

Timesheets (for Approvers) – Approve, Return or Decline Timesheets

Please note:

Submission and Approval Deadlines for timesheets and leave is now **WEEKLY**:

Employees

- Timesheets and leave requests must be submitted by **Friday, 12:00 PM** (official cut-off).
- Employees working late Friday or over the weekend must submit timesheets by **Monday, 8:00 am**.

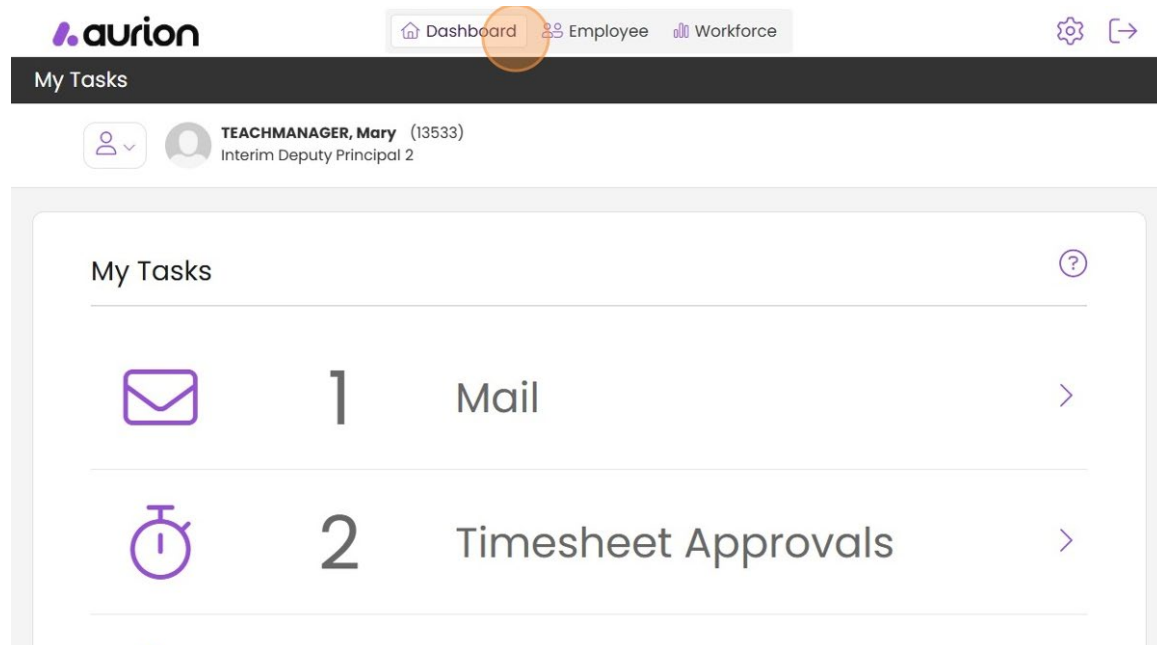
Approvers

- All timesheets and leave requests must be reviewed and approved by:
 - **Friday, 3:00 PM** for Friday submissions.
 - **Monday, 10:00 AM** for weekend submissions.

Important

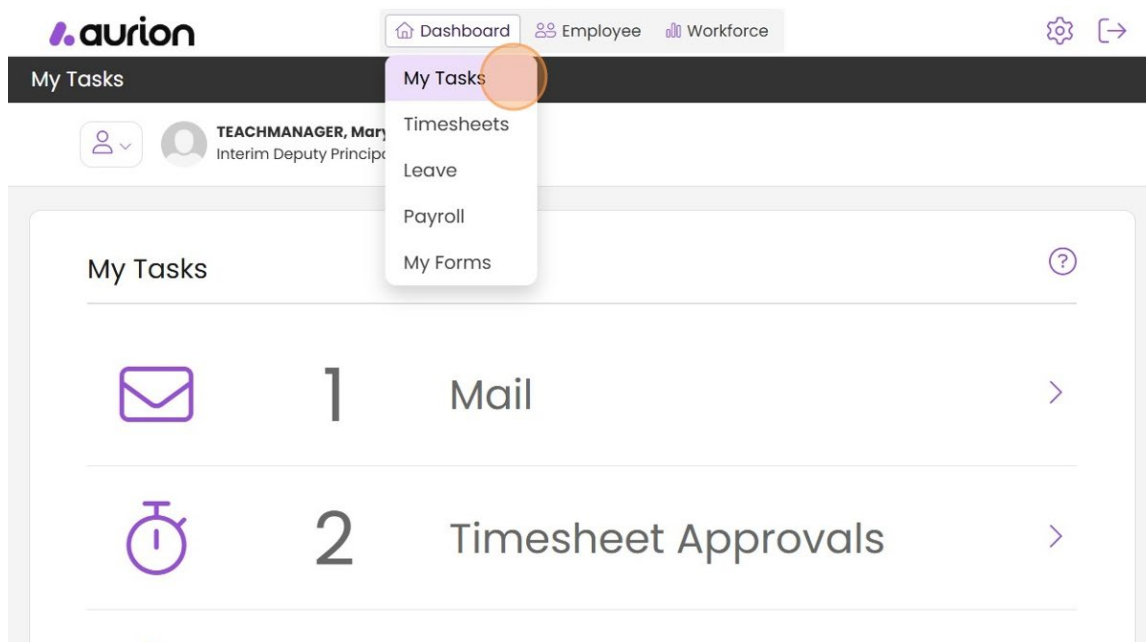
- Late submissions or approvals will result in payment being delayed until the next pay cycle.

1. Click **Dashboard**

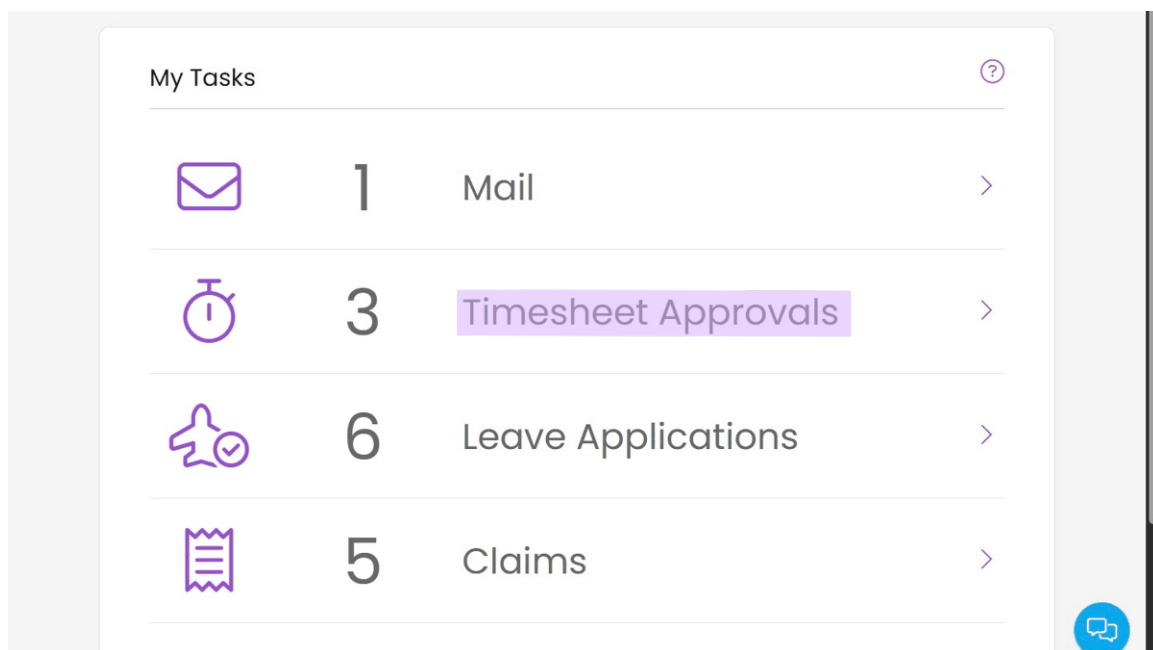


The screenshot shows the Aurion system interface. At the top, there is a navigation bar with the Aurion logo on the left and three tabs: 'Dashboard' (highlighted with an orange circle), 'Employee', and 'Workforce'. To the right of the tabs are a settings gear icon and a share icon. Below the navigation bar is a dark header with the text 'My Tasks'. Underneath this header, the user's profile is displayed, showing a person icon, a dropdown arrow, and the text 'TEACHMANAGER, Mary (13533) Interim Deputy Principal 2'. The main content area is titled 'My Tasks' with a help icon (question mark in a circle) in the top right corner. It contains a list of tasks: 1. 'Mail' with an envelope icon and a right-pointing chevron. 2. 'Timesheet Approvals' with a clock icon and a right-pointing chevron.

2. Click **My Tasks**

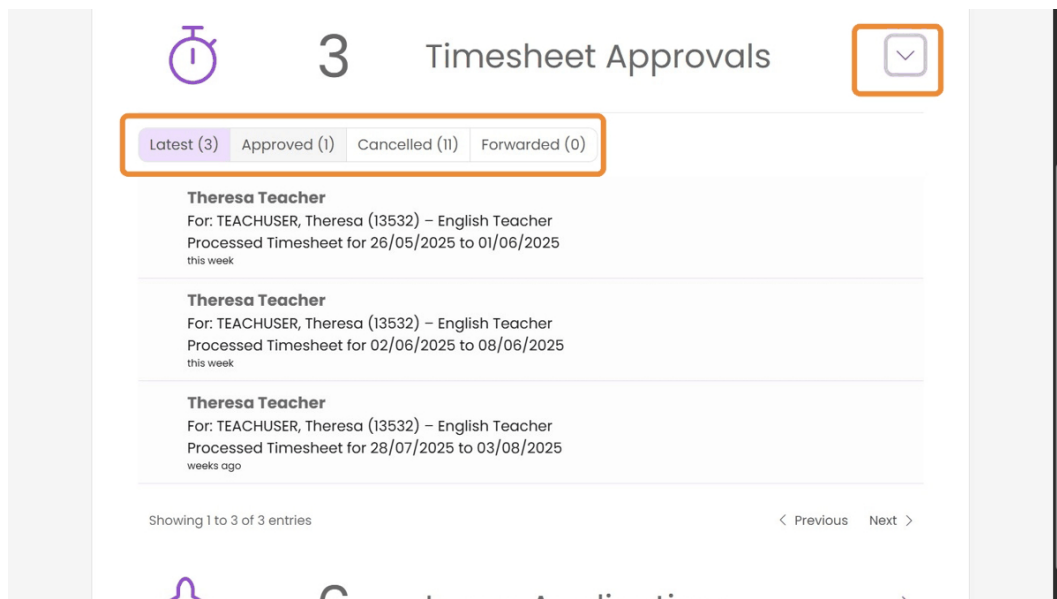


3. Click on **Timesheet Approvals**

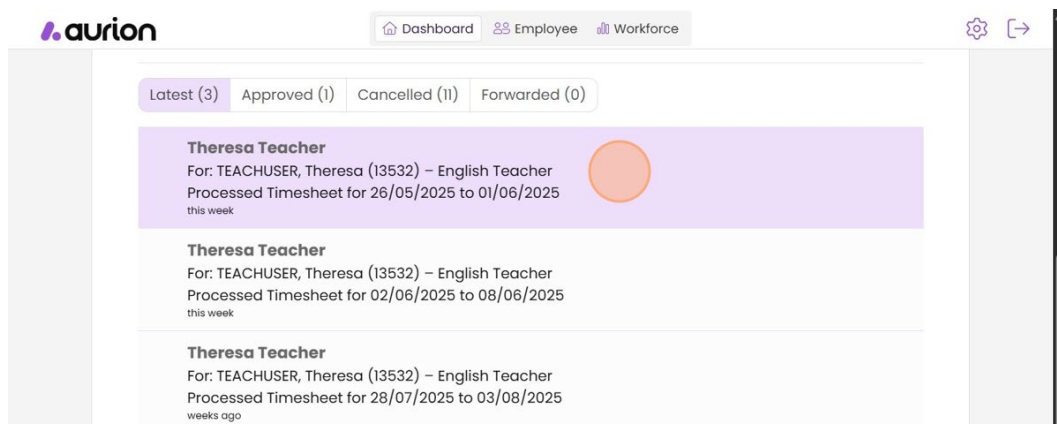


4. Within **Timesheets**, the following tabs are available:

- **Latest** – Shows the most recent applications that you have not yet approved or declined.
- **Approved** – Displays applications you have previously approved, which you can revisit for reference but cannot return to an employee.
- **Cancelled** – Contains applications that have either been declined by you or deleted by the employee. Please note: Once a timesheet is approved, employees cannot cancel or change it. If needed, they must claim any missed days in the next available timesheet period using the *Prior Period* section.
- **Forwarded** – Lists applications you have sent to another person in the workflow, depending on requirements.

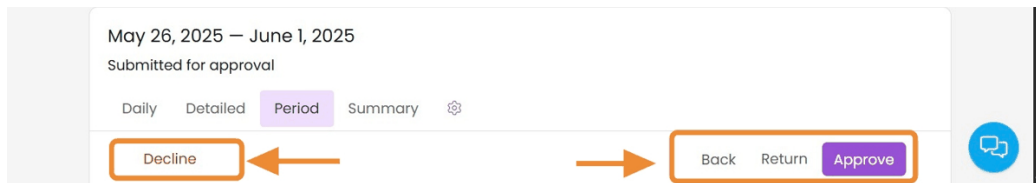


5. Select a timesheet to review



6. At the bottom of the timesheet, you will see the following options:

- **Back** – Return to the previous page without taking any action.
- **Return** – Send the application back to the employee with a message (e.g., if you require them to attach a document or make a correction).
- **Forward*** (will only show if there is more than one approver) – indicates you approve and forwards to next line of approval.
- **Approve (if you are the final approver)** – Approve the application so it can be processed.
- **Decline** – Fully decline the application. You will have the opportunity to provide a reason why in the message box that will appear after you select Decline.



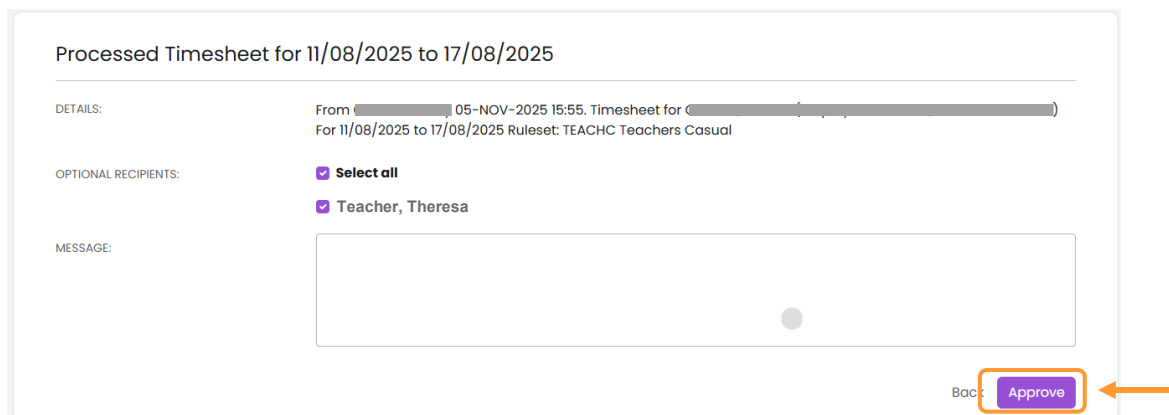
Forward*

Only the schools nominated Final Approver will have an Approve button, all other approvers will have “Back Return **Forward**” located on the bottom righthand corner - the selection of **Forward** is approval to move it to the next approver in the school’s workflow.



7. Final Approval

- Once the Final Approver clicks on Approve on the timesheet, the *Processed Timesheet* screen will appear. The Final Approver must click on **Approve** in this screen to submit the timesheet for payment.



8. Return function

- Use this function to return the timesheet to the employee to amend.

Submitted for approval

Daily Detailed **Period** Summary ⚙️

Edit

	WEEK 1							Period
	Mon 28/07	Tue 29/07	Wed 30/07	Thu 31/07	Fri 01/08	Sat 02/08	Sun 03/08	Total
Half Day - Casual Relief	3:48	3:48	3:48	3:48				15:12
Total CRT Shifts - current period	3:48	3:48	3:48	3:48				15:12
Total CRT Paid in this Pay	3:48	3:48	3:48	3:48				15:12

Decline Back Return Approve

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- Type a **message** or **instruction** to inform the employee why the timesheet is being returned to them. Click **Return** to return the timesheet to the employee.

Processed Timesheet for 28/07/2025 to 03/08/2025

DETAILS: From Theresa Teacher 13-AUG-2025 14:07. Timesheet for TEACHUSER, Theresa (Employee No 13532, English Teacher) For 28/07/2025 to 03/08/2025 Ruleset: TEACH PT Teachers PT

RETURN TO: Theresa Teacher

MESSAGE: Please Add one more Timesheet for your overtime

Back Return

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9. **Decline** function

- Use this function to fully decline the timesheet. You will have the opportunity to provide a reason why in the message box that will appear after you select Decline.
- Type a **message** or **instruction** to inform the employee why the timesheet is being declined. Click **Decline** to fully decline the timesheet.

Processed Timesheet for 11/08/2025 to 17/08/2025

DETAILS: From Connie Gooley 05-NOV-2025 15:55. Timesheet for GOOLEY, Connie (Employee No 10866, Casual - Teacher)
For 11/08/2025 to 17/08/2025 Ruleset: TEACHC Teachers Casual

OPTIONAL RECIPIENTS: ☒ **Select all**
☒ Connie Gooley

MESSAGE:

Decline

Back