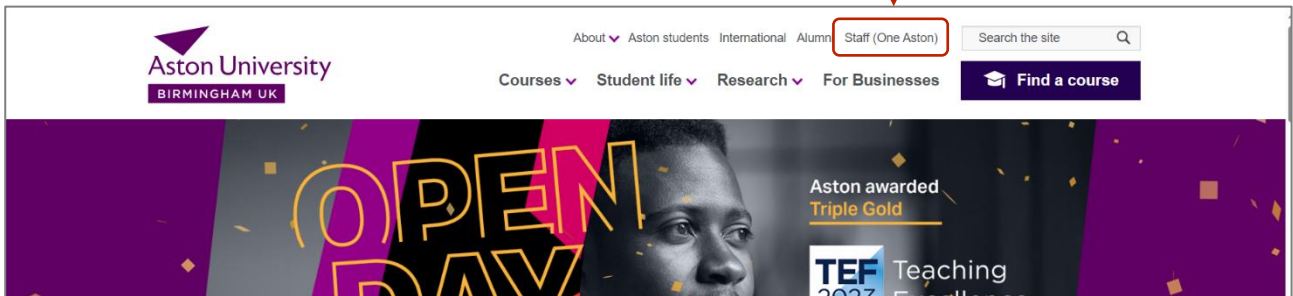
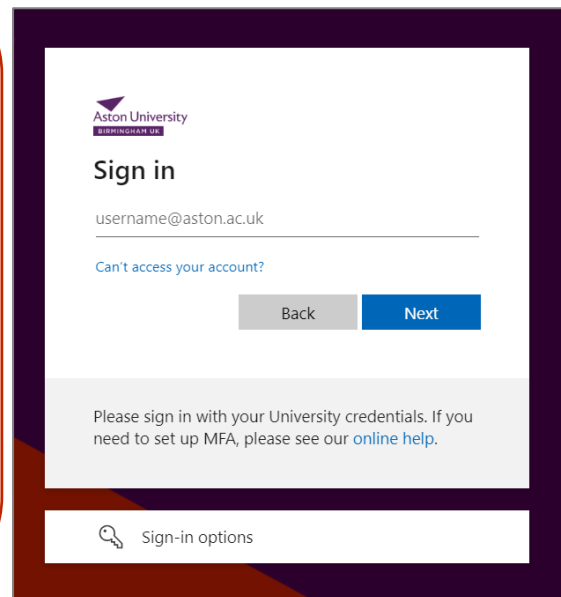


# Employee Guide to submitting Online Timesheets through Aston Staff Portal

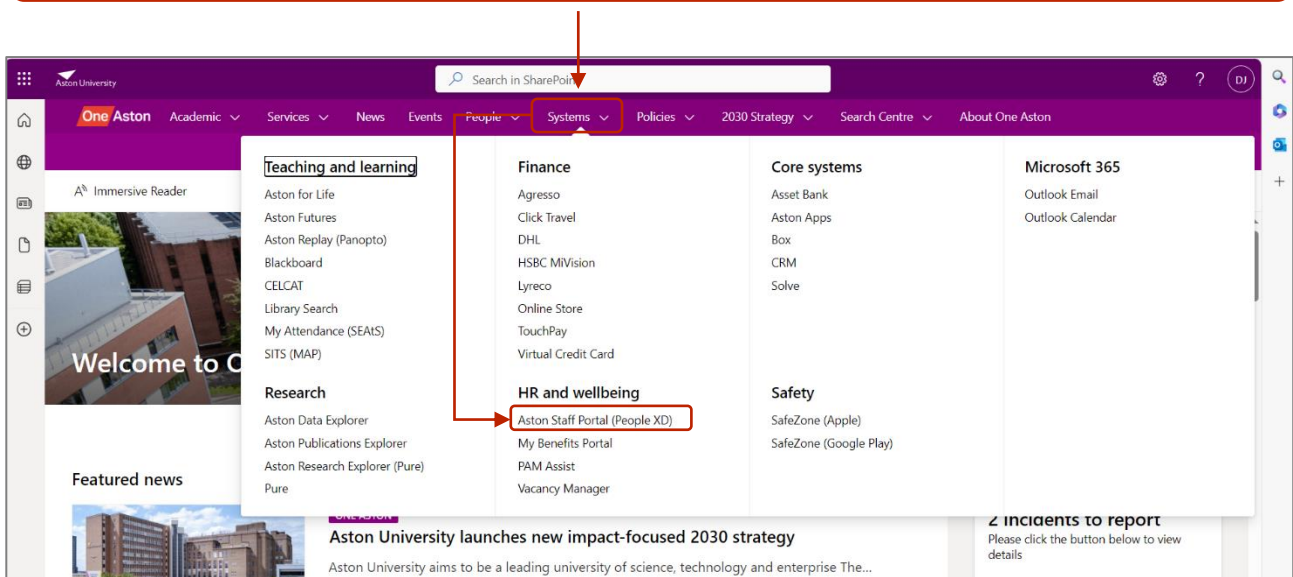
- From the Aston homepage ([www.aston.ac.uk](http://www.aston.ac.uk)), Click on the link in the top right hand corner for 'Staff (One Aston)'. This is Aston's staff intranet.



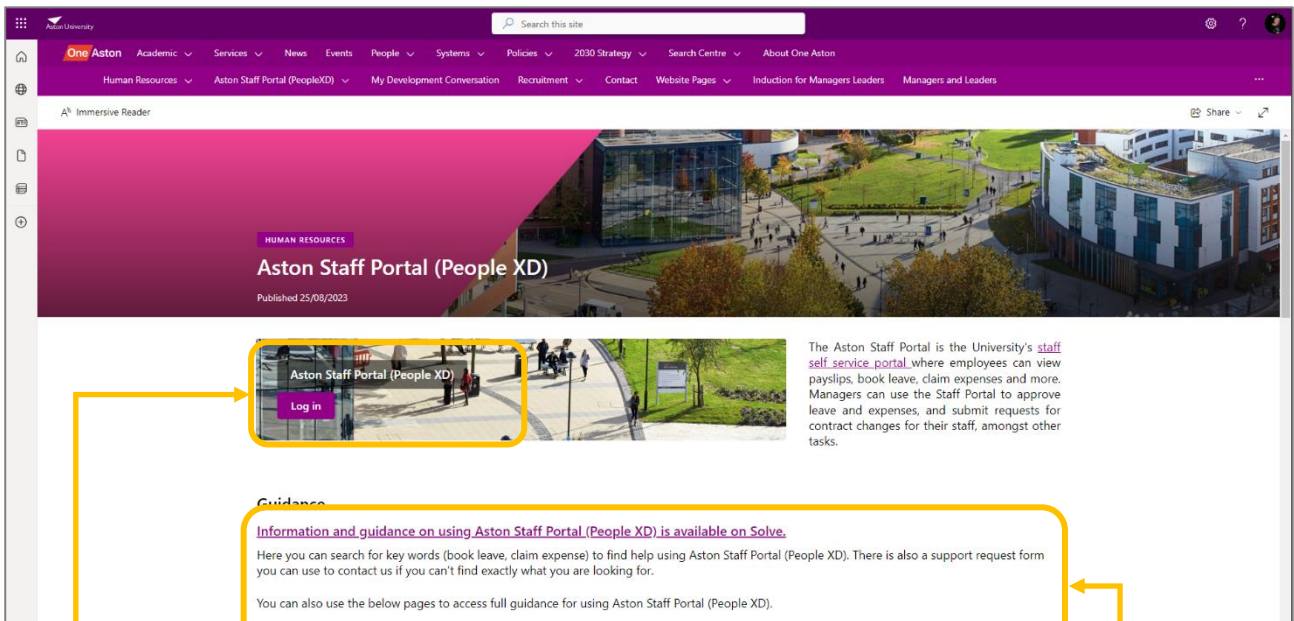
- If you haven't already signed into your Aston staff network account, you will be prompted to at this point.
- You will need to authenticate with **multi factor authentication**. If you haven't already set MFA up for your staff network account you will need to do this now. The easiest method of MFA is the Microsoft Authenticator app.
- You will need to login to your Aston staff network account as `username@aston.ac.uk` (e.g. [smithj@aston.ac.uk](mailto:smithj@aston.ac.uk)) rather than your email address (e.g. [j.smith@aston.ac.uk](mailto:j.smith@aston.ac.uk))



- Within One Aston, go to Systems > HR and Wellbeing > Aston Staff Portal (People XD)



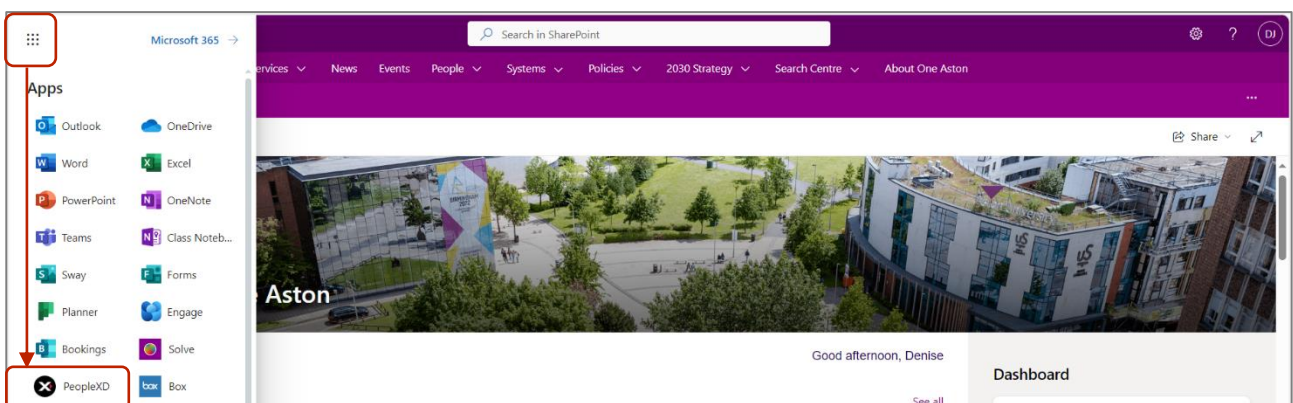
- This will take you to the Aston Staff Portal landing page in One Aston, where you can log in to the Aston Staff Portal view guidance for using the Aston Staff Portal, and any updates and important notices.



Use the log in option to access the Aston Staff Portal

Scroll down on the page for guidance and updates.

- You can also use click on the App Launcher button (top left of screen) in One Aston and select People XD. This will bypass the Aston Staff Portal landing page for viewing guidance and is a shorter route.



If you have difficulties logging in to One Aston with your Aston staff network account details, or have accidentally locked yourself out, contact [solve@aston.ac.uk](mailto:solve@aston.ac.uk) in the first instance.

# Onboarding

When you first log in to the Aston Staff Portal you will enter on the onboarding screen. You will come to this screen each time you log into Aston Staff Portal, until you have completed the onboarding checklist. This involves checking and adding to the personal information Aston University holds on you.

**Onboarding** Search Dashboards or Widgets

**Welcome**

Here we are going to take you through the steps required to complete the onboarding process. Please complete the checklist below; this will involve adding important information to your HR record.

**Your Information**

Department: Estates & Capital Developments  
Your Start Date: 15-APR-19 (Was less than 1 month ago)  
Your Division: Chief Operating Officer  
Your Manager: Arya Stark - Army Admissions Manager (a.stark@aston.ac.uk)

**Checklist**

Step	Status
Login for the first time	Completed
Address	Not Started <span>Start</span>
Provide Emergency Contact details	Not Started
Update Equal Opportunity Information	Not Started

Click on the action buttons at the side of each step in turn and review or amend your details as appropriate. When you have saved any changes the status will turn to Completed.

**Checklist**

Step	Status
Login for the first time	Completed
Address	Completed
Provide Emergency Contact details	Completed
Update Equal Opportunity Information	Completed

I have carefully reviewed and completed all items listed above to the best of my knowledge.

**COMPLETE ONBOARDING**

When each onboarding step is completed, you will have a 'Complete Onboarding' option at the bottom of the screen. Tick the box to say you have completed all items first.

## How to submit a timesheet for approval



The majority of casual workers are hourly paid and will need to submit a timesheet through the Aston Staff Portal for each week they work. In a small number of areas in the University, your manager will submit a timesheet on your behalf - check first with your manager to make sure this isn't the case for you.

All timesheets that are approved by your manager by the 15th of the month, will be paid in the same month. You cannot be paid in advance for any casual work. The pay date for casual workers is the 26th of each month, or the last working day before the 26th if this falls on a weekend or a public / University holiday. Your payslip will be visible in the Staff Portal.

More information and FAQs are available here: <https://www2.aston.ac.uk/staff-public/hr/new-employees/casuals>.

The screenshot shows the 'Employee Dashboard' interface. On the left sidebar, the 'Timesheets' tab is highlighted with a red box. A red arrow points from this tab to the 'ADD' button in the top right corner of the 'My Timesheets' section. The 'My Timesheets' section contains a table with columns for 'Timesheet Details', 'Date', 'Totals', 'Approvers', and 'Status'. A red box also highlights the 'ADD' button.

From the Employee Dashboard, click on the Timesheets tab and then Add

**!** If you work hours in excess of a visa restriction, the University must report you to UKVI as breaching the terms of your visa.

You will not be paid for hours worked in excess of a visa restriction or for hours claimed for work carried out before a right to work check has been conducted. Where you have been found to have worked hours in excess of a visa restriction on hours, any current casual arrangement will be terminated immediately and no further casual work at Aston will be permitted during that academic year.

## Hourly Timesheet Input

**Purpose:** This timesheet should be completed and submitted for approval/processing on a weekly basis for the previous week (Monday to Sunday). Multiple entries can be made for each day worked as these should exclude any breaks (i.e. lunch). If you hold a Tier 4 visa which limits the hours you can work, it is ESSENTIAL that this is 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.](#)

<b>Personal Details</b>			
Employee Name	Tyrion Lannister	Personnel No/Staff No	G000001
Appt Month/Year	April 2019	Appointment ID	502190-1173
NI Number	AB123456C	Department/Division	Hr Operations
Job Title	Casual	Project	S06-20011-Human Resources
Hourly Rate of Pay	10.33/Hour		
Employee Home Address	Casterly Rock, Westeros		

<b>Bank Details</b>			
Bank Sort Code	202355	Bank Address	Barclays Bank Plc Warwick University
Bank Account Number	*****68		

<b>Work Undertaken</b>					
Type of Work / Hourly Rate	Date Worked	Time Worked From	Time Worked To	Pay Code	Hours Worked
Casual Grade £ 10.33	15/04/2019	09:00	11:00	1310	02:00
Casual Grade £ 10.33	15/04/2019	14:00	18:00	1310	04:00
Casual Grade £ 10.33	16/04/2019	10:00	13:00	1310	03:00
<b>Total Hours</b>					<b>09:00</b>

Payment Processed By	Payroll Services	Line Manager	Arya Stark
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**Employee Comments - please use icon on right to expand**

**Declaration:**  If you work hours in excess of a visa restriction, the University must report you to UKVI as breaching the terms of your visa. You will not be paid for hours worked in excess of a visa restriction or for hours claimed for work carried out before a right to work check has been conducted. Where you have been found to have worked hours in excess of a visa restriction on hours, any current casual arrangement will be terminated immediately and no further casual work at Aston will be permitted during that academic year. I confirm that all the above information is accurate and correct as of Fri Nov 22 2019 @ 17:26:10

Save For Later

Submit Timesheet

- Complete your electronic timesheet.

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

- Select the month that the work was done in.
- Select the appointment id (job) you wish to claim against**
- 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

- Select your line manager for this appointment (if not already done).
- 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

You can use the status drop down to view timesheets at a certain status

You can use the filter button to filter the timesheets you see by certain criteria, e.g. dates.

Timesheet Details	Date	Totals	Approvers	Status
No. 27124 Created 22-May-2019 Appointment 502190-11737	From 01-Apr-2019 To 03-Apr-2019	Time 13 hr(s) 00 min(s)	Payment Processed By Payrol... Head of Department Arya Stark	Approved Level Two View
No. 27123 Created 22-May-2019 Appointment 502190-11737	From 15-Apr-2019 To 16-Apr-2019	Time 09 hr(s) 00 min(s)	Payment Processed By Payrol... Head of Department Arya Stark	Submitted

- 2 of 2 < >

You may have several pages of timesheets, use the navigation buttons to take you between screens.

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

If you click the options 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 ADD

Status ≡

Timesheet Details	Date	Totals	Approvers	Status
No. 27126 Created 22-May-2019 Appointment 502190-11737	From 01-May-2019 To 01-May-2019	Time 08 hr(s) 00 min(s)	Payment Processed By Payrol... Head of Department Arya Stark	Rejected <span style="border: 1px solid red; padding: 2px;">⋮</span>
No. 27124 Created 22-May-2019 Appointment 502190-11737	From 01-Apr-2019 To 03-Apr-2019	Time 13 hr(s) 00 min(s)	Payment Processed By Payrol... Head of Department Arya Stark	Approved Le <span style="border: 1px solid red; padding: 2px;">Edit</span>

1 - 2 of 3 < >

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 actions button.
3. Click Edit
4. Check the rejection reason at the bottom of the claim and then
5. Make any changes needed
6. Submit your timesheet again.

Your timesheet will now go through the approval process again.

Payment Processed By Payroll Services Line Manager Arya Stark

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

**Declaration:**  If you work hours in excess of a visa restriction, the University must report you to UKVI as breaching the terms of your visa. You will not be paid for hours worked in excess of a visa restriction or for hours claimed for work carried out before a right to work check has been conducted. Where you have been found to have worked hours in excess of a visa restriction on hours, any current casual arrangement will be terminated immediately and no further casual work at Aston will be permitted during that academic year. I confirm that all the above information is accurate and correct as of Fri Nov 22 2019 @ 17:26:10

Save For Later
Submit Timesheet

✘ Previously Rejected by Arya Stark on 22nd May 2019 @ 01:52pm  
**Reason:** You have forgotten to include your lunch break.