## Timecard Guide – General Casual Employees

ConnX is a web based online Employee Self-Service (ESS) portal. ConnX is used to view Pay Advices and submit Timecards.

ConnX can be accessed at [https://ess.laureate.net.au](https://ess.laureate.net.au).

### Contained in this guide
This guide will assist Academic employees in entering and submitting Timecards.

### Role of the Employee
Record and submit the days, hours worked and any other relevant information that must be considered to process payment.

### Types of actions employees can initiate and submit
- Enter & Submit Timecards
- Submit Leave
- Review Timecards from Previous Pay Periods

### Approval Workflow

<table>
<thead>
<tr>
<th>Approval Workflow</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee</strong></td>
</tr>
</tbody>
</table>

| Employee Submits Timecard | Notification Sent to Manager | Manager Reviews & Approves | Payroll Export Approved Timecard | Payroll Process Payment |
Log in to ConnX (ESS)

Use the following steps to access Timecards ESS in ConnX.

ConnX Link: [https://ess.laureate.net.au](https://ess.laureate.net.au)

1. Enter **Username** and **Password**.
2. The Username is your Payroll ID or work email address.
3. Click **Login**

Display of ConnX Main page.
**Timecard**

The Timecard is for recording the days and hours worked and any other information that must be considered when calculating pay.

To view the Timecard:

1. Go to the **Timecard Entry** page via **Timesheets > Timecard Entry**.

2. Select a Pay Period in the filter, then click **Apply Filter**.

Note: The Timecard Status will appear next to the Pay Period date.

Please see below for the list of Statuses available.

**Not Submitted**
- Timecard has not been created for the Pay Period.
- Timecard is available for employees to record working hours and submit for approval request.

**Pending Approval**
- Timecard submitted by employee and waiting for Manager’s approval.
- Timecard can be withdrawn by employee or manager.
- Timecard will not be processed by payroll if Timecard status is Pending Approval.

**Approved**
- Manager has approved the Timecard.
- Employee cannot withdraw Timecard at this stage.
- Manager can rescind Timecard if any changes are required.

**Denied**
- Timecard submitted by employee but rejected by Manager.
- Employee will need to re-submit their Timecard after making any adjustments.

**Completed**
- Payroll team has processed Timecard to the payroll system.
- Timecard cannot be edited.
- Approved paper timesheet to be provided to Payroll if any adjustments are required.

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Payroll DB, Pay Frequency, Department and Employee are pre-set.

**Pay Period**
The current Pay Period will appear by default. The dropdown list of Pay Period has the current period, two future periods and three months of previous Pay Periods.

**Timecard not submitted in the previous pay periods:**
- If the status of the Timecard for previous pay periods is “Not Submitted”, employees can record working hours and submit their Timecard for approval.

**Timecards that are submitted late will be processed with the current Pay Period Timecard in one pay cycle.**

If an employee is claiming any work completed prior to 3 months from the current pay period, an approved paper timesheet must be provided to the Payroll team.
There are two functions available in the Timecard screen:

- **Clockings**
- **Manual Entitlement**

Clockings is for General casual employees bounded by:
- Educational services (Post-Secondary Education) Award 2010
- Hospitality Industry (General) Award 2010
- Individual Employment Contract

Example for employees using Clockings;

Clocking users will see blank fields under “Clock In” and “Clock Out”. These fields are used to record the start and finish times.

**Manual Entitlement** is for all Academic Staff.

Example for employee using Manual Entitlement;

Manual Entitlement users cannot record their start and finish times under Clockings.

All activities must be recorded using the Manual Entitlement function.
## Clockings

### Adding Clockings Entry

To add start and stop times to the Timecard Entry;

1. Select the Pay Period, Click Apply Filter.

2. Key in the Clock In and Clock Out times in 24 hour format and select Cost Account from the dropdown list for a specific day.

![Timecard Entry](image)

3. Click the Plus icon adjacent to the Cost Account field.
   - The times will be saved and a new row will be added for that day if another shift is required.

![Timecard Entry](image)

4. Repeat the above process for entries of other shifts or days in the same Pay Period if required.

5. Click the Process Clockings button to calculate Clockings through the award engine.

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**Unpaid Break**

If employee worked in a shift with the unpaid break, record two entries, one before the unpaid break and one after the break.

*E.g.* 09:00 – 12:30 / 13:00 – 15:00

**Cost Account**

Cost Account is where the working costs will be allocated to. Cost Account is set as default to the employee’s home department & location.

If the employee is working for another location, vertical or department, the relevant Cost Account should be selected.

The format of Cost Accounts are set as vertical or department, then location.
### Rounded Shifts
Result of hours calculated based on the rule set up created in the background.

<table>
<thead>
<tr>
<th>Clock In</th>
<th>Clock Out</th>
<th>Cost Account</th>
<th>Clock In</th>
<th>Clock Out</th>
<th>Hrs/Unit Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:00</td>
<td>12:00</td>
<td>Marketing Fac</td>
<td>09:00</td>
<td>12:00</td>
<td>Worked</td>
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<td></td>
<td></td>
<td>Marketing Fac</td>
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<td></td>
</tr>
</tbody>
</table>

### Comment
Employees can add comments to their Timecard entries. Use this area if any information needs to be forwarded to the managers.

6. Clockings is calculated and hours appear under *Rounded Shifts*.

7. Scroll down to the Comments section. Enter a comment in the Employee Comments text box at the bottom of the Timecard.

8. Click the **Save** button to record any comments.

9. Check **Period Total Hours**.

Check Period Total Hours and make any changes if required.
Deleting Clockings Entry

To delete any start and finish times on the Timecard:

1. Scroll down to the required day under Clockings that need to be deleted.

2. Select the Pen icon adjacent to the Cost Account.

3. Click the Delete icon to remove entry

4. Select the Process Clockings button to calculate Clockings through the award engine.

5. Deleted entries will be removed under “Rounded Shifts”.

![Timecard Entry Table]

![Timecard Entry Table after deletion]
Editing Clockings Entry

To make changes to the details of the Timecard entry:

1. Scroll down to the required day under Clockings that need to be edited.
2. Click the Pen icon adjacent to the Cost Account.
3. Make any necessary changes to the Clockings by keying in new times.
4. Click the Save icon to save the entry. This will save the times and will a new row will be added to that day for another pair of Clockings if needed.
5. Click the Process Clockings button to calculate Clockings through the award engine. New calculated hours appear under Rounded Shifts.

Note
Always check Rounded Shifts after editing entries. If Rounded shifts is incorrect, delete the entry of the day, click Process Clockings and re-enter the entry with correct start and finish times.
Submitting a Timecard

To submit a Timecard entry for approval;
1. Select the **Submit** button to send the Timecard approval request.

2. The label **Status: Pending Approval** is shown in the header.

The Timecard approval request will go to the manager of the department set up in ConnX.

Adding Additional Approvers

To add Additional Approvers:
1. Select the Additional Approver’s name from the dropdown list

2. Click **Add Approver**

The Additional Approver will receive an email notification of the Timecard Approval request.

**Note.**
The manager will receive an email notification once an employee has submitted their Timecard.

A notification email will be sent to the employee when the Timecard is approved.

Employees should follow up with the approving manager if an email notification of the Timecard approval has not been received.

**Note.**
If an employee is working for multiple approvers, the employee can add additional approvers after submitting the Timecard and before it is approved.

If a Timecard has multiple approvers, all approvers must approve the Timecard before the Payroll team can process.

If a Timecard is not approved by all approvers, the status will remain as Pending Approval and it won’t be processed by Payroll.
Withdraw Timecard

**What employees can do in each status of Timecard:**

- **Pending Approval:** Employee can Withdraw Timecard request.
- **Approved:** Employee cannot Withdraw Timecard request. Contact approving manager to rescind the Timecard entry.
- **Completed:** Employee and Manager cannot Withdraw/Rescind the Timecard entry. An approved paper timesheet must be forwarded to payroll if any changes are required for the Completed Timecard.

**Withdrawing a Timecard**

Employees can Withdraw a submitted Timecard entry to make any changes if it has not been approved.

To withdraw the timecard:

1. Select the Withdraw button at the top of the screen.

2. The Timecard entry will be Withdrawn and open for the employee to make any necessary changes.

3. After adjusting the Timecard, it must be re-submitted by clicking “Submit”.

4. The Additional Approver will be removed once the Timecard has been withdrawn. The Additional Approver must be added again after re-submitting the Timecard.

If the Timecard entry is Approved by the Manager, the employee cannot Withdraw the Timecard. If any changes are required, contact the approving manager to rescind the Timecard.
Frequently asked questions

**Q. Who will need to complete the Timecard in ConnX?**
All academic staff, casual employees bounded by the Hospitality Award and General casuals under the Education Services Award will need to submit their work through ConnX. However, depending on the employee’s role, some casual employees will need to complete paper timesheets (available in the Laureate Australia Sharepoint), which must be approved by the manager and then forwarded to the Payroll team in order to process wage payment.
Please contact your line manager to confirm the method of submitting details of work.

**Q. I can’t see the Timecard menu in ConnX.**
If you are entitled to use the Timecard function but cannot see the Timecard Entry menu in ConnX, please contact the Payroll team via email.

**Q. I didn’t submit my work details for the previous payrun(s). Can I submit them in this payrun?**
In the Timecard Entry page, the current pay period will appear by default. In the dropdown list, you can find the current period, two future pay periods and the last three months of previous pay periods. If you haven’t submitted your working details for the previous pay period, the Timecard status will appear as “Not Submitted” next to the pay period list. Select the pay period you want and click Apply Filter. Once the previous Timecards have been submitted and approved by your manager, it will be processed in the current payrun with the current approved Timecard.

If you have any work that hasn’t been claimed three months prior to the current pay period, you will need to complete a paper timesheet (available in the Laureate Australia Sharepoint) and have it approved by your manager. Approved paper timesheets must be sent to the Payroll team and will be processed in the next available payrun.

**Q. Can I submit my work details for future pay periods?**
There are 2 future pay periods available in the dropdown list and you can submit your working details by selecting this option. However, the working details submitted in the future pay periods will not be processed in the current payrun. These will be processed in the relevant timeline of the pay periods.

**Q. Is Start and Finish Time compulsory?**
The Start and Finish time fields are required to complete the Timecard entry. The Manual Entitlement will not be saved without the start and finish times. Record the start and finish times of Online Classes as you have them in the scheduled timetable. The Timecard is unable to process overlapped start and finish times within the same day.

**Q. Should I record the Unpaid Break details in the Timecard?**
Unfortunately, Manual Entitlement doesn’t have the function to calculate unpaid breaks. Please use the start and finish times to calculate the correct hours in Duration as the Timecard will be processed based on the hours in Duration.

**Q. What is Cost Account?**
Cost Account is where the working costs will be allocated to. Cost Account is determined by the Finance team and defaulted to the employee’s home departments & location. If the employee is working for a different location, vertical or department, the relevant Cost Account should be selected. The format of Cost Accounts are set as vertical or department, then location.

For Academic Staff, the Cost Account must be selected based on the subject information. For example, if you are teaching an Online Class in any campus, the Online Cost Account of the vertical should be selected.

Some types of work have their own Cost Account. The relevant Cost Account must be selected by the employee when they are completing the Timecards. Please see below list;

<table>
<thead>
<tr>
<th>Cost Account</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Quality – 5</td>
<td>Academic On Boarding completion (for Manual Entitlement Users)</td>
</tr>
<tr>
<td>Marketing Faculty – 5</td>
<td>Any work related to the Marketing Team</td>
</tr>
</tbody>
</table>
Q. What is Manual Entitlement (in Manual Entitlement Function)?
Manual Entitlements are a set of different lecture activities. Each Manual Entitlement have their own hourly rate attached. The relevant Manual Entitlement must be selected to process at the correct rate of pay.

Q. I am a Sessional employee and I want to use my Sick Leave. How do I submit Sick Leave?
Sessional Employees are entitled to Sick Leave, and the leave request must be submitted in Manual Entitlement in the Timecard Entry page. Please see below how to apply for Sick Leave through ConnX.

1. Check Leave balances through My Details > Leave Details > Leave Balances.
3. Record Date, Start and finish times, Duration, Cost Account (where the cost of subject is allocated) and Select Sick Leave (No Prep) in Manual Entitlement.
4. In the Reason field, record “Level of subject (VET, HE or Master) / Subject Name”.

The Payroll team will add Prep hours of Sick Leave while processing the payrun based on the note provided. If Payroll cannot see the relevant comments, the Prep hours will not be added.

Q. I am a Sessional employee and I want to use my Annual Leave. How do I submit Annual Leave?
Sessional Employees are entitled to Annual Leave, and there are two ways to claim annual leave. Please see below how to apply for Annual Leave.

1. Applying Annual Leave to cover day off
   a. Check Leave balances through My Details > Leave Details > Leave Balances.
   b. After checking the Leave balance, go to Manual Entitlement.
   c. Record Date, Start and finish times, Duration, Cost Account (where the cost of subject is allocated) and Select Annual Leave (No Prep) in Manual Entitlement.
   d. In the Reason field, record “Subject Name – Annual Leave”.
   Unlike Sick Leave, Prep hours will not be added to an Annual Leave request as sessional employees are entitled to request Annual Leave pay outs. Employees can nominate any hours to be paid. Any Annual Leave Hours submitted in the Timecard will be processed in one pay cycle with the other entries entered in the same pay period.

2. Applying for Annual Leave – Pay out Request
   To request a pay out of Annual Leave as a Lump Sum payment, an email should be sent to the Payroll team advising the nominated hours and required pay period to be paid out in.

Q. I am a casual lecturer at Torrens University Learning Centre. How should I submit my working hours in Manual Entitlement?
The casual lecturers in Torrens University Learning Centre have special rules created in Manual Entitlement. There are three different teaching types available in Manual Entitlement.

- **Day Rate 5 hours;**
  It will be processed as 5 hours if Duration is equal to 5 hours or more than 5 hours.
  It will be processed as per the Duration if it is less than 5 hours.

- **Night Rate 4 hours;**
  It will be processed as 4 hours if Duration is equal to 4 hours or more than 4 hours.
  It will be processed as per the Duration if it is less than 4 hours.

- **Additional 1 Hours**
  It will be processed as per the Duration in the Manual Entitlement.
Q. I am working across multiple managers. How do I request approval for my Timecards from all managers?
If you are working across multiple managers, you will need to add any additional approvers. It must be completed after submitting the Timecard and before approval.
If you don’t know who the manager of a subject is, please contact college admin to confirm.
If you cannot find the manager’s name from the dropdown list, please contact the Payroll team.

Q. I found an error in my Timecard. How do I fix it?
The details in the Timecard entry can or cannot be corrected depending on the status of the Timecard entry.

If the Timecard status is Pending Approval, the employee can withdraw their Timecard approval request, make amendments and re-submit it.

If the Timecard status is Approved, the employee cannot withdraw their Timecard approval request. Instead, contact the manager to rescind the Timecard entry, make amendments and re-submit it. If there were any additional approvers, ensure all additional approvers are added again.

If the Timecard status is Completed, the employee and manager cannot rescind it. To make any amendments, the employee will need to complete a paper timesheet (available in the Laureate Australia Sharepoint) and send it to their line manager for approval. Approved paper timesheets are to be provided to the Payroll team for processing in the next available payrun.

**Help and Assistance**

**Contact for questions about ConnX?**
Contact: payroll@laureate.edu.au

**ConnX Link**
https://ess.laureate.net.au

**Link for Paper Timesheet (to Amend the Completed Timecard) available at Laureate Australia Sharepoint**
https://laureateaus.sharepoint.com/sites/mylaureate-australia/Pages/My%20Career/PayrollRemuneration.aspx