

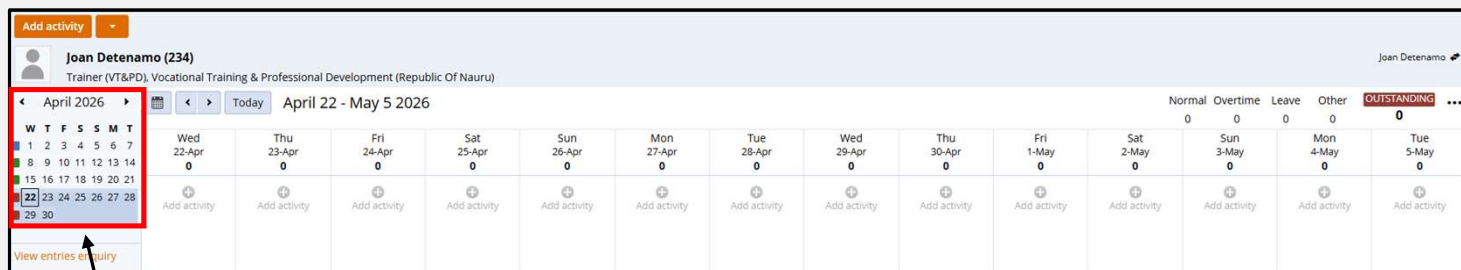
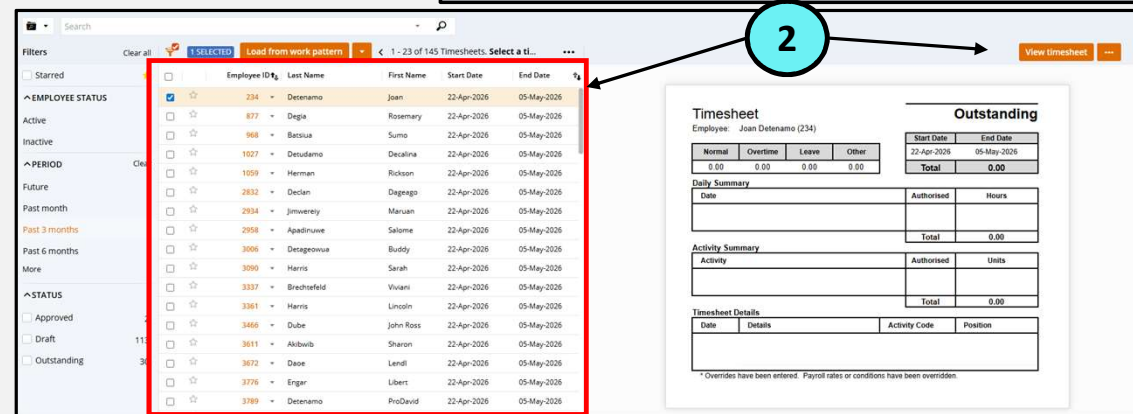
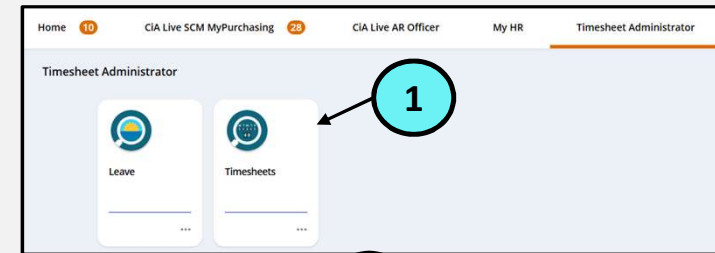
# **Timesheet Administrator**

# Overview

- Timesheet Entry
  - Individual
  - Bulk

# Timesheet Entry - Individual

1. In **Timesheet Administrator**, open **Timesheets**.
2. A list of staff will be displayed. Select the employee whose timesheet you wish to process, then click **View Timesheet** to open the timesheet entry screen.
3. Use the calendar on the left to navigate to the correct fortnight.
4. The status of each period is colour-coded.



| Colour         | Meaning                                                       |
|----------------|---------------------------------------------------------------|
| Green          | Timesheet has been approved                                   |
| Red            | Timesheet is missing and has not been entered                 |
| Yellow / Amber | Timesheet is in Draft status — generated but not yet approved |

4

# Timesheet Entry – Individual – Cont.

**Add activity** ▼

**Joan Detenamo (234)**  
Trainer (VT&PD), Vocational Training & Professional Development (Republic Of Nauru)

< April 2026 > Today April 22 - May 5 2026

| W  | T  | F  | S  | S  | M  | T  |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

View entries enquiry

New entry for Wednesday 22-Apr

Entry Type \* Normal

Clock In 09:00

Clock Out 04:00

Comments

**Save** **More**

▼

- + Add leave
- + Load from previous
- + Load from work pattern
- ✖ Clear unauthorised
- + I was sick yesterday
- + I am sick today
- + I need a holiday

+ Add activity

5. Add an activity to enter timesheet hours for each day, then **Save** to record the time.
6. Alternatively, use options such as **Load from Previous** or **Load from Work Pattern**.
7. Once confirmed, submit the timesheet for approval.

< cia RONFINANC... > Timesheet Administrator > Timesheets > Timesheet Administration

**Submit** ▼

**Joan Detenamo (234)**  
Trainer (VT&PD), Vocational Training & Professional Development (Republic Of Nauru)

< April 2026 > Today April 22 - May 5 2026

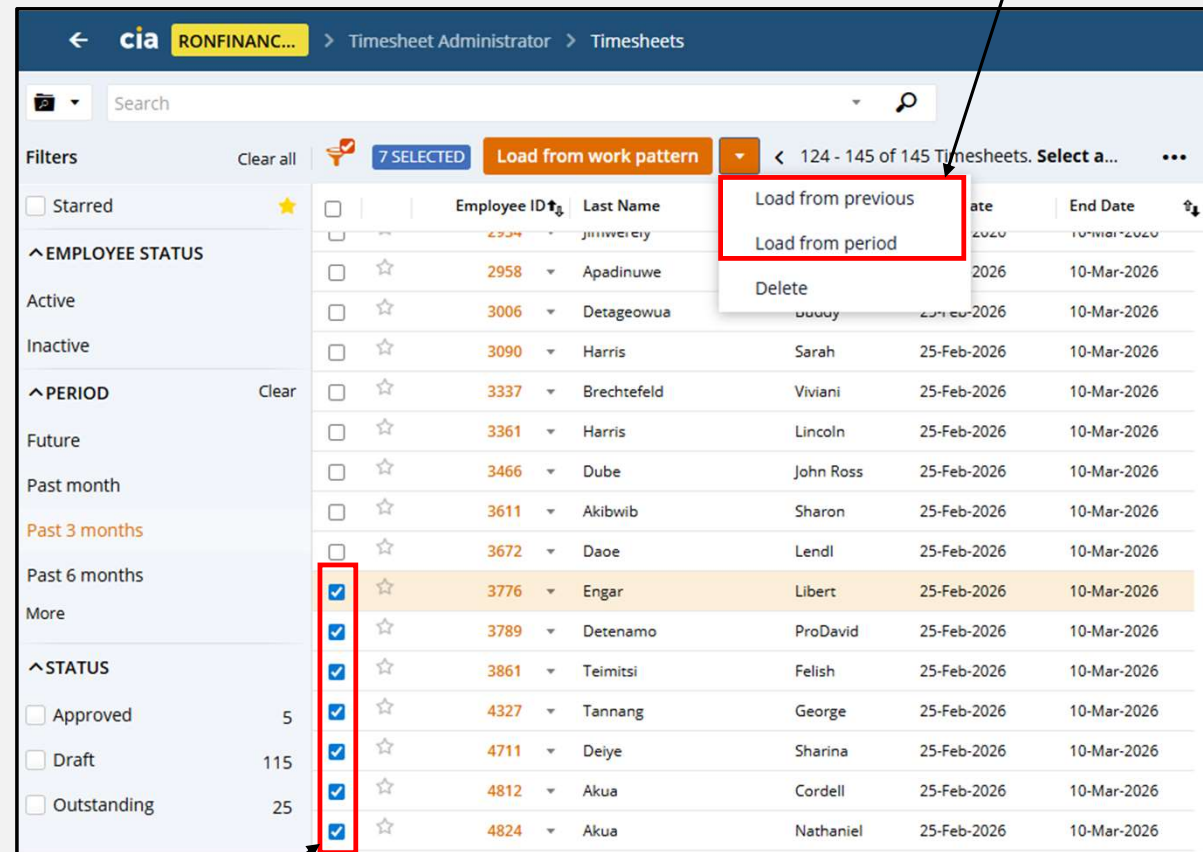
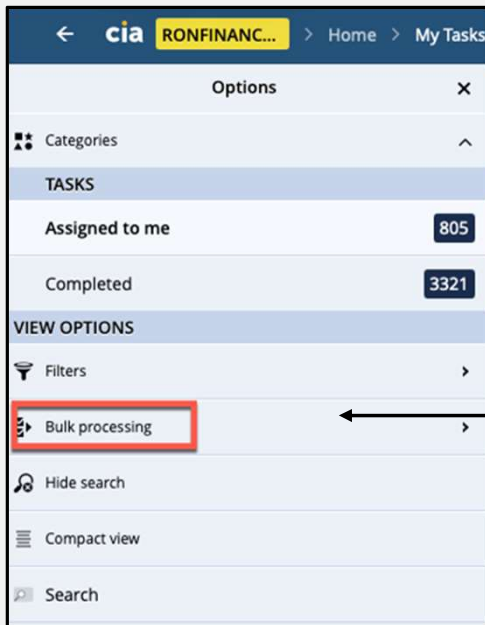
|        | Wed 22-Apr             | Thu 23-Apr             | Fri 24-Apr             | Sat 25-Apr   | Sun 26-Apr   | Mon 27-Apr             | Tue 28-Apr             | Wed 29-Apr             | Thu 30-Apr             | Fri 1-May              | Sat 2-May    | Sun 3-May    | Mon 4-May              | Tue 5-May              |
|--------|------------------------|------------------------|------------------------|--------------|--------------|------------------------|------------------------|------------------------|------------------------|------------------------|--------------|--------------|------------------------|------------------------|
| Normal | 09:00a - 04:00a        | 09:00a - 04:00a        | 09:00a - 04:00a        |              |              | 09:00a - 04:00a        | 09:00a - 04:00a        | 09:00a - 04:00a        | 09:00a - 04:00a        | 09:00a - 04:00a        |              |              | 09:00a - 04:00a        | 09:00a - 04:00a        |
|        | Vocational Trail. G... | Vocational Trail. G... | Vocational Trail. G... | Add activity | Add activity | Vocational Trail. G... | Vocational Trail. G... | Vocational Trail. G... | Vocational Trail. G... | Vocational Trail. G... | Add activity | Add activity | Vocational Trail. G... | Vocational Trail. G... |
|        | + Add activity         | + Add activity         | + Add activity         |              |              | + Add activity         | + Add activity         | + Add activity         | + Add activity         | + Add activity         |              |              | + Add activity         | + Add activity         |

View entries enquiry

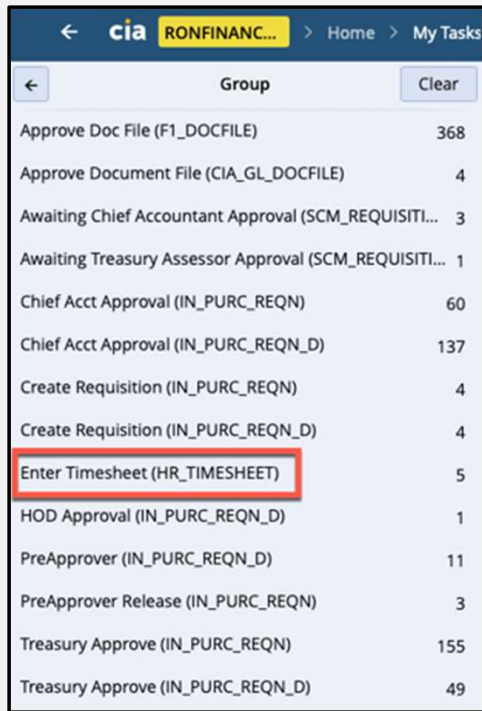
Normal Overtime Leave Other DRAFT 190 0 0 0 190

# Timesheet Entry - Bulk

1. In **Timesheets**, select all staff for bulk input.
2. Select the appropriate loading option.
3. Go to **My Tasks** and click on **Bulk Processing**.

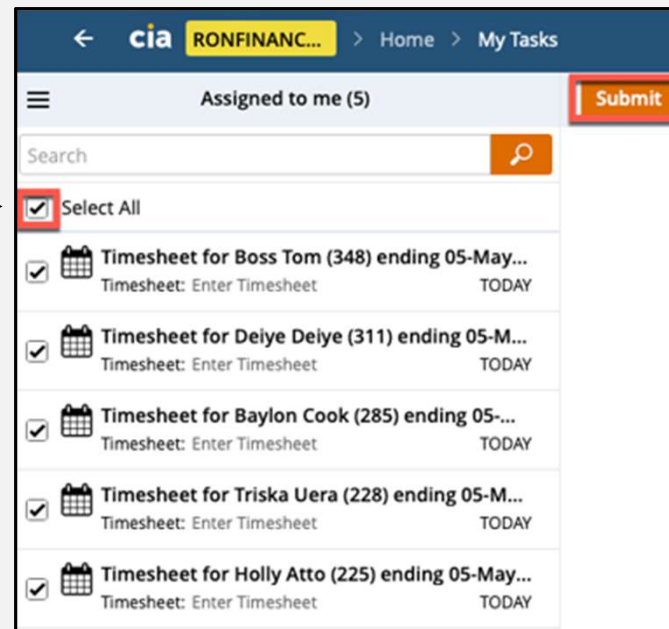


# Timesheet Entry - Bulk



| Group                                                 | Clear |
|-------------------------------------------------------|-------|
| Approve Doc File (F1_DOCFILE)                         | 368   |
| Approve Document File (CIA_GL_DOCFILE)                | 4     |
| Awaiting Chief Accountant Approval (SCM_REQUISITI...  | 3     |
| Awaiting Treasury Assessor Approval (SCM_REQUISITI... | 1     |
| Chief Acct Approval (IN_PURC_REQN)                    | 60    |
| Chief Acct Approval (IN_PURC_REQN_D)                  | 137   |
| Create Requisition (IN_PURC_REQN)                     | 4     |
| Create Requisition (IN_PURC_REQN_D)                   | 4     |
| Enter Timesheet (HR_TIMESHEET)                        | 5     |
| HOD Approval (IN_PURC_REQN_D)                         | 1     |
| PreApprover (IN_PURC_REQN_D)                          | 11    |
| PreApprover Release (IN_PURC_REQN)                    | 3     |
| Treasury Approve (IN_PURC_REQN)                       | 155   |
| Treasury Approve (IN_PURC_REQN_D)                     | 49    |

4. In **Bulk Processing**, click on **Enter Timesheet**.
5. **Select all** the timesheets that have been bulk created.
6. **Submit** them for approval.
7. Wait for the notification when it is completed.



| Assigned to me (5)                  |                                                 | Submit |
|-------------------------------------|-------------------------------------------------|--------|
| Search                              |                                                 |        |
| <input checked="" type="checkbox"/> | Select All                                      |        |
| <input checked="" type="checkbox"/> | Timesheet for Boss Tom (348) ending 05-May...   |        |
|                                     | Timesheet: Enter Timesheet                      | TODAY  |
| <input checked="" type="checkbox"/> | Timesheet for Debye Debye (311) ending 05-M...  |        |
|                                     | Timesheet: Enter Timesheet                      | TODAY  |
| <input checked="" type="checkbox"/> | Timesheet for Baylon Cook (285) ending 05-...   |        |
|                                     | Timesheet: Enter Timesheet                      | TODAY  |
| <input checked="" type="checkbox"/> | Timesheet for Triska Uera (228) ending 05-M...  |        |
|                                     | Timesheet: Enter Timesheet                      | TODAY  |
| <input checked="" type="checkbox"/> | Timesheet for Holly Atto (225) ending 05-May... |        |
|                                     | Timesheet: Enter Timesheet                      | TODAY  |

# Exercise: Timesheet Administrator

1. Practice entering staff timesheets from your department and let me know if you have any questions.

