

This work instruction was last updated: 19th May 2010

Temp Bank/Student Bank Timesheets Process

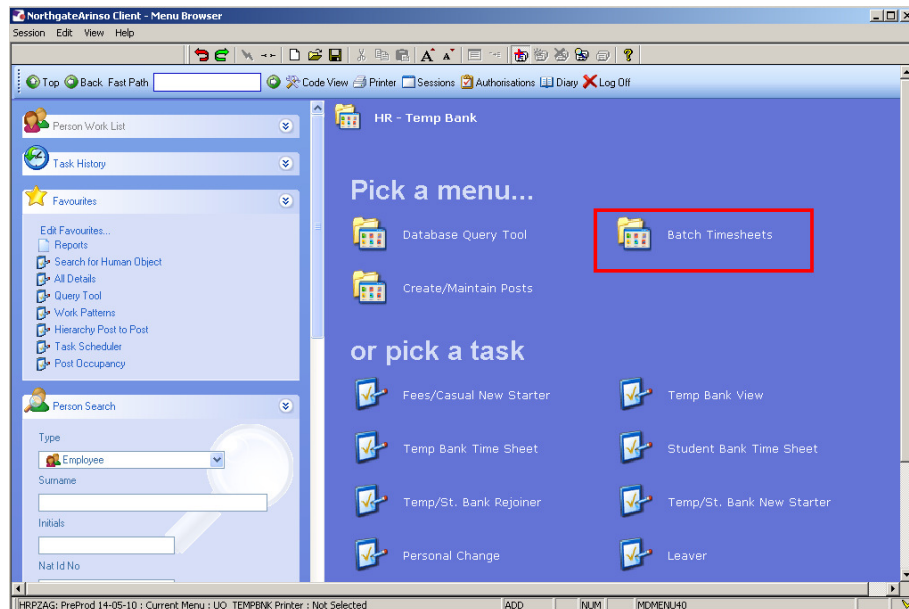
This Work Instruction describes the Temp Bank/Student Bank Timesheets Process.

With all of the data entry screens it is important to press the **ENTER** key to move between fields and until all of the fields have been accessed, whether you need to enter data into them or not.

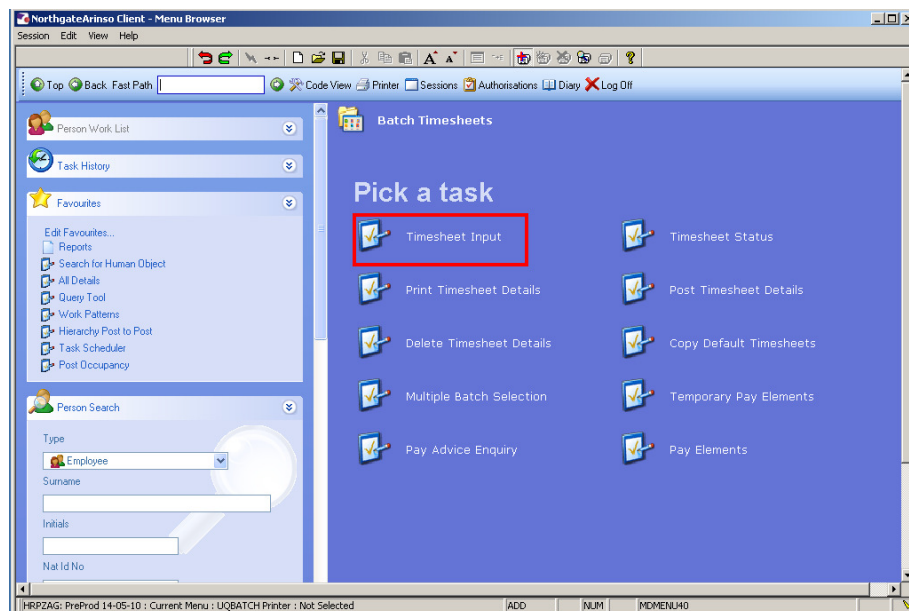
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|---|-------------------------|
| 1 | Timesheet Batch Input |
| 2 | Timesheet Status Input |
| 3 | Post Timesheet Details |
| 4 | Print Timesheet Details |

1 Timesheet Batch Input

1.1 ResourceLink HR Temp Bank Home Page > Batch Timesheets



1.2 Batch Timesheets > Timesheet Input



1.3 The following form is made available Enter a new batch name and search if nothing is found the option to ADD is made available

Seq	Period Set	Description	Type	Desc	Year	Per	Run+Type
001	FIN_YEAR	Financial Year Parameter Set (M	Monthly	2010	02	Std
002	MONTHLY	Monthly Payroll	M	Monthly	2010	02	Std
003	TEACHERS	TEACHERS	M	Monthly	2010	03	Std

1.8 Select the appropriate payroll period.

1.9 Press **ENTER**.

Seq	Emp Number	Code	Desc	Post	Amount/Units
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1.10 Click on **Add**.

1.11 Type the first employee's UPI into the **Emp Number** field and press **ENTER**.

1.12 The employee's data will be pulled through.

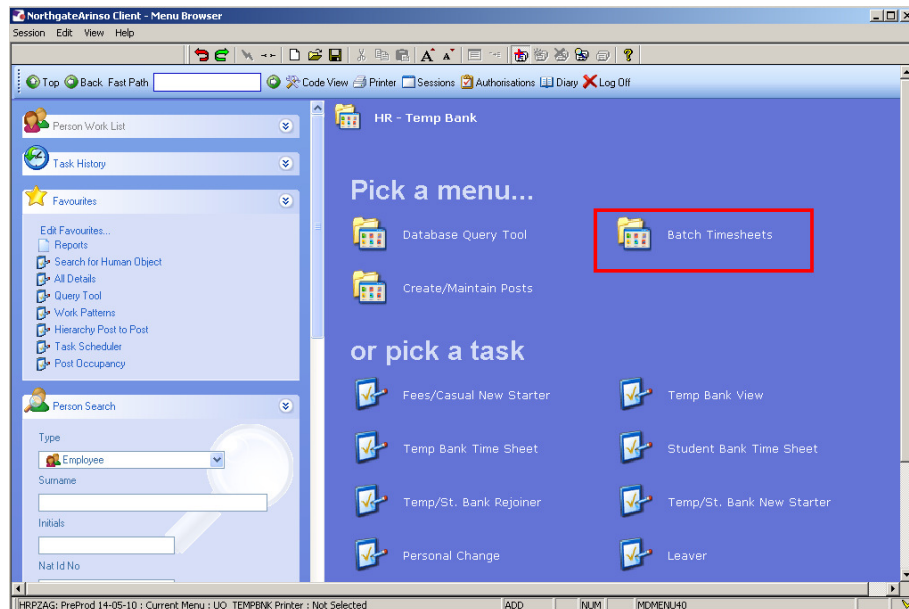
1.13 Type **1300** (for temp bank hours) or **1500** (for student bank hours) into the **Code** field and press **ENTER**.

- ① **1300** is the pay code for Temp Bank workers. If there is any holiday pay due enter a new row for the Temp Bank worker and use code **1400**.
- 1.14 The **Post** field should automatically populate. If it doesn't, **Window in** to the **Post** field and select the relevant post.
- 1.15 Press **ENTER**.
- 1.16 Select **EXPAND** to use the following fields
- 1.17 Type the number of hours into the **Amount/Units** field and press **ENTER**.
- 1.18 The **Cost Code** field should automatically populate. If it doesn't, either type it into the field or **Window in** to the **Cost Code** button, press **ENTER** and select the relevant cost code.
- 1.19 Press **ENTER**.
- 1.20 **ENTER** through the **Override Rate** field unless it has been agreed that there is a change in the usual rate.
- 1.21 **ENTER** through the **Name** and **Supply Service** fields.
- 1.22 Repeat steps until you have entered all of the timesheets for this batch.

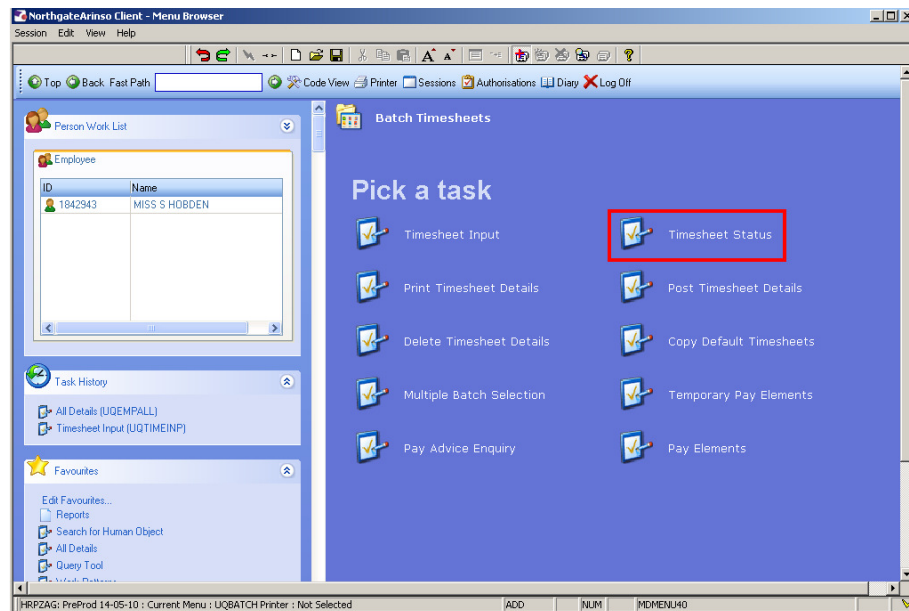
- 1.23 Click on **Save**  and Exit

2 Timesheet Status Input

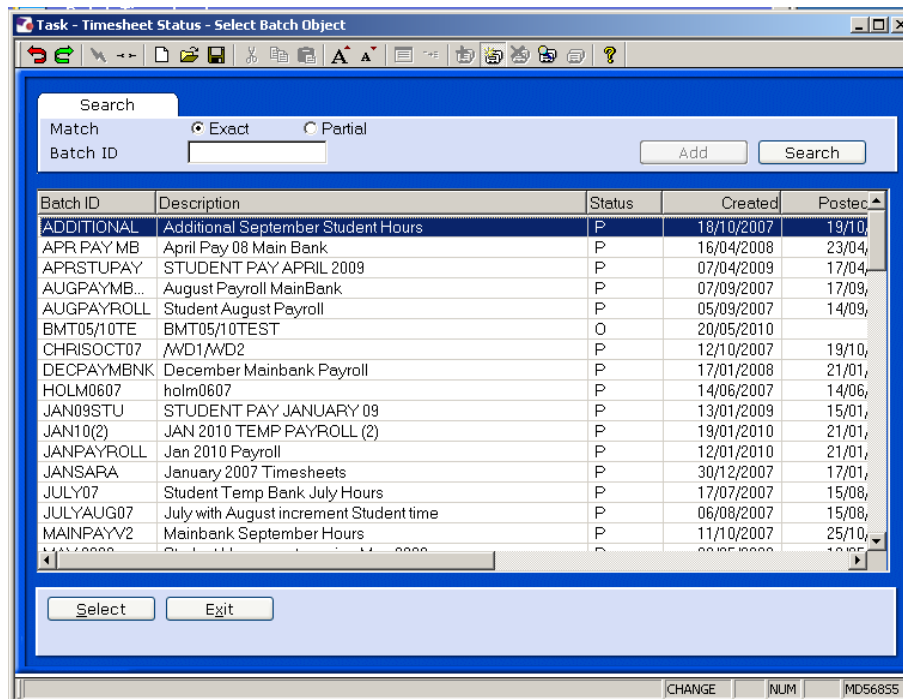
2.1 ResourceLink HR Temp Bank Home Page > Batch Timesheets



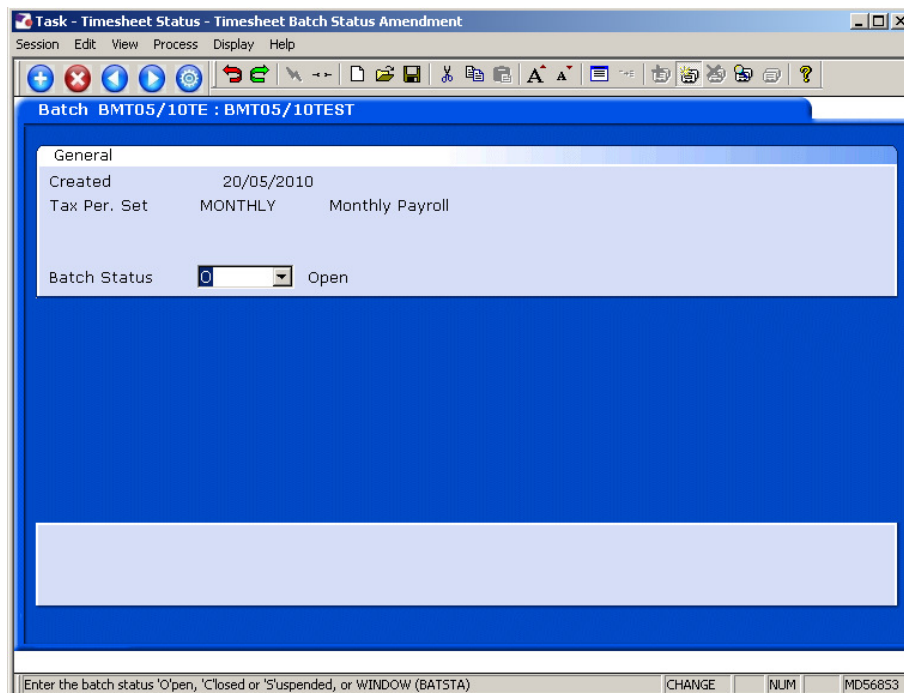
2.2 Batch Timesheets > Timesheet Status



2.3 Select the required batch from the list.



2.4 Click on **Select**.



2.5 Select **C – Closed** From list of **Closed, No Changes, May Post** from the drop down list in the **Batch Status** field.

Task - Timesheet Status - Timesheet Batch Status Amendment

Session Edit View Process Display Help

Batch BMT05/10TE : BMT05/10TEST

General

Created 20/05/2010
Tax Per. Set MONTHLY Monthly Payroll

Batch Status Open

Code	Desc	Long Description
C	Closed	Closed, No Changes, May Post
O	Open	Open, May Change but not Post
P	Posted	Posted, No Changes
S	Suspended	Suspended, May Change but not Post

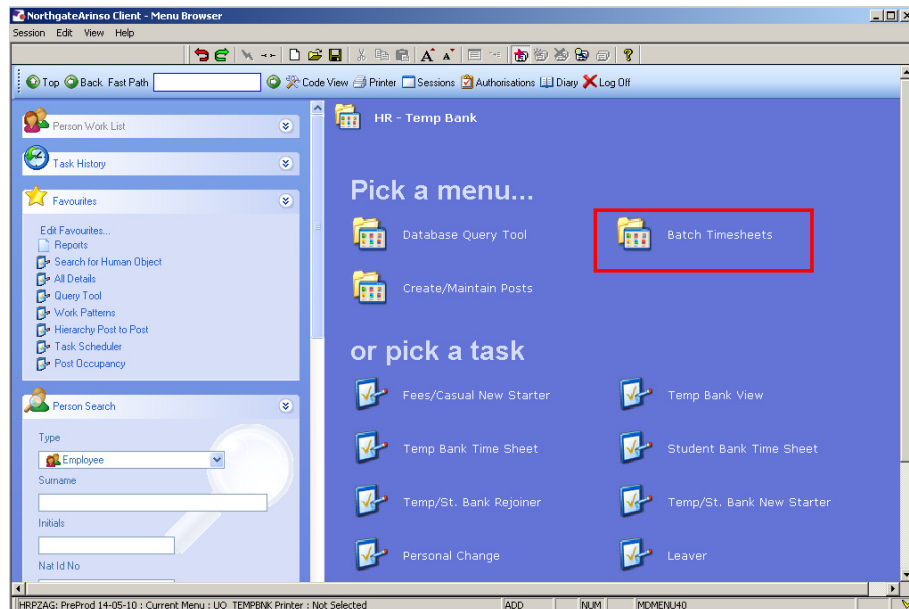
Enter the batch status 'O'pen, 'C'losed or 'S'uspended, or WINDOW (BATSTA) CHANGE NUM MD568S3

2.6 Press **ENTER**.

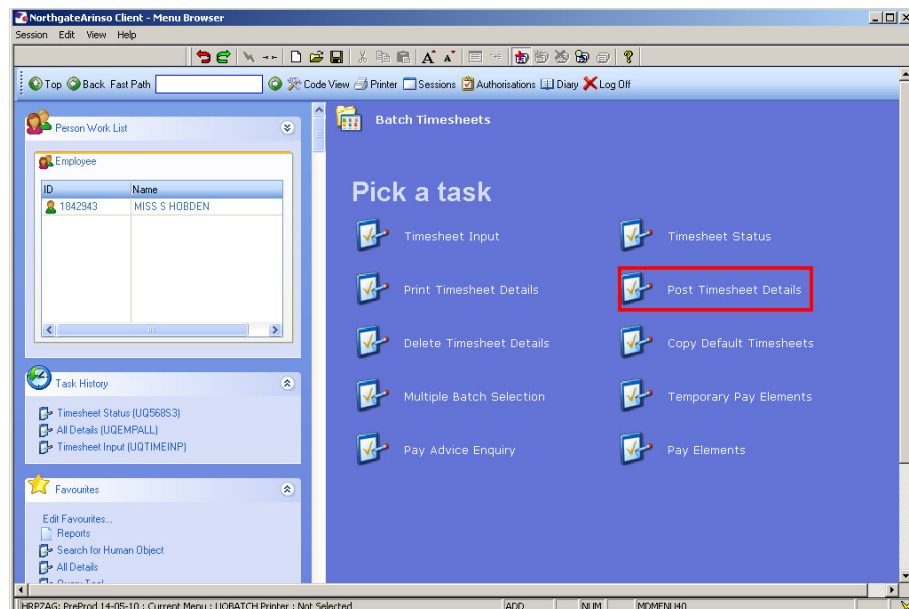
2.7 Click on **Save** and Exit

3 Post Timesheet Details

3.1 ResourceLink HR Temp Bank Home Page > Batch Timesheets



3.2 Batch Timesheets > Post Timesheet Details



3.3 Select the required batch from the list.

Task - Post Timesheet Details - Select Batch Object

Search
Match ☒ Exact ☐ Partial
Batch ID

Batch ID	Description	Status	Created	Postec
ADDITIONAL	Additional September Student Hours	P	18/10/2007	19/10/
APR PAY MB	April Pay 08 Main Bank	P	16/04/2008	23/04/
APRSTUPAY	STUDENT PAY APRIL 2009	P	07/04/2009	17/04/
AUGPAYMB...	August Payroll Main Bank	P	07/09/2007	17/09/
AUGPAYROLL	Student August Payroll	P	05/09/2007	14/09/
BMT05/10TE	BMT05/10TEST	O	20/05/2010	
CHRISOCT07	/WD1/WD2	P	12/10/2007	19/10/
DECPAYMBNK	December Mainbank Payroll	P	17/01/2008	21/01/
HOLM0607	holm0607	P	14/06/2007	14/06/
JAN09STU	STUDENT PAY JANUARY 09	P	13/01/2009	15/01/
JAN10(2)	JAN 2010 TEMP PAYROLL (2)	P	19/01/2010	21/01/
JANPAYROLL	Jan 2010 Payroll	P	12/01/2010	21/01/
JANSARA	January 2007 Timesheets	P	30/12/2007	17/01/
JULY07	Student Temp Bank July Hours	P	17/07/2007	15/08/
JULYAUG07	July with August increment Student time	P	06/08/2007	15/08/
MAINPAYV2	Mainbank September Hours	P	11/10/2007	25/10/

CHANGE NUM MD56855

3.4 Click on **Select**.

Task - Post Timesheet Details - Batch Timesheet Posting Control

Session Edit View Process Display Help

General
Batch ID BMT05/10TE BMT05/10TEST
Created 20/05/2010
Status C Closed
Tax Per. Set MONTHLY Monthly Payroll

Tax Year / Period 2010 02

Post Now ☒

Enter 'Y' to post this batch now, otherwise 'N' CHANGE NUM MD56857

3.5 Type the required Tax Year and Period into the **Tax Year / Period** fields.

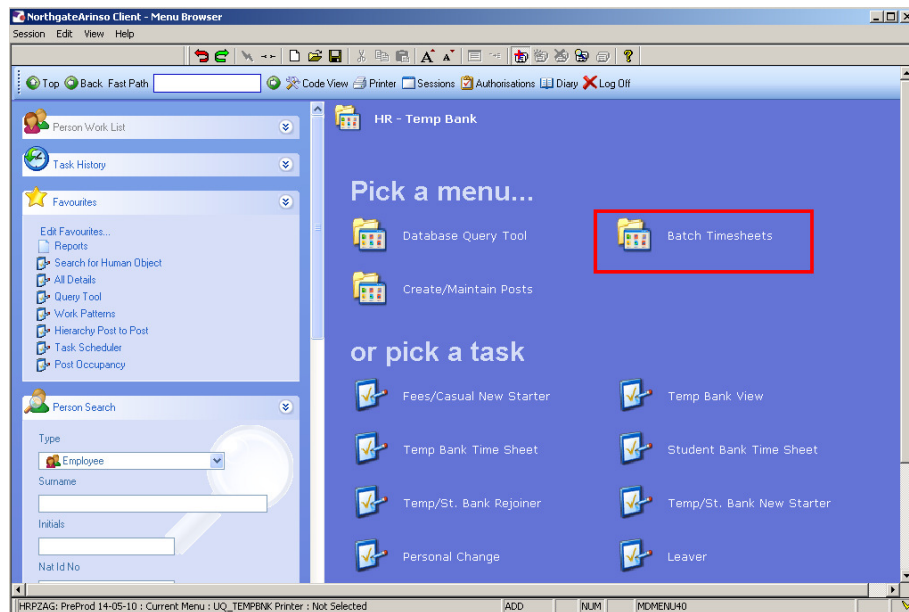
3.6 Type **Y** into the **Post Now** field.

3.7 Press **ENTER**.

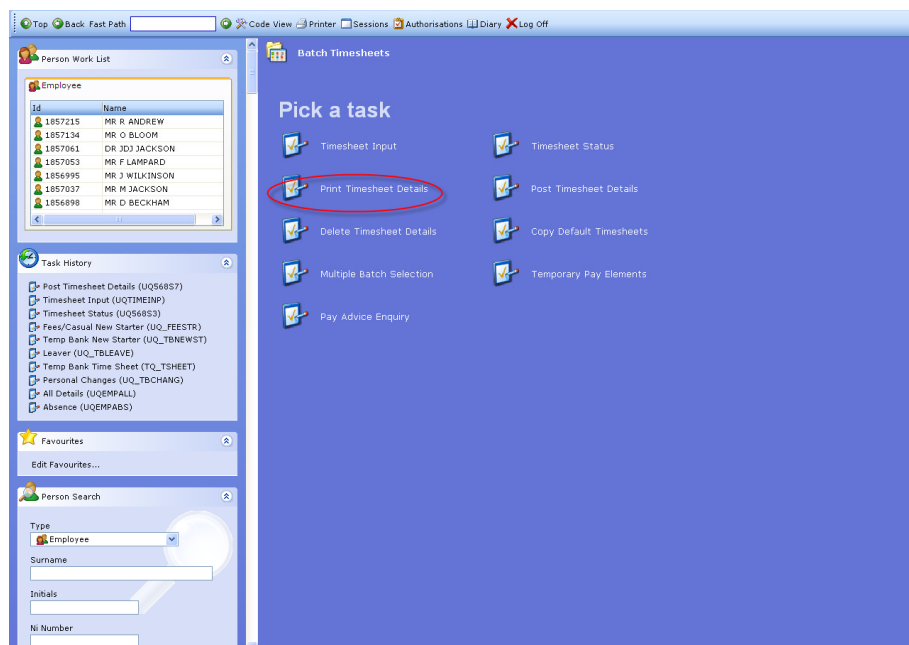
3.8 Click **Exit**.

4 Print Timesheet Details

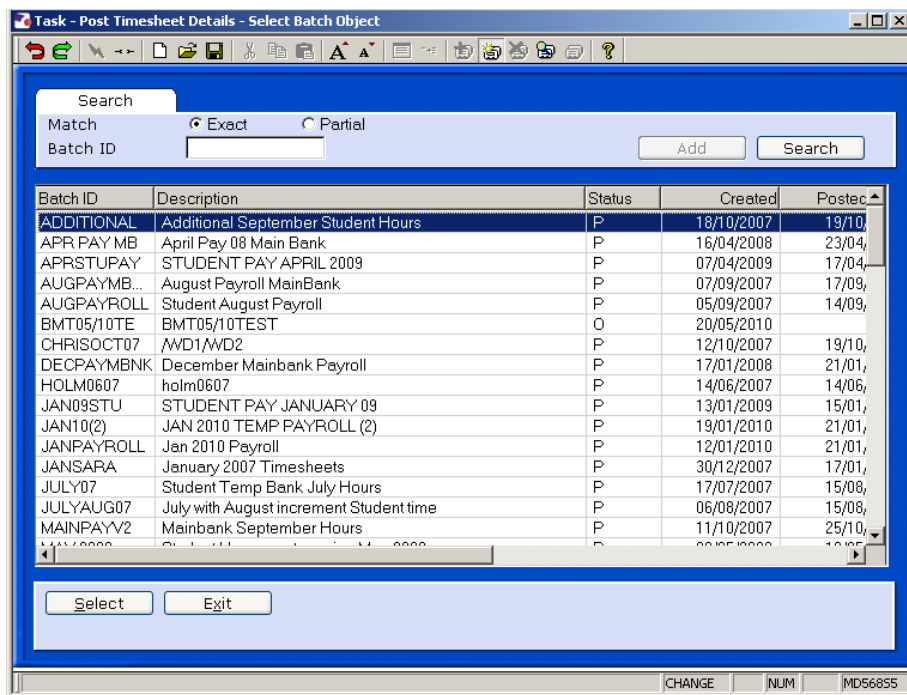
4.1 ResourceLink HR Temp Bank Home Page > Batch Timesheets



4.2 Batch Timesheets > Print Timesheet Details



4.3 Select the required batch from the list.



4.4 Click on **Select**.

4.5 The report will open in **Notepad**, from where you will be able to print and/or save the report.

