

Timesheet - Teacher - How to Submit a Timesheet



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 the Aurion application interface. At the top, the 'Dashboard' tab is selected in the navigation bar. Below the header, the user profile for 'TEACHUSER, Theresa (13532)' is displayed. The main content area, titled 'My Tasks', contains a list of tasks: 'Mail' and 'Leave Applications', each with a count of 1 and a right-pointing arrow. The 'Mail' task is represented by an envelope icon, and 'Leave Applications' is represented by a person icon with a checkmark.

2 Click "Timesheets"

This screenshot shows the same Aurion interface as the first one, but with a dropdown menu open. The dropdown menu is positioned over the 'My Tasks' section and contains the following options: 'My Tasks', 'Timesheets' (which is highlighted with an orange circle), 'Leave', 'Payroll', and 'My Forms'. The 'Dashboard' tab remains selected in the top navigation bar.

- 3 from right corner of your screen Click "Add Timesheet"

The screenshot shows a web application interface. At the top, there are two tabs: 'Dashboard' (active) and 'Employee'. To the right of the tabs are a settings gear icon and a share icon. Below the tabs is a dark header bar with the date 'May 18, 2025'. Underneath, the user's name 'Theresa (13532)' is displayed. The main content area has a 'Full list' link and a purple 'Add Timesheet' button, which is circled in orange. Below this is a dropdown menu showing '12/05/2025 → 18/05/2025 (Empty) | TEACH PT Teachers PT'. At the bottom, the year '2025' is visible.

- 4 Here you can select your ruleset and the period for which you want to submit your timesheet. Use the drop-down menu to choose the appropriate period.

The screenshot shows the 'New Timesheet' form. At the top, there is a user profile section for 'TEACHUSER, Theresa (13532)' with the role 'English Teacher'. The form has three fields: 'TYPE:' with a dropdown set to 'Actual', 'RULESET CODE:' with a dropdown set to 'TEACH PT Teachers PT', and 'PERIOD:' with a dropdown set to '11/08/2025 to 17/08/2025 Current'. The 'PERIOD' dropdown is circled in orange. At the bottom right of the form are 'Back' and 'Save' buttons. The footer of the page reads 'Aurion • v11.95.1.30b333c'.

5 Select the time period for which you want to submit your timesheet.

New Timesheet ?

TYPE: Actual ▼

RULESET CODE: TEACH PT Teachers PT ▼

PERIOD: 11/08/2025 to 17/08/2025 Current ▼

- 23/06/2025 to 29/06/2025
- 16/06/2025 to 22/06/2025
- 09/06/2025 to 15/06/2025
- 02/06/2025 to 08/06/2025**
- 26/05/2025 to 01/06/2025
- 19/05/2025 to 25/05/2025
- 12/05/2025 to 18/05/2025

6 Click "Save"

New Timesheet ?

TYPE: Actual ▼

RULESET CODE: TEACH PT Teachers PT ▼

PERIOD: 02/06/2025 to 08/06/2025 ▼

Back **Save**

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

The screenshot shows the Aurion web application interface. At the top, there's a navigation bar with the Aurion logo, a 'Dashboard' button, and an 'Employee' button. Below this, a header indicates the timesheet period: 'Timesheet: June 2, 2025 to June 8, 2025'. The main content area shows the user profile for 'TEACHUSER, Theresa (13532)' with the role 'English Teacher'. A green notification box with a checkmark and the text 'Save successful' is overlaid on the right side, with an orange arrow pointing to it. Below the notification, there's a 'Select Timesheet' section with a dropdown menu showing '02/06/2025 → 08/06/2025 (Empty) | TEACH PT Teachers PT'. Further down, the dates 'June 2, 2025 — June 8, 2025' are displayed, followed by the text 'Timesheet is empty'. There are tabs for 'Daily', 'Detailed' (which is selected), 'Period', and 'Summary'. Below the tabs, the text 'Casual Relief - Teaching' is shown, followed by an 'Add' button. At the bottom, there's a note: 'This section records any additional Casual Relief shifts worked, please select the Date, Time type (Casual Relief shift) and enter'.

8 Scroll down to view the period or the timesheet details.

This screenshot is identical to the one above, showing the Aurion web application interface. It displays the same navigation bar, header, user profile, notification, and timesheet details. The 'Detailed' tab is selected, and the interface shows the dates 'June 2, 2025 — June 8, 2025', the text 'Timesheet is empty', and the 'Casual Relief - Teaching' section with an 'Add' button. The note at the bottom is also present.

9

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.

June 2, 2025 — June 8, 2025

Timesheet is empty

Daily

Detailed

Period

Summary



Casual Relief - Teaching

Add

This section records any additional Casual Relief shifts worked, please select the Date, Time type (*Casual Relief shift*) and enter the start and stop times, and school location. You may add a comment if you wish. You may also enter your regular permanent part time hours if you wish to record them in this section.

Click 'Add' to add a new timesheet line.

Casual Relief Days - Prior Periods

Add

This section is to submit any relief days from previous periods not previously claimed. Select from Half Day or Full Day casual relief, enter the number of units (1 for Full day, max 2 for Half day) and enter the School location, a reason and comment for the late submission.

Click 'Add' to add a new timesheet line.

Reset

Set as default

10

You can submit your timesheet for a specific day, or use the 'Prior Period' option to submit for any day not previously claimed in an earlier period.

Timesheet is empty

Daily

Detailed

Period

Summary



Casual Relief - Teaching



Add

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Click 'Add' to add a new timesheet line.

Reset

Set as default

11 Click "Daily"

June 2, 2025 — June 8, 2025

Timesheet is empty

Daily

Detailed

Period

Summary



Casual Relief - Teaching

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This section records any additional Casual Relief shifts worked, please select the Date, Time type (*Casual Relief shift*) and enter the start and stop times, and school location. You may add a comment if you wish.
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Click 'Add' to add a new timesheet line.

Reset

Set as default

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

June 2, 2025 — June 8, 2025

Timesheet is empty

Daily

Detailed

Period

Summary



Mon
2 Jun

Tue
3 Jun

Wed
4 Jun

Thu
5 Jun

Fri
6 Jun

Sat
7 Jun

Sun
8 Jun



0:00

Casual Relief - Teaching



0

Casual Relief Days - Prior...



0:00

Total Hours Today

Reset

Set as default

13 Click "Detailed"

Select Timesheet Full list [Add Timesheet](#)

UNAPPROVED TIMESHEETS: 02/06/2025 → 08/06/2025 (Empty) | TEACH PT Teachers PT ▼

June 2, 2025 — June 8, 2025
Timesheet is empty

[Daily](#) **[Detailed](#)** [Period](#) [Summary](#) [⚙️](#)

Mon 2 Jun	Tue 3 Jun	Wed 4 Jun	Thu 5 Jun	Fri 6 Jun	Sat 7 Jun	Sun 8 Jun
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⌚ **0:00** [Casual Relief – Teaching](#) >

14 Click "Period"

June 2, 2025 — June 8, 2025
Timesheet is empty

[Daily](#) [Detailed](#) **[Period](#)** [Summary](#) [⚙️](#)

Please validate timesheet for summarised weekly view

[Edit](#)

WEEK 1								Period	
	Mon 02/06	Tue 03/06	Wed 04/06	Thu 05/06	Fri 06/06	Sat 07/06	Sun 08/06	Total	
	Empty							0	0
Grand Total	0	0	0	0	0	0	0	0	0

[Reset](#) [Set as default](#)

15 Click Summary.

Select Timesheet

Full listAdd Timesheet

UNAPPROVED TIMESHEETS:02/06/2025 → 08/06/2025 (Empty) | TEACH PT Teachers PT

June 2, 2025 — June 8, 2025

Timesheet is empty

DailyDetailedPeriodSummary⚙️

Please validate timesheet for summarised data.

ResetSet as default

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16 Click 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.

Select Timesheet

Full listAdd Timesheet

UNAPPROVED TIMESHEETS:02/06/2025 → 08/06/2025 (Empty) | TEACH PT Teachers PT

June 2, 2025 — June 8, 2025

Timesheet is empty

DailyDetailedPeriodSummaryDetailed (default)⌵

Please validate timesheet for summarised data.

ResetSet as default

Aurion • v11.95.1.30b333c

17 Return to the **Detailed** view.

Select Timesheet

Full listAdd Timesheet

UNAPPROVED TIMESHEETS:02/06/2025 → 08/06/2025 (Empty) | TEACH PT Teachers PT

June 2, 2025 — June 8, 2025

Timesheet is empty

DailyDetailedPeriodSummaryDetailed (default)

Please validate timesheet for summarised data.

ResetSet as default

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18 Click "Add" from right button corner of your view

UNAPPROVED TIMESHEETS:02/06/2025 → 08/06/2025 (Empty) | TEACH PT Teachers PT

June 2, 2025 — June 8, 2025

Timesheet is empty

DailyDetailedPeriodSummary

Casual Relief - TeachingAdd

This section records any additional Casual Relief shifts worked, please select the Date, Time type (*Casual Relief shift*) and enter the start and stop times, and school location. You may add a comment if you wish.

You may also enter your regular permanent part time hours if you wish to record them in this section.

Click 'Add' to add a new timesheet line.

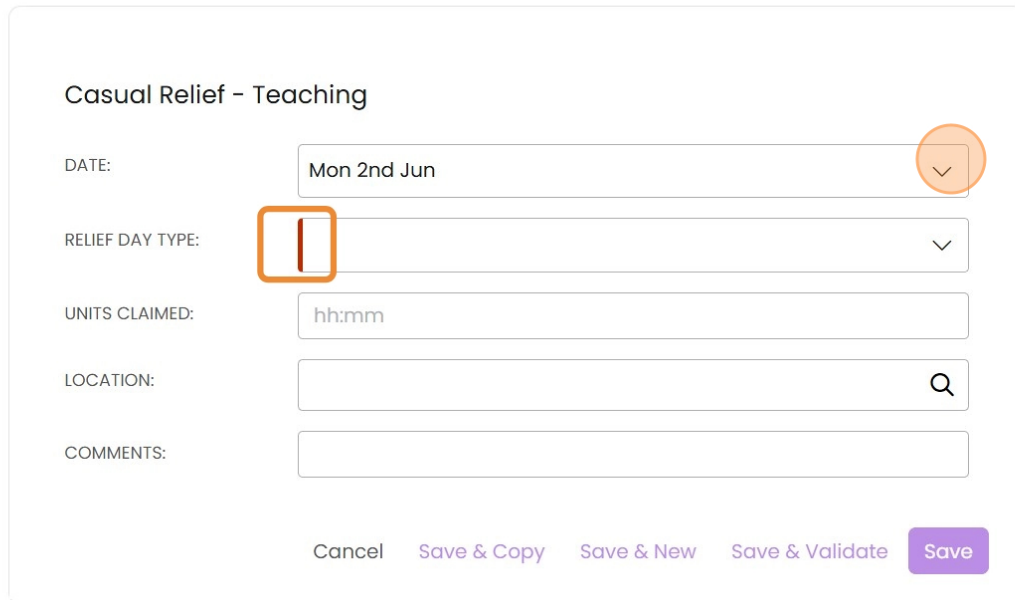
Casual Relief Days - Prior PeriodsAdd

This section is to submit any relief days from previous periods not previously claimed.

Select from Half Day or Full Day casual relief, enter the number of units (1 for Full day, max 2 for Half day) and enter the School location, a reason and comment for the late submission.

19

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 Relief Day field, a red line indicates that this entry is mandatory.



Casual Relief - Teaching

DATE: Mon 2nd Jun

RELIEF DAY TYPE: |

UNITS CLAIMED: hh:mm

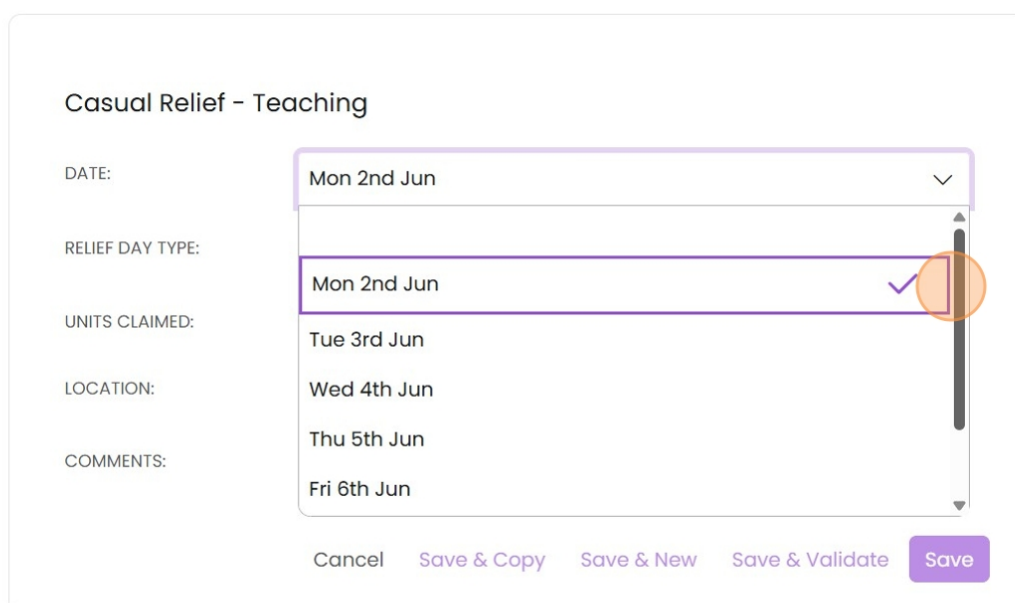
LOCATION:

COMMENTS:

Cancel Save & Copy Save & New Save & Validate Save

20

When you open the drop-down menu, you will see the available dates to select.



Casual Relief - Teaching

DATE: Mon 2nd Jun

RELIEF DAY TYPE: Mon 2nd Jun

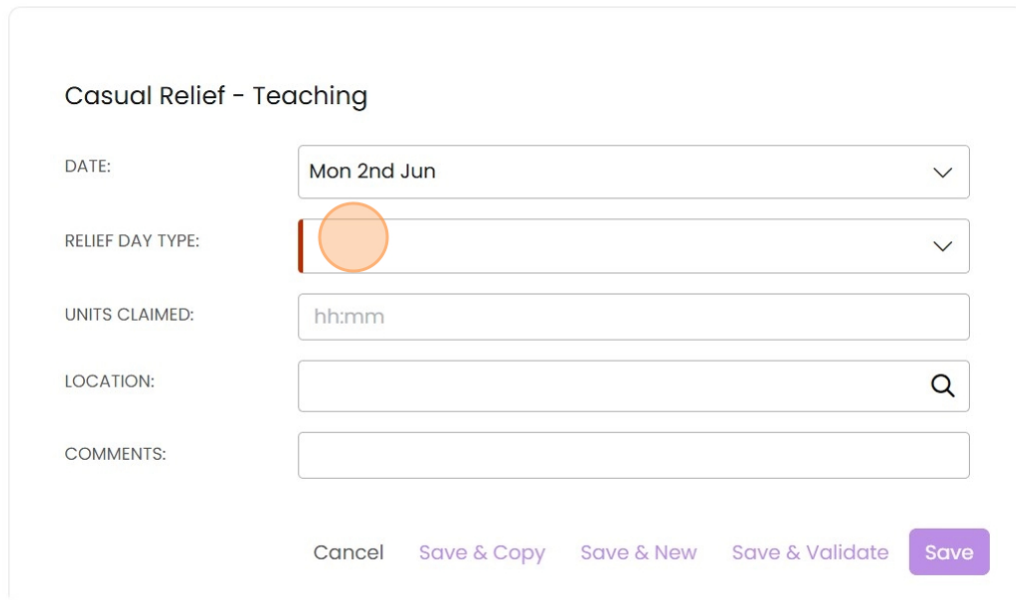
UNITS CLAIMED:

LOCATION:

COMMENTS:


Cancel Save & Copy Save & New Save & Validate Save

21 Click "Relief Day Type:"




Casual Relief - Teaching

DATE: Mon 2nd Jun

RELIEF DAY TYPE: 

UNITS CLAIMED: hh:mm

LOCATION: 

COMMENTS:

Cancel Save & Copy Save & New Save & Validate Save



As a teacher, you can only select either half-day or full-day options.
The unit claim is always set to 1, which represents either a half-day or a full-day.

22

Click "Casual Relief - Half Day" or
"Casual Relief - Full Day"

Casual Relief - Teaching

DATE: Mon 2nd Jun

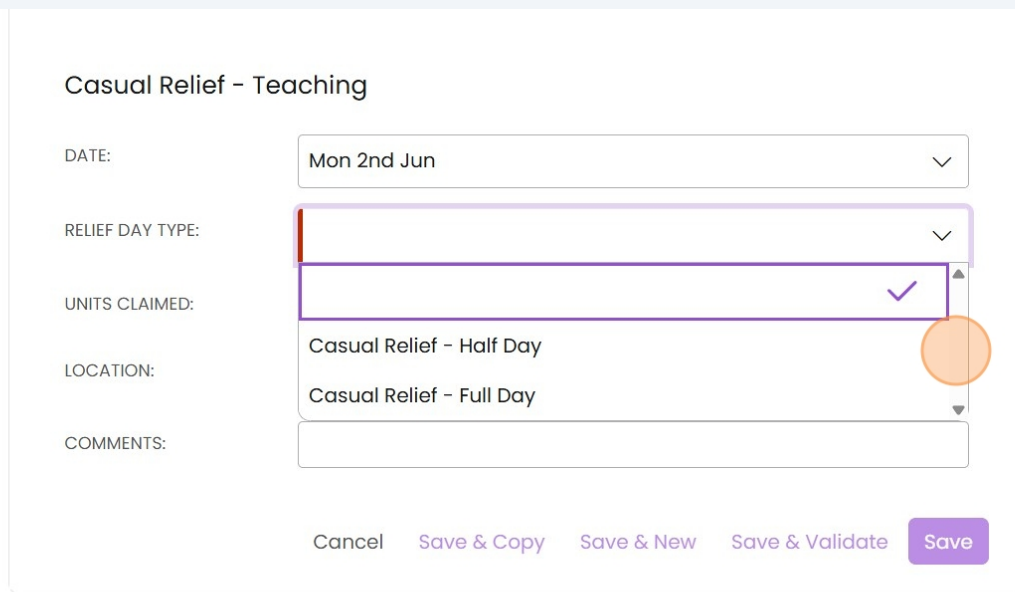
RELIEF DAY TYPE:

UNITS CLAIMED:

LOCATION:

COMMENTS:

Cancel Save & Copy Save & New Save & Validate Save



23

Type "1" as your unit claim is 1

Casual Relief - Teaching

DATE: Mon 2nd Jun

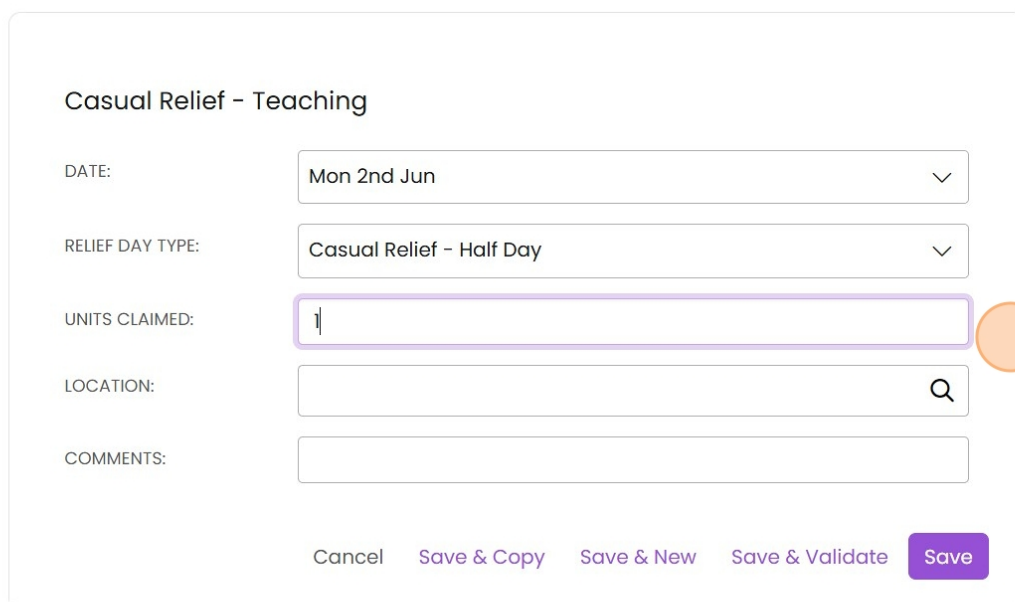
RELIEF DAY TYPE: Casual Relief - Half Day

UNITS CLAIMED: 1

LOCATION:

COMMENTS:

Cancel Save & Copy Save & New Save & Validate Save



24 Click **Search** next to the Location field to view and select the appropriate location.

Casual Relief – Teaching

DATE: Mon 2nd Jun

RELIEF DAY TYPE: Casual Relief – Half Day

UNITS CLAIMED: 1:00

LOCATION:

COMMENTS:

Cancel Save & Copy Save & New Save & Validate Save

25 Click "Arndell Anglican College"
Adding a comment is optional.

Casual Relief – Teaching

DATE: Mon 2nd Jun

RELIEF DAY TYPE: Casual Relief – Half Day

UNITS CLAIMED: 1:00

LOCATION:

COMMENTS:

Arndell Anglican College

Claremont College

Danebank School

Leppington Anglican College

Macquarie Anglican Grammar

Mamre Anglican School

Marsden Park Anglican College

Save

26

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

Casual Relief - Teaching

DATE: Mon 2nd Jun

RELIEF DAY TYPE: Casual Relief - Half Day

UNITS CLAIMED: 1:00

LOCATION: Arndell Anglican College

COMMENTS:

Cancel Save & Copy Save & New Save & Validate Save

27

Click "Save"

Casual Relief - Teaching

DATE: Mon 2nd Jun

RELIEF DAY TYPE: Casual Relief - Half Day

UNITS CLAIMED: 1:00

LOCATION: Arndell Anglican College

COMMENTS:

Cancel Save & Copy Save & New Save & Validate Save

28

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.

June 2, 2025 — June 8, 2025

Timesheet is incomplete

Daily

Detailed

Period

Summary



Casual Relief - Teaching

Add

This section records any additional Casual Relief shifts worked, please select the Date, Time type (*Casual Relief shift*) and enter the start and stop times, and school location. You may add a comment if you wish.
You may also enter your regular permanent part time hours if you wish to record them in this section.

Date	Relief Day Type	Units Claimed	Location	Comments
Mon 2nd Jun	Casual Relief - Half Day	01:00	Arndell Anglican College	

Casual Relief Days - Prior Periods

Add

This section is to submit any relief days from previous periods not previously claimed.
Select from Half Day or Full Day casual relief, enter the number of units (1 for Full day, max 2 for Half day) and enter the School location, a reason and comment for the late submission.

Click 'Add' to add a new timesheet line.

Reset

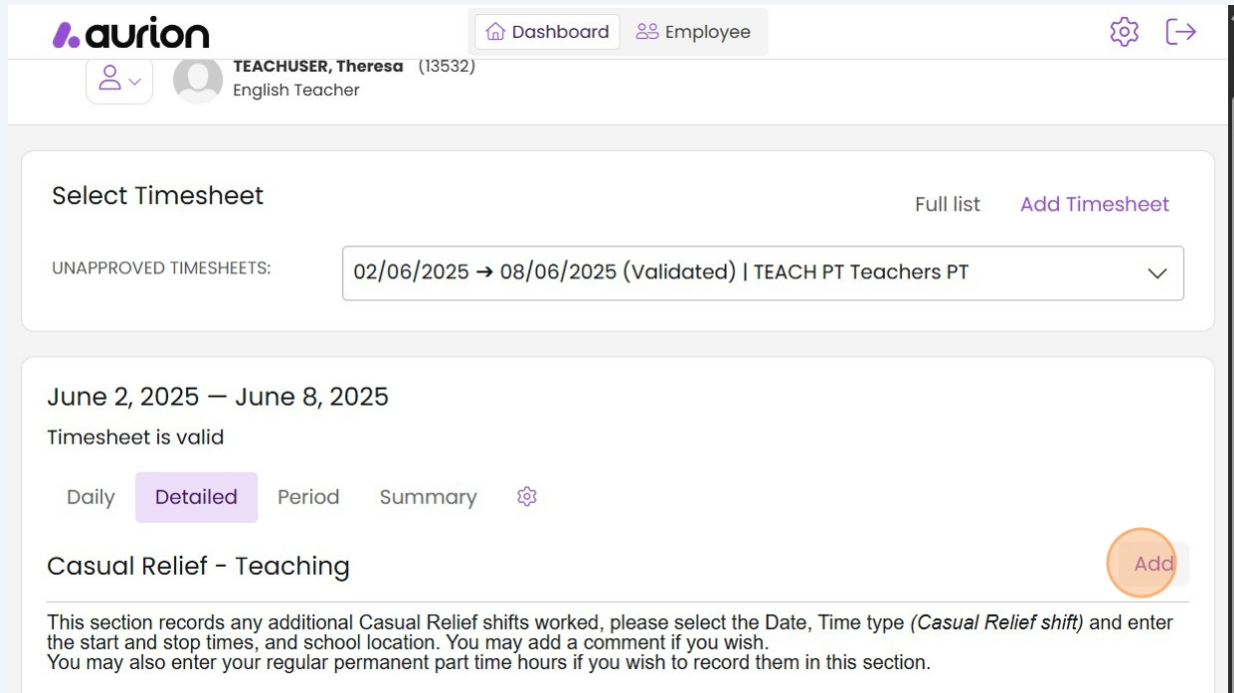
Validate



29

Now, add a day and proceed by selecting **Save and Validate** directly.

Click "Add"



aurion Dashboard Employee

TEACHUSER, Theresa (13532)
English Teacher

Select Timesheet Full list Add Timesheet

UNAPPROVED TIMESHEETS: 02/06/2025 → 08/06/2025 (Validated) | TEACH PT Teachers PT

June 2, 2025 — June 8, 2025
Timesheet is valid

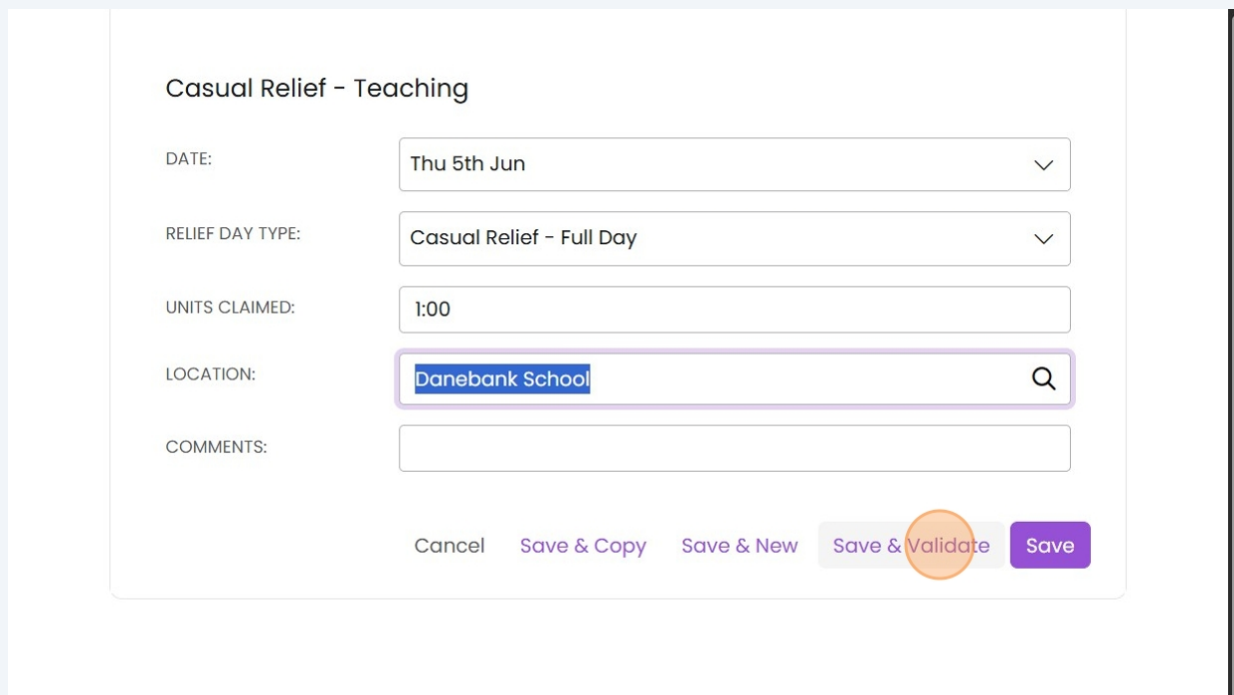
Daily **Detailed** Period Summary

Casual Relief - Teaching Add

This section records any additional Casual Relief shifts worked, please select the Date, Time type (*Casual Relief shift*) and enter the start and stop times, and school location. You may add a comment if you wish.
You may also enter your regular permanent part time hours if you wish to record them in this section.

30

After submitting the entry details, Click "Save & Validate"



Casual Relief - Teaching

DATE: Thu 5th Jun

RELIEF DAY TYPE: Casual Relief - Full Day

UNITS CLAIMED: 1:00

LOCATION: Danebank School

COMMENTS:

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

31 Click "Period"

June 2, 2025 — June 8, 2025

Timesheet is valid

Daily Detailed **Period** Summary 

Casual Relief - Teaching [Add](#)

This section records any additional Casual Relief shifts worked, please select the Date, Time type (*Casual Relief shift*) and enter the start and stop times, and school location. You may add a comment if you wish.
You may also enter your regular permanent part time hours if you wish to record them in this section.

Date	Relief Day Type	Units Claimed	Location	Comments
Mon 2nd Jun	Casual Relief - Half Day	01:00	Arndell Anglican College	
Thu 5th Jun	Casual Relief - Full Day	01:00	Danebank School	

Casual Relief Days - Prior Periods [Add](#)

This section is to submit any relief days from previous periods not previously claimed.
Select from Half Day or Full Day casual relief, enter the number of units (1 for Full day, max 2 for Half day) and enter the School location, a reason and comment for the late submission.

32 you can view the detail of your submission from a period view or Click "Summary"

June 2, 2025 — June 8, 2025

Timesheet is valid

Daily Detailed **Period** Summary 

[Edit](#)

	WEEK 1							Total	Period
	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
	02/06	03/06	04/06	05/06	06/06	07/06	08/06		
Half Day - Casual Relief	3:48							3:48	3:48
Full Day - Casual Relief				7:36				7:36	7:36
Total CRT Shifts - current period	3:48			7:36				11:24	11:24
Total CRT Paid in this Pay	3:48			7:36				11:24	11:24

[Reset](#)

[Set as default](#)

[Submit](#)

33

To view a summary of your submission, including costing details, select the summary tab.

June 2, 2025 — June 8, 2025

Timesheet is valid

Daily Detailed Period **Summary** ⚙️

Timesheet Summary

Type	Hours
Half Day – Casual Relief	3:48
Full Day – Casual Relief	7:36
Total CRT Shifts – current period	11:24
Total CRT Paid in this Pay	11:24

Costing

Location	Total Hours
Arndell Anglican College	1:00
Danebank School	1:00

Reset Set as default Submit

34

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


0 Casual Relief Days – Prior... >

1:00 Total Hours Today

19:00 Total Hours This Period >

Reset Set as default Submit

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We recommend saving and validating your timesheet each day, and submitting it once at the end of the week.

35

Click "Submit"

Processed Timesheet for 02/06/2025 to 08/06/2025



This request will be sent to the recipient

DETAILS:

Timesheet for TEACHUSER, Theresa (Employee No 13532, English Teacher) For 02/06/2025 to 08/06/2025 Ruleset: TEACH PT Teachers PT

SEND TO:

Mary TeachManager (tmanager)



MESSAGE:

Cancel

Submit

36

A pop-up message will appear in the right corner of your screen confirming that your timesheet has been submitted to your manager for approval.

