User quick guide to submitting timesheet claims within HR Organiser.

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Stage 1: Employee submits a timesheet in HR Organiser.

The process below is how to manage entering a timesheet in HR Organiser.

- Log in to HR Organiser, the Employee Self Service (ESS) system. You will need your University username (your email address without the @essex.ac.uk) and password. This is the same password you use to log on to the network and into your emails.
- Select the ‘Pay & Benefits’ button at the top of the screen.
- Once selected, you will see the ‘Timesheets’ section; click on ‘Add claim’ to start your timesheet.

NOTE: Please be aware of the timesheet cut-off date. If your timesheet is submitted but not approved within the cut-off date, it will not be paid until the next payroll period.
This will then open a new window.

The three timesheet forms that are available are:

- UoE Hourly Paid Staff Standard Timesheet – For staff submitting basic hours
- UoE Salary Paid Staff Standard Timesheet – For staff submitting overtime or additional hours
- UoE Residence Life Timesheet – For Residence Assistants, Community Assistants and Residence Life Coordinators.

Once the timesheet template is picked, press ‘new’ to start building your submission.

Now you can build your timesheet by entering the necessary information. Depending on the timesheet form you choose, you will have different fields to complete.

If you are claiming for more than one day, you can use the + icon on the timesheet form to add another line. If you have accidently pressed it and do not want to add anything else, just click the − icon.

Some timesheets have more than one page depending on what template is selected.

On the timesheet, you do not need to enter the Costing information.
**UoE Hourly Paid Staff Standard Timesheet**

- This can be used to claim for basic hours for hourly paid staff.
- This form only consists of one page.

**NOTE:** Please be aware of the timesheet cut-off date. If your timesheet is submitted but not approved within the cut-off date, it will not be paid until the next payroll period.

You should complete one line in the timesheet for each day worked, however you should only submit once per week at the end of your working week.

If you are missing any information, or for any reason cannot submit the timesheet just yet, you can save it as a draft by clicking ‘save draft’. You also have an option of printing your timesheet.

Once complete, press ‘submit’ at the bottom of the timesheet. This will take you to the next stage of submission (refer to **Stage 2: Employee submits the timesheet** on page 9).
NOTE: Please be aware of the timesheet cut-off date. If your timesheet is submitted but not approved within the cut-off date, it will not be paid until the next payroll period.

UoE Salary Paid Staff Standard Timesheet

- This can be used to claim for overtime/ additional hours by salary paid staff.
- This form only consists of one page.

For staff on grades 1-6 Overtime @1.0 should be selected for hours up to and including 36 hours per week. For hours worked over 36 per week, overtime will be paid at the rate of time-and-a-half, Monday to Saturday or double-time on Sunday.

You should complete one line in the timesheet for each day worked, however you should only submit once per week at the end of your working week.

If you are missing any information, or for any reason cannot submit the timesheet just yet, you can save it as a draft by clicking ‘save draft’. You also have an option of printing your timesheet.

Once complete, press ‘submit’ at the bottom of the timesheet. This will take you to the next stage of submission (refer to Stage 2: Employee submits the timesheet on page 9).
UoE Residence Life Timesheet

- This timesheet form consists of three pages – Residence Assistants use page 1 for on call shifts and basic hours (e.g. for programming), Community Assistants use page 2 for on call shifts and basic hours, Residence Life Coordinators use page 3 for on call shifts only.

- Ensure you only complete the page relevant to the position you are claiming hours/shifts for and leave the remaining page(s) blank.

NOTE: If you are submitting hours on more than one page of this timesheet, first fill out all relevant pages before pressing ‘submit’.

Page 1 – Residence Assistants On Call Shifts and Basic Hours

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
<th>Costing (Office Use Only)</th>
<th>Total Shifts Worked</th>
</tr>
</thead>
</table>

Choose type of on call shift from drop down or basic hours in the second row

Enter date worked & details

Enter number of shifts worked (This will usually be 1)

Enter number of hours worked

NOTE: Pay attention to the timesheet cut-off date. If your timesheet is submitted but not approved within the cut-off date, it will not be paid until the next payroll period.
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Page 2 – Community Assistants On Call Shifts and Basic Hours

Choose type of on call shift from drop down or basic hours in the second row

Enter number of shifts worked (This will usually be 1)

Enter number of hours worked

Enter date worked & details

Page 3 – Residence Life Coordinators On Call Shifts

Choose type of on call shift from drop down

Enter date worked & details

Enter number of shifts worked (This will usually be 1)
You should complete one line in the timesheet for each day worked, however you should only submit once per week at the end of your working week.

If you are missing any information, or for any reason cannot submit the timesheet just yet, you can save it as a draft by clicking ‘Save draft’. You also have an option of printing your timesheet.

Once complete, press ‘submit’ at the bottom of the timesheet. This will take you to the next stage of submission (refer to Stage 2: Employee submits the timesheet on page 9).

Stage 2: Employee submits the timesheet.

Once the timesheet is filled out, and you click the ‘submit’ button, it will take you to the submission page.

NOTE: Pay attention to the timesheet cut-off date. If your timesheet is submitted but not approved within the cut-off date, it will not be paid until the next payroll period.

- You should only complete one timesheet for each week, and submit this at the end of your working week. You can save the timesheet as a draft if you going to add more information to it before the end of the week.

- When you submit your timesheet, you will get a notification email letting you know that it has been submitted and is awaiting approval. You can also view it in HR Organiser.
• This will also trigger an email to your manager approver, letting them know a timesheet has been submitted and that they need to either approve or reject it.

• Once your manager reviews your timesheet and approves/rejects it, you will get an email notification, informing you about the action taken. If your timesheet is rejected due to an error you have made in the form, you will be able to access the submission in HR Organiser in order to make corrections. Once corrected, you can submit again for approval.

Stage 3: Searching for timesheets

• Once the timesheet has been authorised, it will no longer be available for amendment. You can view all of your previous timesheets in HR Organiser under the ‘Timesheets’ section. Press the magnifying glass.

NOTE: Pay attention to the timesheet cut-off date. If your timesheet is submitted but not approved within the cut-off date, it will not be paid until the next payroll period.

• This will open a new window.

Enter the date(s) of the timesheet you are looking for.

Click on the card to view the details of your submission.

Click on ‘Summary’ to view the pay details of your timesheet.

To view all of the timesheets you have submitted, just click ‘Search’.
**NOTE:** Pay attention to the timesheet **cut-off date**. If your timesheet is submitted but not approved within the cut-off date, it will not be paid until the next payroll period.

- Timesheets that you have saved but not yet submitted will show under the Timesheets section of HR Organiser as ‘Provisional’. You are still able to amend the timesheet when it is at ‘Provisional’ status.

  ![Screenshot of HR Organiser timesheets](image1)

  - When submitted this will display as ‘Awaiting Authorisation’ instead. At this point you are no longer able to amend the timesheet.

  ![Screenshot of HR Organiser timesheet status](image2)

If you have any queries please contact;

- Payroll on [payquery@essex.ac.uk](mailto:payquery@essex.ac.uk) for queries regarding your pay.
- Business Systems Team on [bsthelp@essex.ac.uk](mailto:bsthelp@essex.ac.uk) for queries around HR Organiser.