

Online Timesheets

Administrator instructions

Open the HR/Payroll self-service portal from either the shortcut on your desktop called “HR-Payroll” or at the following link:

https://my.corehr.com/pls/coreportal_uogp

From the Administrator Dashboard go to Timesheets then select +New to create a new timesheet:

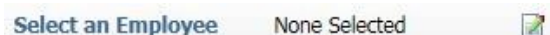


This will open the Administrator Timesheet Input window:

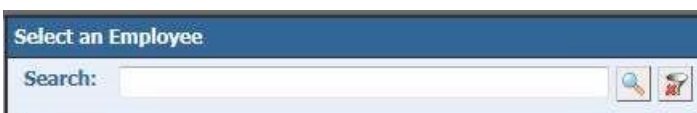
Administrator Timesheet Input

A screenshot of the 'Administrator Timesheet Input' window. The window has a title bar 'Employee Details' with a dropdown arrow. Below the title bar, there are four fields: 'Select an Employee' (None Selected), 'Month / Year' (July 2016), 'Personnel No/Staff No' (None Selected), and 'Appointment ID' (None Selected). Below these, there are two more fields: 'Department/Division' (Based on appointment above...) and 'Project' (Based on appointment above...). Each field has an edit button (a small icon with a pencil).

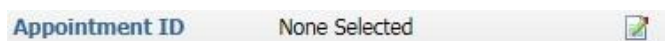
Select an Employee by clicking on the edit button:

A screenshot of the 'Select an Employee' field. The field contains the text 'None Selected' and an edit button (a small icon with a pencil).

You can search for an employee by name:

A screenshot of the 'Select an Employee' search interface. It has a blue header 'Select an Employee' and a search box with the text 'Search:'. To the right of the search box are two icons: a magnifying glass and a person icon.

Then select the appropriate Appointment ID by clicking on the edit button to the right of this field:

A screenshot of the 'Appointment ID' field. The field contains the text 'None Selected' and an edit button (a small icon with a pencil).

Once the relevant appointment has been selected, the department, sub-project and pay grade will be displayed. The default sub-project can be changed by clicking on the edit button to the right of this field. If no sub-project is attached to the appointment N/A will be displayed. Select a sub-project by clicking on the edit button to the right of this field (type in number or name to search).

Work Completed (Paid by the Hour)

Input the dates and times of the work carried out:

| Pay Grade* | Date* | Short Desc. | Time From* | Time To* | Pay Code* | Hours |
|--------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--------------|
| Grade 4 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 00:00 |
| Grade 4 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 00:00 |
| Grade 4 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 00:00 |
| Grade 4 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 00:00 |
| Grade 4 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 00:00 |
| Total Hours | | | | | | 00:00 |

The system will automatically calculate the number of hours. Select the relevant pay code by clicking on the edit button beside the pay code box and press 'Filter', this will display the codes and descriptions:

Select Pay Code:

| |
|--------------------------------|
| 2003 Overtime @ Time & 1/2 |
| 2007 Overtime @ Double Time |
| 2013 O/T @ Time & 1/3 |
| 2017 Add'L Part Time Hours |
| 2019 P.H. For Fractional Staff |

Select the appropriate pay code from the list.

A short description of up to 30 characters may be input to aid the approvers though this is not mandatory.

You should not claim payment for the worker's lunch break, e.g. if they worked from 9am until 5pm with an hour for lunch, you would input 2 separate periods of work, like this:

| Date* | Short Desc. | Time From* | Time To* | Pay Code* | Hours |
|------------|----------------------|------------|----------|-----------|-------|
| 01/05/2018 | <input type="text"/> | 09:00 | 13:00 | 2143 | 04:00 |
| 01/05/2018 | <input type="text"/> | 14:00 | 17:00 | 2143 | 03:00 |

Select the relevant Cost Centre and Account Code from the list (type in number or name to search):

Cost Centre:

Account Code:

To claim holiday pay for hourly paid workers, calculate the holiday pay using the holiday pay calculator at then input the appropriate number of hours selecting pay code 2297 Holiday Pay (Hrs) Pen. For example, if a worker on an hourly rate of £10 is due £20 of holiday pay, input 2 hours against the holiday pay code. Holiday pay will be paid automatically to casual workers.

The holiday pay calculator is on the Human Resources webpages at:

<http://www.gla.ac.uk/services/humanresources/all/worklife/leave/annualleave/#d.en.391568>

Other Work Completed

This section is not currently in use.

Value Based Claim

This section is to be used where the payment is based on a value rather than on particular hours of work, e.g. external examiners.

Once all hours and pay codes have been input then check that the correct approvers are displayed, if not, re-select from the drop-down list.

Should you wish to add further comments to inform the approvers enter in the box provided.

Tick the declaration to confirm that the hours entered are accurate and were actually performed and press Submit Timesheet.

Please note that if you are submitting a first timesheet for a new casual worker you should contact the pay and pension team via the [self service desk](#) to request that the worker be set up in payroll. If you fail to do this the timesheet will not be paid.

If you have followed these instructions but are experiencing difficulties, please contact Pay & Pensions via the [self service desk](#).