Approving Timesheets through Aston Staff Portal

Timesheet Process in Aston Staff Portal

Weekly timesheet is submitted through Aston Staff Portal

This is normally done by the casual worker, but may also be done by a departmental administrator or manager.

Email is generated by Aston Staff Portal to the casual worker.

This is to confirm the claim has been sent to the line manager for approval.

Email is generated by Aston Staff Portal to the line manager.

This will have a PDF document attached with the full details of the casual work. The manager needs to review this carefully.

Manager logs into Aston Staff Portal.

Manager approves timesheet

An email is sent to the employee to confirm this.

Manager rejects timesheet, with reason/s
An email is sent to the employee to confirm this, and will ask them to make changes and re-submit as appropriate

Timesheet goes to Payroll for validation

Payroll approves timesheet

Payroll rejects timesheet, with reason/s
An email is sent to the employee to confirm this, and will ask them to make changes and re-submit as appropriate
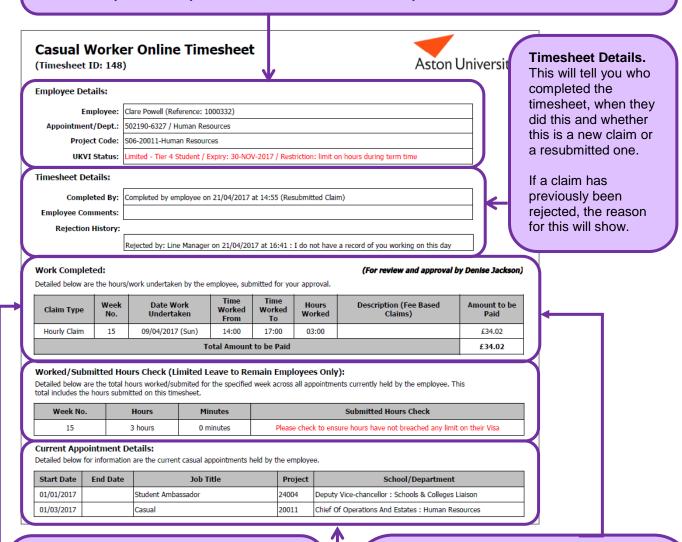
Employee is paid for timesheet

All timesheets approved by line managers by 15th of the month will be paid on 26th of the same month. Timesheets approved after 15th of the month will be paid on 26th of the following month.

Understanding the timesheet sent to you by email

When a timesheet is submitted through Aston Staff Portal, you will receive an email with the details of the work the casual is claiming for attached as a PDF document. Please review this carefully before going to approve or reject the timesheet in Portal – you will not be able to view the full details of the timesheet in the same way in Portal.

Employee Details. This gives the information about the employee, the appointment (casual job) they are submitting their timesheet for, and where this is costed. It will also show their **UKVI status**. If your casual worker has a restriction on the number of hours per week they can work this will be shown here. Please ensure that you do not approve any timesheets that take your worker over their weekly hours. If one is submitted to you, contact your HR Business Partner immediately.

Casual Worker Online Timesheet
(Timesheet ID: 148)

Aston University

Employee Details:

Employee:	Clare Powell (Reference: 1000332)
Appointment/Dept.:	502190-6327 / Human Resources
Project Code:	S06-20011-Human Resources
UKVI Status:	Limited - Tier 4 Student / Expiry: 30-NOV-2017 / Restriction: limit on hours during term time

Timesheet Details:

Completed By:	Completed by employee on 21/04/2017 at 14:55 (Resubmitted Claim)
Employee Comments:	
Rejection History:	
	Rejected by: Line Manager on 21/04/2017 at 16:41 : I do not have a record of you working on this day

Timesheet Details. This will tell you who completed the timesheet, when they did this and whether this is a new claim or a resubmitted one.

If a claim has previously been rejected, the reason for this will show.

Work Completed: *(For review and approval by Denise Jackson)*

Detailed below are the hours/work undertaken by the employee, submitted for your approval.

Claim Type	Week No.	Date Work Undertaken	Time Worked From	Time Worked To	Hours Worked	Description (Fee Based Claims)	Amount to be Paid
Hourly Claim	15	09/04/2017 (Sun)	14:00	17:00	03:00		£34.02
Total Amount to be Paid							£34.02

Worked/Submitted Hours Check (Limited Leave to Remain Employees Only):

Detailed below are the total hours worked/submited for the specified week across all appointments currently held by the employee. This total includes the hours submitted on this timesheet.

Week No.	Hours	Minutes	Submitted Hours Check
15	3 hours	0 minutes	Please check to ensure hours have not breached any limit on their Visa

Current Appointment Details:

Detailed below for information are the current casual appointments held by the employee.

Start Date	End Date	Job Title	Project	School/Department
01/01/2017		Student Ambassador	24004	Deputy Vice-chancellor : Schools & Colleges Liaison
01/03/2017		Casual	20011	Chief Of Operations And Estates : Human Resources

Worked/submitted hours check. This will show only for **employees with limited leave to remain**. It will show the total for all work done for the week submitted – this includes work done for you and work that may have been done elsewhere in the university. If the worker is over their allowed hours for the week, contact your HR Business Partner immediately.
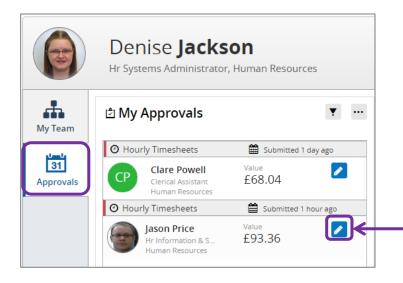
Work Completed. Please check this carefully to ensure the hours claimed are correct. Also ensure that workers have a break in work every 6 hours.

If your casual worker is hourly paid then their claim type will show as 'Hourly Claim', and the number of hours and total amount for each period worked will show.
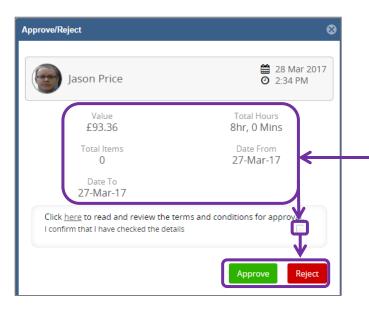
If your casual worker is fee based then their claim type will show as 'Fee based' and the times and hours will be blank. The description and amount to be paid will be shown instead.

Current Appointment Details. This is for information only.

Approving or Rejecting the Timesheet using Aston Staff Portal

Once you have reviewed the claim details on the email attachment, login to the Aston Staff Portal. You will enter the Portal on the Manager Dashboard.

- Click on the approvals tab

- In the My Approvals section, identify the timesheet to approve

- Click on the action button next to the claim. This will bring an approval box up, with an overview of the claim.

- Ensure this is the claim you wish to accept or reject by ensuring that the dates, number of hours and payment amount correspond to those in your email.

- Tick the box to say that you have checked the details,

- select Approve or Reject as appropriate

- If you reject the timesheet then you will be prompted to say why. The employee will see this, so make this as helpful as possible to them. It may be that they have just made one mistake that they can change and re-submit their timesheet.