



# Delt Employee Mini Guide

## Employee Timesheet Management

16/09/2020

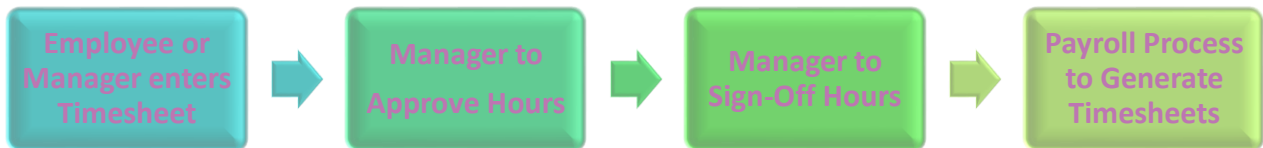
Author: Carmen Garcia

## Table of Contents

Overview.....	3
1. How Employees View Timesheets.....	4
1.1. Steps to Complete – Employee View Timesheets.....	4
2. How Employees Add Timesheets.....	6
2.1. Steps to Complete to Add a Timesheet.....	6
3. Delete Timesheets.....	8
3.1. Steps to Complete – To Delete Timesheets.....	8
4. Update Timesheets.....	10
4.1. Steps to Complete – Update Timesheets.....	10

## Overview

Users can view and maintain timesheet entry for approval. Once an employee has submitted the timesheet for approval, their Manager will need to approve or reject the hours and sign-off which will then transfer to Payroll.



This document outlines how the:-

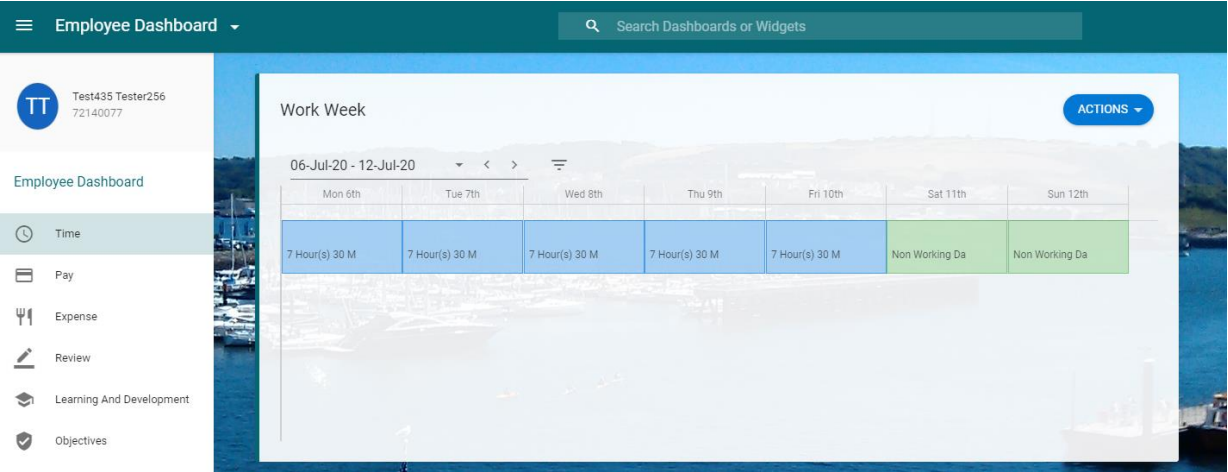
- View an employee's timesheet
- Insert an employee's timesheet
- Delete an employee's timesheet
- Update an employee's timesheet

# 1. How Employees View Timesheets

## 1.1. Steps to Complete – Employee View Timesheets

**Login to the Employee Dashboard**

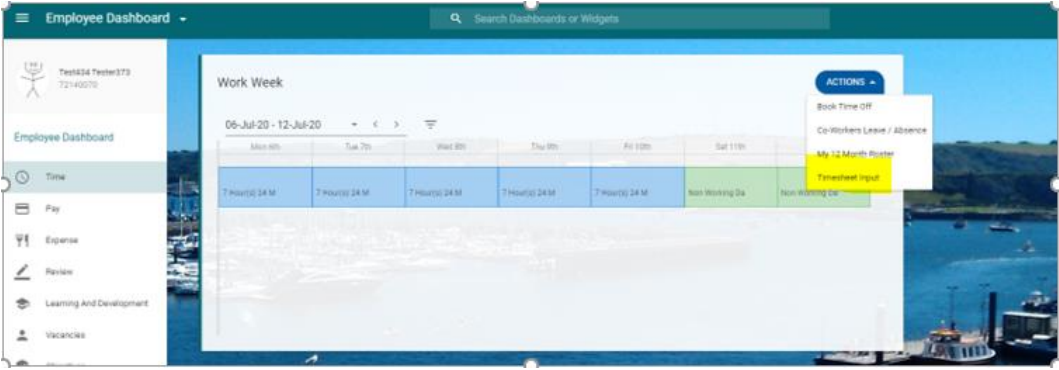
1. Employee logs on to CorePortal.
2. Employee goes to the Work Week Widget



**View Timesheets**

To view timesheets for a selected week:

1. Using the *Work Week* widget, click **Actions**.
2. Click **Timesheet Input**.



3. Timesheets display for the current week.
4. (Optional) Click the calendar option to navigate to previous/future weeks.

**Timesheet Input**  
Employee Dashboard > Timesheet Input

Employee: Emily Taylor | Post Title: Payroll Assistant

29-Apr-2019

Rejected
Recode Required
Approval Required
Reason Code Required
Narrative Attached

ADD

Pay Code	Entry Type	Days							Total
		Mon 29th	Tue 30th	Wed 1st	Thu 2nd	Fri 3rd	Sat 4th	Sun 5th	
Overtime @ 1.00	M	2.00	1.00						3.00
Overtime @ 2.00	M				4.00				4.00
		2.00	1.00	0.00	4.00	0.00	0.00	0.00	7.00

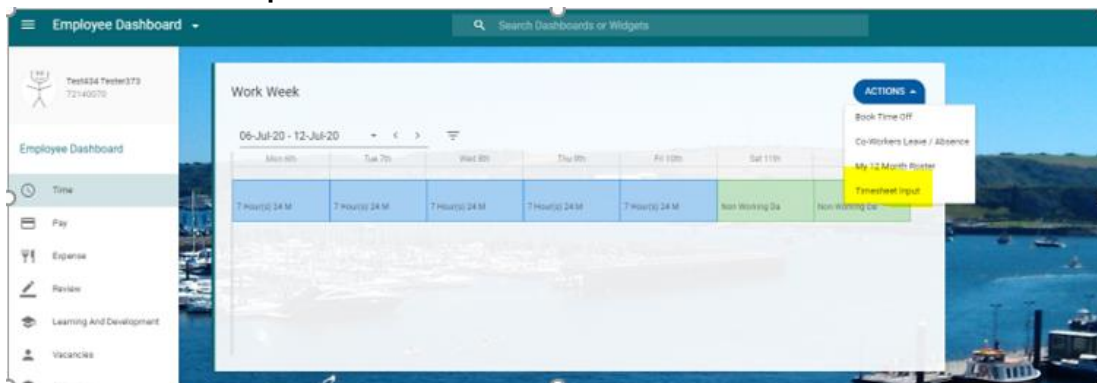
## 2. How Employees Add Timesheets

### 2.1. Steps to Complete to Add a Timesheet

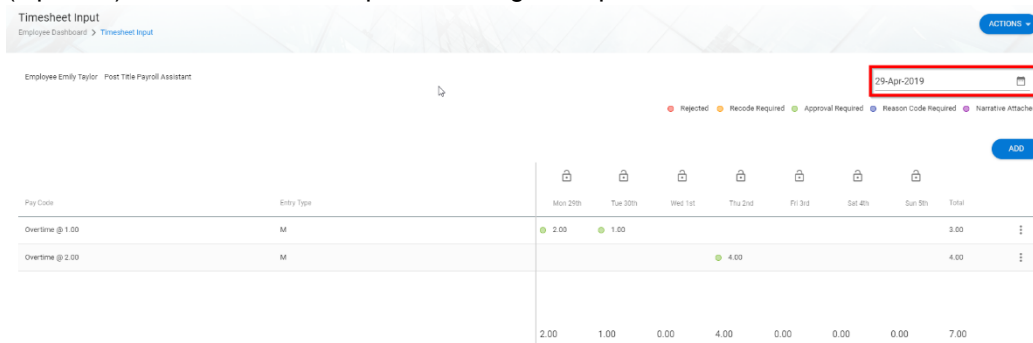
#### Add Timesheets

To add timesheets for a selected week:

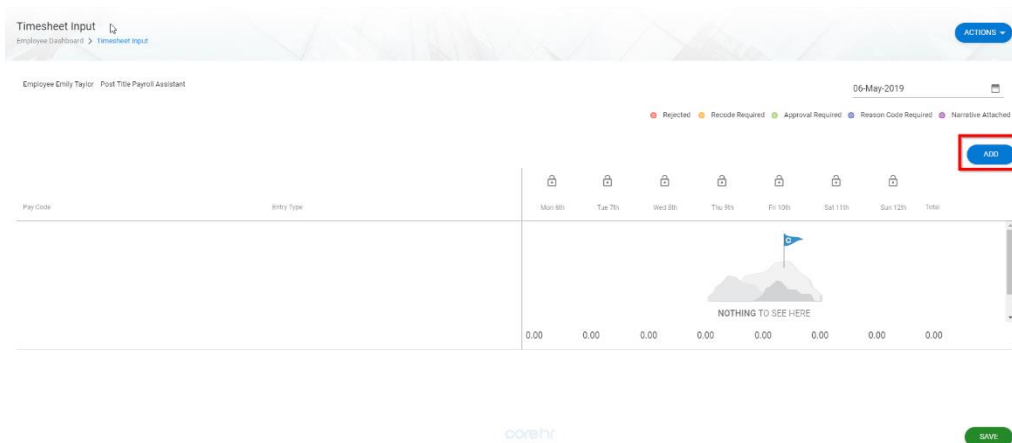
1. Using the *Work Week* widget, click **Actions**.
2. Click **Timesheet Input**.



3. Timesheets display for the current week.
4. (Optional) Click the calendar option to navigate to previous/future weeks.

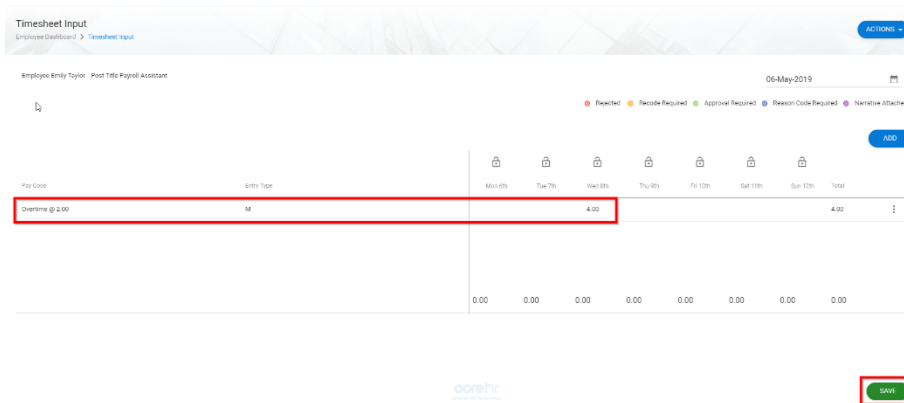


5. Click **Add**



6. Enter the timesheet record:

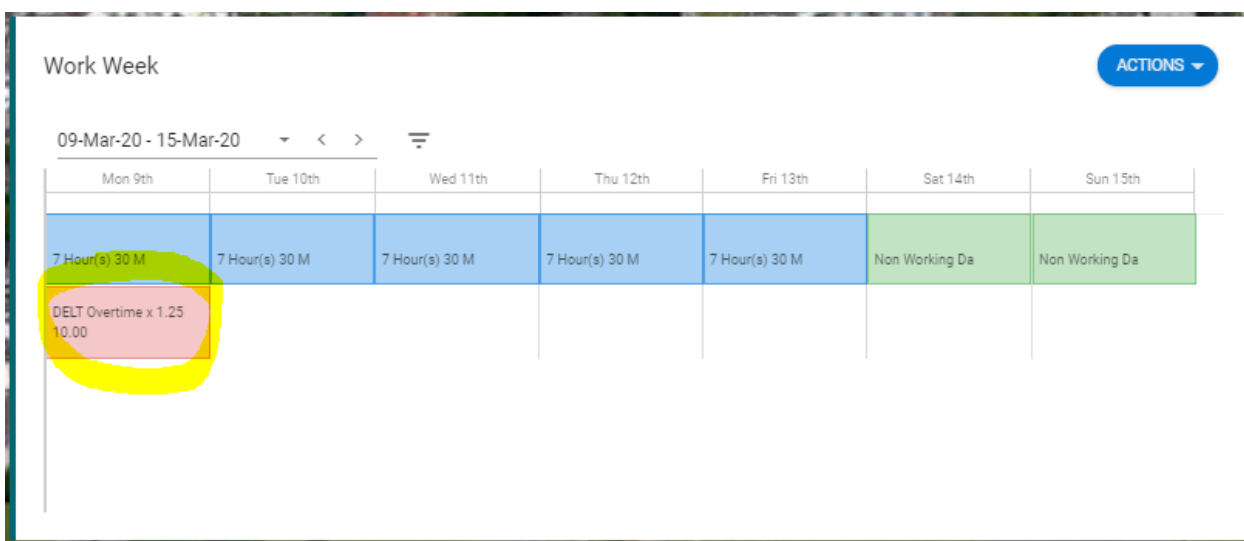
- Select Pay code using the Pay Code list of values (if you start to type e.g. “Over” the list will restrict and only show Pay Codes that begin with “Over” i.e. Overtime)
- Click the cell of the relevant day and enter value. E.g. 4 hours overtime
- Tab or press ENTER/RETURN.
- Repeat for all other days.
- (Optional) To add reason code/narrative, click corresponding ellipsis and click **Add Reason** and/or **Add/View Comments**.
- Click **Save**.



Pay Code	Entry Type	Mon 09th	Tue 10th	Wed 11th	Thu 12th	Fri 13th	Sat 14th	Sun 15th	Total
Overtime @ 2.00	M	4.00							4.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

7. Timesheets are saved. Repeat for additional Pay Codes.

8. When you look back at the Work Week Widget, you will see that the Timesheet you have input, will appear on your widget (in this example we created 10 hours of Delt Overtime x 1.25)



Mon 9th	Tue 10th	Wed 11th	Thu 12th	Fri 13th	Sat 14th	Sun 15th
7 Hour(s) 30 M DELT Overtime x 1.25 10.00	7 Hour(s) 30 M	7 Hour(s) 30 M	7 Hour(s) 30 M	7 Hour(s) 30 M	Non Working Da	Non Working Da

## 3. Delete Timesheets

### 3.1. Steps to Complete – To Delete Timesheets

#### Delete Timesheets

##### **Note:**

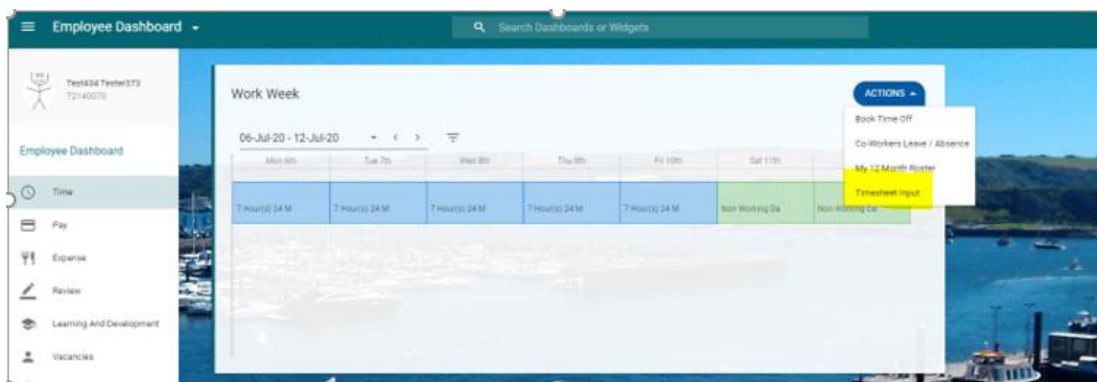
Deleting a Pay Code using the process below will delete the entire row. To delete the Pay Code for a single day only (and multiple days entered), best practice is to:

- Click into the value cell for the Pay Code/Day
- Delete the value only.
- Click **Save**.

If the Timesheet has already been approved, you will get an error message, informing that the timesheet has already been approved/signed off. You should speak to your Manager or Payroll Department

To delete timesheets for a selected week:

1. Using the *Work Week* widget, click **Actions**.
2. Click **Timesheet Input**.



3. Timesheets display for the current week.
4. (Optional) Click the calendar option to navigate to previous/future weeks.



Timesheet Input  
Employee Dashboard > Timesheet Input

Employee: Emily Taylor | Post Title: Payroll Assistant

29-Apr-2019

● Rejected ● Recode Required ● Approval Required ● Reason Code Required ● Narrative Attached

ADD

Pay Code	Entry Type	Mon 29th	Tue 30th	Wed 1st	Thu 2nd	Fri 3rd	Sat 4th	Sun 5th	Total
Overtime @ 1.00	M	2.00	1.00						3.00
Overtime @ 2.00	M				4.00				4.00
		2.00	1.00	0.00	4.00	0.00	0.00	0.00	7.00

5. To delete the Pay Code (e.g. remove “Overtime @ 1.50”)

- Locate the Pay Code to be deleted.
- Click the ellipsis.
- Click **Delete**.
- Click **Yes** to confirm.

6. Click **Save**.

● Rejected ● Recode Required ● Approval Required ● Reason Code Required ● Narrative Attached

ADD

Pay Code	Entry Type	Mon 29th	Tue 30th	Wed 1st	Thu 2nd	Fri 3rd	Sat 4th	Sun 5th	Total
Overtime @ 1.00	M	2.00	1.00						3.00
Overtime @ 2.00	M				4.00				4.00
		2.00	1.00	0.00	4.00	0.00	0.00	0.00	7.00

Add Reason  
 Add/View Comments  
**Delete**

corehr

SAVE

**Note:**

Deleting a Pay Code using the above process will delete the entire row. To delete the Pay Code for a single day only (and multiple days entered), best practice is to:

- Click into the value cell for the Pay Code/Day
- Delete the value only.
- Click **Save**.

If the Timesheet has already been approved, you will get an error message, informing that the timesheet has already been approved/signed off. You should speak to your Manager or Payroll Department

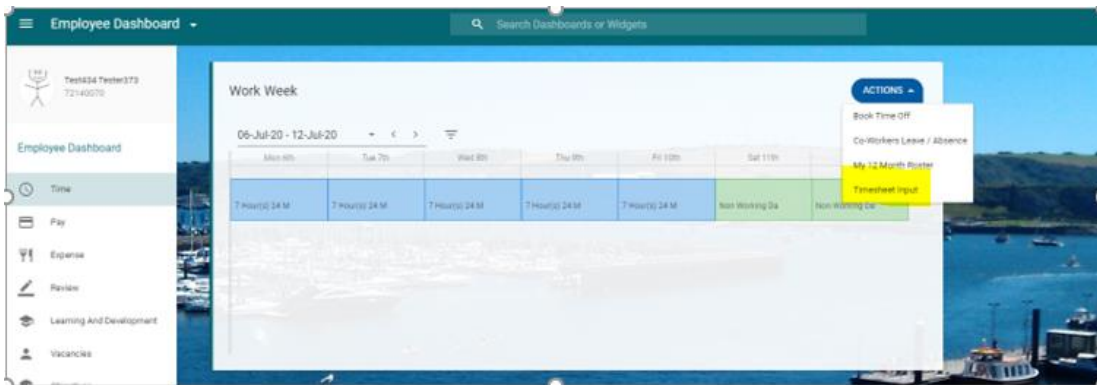
# 4. Update Timesheets

## 4.1. Steps to Complete – Update Timesheets

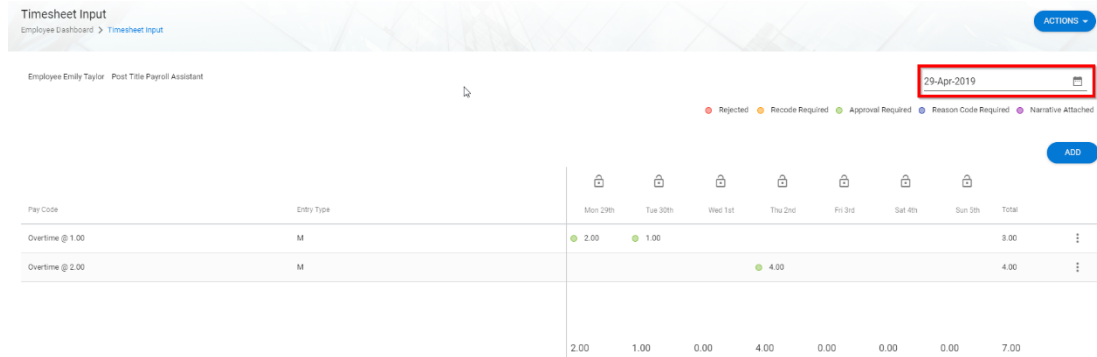
### Update Timesheets

To update timesheets for a selected week:

1. Using the *Work Week* widget, click **Actions**.
2. Click **Timesheet Input**.



3. Timesheets display for the current week.
4. (Optional) Click the calendar option to navigate to previous/future weeks.



5. To update the Pay Code (e.g. Change “Overtime @ 2.00” to “Overtime @ 1.50”):
  - a. Click the Pay Code cell to be updated.
  - b. Search for and select the replacement Pay Code.
6. Click **Save**.

Pay Code	Entry Type	Mon 29th	Tue 30th	Wed 1st	Thu 2nd	Fri 3rd	Sat 4th	Sun 5th	Total
Overtime @ 1.00	M	2.00	1.00						3.00
Overtime @ 1.50	M				4.00				4.00
		2.00	1.00	0.00	4.00	0.00	0.00	0.00	7.00

ADD

corely

SAVE

7. To update the value (e.g. change 4hrs to 2hrs):
  - a. Click the value cell to be updated.
  - b. Enter the new value.
8. Click **Save**.

Pay Code	Entry Type	Mon 29th	Tue 30th	Wed 1st	Thu 2nd	Fri 3rd	Sat 4th	Sun 5th	Total
Overtime @ 1.00	M	2.00	1.00						3.00
Overtime @ 1.50	M				2				4.00
		2.00	1.00	0.00	4.00	0.00	0.00	0.00	7.00

ADD

corely

SAVE

**Note:**

Updating a Pay Code will update the Pay Code for the entire row. To update the Pay Code for a single day (and multiple days entered), best practice is to:

1. Use step 7 above to update the value to 0 for the existing record for the relevant day only.
2. Add a new row for the new Pay Code with corresponding value.
3. Save.

