

Timesheets

Introduction

The purpose of the quick reference guide is to assist VCAA casual employees in entering timesheets into eduPay and reviewing/updating timesheets using Employee Self Service (ESS). Once submitted, timesheets are approved or may be pushed back online by VCAA managers. All timesheets are recorded in hours.

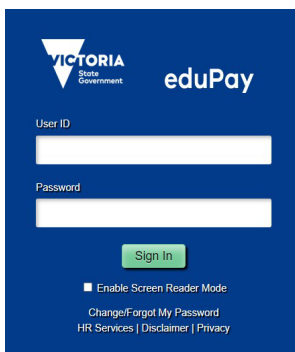
Employees can access eduPay and complete their timesheets via their mobile devices or computer.

In ESS, selecting the Review/Update Timesheet displays timesheet history, enabling employees to track the status of timesheet requests and easily navigate to other sections of Self Service to submit a timesheet. This page can also be used to view any of your timesheets and update timesheet requests that you have saved or have been pushed back by your principal.

Quick Steps

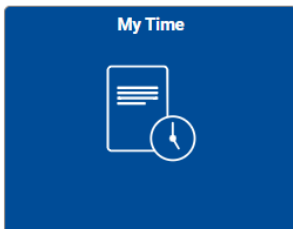
Step 1: login to eduPay

- Login to eduPay using your user ID (education email address) and password provided.



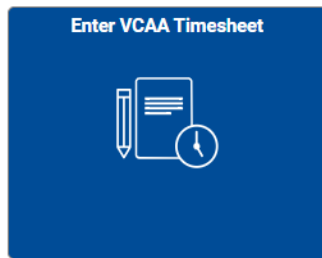
Step 2: Navigating to the My Time page.

- Employee homepage appears. Locate the MyTime tile.
- Click the MyTime tile to begin the process



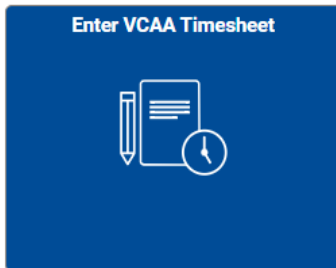
Step 3: Choose the My time action you want to complete.

- Time sheets can either:
 - Be entered in as a new timesheet or (continue to step 4),
 - Reviewed or updated from an existing entered timesheet (*go to Step 6: Review/Update a Timesheet*).



Step 4: Enter your new VCAA Timesheet details.

- Select the **Enter VCAA Timesheet** tile.



- Select the ***Date Range** drop-down field and select the date range for when you want to enter your work hours. The date range is a fortnightly range based on the department's fortnightly pay cycle, which starts on a Sunday and ends on the Saturday the fortnight after. By default, it will show you the current pay fortnight.

Timesheet

Ian
VCAA Casual Staff

Enter Timesheet

*Date Range 25/08/2024-07/09/2024 ▼

*Role

- 08/09/2024-21/09/2024
- 25/08/2024-07/09/2024**
- 11/08/2024-24/08/2024
- 28/07/2024-10/08/2024
- 14/07/2024-27/07/2024
- 30/06/2024-13/07/2024
- 16/06/2024-29/06/2024

- Then select the ***Role** that you are wanting to enter timesheet for. If you have been appointed and assigned to multiple roles, choose the role from the drop-down field.

Timesheet



Ian
VCAA Casual Staff

Enter Timesheet

*Date Range 25/08/2024-07/09/2024 ▾

*Role

Administrator Level 5 611305 VCAA-Communications
Co-ordinator Level 5 611216 VCAA-Assessment Data
LO443 Armenian VCEEX 2024 Administrator Level 5

- Then click **Go**

Timesheet



Ian
VCAA Casual Staff

Enter Timesheet

*Date Range 25/08/2024-07/09/2024 ▾

*Role Administrator Level 5 611305 VCAA-Communications ▾

Go

Step 5: Enter your hours into the timesheet.

- The **VCAA Enter Timesheet page** will appear
- You will see the all the days in the fortnight of the date range you had previously selected. The fortnight range is based on the department’s fortnightly pay cycle, which starts on a Sunday and ends on the Saturday the fortnight after

VCAA Enter Timesheet

25/08/2024 - 07/09/2024

25/08 Sun	<input type="text" value="0.00"/>
26/08 Mon	<input type="text" value="0.00"/>
27/08 Tue	<input type="text" value="0.00"/>
28/08 Wed	<input type="text" value="0.00"/>
29/08 Thu	<input type="text" value="0.00"/>
30/08 Fri	<input type="text" value="0.00"/>
31/08 Sat	<input type="text" value="0.00"/>
01/09 Sun	<input type="text" value="0.00"/>
02/09 Mon	<input type="text" value="0.00"/>
03/09 Tue	<input type="text" value="0.00"/>
04/09 Wed	<input type="text" value="0.00"/>
05/09 Thu	<input type="text" value="0.00"/>
06/09 Fri	<input type="text" value="0.00"/>
07/09 Sat	<input type="text" value="0.00"/>
TOTAL	0.00

Comment

Save

Submit

25/08/2024 - 07/09/2024

25/08 Sun	<input type="text" value="0.00"/>	
26/08 Mon	<input type="text" value="0.00"/>	
27/08 Tue	<input type="text" value="0.00"/>	
28/08 Wed	<input type="text" value="4.00"/>	4 hours 0 minutes
29/08 Thu	<input type="text" value="4.00"/>	4 hours 0 minutes
30/08 Fri	<input type="text" value="0.00"/>	
31/08 Sat	<input type="text" value="0.00"/>	
01/09 Sun	<input type="text" value="0.00"/>	
02/09 Mon	<input type="text" value="0.00"/>	
03/09 Tue	<input type="text" value="0.00"/>	
04/09 Wed	<input type="text" value="4.00"/>	4 hours 0 minutes
05/09 Thu	<input type="text" value="0.00"/>	
06/09 Fri	<input type="text" value="0.00"/>	
07/09 Sat	<input type="text" value="0.00"/>	
TOTAL	12.00	12 hours 0 minutes

Comment

Save

Submit

- Click **Comment** if you'd like to enter any comments regarding your timesheet.
- Enter the comments into the text field in the pop-up window and click **Done** when complete

- You can save your timesheet each day during the period by clicking **Save**. A pop-up notification will appear

Draft Timesheet saved successfully with generated Timesheet code of: VC00000077

OK

- Enter the hours you have worked against the appropriate days for the role that had been selected.
- Weekends are highlighted in blue.
- Use the format whole number hours and decimal places for parts of hours, for example:
 - 6 hours and 30 mins, is entered it into the field as 6.5
 - 5 hours and 45 mins, is entered it into the field as 5.75
 - When you entered, the right side of the field will show detail the number of hours entered for the day
- If you have been appointed to panel-based roles, there may be a cap on the number of hours you can enter for the cycle of the panel. You can only submit hours not exceeding the agreed cap.

- Once you have entered the relevant hours, click **Submit**. A prompt will appear to confirm that your timesheet is complete before submitting

You are submitting your time for the whole fortnight for approval. You will not be able to amend this timesheet unless it is pushed back to you by the approver. If your timesheet is incomplete and/or you did not mean to submit your timesheet yet, please select Cancel, otherwise select Ok to submit the time for approval.

OK

Cancel

- Click **OK** to submit or **Cancel** to review and update your timesheet before submitting.

Step 6: Review/Update a Timesheet.

If a timesheet has been pushed back by your manager, you will require to review the timesheet and update before resubmitting timesheet for approval.

- Click on the **Review/Update VCAA Timesheet** tile.



- Select the **From Date** field to enter first day of your work week. Either:
 - manually enter the date with the format dd/mm/yyyy. (e.g. 24/02/2024)
 - click the calendar symbol to open a calendar find the date you need.
- Enter the details for the **To Date** field using the same method.

 A screenshot of the "Review/Update VCAA Timesheet" form. The form includes a user profile for "Ian VCAA Casual Staff", a title "Review/Update VCAA Timesheet", and input fields for "From Date", "To Date", "Role", and "Status". A "Refresh" button is at the bottom. A calendar pop-up is open, showing August 2024 with the 30th highlighted.

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- Choose the relevant **Role** of the time sheet from the drop-down menu

Review/Update VCAA Timesheet

From Date

To Date

Role

Status

[Refresh](#)

- Choose the status of your time sheet from the drop-down menu.
 - Approved: The manager has approved the timesheet request
 - Denied: The manager does not approve the timesheet request
 - Pending Approval: The timesheet request has been submitted and is awaiting approval by manager
 - Pushed Back: The manager requires the requested timesheet to be amended before being resubmitted for approval
 - Saved: The timesheet request has been saved, but not yet submitted for approval,

From Date

To Date

Role

Status

- Approved
- Denied
- Pending Approval
- Pushed Back
- Saved

- Select **Refresh** to open the timesheet.

Step 7: Open the timesheet.

- The list of save and submitted timesheets
- Select the link in the **Status** column to view the timesheet. If the timesheet can be edited (e.g. status is *Pushed Back*, *Draft*), it will return the same editable timesheet.
 - Status – the status of the timesheet
 - Role – Role relevant to the timesheet
 - Timesheet Code – Unique identifier for a timesheet request
 - Total Hours – Total hours in the submitted timesheet.
 - From and To Date - First and last day of the fortnight pay cycle, when the timesheet was entered

Status	Role	Timesheet Code	Total Hours	From Date	To Date
1 Draft	AC033 Accounting VCEEX 2024 Administrator Level 1	VC00000077	7.5	08/11/2024	08/24/2024
2 Pushed Back	AC033 Accounting VCEEX 2024 Administrator Level 1	VC00000062	35	07/28/2024	08/10/2024

Step 7: Update your hours into the timesheet.

- Review and update the hours you have worked against the appropriate days
- Use the format whole number hours and decimal places for parts of hours, for example
 - 6 hours and 30 mins, is entered it into the field as 6.5
 - 5 hours and 45 mins, is entered it into the field as 5.75
- Complete all required time fields

25/08/2024 - 07/09/2024

25/08 Sun	<input type="text" value="0.00"/>	
26/08 Mon	<input type="text" value="0.00"/>	
27/08 Tue	<input type="text" value="0.00"/>	
28/08 Wed	<input type="text" value="4.00"/>	4 hours 0 minutes
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30/08 Fri	<input type="text" value="0.00"/>	
31/08 Sat	<input type="text" value="0.00"/>	
01/09 Sun	<input type="text" value="0.00"/>	
02/09 Mon	<input type="text" value="0.00"/>	
03/09 Tue	<input type="text" value="0.00"/>	
04/09 Wed	<input type="text" value="4.00"/>	4 hours 0 minutes
05/09 Thu	<input type="text" value="0.00"/>	
06/09 Fri	<input type="text" value="0.00"/>	
07/09 Sat	<input type="text" value="0.00"/>	
TOTAL	12.00	12 hours 0 minutes

Comment

Save

Submit

- To enter comments as part of your timesheet to explain issues like reduced hours or additional entries select the comments button
- Enter the comments into the text field in the pop-up window.
- When complete click done.

- You can save your timesheet each day during the period by clicking **Save**. A pop-up notification will appear

Draft Timesheet saved successfully with generated Timesheet code of: VC00000077

OK

- Once you have entered the relevant hours, click **Submit**. A prompt will appear to confirm that your timesheet is complete before resubmitting

You are submitting your time for the whole fortnight for approval. You will not be able to amend this timesheet unless it is pushed back to you by the approver. If your timesheet is incomplete and/or you did not mean to submit your timesheet yet, please select Cancel, otherwise select Ok to submit the time for approval.

OK

Cancel

- Click **OK** to submit or **Cancel** to further review and update your timesheet before resubmitting

Timesheets Frequently Asked Questions (FAQs)

For a step by step guide in timesheet entry please see our: [Employee Self-Service Timesheet \(eduPay\)](#)

How do I complete my timesheet when I'm employed in several roles with the VCAA?

Any employee who is hired in multiple roles with the VCAA will receive a separate contract for each role appointment. In eduPay select the role from the drop-down box and complete the timesheet. You must complete in eduPay a timesheet for each position.

My role is not appearing in the eduPay drop down list?

Your new VCAA role will be added into eduPay prior to the commencement of your employment. If you have begun your employment and your role is still not visible, please contact VCAA HR via email immediately.

How do I enter my time spent working when I worked in several sessions on a given day?

Enter the total number of hours you worked minus breaks. For example, if you completed 20 minutes in the morning, then 1 hour and 40 minutes in the afternoon, and then 3 and a half hours in the evening on a given day, a total of 5.5 hours (5 hours and 30 minutes) should be entered into your timesheet.

Why do I need to add comments to my timesheet?

Comments in the timesheet are required to assist managers in validating timesheets. If they are unsure what work was completed, they may push back the timesheet requesting an explanation and thus delaying the payment of your timesheet. Please include comments in the timesheet to explain the hours claimed and work completed, or additional information such as if the hours you worked differ from your scheduled or agreed hours.

Do I need to deduct meal breaks from my timesheet total?

Meal breaks are unpaid. Employees must not work more than 5 hours without a meal break of at least 30 minutes. For example, if you have worked from 9am to 5pm, you must deduct a 30-minute meal break from your total.

What do I do if I have made an error on my timesheet but have already submitted it for approval?

Contact your unit or manager as soon as possible and request that your timesheet is be pushed back so amendments can be made.

When should I submit my timesheet?

It is recommended that you complete your hours of work progressively each day in your timesheet and **save** as you go. Your timesheet should only be submitted once all days of work within a fortnight are completed.

I submitted my timesheet after the deadline, when will I get paid?

If you do not submit your timesheet by the due date listed in the [VCAA Pay Calendar](#), it will be paid in the following pay cycle.

How do I track the status of my timesheet?

All payroll notifications and status updates are sent to your education email address. If you do not currently use your education email address, you can check the status of your timesheet by going to the 'Review/Update Timesheet' tile under 'My Time' (see steps in timesheet entry guide).

My timesheet was pushed back what do I do?

If your manager has noticed an error on your timesheet, they will push it back with a comment noting the changes that are required. To review your pushed back timesheet, go to 'Review/Update Timesheet' tile in eduPay. Your timesheet that has been pushed back will have the status 'Pushed Back'. Click on the timesheet, review the comment, make the required changes, and then resubmit for approval.

Am I able to backdate my timesheet for periods I have worked in the past?

Timesheets can be backdated no later than 3 months after work has been completed. When generating a timesheet make sure to select the fortnight relevant to work completed (i.e. do not submit a timesheet for December if you worked in October). Timesheets must reflect all the work that has been completed in the relevant pay fortnight.

Who do I contact if I have questions about what I can claim on my timesheet?

Your immediate manager or business unit should be contacted if you are unsure what hours are deemed claimable on your timesheet.

I am trying to generate a timesheet in eduPay but when I click 'GO' nothing happens?

Your timesheet will generate in a new window when you click 'Go'. It may not open if you currently have pop-ups enabled in your internet browser. To disable your pop-up blocker, for [Google Chrome](#) or [Microsoft Edge](#).

How to enter my time in decimal format?

Hours are to be entered in eduPay using a decimal format. For example: 2 hours and 30 minutes should be entered in as '2.5'. Refer to the table below to assist with converting minutes into decimals.

Minutes	Decimal Hours	Minutes	Decimal Hours	Minutes	Decimal Hours	Minutes	Decimal Hours	Minutes	Decimal Hours	Minutes	Decimal Hours
1	0.02	11	0.18	21	0.35	31	0.52	41	0.68	51	0.85
2	0.03	12	0.20	22	0.37	32	0.53	42	0.70	52	0.87
3	0.05	13	0.22	23	0.38	33	0.55	43	0.72	53	0.88
4	0.07	14	0.23	24	0.40	34	0.57	44	0.73	54	0.90
5	0.08	15	0.25	25	0.42	35	0.58	45	0.75	55	0.92
6	0.10	16	0.27	26	0.43	36	0.60	46	0.77	56	0.93
7	0.12	17	0.28	27	0.45	37	0.62	47	0.78	57	0.95
8	0.13	18	0.30	28	0.47	38	0.63	48	0.80	58	0.97
9	0.15	19	0.32	29	0.48	39	0.65	49	0.82	59	0.98
10	0.17	20	0.33	30	0.50	40	0.67	50	0.83	60	1.0

I am trying to generate a timesheet and the error 'A timesheet already exists for these dates for this role. Please return to the previous page and use the Review/Update VCAA Timesheet option instead'?

If you are receiving the above error when attempting to generate a timesheet, it means you have already generated a timesheet for the fortnight and role you have entered. You can only generate 1 x timesheet for any given fortnight. You need to use the 'Review/Update Timesheet' tile function under 'My Time' to edit an already generated timesheet.

How do I add my next day of work to my timesheet if I have already started my timesheet for the fortnight in eduPay?

Once you have generated the timesheet for the fortnight, to add to it, you need to use the 'Review/Update Timesheet' tile under 'MY TIME' on the homepage. Your timesheet should be in Draft or Saved status, and you can open and continue to add hours accordingly.

I can't find my generated timesheet using the 'Review/Update Timesheet' tile?

It is recommended you try searching by using the 'Role' section only or leaving all the search fields blank (i.e. don't add any text) and just hit the refresh button. This will bring up all your generated timesheet and their status. If you continue to experience issues, please contact VCAA HR.

I forgot to add hours of work in a fortnight that I have already been paid for, what do I do?

Please do not add hours missed in a previous fortnight to a forward dated timesheet as your manager will not be able to approve it. If you have been paid for a fortnight, but for example forgot to include 1 day of work within the fortnight, urgently contact VCAA HR via email. In the email include the fortnight period, your unique timesheet code, your role, and the reason as to why you need your paid timesheet pushed back. HR will then work with the eduPay systems team to get your paid timesheet pushed back to you so you can add the missed hours. Once resubmitted and reapproved, the difference owed will be paid in the next available pay cycle.

My timesheet is still on Pending Approval status, and I have not received payment?

Your manager has until Friday evening the week before the pay cycle to review/approve timesheets. Refer to the pay timelines [here](#). If your timesheet has been on 'Pending Approval' status for more than one pay cycle, please urgently contact your manager and ask them to review/approve your timesheet.

What do the timesheet status' mean?

- Approved: The manager has approved the timesheet request.
- Denied: The manager does not approve the timesheet request (for example, you may have submitted it under the incorrect role or tried to claim hours in the wrong fortnight).
- Pending Approval: The timesheet request has been submitted and is awaiting approval by your manager.
- Pushed Back: The manager requires the requested timesheet to be amended before being resubmitted for approval – refer to comment section.
- Saved/Draft: The timesheet request has been saved but not yet submitted for approval.

Why are my fortnight period dates in US format in eduPay (MM/DD/YYYY)?

Your internet browser settings are likely set to a US format. To change it to an AUS format (DD/MM/YYYY) see [here](#).

I was expecting payment in this week's pay cycle but did not receive any payment?

There may be multiple reasons why you are yet to receive your payment. See below:

- Your timesheet might have been submitted after the timesheet submission deadline. Refer to the pay timelines [here](#). In this instance your timesheet will be paid in the next fortnightly pay cycle.
- Your manager may have pushed back your timesheet, and it was not resubmitted before pay finalisation the Friday before the pay cycle week. In this instance, you need to review/update your timesheet and submit to your manager for payment in the next fortnightly pay cycle.
- You may not have generated a timesheet in eduPay, or the timesheet is sitting in 'Draft' status and has not been submitted to your manager for review approval. In this instance, you need to generate a timesheet or submit your draft timesheet so the manager can review/approve it for payment in the next fortnightly pay cycle.

Why am I not receiving payroll notifications regarding my timesheet?

All payroll notifications are automated through eduPay and sent via your education email address. Email notifications include alerts when you have submitted your timesheet, when your manager has approved, pushed back, or denied your timesheet and what cycle you can expect payment. You can access your education email here: [Log in to eduMail or education mail](#)

How do I view my payslips?

You can view your payslips using eduPay self-service. Log into eduPay, go to the 'My Pay' tile, then select 'View Payslips'.

How do I understand my payslip?

If your timesheets are submitted in line with the VCAA pay calendar timelines, your timesheet will be broken down into 2 payment lines. One line will outline the dates worked, your base rate level, hours approved and \$ amount. The second line refers to your +25% casual loading amount for the same dates worked, hours approved and \$ amount. If you times (x) your total hours by your hourly rate on your Employment Offer you will find your payment to be correct.

If your timesheet is submitted out of cycle, i.e. you submitted it a month after work was completed, the payment will line will appear as 'Arrears' on your payslip. If you times (x) your total hours by your hourly rate on your Employment Offer you will find your payment to be correct. Refer to payslip guide on our [website](#).

Is my school eligible to receive a CRT payment if I am absent from school for approved VCAA work activities?

There is policy & process for schools to seek CRT reimbursements if for example you were asked to work during school hours for a VCAA role. This information can be found on our website: <https://www.vcaa.vic.edu.au/About-us/Pages/CasualJobs.aspx> under 'Resources for Schools'.

Can I direct my VCAA payment to my school?

Under [Ministerial Order 1451](#), all employees of the VCAA are to be paid directly into their nominated bank account for any work completed for the VCAA. In cases where an employee holds another position elsewhere, it is their responsibility to coordinate their commitments/leave accordingly with their other employer. Under Ministerial Order 1451 and Teaching Service Ministerial Order 1388, there is no provision for VCAA employees to claim payment from both employers for the same period of work.

When will my entitlements be paid?

Entitlements such as overtime will be made retrospectively. At the end of every pay cycle, roles that may be eligible to receive entitlements are reviewed by unit managers/executive directors. If an employee is eligible to receive penalty payments in line with the MO, payment will be made in the next fortnight's pay cycle. All employees who are entitled to receive a payment in the next cycle will receive an email from HR.

I am a shift worker, why can't I see my role/timesheet in eduPay?

All shift workers are paid through attendance records in eduPay. This means your VCAA unit manager and HR administrator enter your shift records into eduPay, so you are not required to submit a timesheet for your role. Payments for shift work will automatically be paid fortnightly in line with the VCAA Pay Calendar [here](#). Your manager may seek information from you regarding shifts every fortnight to assist with record keeping.

I am experiencing issues with eduPay functionality and usability?

A user may, on occasion, experience usability issues with eduPay, generally following an upgrade to the system. These issues may include buttons not displaying correctly or unexpected page formatting. To resolve these usability issues, the internet browser cache and browsing history must be cleared.

System upgrades occasionally result in some users experiencing usability issues in eduPay. Where users are experiencing issues with the operation of eduPay they are advised to clear the 'cache' of your internet web browser.