PAOAN Clerical & Admin & ICT Sup Serv   ⌄

July 7, 2025 — July 13, 2025
Timesheet is empty

Daily   Detailed   Period   Summary   ⚙

Additional Hours Claims   Add

This section is to submit additional hours worked in the following scenarios:
- Additional hours worked on weekdays outside of regular working hours
- Hours worked on weekends

You are not required to enter your regular hours worked.

Click 'Add' to add a new timesheet line.

Recalled to Work   Add

Reset   Set as default

5 You will be navigated to the New Timesheet page, where you can select a week to submit your timesheet for. Select the time period for which you want to submit your timesheet.

New Timesheet ⑦

TYPE:	Actual ⌄
RULESET CODE:	FT PAOAN Clerical & Admin & ICT Sup Serv ⌄
PERIOD:	04/08/2025 to 10/08/2025 Current ⌄

Back **Save**

Aurion • v11.95.1.30b333c

6 Click "Save"

New Timesheet ⑦

TYPE:	Actual ⌄
RULESET CODE:	FT PAOAN Clerical & Admin & ICT Sup Serv ⌄
PERIOD:	21/07/2025 to 27/07/2025 ⌄

Back **Save**

Aurion • v11.95.1.30b333c

7 A pop up message will appear on right corner of the page "Save successful"

board   👥 Employee   ⚙️ [→

✓   Save successful   ✕

Full list   Add Timesheet

2025 (Empty) | FT PAOAN Clerical & Admin & ICT Sup Se…   ⌄
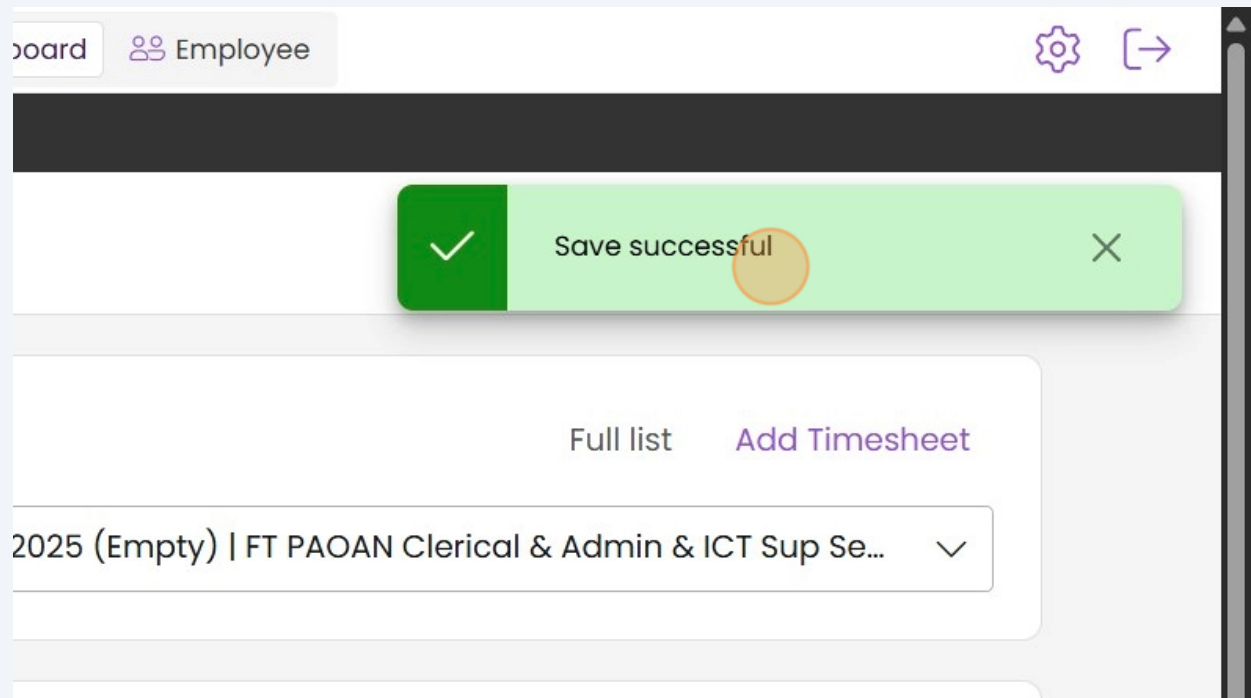
8 You can check which week you are submitting your timesheet for in the left corner of the page.
Here you can view your timesheet in either a daily view or a detailed view, with two options for submission. Once you validate your entry, you can review your timesheet details in the period or summary view. By clicking on Setting button and you will see the dropdown menu to select your preferred view to set it as the default each time you submit a timesheet.

aurion

⌂ Dashboard   👥 Employee   ⚙   [→

July 7, 2025 — July 13, 2025

Timesheet is empty

| Daily | **Detailed** | Period | Summary | ⚙ |

Additional Hours Claims   Add

This section is to submit additional hours worked in the following scenarios:
- Additional hours worked on weekdays outside of regular working hours
- Hours worked on weekends

You are not required to enter your regular hours worked.

Click 'Add' to add a new timesheet line.

Recalled to Work   Add

This section is to submit time worked under Recall to work provisions.

Click 'Add' to add a new timesheet line.

On Call Claim   Add

This section is to submit On Call claims.

9

• **Additional Hours Claim** – Use this option to claim hours worked for casual shifts, non-rostered days, or weekend hours.

• **Recalled to Work** – Use if you are adding hours for days you were recalled to work (if applicable to you).

• **On Call Claim** – Use for hours you were on call (if applicable to you).

• **Additional Hours – Prior Period** – Use to claim hours you may have forgotten to submit in a previous week.

10 Click "Daily"

UNAPPROVED TIMESHEETS: 07/07/2025 → 13/07/2025 (Empty) | FT PAOAN Clerical & Admin & ICT Sup Serv ⌄

July 7, 2025 — July 13, 2025
Timesheet is empty

[Daily] [Detailed] Period Summary ⚙

Additional Hours Claims   Add

This section is to submit additional hours worked in the following scenarios:
- Additional hours worked on weekdays outside of regular working hours
- Hours worked on weekends

You are not required to enter your regular hours worked.

Click 'Add' to add a new timesheet line.

Recalled to Work   Add

This section is to submit time worked under Recall to work provisions.

Click 'Add' to add a new timesheet line

Reset   Set as default

11 Within the daily view, you can see each day individually and submit an entry for that day.

aurion   🏠 Dashboard   👥 Employee   ⚙ [→

| Mon 7 Jul | Tue 8 Jul | Wed 9 Jul | Thu 10 Jul | Fri 11 Jul | Sat 12 Jul | Sun 13 Jul |

🕐 **0:00** Additional Hours Claims   ›

⧗ **0:00** Recalled to Work   ›

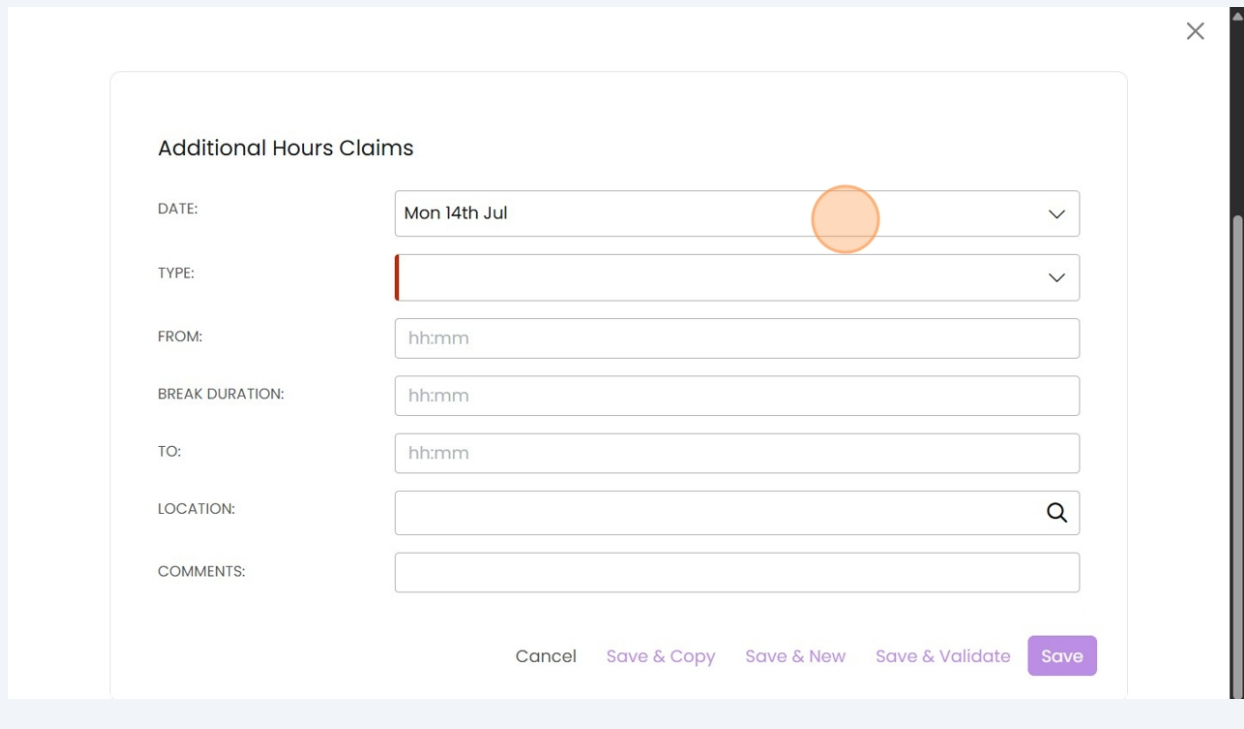💲 **0** On Call Claim   ›

⚖ **0** Additional Hours Claims ...   ›

12 Click "Add" from right corner of your view

13 Regardless of whether you select the daily entry or detailed entry, submitting a timesheet for a specific day will navigate you to this page.
Here you can select the date for the day you wish to submit. On the left corner of the Type field, a red line indicates that this entry is mandatory.

14 Click on Date where you can select any day within the pay week you want to claim timesheet for

Additional Hours Claims

| DATE: | Mon 14th Jul | ⌄ |

TYPE: ⌄

FROM: hh:mm

BREAK DURATION: hh:mm

TO: hh:mm

LOCATION: 🔍

COMMENTS:

Cancel   Save & Copy   Save & New   Save & Validate   **Save**

15 a drop down menu will pop up. You can then select the day for which you want to submit a timesheet claim.

Additional Hours Claims

DATE: Mon 14th Jul ⌄

TYPE:

Tue 15th Jul

Wed 16th Jul

FROM:

Thu 17th Jul

BREAK DURATION:

Fri 18th Jul

Sat 19th Jul

TO:

Sun 20th Jul

LOCATION: 🔍

COMMENTS:

Cancel   Save & Copy   Save & New   Save & Validate   **Save**

16 Next, you need to select a claim type.

Additional Hours Claims

DATE:	Mon 14th Jul ⌄
TYPE:	⌄
FROM:	hh:mm
BREAK DURATION:	hh:mm
TO:	hh:mm
LOCATION:	🔍
COMMENTS:	

Cancel   Save & Copy   Save & New   Save & Validate   **Save**

17 Select the claim type that is relevant to your role.

Additional Hours Claims

DATE:	Mon 14th Jul ⌄
TYPE:	⌄
FROM:	✓
BREAK DURATION:	Additional hours worked - M-F
	Weekend Hours between 12am Sat-12am Mon
TO:	Public Holiday worked
LOCATION:	🔍
COMMENTS:	

Cancel   Save & Copy   Save & New   Save & Validate   **Save**

18 You need to enter the start and end times for your hours.
You can record your break if applicable, or leave it blank if it does not apply to you.

Additional Hours Claims

DATE: Mon 14th Jul

TYPE: Additional hours worked - M-F

FROM: hh:mm

BREAK DURATION: hh:mm

TO: hh:mm

LOCATION:

COMMENTS:

Cancel   Save & Copy   Save & New   Save & Validate   Save

⚠ We have provided role-specific infographics to give more information on recording hours. Please refer to the infographic that is relevant to your role.

19 Select the location where you worked.

Claremont College (0150)	
Danebank School (0200)	
St Luke's Grammar - Bayvi (0250)	
Roseville College (0350)	
St Luke's Grammar - Dee W (0400)	
Oran Park Anglican Colleg (0540)	
Mamre Anglican School (0580)	
Penrith Anglican College (0600)	
Thomas Hassall Anglican C (0620)	
Leppington Anglican Colle (0630)	

Additional Hours Claim

DATE:

TYPE:

FROM:

BREAK DURATION:

TO:

LOCATION:

COMMENTS:

Cancel   Save & Copy   Save & New   Save & Validate   Save

20 You have the following options available: **Cancel**, **Save and Copy**, **Save and New**, **Save and Validate**, and **Save**.

Cancel   Save & Copy   Save & New   Save & Validate   Save

⚠ Please ensure you submit your timesheet **weekly** once you are satisfied with the information entered.

21 Click "Save"

DATE: Mon 14th Jul

TYPE: Additional hours worked - M-F

FROM: 8:00

BREAK DURATION: 30:00

TO: 17:00

LOCATION: Claremont College (0150)

COMMENTS:

Cancel   Save & Copy   Save & New   Save & Validate   Save

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22 Your timesheet claim for this specific day is now saved.

Dashboard   Employee

✓ Timesheet line saved ✕

Full list   Add Timesheet

→ 20/07/2025 (Incomplete) | FT PAOAN Clerical & Admin & ICT S... ⌄

23 Here you can view the row that has been entered.
Click "Validate" to validate your timesheet and check if there has been any issues while entering your timesheet.

Select Timesheet

Full list   Add Timesheet

UNAPPROVED TIMESHEETS: 14/07/2025 → 20/07/2025 (Incomplete) | FT PAOAN Clerical & Admin & ICT S...   ⌄

July 14, 2025 — July 20, 2025
Timesheet is incomplete

Daily   **Detailed**   Period   Summary   ⚙

Additional Hours Claims

Add

This section is to submit additional hours worked in the following scenarios:
- Additional hours worked on weekdays outside of regular working hours
- Hours worked on weekends

You are not required to enter your regular hours worked.

Date	Type	From	Break Duration	To	Location	Comments
Mon 14th Jul	Additional hours worked - M-F	08:00		17:00	Claremont College (0150)	

Reset   Validate

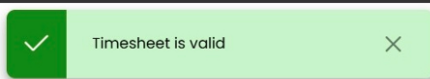**24** If there are no issues or errors to be corrected, a pop-up message will appear in the right corner of your page confirming that your timesheet is valid and ready to be submitted to your approver.

Timesheet: July 14, 2025 to July 20, 2025

✓ **Timesheet is valid** ✕

Select Timesheet   Full list   Add Timesheet

UNAPPROVED TIMESHEETS: 14/07/2025 → 20/07/2025 (Validated) | FT PAOAN Clerical & Admin & ICT Sup... ⌄

July 14, 2025 — July 20, 2025
Timesheet is valid

Daily   **Detailed**   Period   Summary   ⚙

Additional Hours Claims   Add

This section is to submit additional hours worked in the following scenarios:
- Additional hours worked on weekdays outside of regular working hours
- Hours worked on weekends

You are not required to enter your regular hours worked.

Date	Type	From	Break Duration	To	Location	Comments
Mon 14th Jul	Additional hours worked - M-F	08:00		17:00	Claremont College (0150)	

Reset   Set as default   Submit

25 Once you are satisfied with your timesheet, select **Submit** to send it for approval.
Click "Submit"

Recalled to Work   Add

This section is to submit time worked under Recall to work provisions.

Click 'Add' to add a new timesheet line.

On Call Claim   Add

This section is to submit On Call claims.

Click 'Add' to add a new timesheet line.

Additional Hours Claims - Prior Periods   Add

This section is used to submit additional hours worked and not yet paid, for a previous period.

Scenarios that may be claimed for a prior period:
- Additional hours worked on weekdays outside of regular hours
- Hours worked on a weekend.
In this section you can only enter hours rather than start/stop times.

Click 'Add' to add a new timesheet line.

Reset   Set as default   Submit

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26 Click "Submit"

Processed Timesheet for 14/07/2025 to 20/07/2025

DETAILS: Timesheet for   (,   ) For
                14/07/2025 to 20/07/2025 Ruleset: FT PAOAN Clerical & Admin & ICT Sup Serv

                                                                    Cancel   Submit

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⚠ **Timesheet Validation & Submission**
You may **validate your timesheet daily** to check the accuracy of your entries.
However, please ensure you **submit your timesheet weekly** once you are
satisfied with the information entered.
⚠ Once your manager approves your timesheet, you will no longer be able to
recall or amend it.

⚠ To learn how to recall, edit, and resubmit your timesheet, please refer to the document titled *'Timesheet – How to Recall and Resubmit a Timesheet'*.