

# UCD Online Timesheets - Claimant

## 1. Logging On



- Go to [www.ucd.ie/hr/ess](http://www.ucd.ie/hr/ess)
- Click **Employee Self Service**
- Type in your UCD Connect username & password
- Click **Login**




If you are having difficulties logging in refer to the **trouble shooting guide** at [www.ucd.ie/hr/ess](http://www.ucd.ie/hr/ess)

**My Hourly Timesheets Self Service**

[My Hourly Timesheets Self Service](#)  
Select this link to submit new or view existing hourly timesheets.



## 2. Creating a New Time Sheet

- Click **Hourly Timesheet**
- Click **Create New Timesheet**  
Select this option to create a new hourly time sheet
- Under **Personal Details** you can select an alternative school / unit to which you wish to claim. Click  beside **Department Division** & select the alternative school / unit from list.
- Bank Details** Displays your current bank account details held in the HR system to which the approved claim will be paid.



You can not change your home address or bank details, this facility is currently unavailable. To update this information for future claims see: <http://www.ucd.ie/hr/changedetails/>

- Hourly Work Completed** section is completed for hours worked
- Select the relevant position, module code (if relevant) date, time from & to for each day or part of day you are claiming for. Total hours will automatically calculate.

Position	Module Code	Date	Time From	Time To	Hours
Tutor_2010	ACC10040	01/09/2010	14:00	16:00	02:00
Tutor_2010	ACC1002G	02/09/2010	13:00	1400	00:00
					00:00
					00:00
					00:00
<b>Total Hours</b>					<b>02:00</b>

- Under 'Items completed' select for example essay correction in the items completed section, module code, date & no of items

Item	Module Code	Date	No. of Items
Essay Correction_2010	ACC1001D	02/09/2010	201
<b>Total No. of Items</b>			<b>0</b>

- Select the relevant approver 1 & approver 2 from the drop down list

Approver 1  Approver 2


## 3. What happens next

- Select 'submit timesheet' or 'save for later'
- When you click 'submit timesheet' an email is sent to your approver 1
- Approver 1 then enters the rate & cost centre & submits to approver 2 for approval (or rejection)
- If approver 1 or 2 rejects timesheet you will receive an email stating the reason & you will be asked to amend & resubmit
- Approver 2 then approves (or rejects)


## 4. Hourly Timesheets Summary

The below screen shows a summary of timesheets & what stage they are at

Hourly Timesheet Summary	
My Timesheet Requests:	
New	0
Submitted	0
Resubmitted	0
Approved	0
Rejected	1
Waiting To Be Paid	0
Paid	0

- New – Saved for later, can edit / view
- Submitted – Submitted for approval. Not yet approved & can be recalled for editing by clicking 
- Resubmitted – if rejected & resubmitted
- Approved – Approved at level 1 or 2
- Waiting to be paid – Submitted to Payroll for payment
- Paid – Paid by Payroll
- Click on the relevant item e.g. waiting to be paid, the following screen appears:

Claim Status: Waiting to be Paid								
Claim Identifier	Lecturer/Course Leader	Head Of Department	Department	Total Hours	No. of Items	Total Cost	Status	Date Included in Payrun
50	John Phelan	Paul O'Sullivan	Buildings & Services	02:00	0	62.20	Submitted To Payroll For Payment	19-MAR-10

- Click on  to view in more detail

## 5. Key Points

- The system operates on a 24 hour clock
- When entering data for a full day you must enter in hours for the morning and (if applicable) the afternoon separately.
- Monthly paid staff should only submit one timesheet per department per month