

Timesheet - Non Teachers



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**.



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"

The screenshot shows a web application interface. At the top, there are two navigation tabs: "Dashboard" (with a house icon) and "Employee" (with a person icon). The "Dashboard" tab is selected and highlighted with an orange circle. Below the tabs, there is a dark header bar with the text "to July 13, 2025". Underneath, there is a blurred profile picture. The main content area has a section titled "esheet" on the left and "Full list" and "Add T" on the right. Below this, there is a section labeled "MESHEETS:" followed by a box containing the text "07/07/2025 → 13/07/2025 (Empty) | FT PAOAN Clerical & Admin & ICT Sup". At the bottom, there is a date range "— July 13, 2025".

2 Click "Timesheets"

The screenshot shows the same web application interface as the first one, but with a dropdown menu open. The "Dashboard" tab is still selected. The dropdown menu is positioned over the "esheet" section and contains five options: "My Tasks", "Timesheets" (highlighted with an orange circle), "Leave", "Payroll", and "My Forms". The "Timesheets" option is the one to be clicked according to the instruction. The rest of the interface, including the header, profile picture, and bottom date range, remains the same.

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
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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 ?

TYPE: ▼

RULESET CODE: ▼

PERIOD: ▼

[Back](#) [Save](#)

Aurion • v11.95.1.30b333c



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Click "Save"

New Timesheet ?

TYPE: ▼

RULESET CODE: ▼

PERIOD: ▼

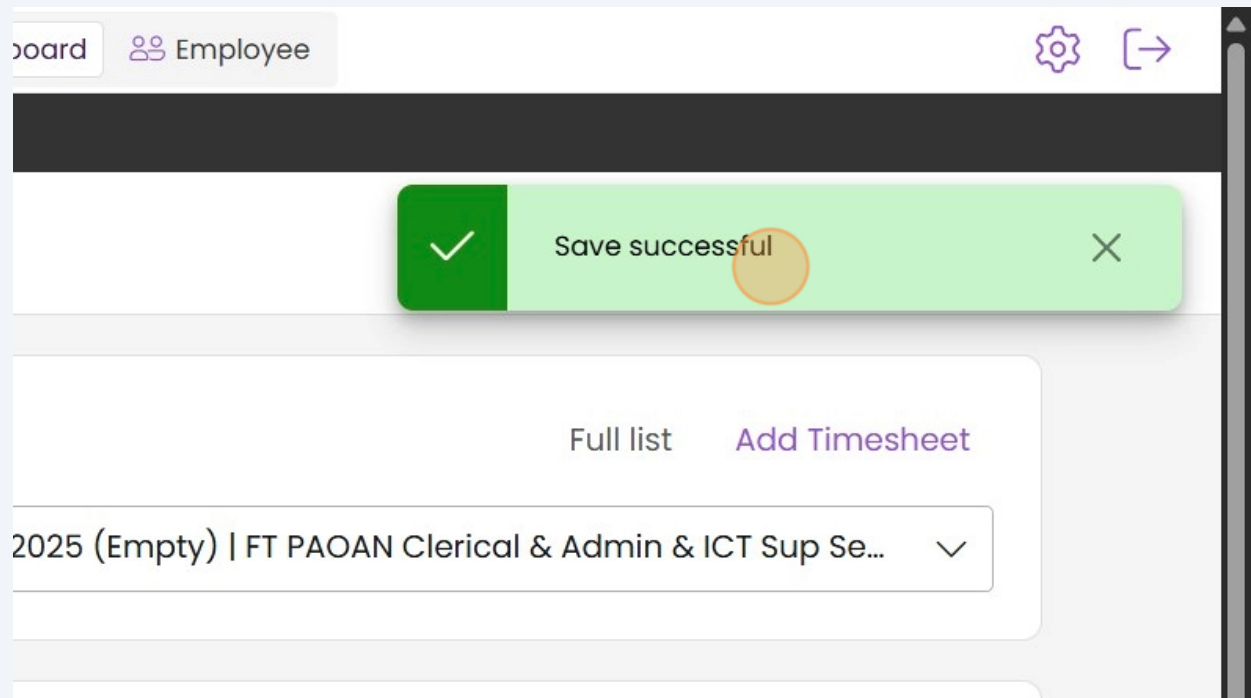
[Back](#) [Save](#)

Aurion • v11.95.1.30b333c



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



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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

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- **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.

The screenshot shows the Aurlon Employee portal interface. At the top, there is a navigation bar with the Aurlon logo, a 'Dashboard' link, and an 'Employee' link. Below the navigation bar, there are four distinct sections for submitting claims, each with a title, a description, and an 'Add' button.

- Additional Hours Claims**: This section is for submitting additional hours worked in specific scenarios:
 - Additional hours worked on weekdays outside of regular working hours
 - Hours worked on weekends
 A note states: "You are not required to enter your regular hours worked." Below this, it says "Click 'Add' to add a new timesheet line."
- Recalled to Work**: This section is for submitting time worked under Recall to work provisions. It includes the instruction "Click 'Add' to add a new timesheet line."
- On Call Claim**: This section is for submitting On Call claims. It includes the instruction "Click 'Add' to add a new timesheet line."
- Additional Hours Claims - Prior Periods**: This section is used to submit additional hours worked and not yet paid, for a previous period. It includes the instruction "Click 'Add' to add a new timesheet line."

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.


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

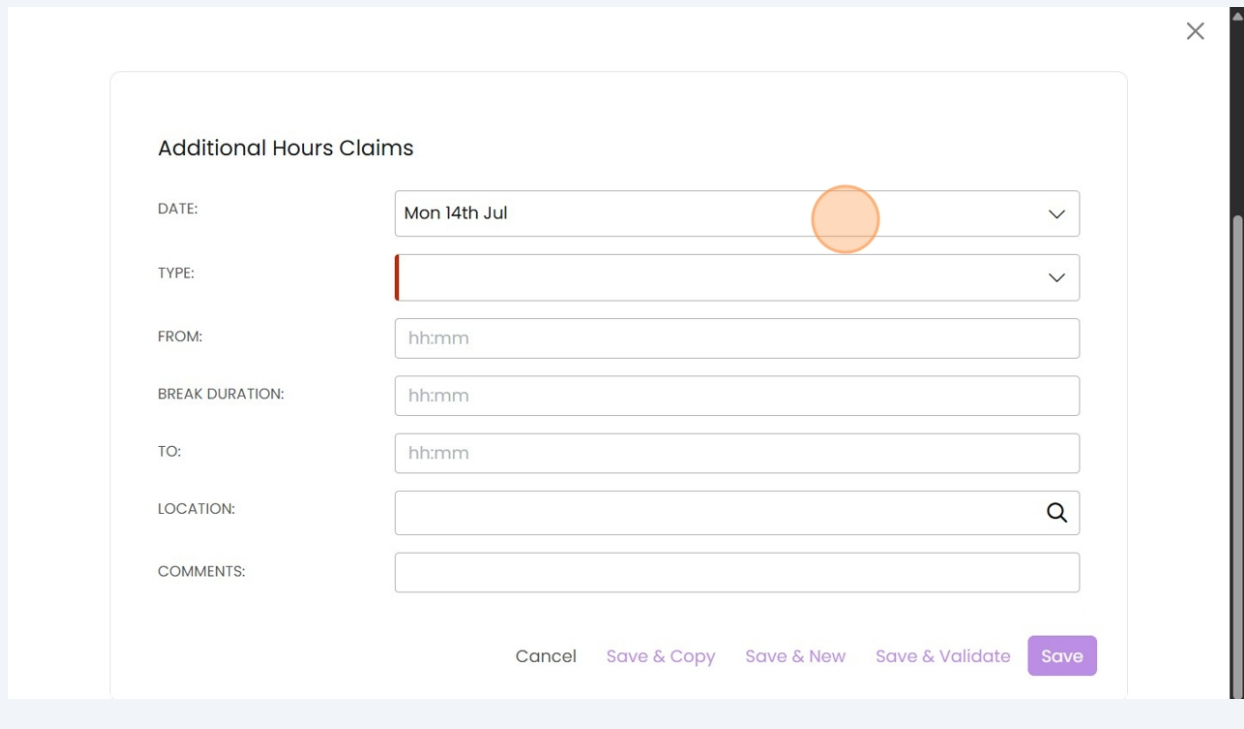
The screenshot shows the Aurion application interface. At the top, there's a header with the Aurion logo, navigation tabs for 'Dashboard' and 'Employee', and settings and share icons. Below the header, the date range 'July 14, 2025 — July 20, 2025' is displayed, followed by the message 'Timesheet is empty'. A tab bar at the top of the main content area includes 'Daily', 'Detailed' (which is selected), 'Period', and 'Summary'. The 'Additional Hours Claims' section is visible, with an orange circular 'Add' button in its top right corner. The section contains instructions on how to submit additional hours and a note that regular hours are not required. Below this section are two other sections: 'Recalled to Work' and 'On Call Claim', each with its own 'Add' button.

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.

The screenshot shows the 'Additional Hours Claims' form. It contains the following fields: 'DATE:' with a dropdown menu showing 'Mon 14th Jul'; 'TYPE:' with a dropdown menu and a red vertical line on the left indicating it is mandatory; 'FROM:' with a text input field showing 'hh:mm'; 'BREAK DURATION:' with a text input field showing 'hh:mm'; 'TO:' with a text input field showing 'hh:mm'; 'LOCATION:' with a text input field and a search icon; and 'COMMENTS:' with a text input field. At the bottom of the form, there are five buttons: 'Cancel', 'Save & Copy', 'Save & New', 'Save & Validate', and a purple 'Save' button.

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



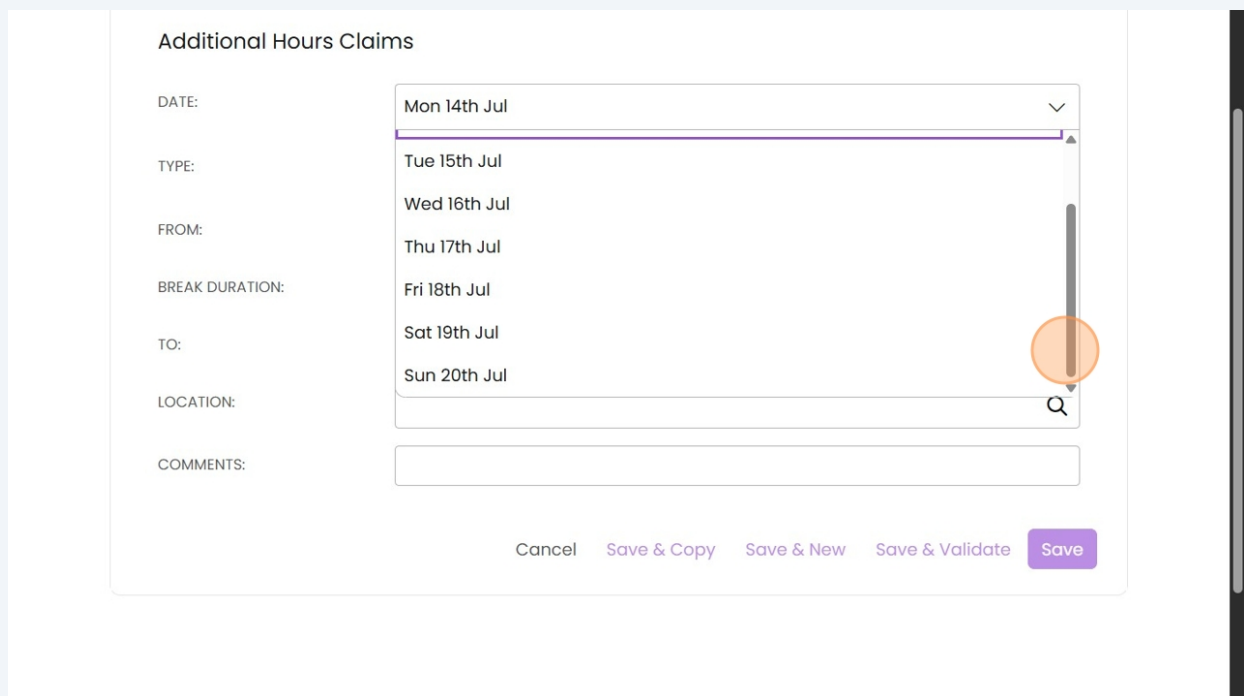
The screenshot shows a web form titled "Additional Hours Claims" with a close button (X) in the top right corner. The form contains the following fields:

- DATE: A dropdown menu currently showing "Mon 14th Jul". An orange circle highlights this field.
- TYPE: A dropdown menu.
- FROM: A text input field with the placeholder "hh:mm".
- BREAK DURATION: A text input field with the placeholder "hh:mm".
- TO: A text input field with the placeholder "hh:mm".
- LOCATION: A text input field with a search icon (Q) on the right.
- COMMENTS: A text input field.

At the bottom of the form, there are five buttons: "Cancel", "Save & Copy", "Save & New", "Save & Validate", and "Save".

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



This screenshot shows the same "Additional Hours Claims" form, but the DATE dropdown menu is open, displaying a list of dates from "Mon 14th Jul" to "Sun 20th Jul". An orange circle highlights the scrollbar on the right side of the dropdown menu.

The form fields and buttons are the same as in the previous screenshot.

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:

TO:

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:

TYPE:

FROM:

BREAK DURATION:

TO:

LOCATION:

COMMENTS:



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.

Additional Hours Claim

DATE:

TYPE:

FROM:

BREAK DURATION:

TO:

LOCATION:

COMMENTS:

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)

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**

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

[Dashboard](#) [Employee](#) [Settings](#) [Share](#)

✓ Timesheet line saved ✕

[Full list](#) [Add Timesheet](#)


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

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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





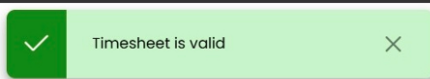
24

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.

[Dashboard](#) [Employee](#)  


Timesheet: July 14, 2025 to July 20, 2025




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

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*.