3.1 CREATE & OFFER ASSIGNMENT

PROCESS DESCRIPTION

This process is used to offer an assignment to individual (s) who have been successful in a fair and equitable process and if required may have been assigned to a group.
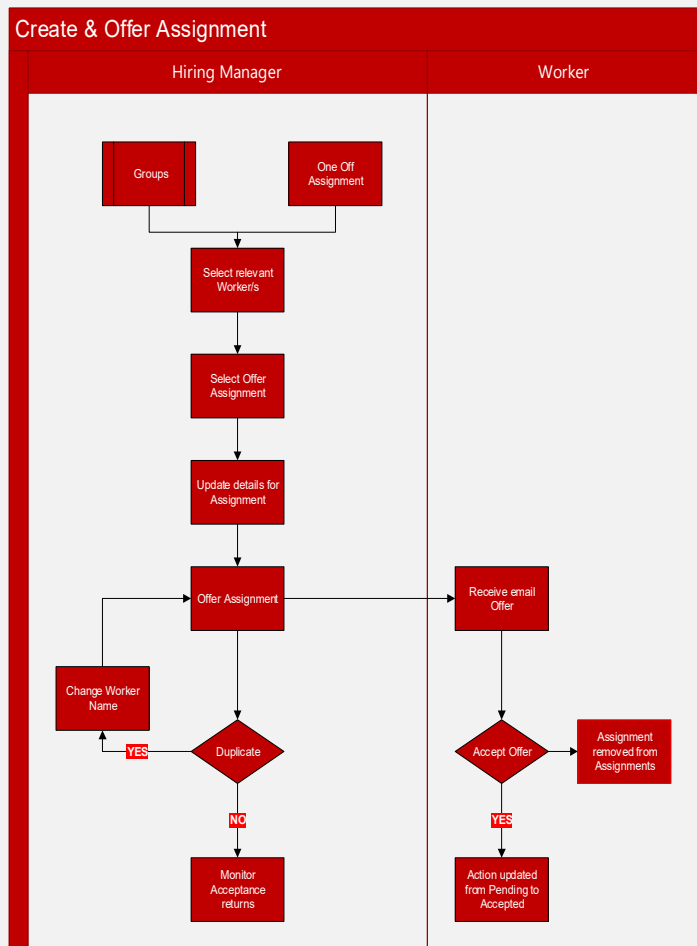
GETTING STARTED

- Job Family
- Pay Rates
- Timesheet Authorisers
- Cost Codes
- No of hours of work per week (excluding breaks)

PROCESS RULES

- A worker cannot be offered work unless they are fully compliant

- Work cannot be offered to an individual if the hours will exceed their maximum weekly allowance.

- All assignments must be in future - an assignment cannot be backdated.

- To meet the requirements of the University Delegated Authority Framework, either the Hiring Manager must be Grade 7 or AC2 and above, or an administrator in the role of Hiring Manager would need to have been given explicit approval by someone with the appropriate delegated authority, before they could set up assignments.

- Timesheet approval should be by the Hiring Manager, i.e. the academic or Professional Services member of staff at Grade 7 or AC2. Where an administrator created the assignment originally, they will not be required to be a timesheet approver.

- Hiring Manager can only setup assignments for a Project which is assigned to their School/Department.

- During an assignment Workers may have access to certain resources within the university. Once assignment has been completed, access to these resources will be restricted.

STEP BY STEP GUIDE

Create & Offer Assignment

| Hiring Manager | Worker |

Groups — One Off Assignment → Select relevant Worker/s → Select Offer Assignment → Update details for Assignment → Offer Assignment → Receive email Offer

Change Worker Name — Duplicate — YES

Duplicate — NO → Monitor Acceptance returns

Accept Offer — Assignment removed from Assignments

Accept Offer — YES → Action updated from Pending to Accepted

OUTPUTS

The worker will receive an email to a advise they have received an assignment.

Hiring Manager can view the status of the assignment –Status will change from Offered to New once individual has accepted the

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3.2TIMESHEET APPROVAL

PROCESS DESCRIPTION

This process describes the Hiring Manager activities required to approve timesheets

Each Assignment has either 1 or 2 Timesheet Approvers and 1 Budget Approver depending on how assignment has been setup

GETTING STARTED

- Assignment details
- Cost Codes
- Hours worked

PROCESS RULES

- Hiring Managers cannot approve timesheets allocated to an inactive cost code 9(i.e. cost code has been made inactive since assignment was setup)

- Timesheet Approver 1 and 2 are responsible for the checking that the work has been completed

- Budget Approver is responsible for approving spend.

- Timesheets Approver (s) and Budget Approver must be different individuals.

- Timesheet Approver 1 is responsible for updating assignment in event that cost code is no longer valid

- If Timesheet Approver or Budget Approver is unavailable, contact QWork Consultant to make changes to the assignment.
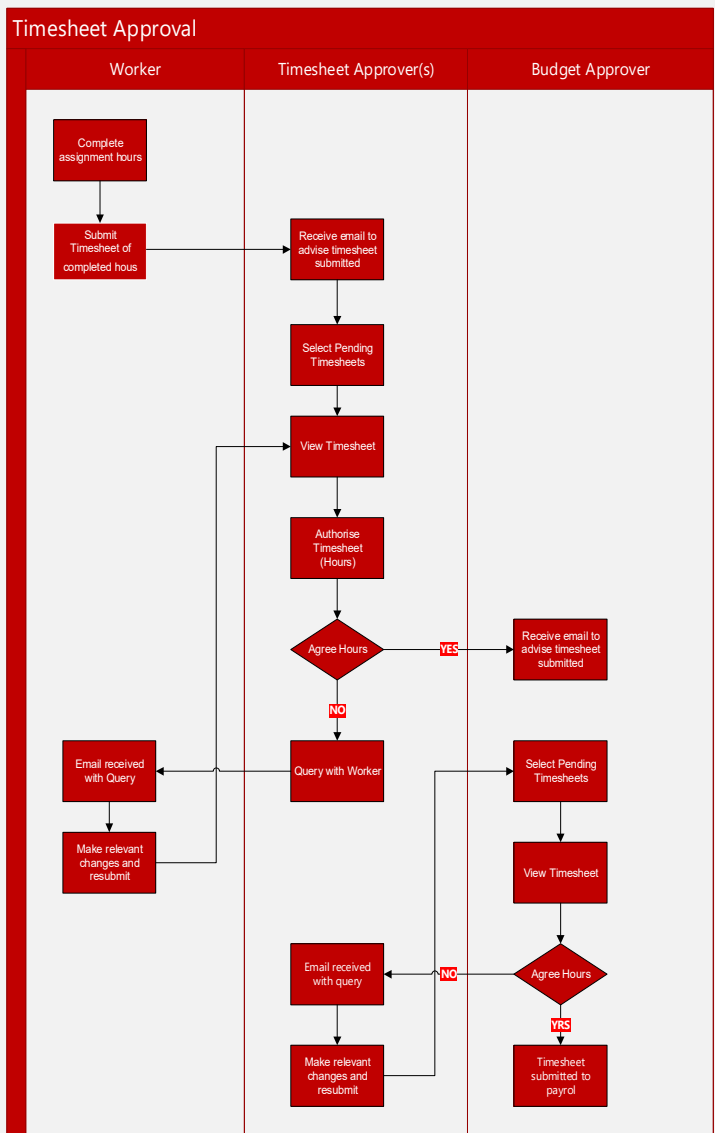
OUTPUTS

Approval is workflowed through the Timesheet Approver (s) to Budget Approver.

Timesheet files is sent to salaries where payments are finalised

Payslip will be available online

STEP BY STEP GUIDE

Timesheet Approval flowchart with swimlanes: Worker, Timesheet Approver(s), Budget Approver.

Worker: Complete assignment hours → Submit Timesheet of completed hous

Timesheet Approver(s): Receive email to advise timesheet submitted → Select Pending Timesheets → View Timesheet → Authorise Timesheet (Hours) → Agree Hours (decision) — YES → (Budget Approver) Receive email to advise timesheet submitted; NO → Query with Worker

Worker: Email received with Query → Make relevant changes and resubmit

Budget Approver: Select Pending Timesheets → View Timesheet → Agree Hours (decision) — NO → (Worker) Email received with query → Make relevant changes and resubmit; YES → Timesheet submitted to payrol

3.3 HOLIDAY APPROVAL

PROCESS DESCRIPTION

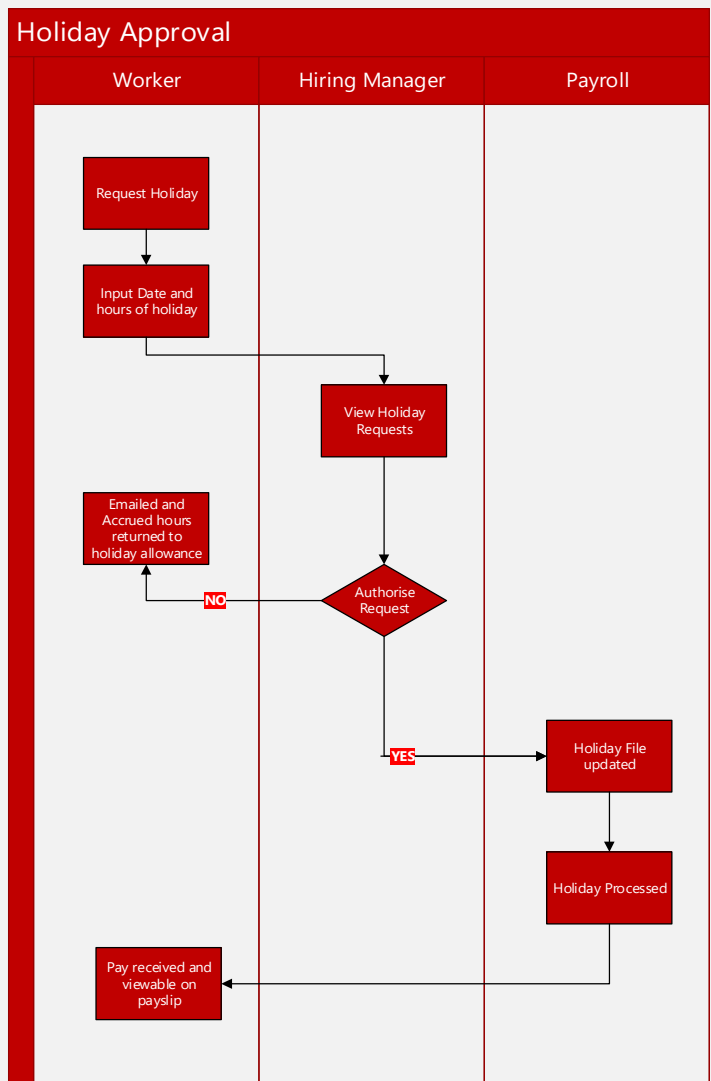This process describes the Hiring Manager activities to approve holidays

GETTING STARTED

- No of Hours requested

PROCESS RULES

- Individuals accrue holidays at rate of 12.07% of hours worked per assignment

- Individuals must have worked and been paid at least 1 month to accrue holidays

- Workers can only request leave that has been accrued at that point

- Hiring Managers must ensure that the Worker is not working on the day that the holiday has been requested.

- If Hiring Manager declines leave, the hours are available for leave at later time.

STEP BY STEP GUIDE

Holiday Approval

Worker	Hiring Manager	Payroll

Request Holiday

Input Date and hours of holiday

View Holiday Requests

Emailed and Accrued hours returned to holiday allowance

Authorise Request

NO

YES

Holiday File updated

Holiday Processed

Pay received and viewable on payslip

OUTPUTS

Individuals receives approval for leave

Holiday records file is sent to salaries where payments are finalised

Payslip will be available from….

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