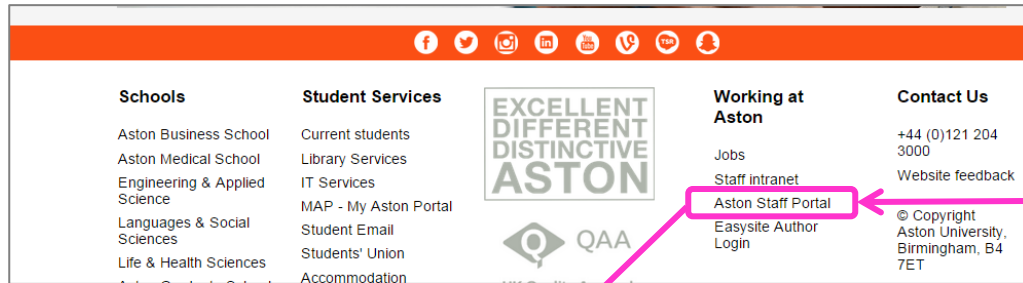


# Employee Guide to submitting online Timesheets through Aston Staff Portal

## How to access Aston Staff Portal

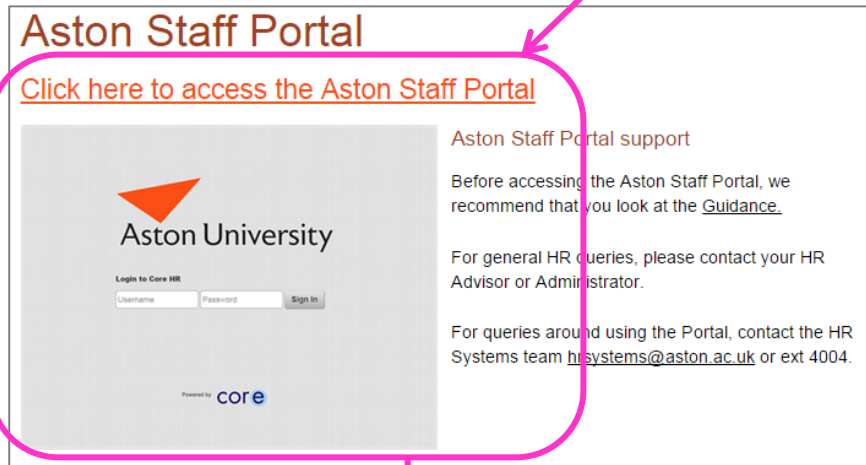


1. Login to Portal

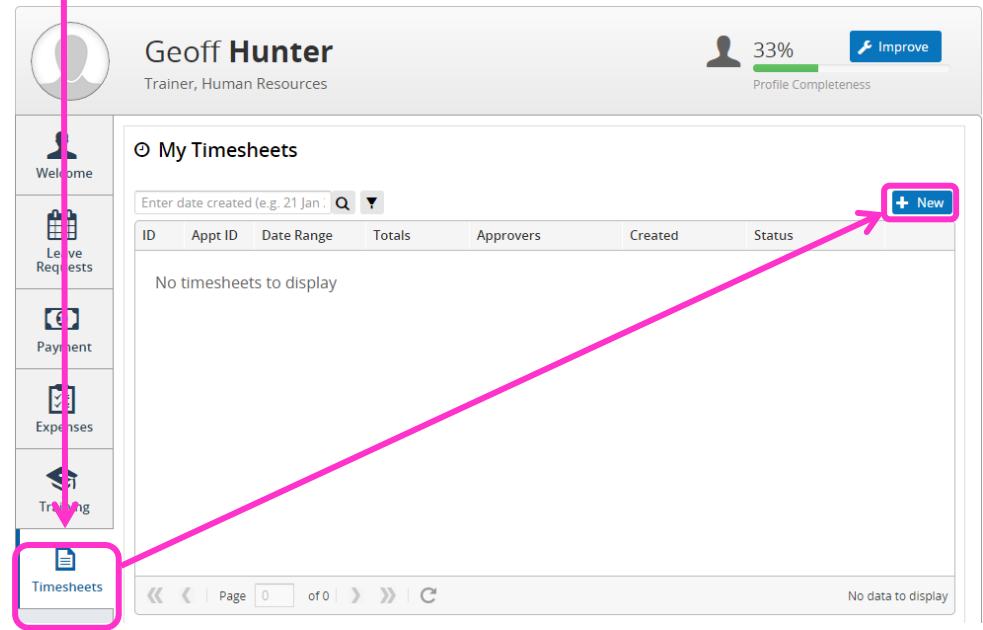
From the Aston homepage ([www.aston.ac.uk](http://www.aston.ac.uk)), scroll to the bottom of the screen and click Aston Staff Portal

From the Portal landing page, click the picture of the login screen.

Enter your **staff** username and password.



2. Go to the Timesheets tab and click +New.



# How to submit a timesheet for approval

### Hourly Timesheet Input

**Purpose:** This timesheet should be completed and submitted for approval/processing on a weekly basis for for the previous week (Monday to Sunday). Multiple entries can be made for each day worked as these should excludes any breaks (i.e. lunch). If you hold a Tier 4 visa which limits the hours you can work, it is ESSENTIAL that this considered immediately after the work is done to ensure there is no infringement of these limitations on working hours. If there is any uncertainty regarding your working arrangements including your UKVI status please contact your line manager in the first instance.  
[Guidance notes for casual workers can be found on the HR Intranet by clicking here.](#)

**Personal Details**

Employee Name	Denise Jackson	Personnel No/Staff No	AA0861
Appt Month/Year	March 2017	Appointment ID	502190-6326
NI Number	JH123456D	Department/Division	Human Resources
Job Title	Casual	Project	S06-20011-Human Resources
Hourly Rate of Pay	9.34/Hour		
Employee Home Address	1 High Street, Erdington, Birmingham		

**Bank Details**

Bank Sort Code	89286	Bank Address	Cooperative Smile The Internet Bank
Bank Account Number	XXXXX-051		

**Work Undertaken**

Type of Work / Hourly Rate	Date Worked	Time Worked From	Time Worked To	Pay Code	Hours Worked
Casual £ 9.34	01/03/2017	09:00	12:30	1310	03:30
Casual £ 9.34	01/03/2017	13:00	16:00	1310	03:00
Casual £ 9.34	02/03/2017	09:30	11:00	1310	01:30
<b>Total Hours</b>					<b>08:00</b>

Payment Processed By: Payroll Services | Line Manager: James Butcher

**Employee Comments** - please use icon on right to expand

**Declaration:**  I confirm that all the above information is accurate and correct as of Fri Mar 31 2017 @ 15:13:40

Save For Later | Submit Timesheet

### 3. Complete your electronic timesheet.

You should use one timesheet for each week you have worked.

- a) Select the month that the work was done in.
- b) Select the appointment id (job) you wish to claim against
- c) Add the date and times worked on each line. Make sure that if you worked on one day but had a break that you enter this as two lines. The pay code for all work is **1310**.

The system will add the hours you have worked for the whole week

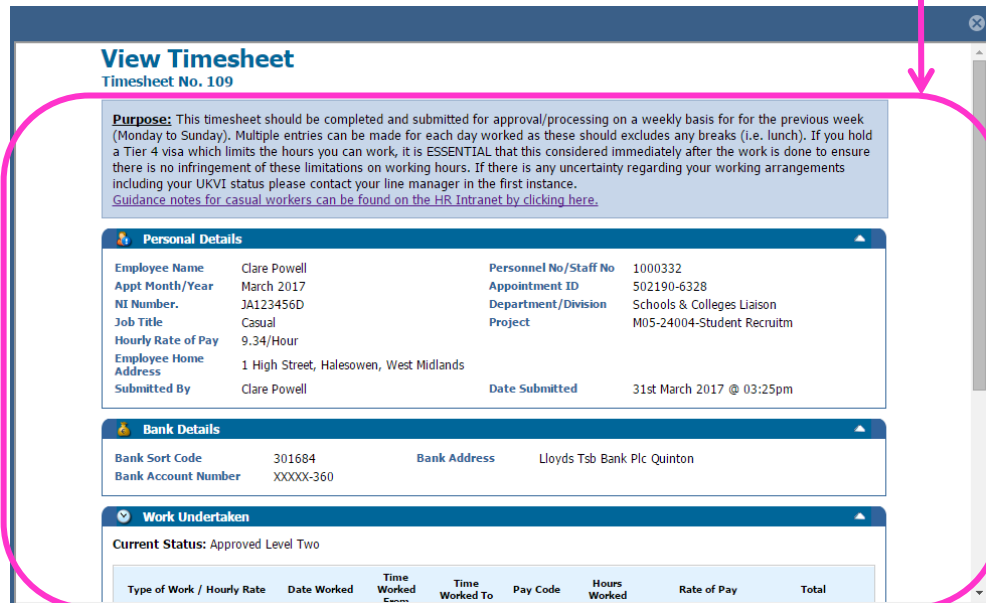
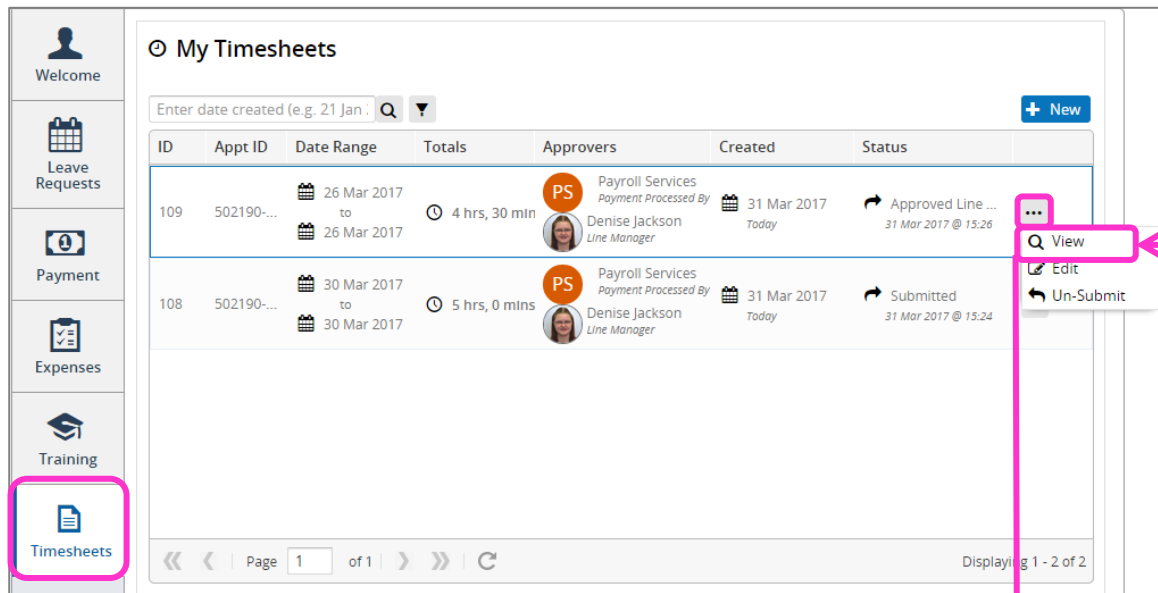
- d) Select your line manager for this appointment (if not already done).
- e) Tick the declaration and click Submit Timesheet.

You will receive an email to your staff email account to confirm your timesheet has been submitted. You will also receive an email when your manager approves/rejects your timesheet.

**Emails are sent on the hour, every hour, so you may need to wait for confirmation emails.**

You can also save your claim if you are not ready to submit it and come back to it later.

# Viewing your submitted timesheets



Once you have submitted a claim, you will be able to view it in Portal in the Timesheets section.

If you click the ... button beside a claim you will get further options. What you can do will depend on your timesheet's status:

**Saved.** You have not sent this to your manager for approval yet. You will be able to edit your timesheet

**Submitted.** You have sent this to your manager but they have not yet approved it. You will be able to un-submit your timesheet, make changes and then re-submit your timesheet for approval.

**Approved Line Manager.** Your claim has been approved by your line manager and has gone to the department approver. You will not be able to make any changes.

**Sent to Payroll.** Payroll have received your timesheet and are processing it. You will not be able to make any changes.

**Rejected.** Your timesheet has been rejected by your line manager or payroll. You will receive an email to confirm the reason. You will need to amend and re-submit your timesheet.

**Paid.** Your timesheet has been paid and you will be able to view your payslip in portal.

# How to re-submit a rejected timesheet for approval

My Timesheets

Enter date created (e.g. 21 Jan):

ID	Appt ID	Date Range	Totals	Approvers	Created	Status	
109	502190-...	26 Mar 2017 to 26 Mar 2017	4 hrs, 30 min	PS Payroll Services Denise Jackson Line Manager	31 Mar 2017 Today	Approved Line ... 31 Mar 2017 @ 15:26	...
108	502190-...	30 Mar 2017 to 30 Mar 2017	5 hrs, 0 mins	PS Payroll Services Denise Jackson Line Manager	31 Mar 2017 Today	Rejected 31 Mar 2017 @ 16:14	... View Edit Un-Submit

If you have a timesheet that is rejected for whatever reason, you will be sent an email concerning this.

It is likely that you have made a small mistake on your timesheet and will need to correct this and then re-submit your timesheet for approval.

1. Login to Portal and go to the Timesheets Tab
2. Select the Timesheet that has been rejected and click on the ... button.
3. Click Edit
4. Check the rejection reason at the bottom of the claim and then make any changes needed before submitting your timesheet again.

Edit Timesheet

**Bank Details**

Bank Sort Code: 301684 Bank Address: Lloyds Tsb Bank Plc Quinton  
Bank Account Number: XXXXX-360

**Work Undertaken**

Type of Work / Hourly Rate	Date Worked	Time Worked From	Time Worked To	Pay Code	Hours Worked
Casual	30/03/2017	14:00	19:00	1310	05:00
Casual					00:00
Casual					00:00
Casual					00:00
Casual					00:00
<b>Total Hours</b>					<b>05:00</b>

Payment Processed By: Payroll Services Line Manager: Denise Jackson

**Employee Comments** - please use icon on right to expand

**Declaration:**  I confirm that all the above information is accurate and correct as of Fri Mar 31 2017 @ 16:18:08

**Previously Rejected by Denise Jackson on 31st March 2017 @ 04:14pm**  
**Reason: Claimed for the wrong day.**