

# Submitting a Casual Timecard



As a casual employee, you submit your hours worked via timecards in Themis Self Service.

**Note:** Some departments have a dedicated Timekeeper who records hours worked by casual staff. If this is the case, you will not need to submit timecards. Please check with your supervisor.

## Timecard templates

Themis will automatically generate a timecard template for each casual contract when the contract is processed. Selecting and applying this template on your timecard will pre-fill most of the fields. If you have multiple casual engagements, you will have a template for each contract.

If you need to create a timecard template, please refer to [Create a timecard template](#)

If you need to amend an existing template, please refer to [Updating a timecard template in Themis](#).

## Creating your timecard and selecting a template

Log on to Themis Staff Self Service and select **Timecard > Create Timecard**. The **Create Timecard** screen will display.

Select the appropriate payment period from the **Period** drop-down menu:

Hours Type	Payment Type	Job Performed	Casual Contract Reference	Approval ID

You may only enter data for the current and previous five pay periods. If you need to enter time worked outside these periods you will need to complete a [HR 26 Employee Payment Request](#) form.

Select the appropriate timecard template from the **Template** drop-down menu and click **Apply Template**:

Hours Type	Payment Type	Job Performed	Casual Contract Reference	Approval ID

Each of the timecard fields will populate with the template information. Please note: if Job Performed is not populated, please fill in with appropriate value. For example, "Casual".

## Completing your timecard

Fill in any remaining fields of your timecard. Use a new row for each individual casual assignment.

Enter your hours worked for each day in the time period. Days not worked should be left blank.

**Note:** Themis will automatically calculate overtime for **professional** casual staff who work over 36.25 hours (Monday to Friday) and paid as separate payments of 'Time and a Half' or 'Double Time'.

If you need to submit overtime outside MON to FRI, please refer to [Submit overtime for casual professionals](#)

If using a template, be sure to check the day/date fields and remove any inaccurate hours before submitting your timecard for approval.

Enter any comments for your approver in the **Comments** field.

Full details of all fields can be found in the 'Explanation of timecard fields' table at the end of this document.

## Submitting your timecard

If you do not wish to submit your timecard at this stage, you may click **Save**.

To submit your timecard, click **Continue**.

This will take you to a Review screen where you can check the details entered and correct them if required. If details are incorrect, click **Back** to return to the time entry screen and make changes, or **Cancel** to cancel the action.

After checking all details are correct, click **Submit**.

You will receive confirmation that your timecard has been sent to your approver:

Hours Type	Payment Type	Job Performed	Approval ID	Casual Contract Reference	Coy	Budg	Cost	Proj	Pur	Act	Loc	Sat, Sep 19	Sun, Sep 20	Mon, Sep 21
General Staff Support	HEW 8.1	Casual		IT App Serves-General 12345A (31-DEC-2015)	01	9760	20	000000	GEN	26	01			5

## Notification of approval or rejection

You will receive a notification in your Themis worklist when your timecard is approved. If your approver rejects your timecard, you will receive a notification in your Themis worklist for you to action.

## Payment cut-off dates

Casual staff are paid on Thursdays, on a fortnightly basis.

Casual timecards must be approved (all lines approved by all approvers) by **4.00pm** on the **Monday** before the casual pay date. Pay dates and cut-off dates are listed on the [Payroll Calendar](#).

It is advisable to check your Themis worklist prior to the cut-off date to confirm that your timecard has been approved for that period.

## Reference tables

### Hours type

While most time is recorded in hours (i.e.: 2 hours of overtime, or 4 hours of demonstrating) there are some exceptions, as outlined in the table below.

Hours Type	Unit Type
Accompanist	Per session
Agreed Rate FNT Professional	Per unit
Agreed Rate CAS Academic	Per unit
Agreed Rate CAS Professional	Per unit
Clinical teaching	Per hour
Conferring Casual Professional	Per ceremony
Conferring FNT Professional	Per ceremony
Demonstrating	Per hour
Exam Supervisor	Per hour
Casual Academic Support	Per hour
Casual Professional Support (MON – FRI)	Per hour
Casual Overtime (SAT before 12)	Per hour
Casual Overtime (SAT after 12 and SUN)	Per hour
Casual Overtime (Public Holiday)	Per hour
Honorarium	Per thesis
Km Reimbursement Casual Academic	Per kms
Km Reimbursement Casual Professional	Per kms
Km Reimbursement FNT Professional	Per kms
Law School Moots	Per session
Lecturer Casual	Per hour
Marking	Per hour
Meal Money Pay	Per meal (max 2 per day)
Other Academic Activity	Per hour

Research Assistance	Per hour
Shift	Per shift (max 1 per day)
Sports Centre	Per session
Tutorial Casual	Per hour
Undergraduate Clinical Nurse Education	Per session

## Decimal conversion of minutes

When recording hours in Themis, you need to use decimal amounts. If you are not entering whole hours, convert the number of minutes worked into its decimal equivalent as outlined in the table below.

Minutes	Decimal conversion	Minutes	Decimal conversion
5 min	0.08	35 min	0.58
10 min	0.17	40 min	0.67
15 min	0.25	45 min	0.75
20 min	0.33	50 min	0.83
25 min	0.42	55 min	0.92
30 min	0.5	60 min	1.00

## Explanation of timecard fields

Details of the information required in each timecard field are set out below. Most of these fields will be prefilled by applying a timecard template.

Field	Action	Comment
Hours Type	Select the type of work you have performed from the drop-down list.	Refer to the <b>Hours Type</b> table on page 3 for a list of available hour types and their corresponding units.
Payment Type	Select the unit of payment from the list of values (LOV).	<p><b>Note:</b> the values displayed in this list will be determined by the Hours Type selected above.</p> <p>To display all values available:</p> <ul style="list-style-type: none"> <li>click on the <b>Search</b> icon to display the Search and Select screen</li> <li>leave the search field blank and click <b>Go</b></li> <li>click on the <b>Quick Select</b> icon for the desired payment type</li> </ul>
Job Performed	Select the type of activities performed from the dropdown list.	
Casual Contract Reference	Select the appropriate contract from the drop-down list.	This field is mandatory. <b>Note:</b> all casual payments should be recorded against an appropriate contract reference. If you do not have a contract reference, please select <i>Outside Contract</i> from the drop down list.
Approval ID	Select your supervisor/approver from the dropdown list.	<b>Note:</b> where multiple lines of the same Hours Type are entered in one timecard, with different approvers (e.g.: you perform casual work for a number of different departments) the timecard will be sent to all approvers listed for action. The payment will not be processed until all approvers have actioned the timecard.
Coy	Enter your 2 digit Company segment from the chart of accounts (COA) or select from the LOV.	Refer to your supervisor or Department Timekeeper for the appropriate code.
Budg	Enter your 4 digit Department/Budget Unit segment from the COA or select from the LOV.	Refer to your supervisor or Department Timekeeper for the appropriate code.
Cost	Enter your 2 digit Cost Centre segment from the COA or select from the LOV.	Refer to your supervisor or Department Timekeeper for the appropriate code.
Proj	Enter your 6 digit Project segment from the COA or select from the LOV.	Refer to your supervisor or Department Timekeeper for the appropriate code.

Pur	Enter your 3 digit Local Purpose segment from the COA or select from the LOV.	Refer to your supervisor or Department Timekeeper for the appropriate code.
Act	Enter your 2 digit Activity segment from the COA or select from the LOV.	Refer to your supervisor or Department Timekeeper for the appropriate code.
Loc	Enter your 2 digit Location segment from the COA or select from the LOV.	Refer to your supervisor or Department Timekeeper for the appropriate code.