

UCD Online Timesheets - Administrator

1. Logging On

• Go to www.ucd.ie/hr/ess

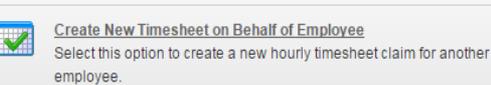
• Click 

• Type in your UCD Connect username & password

• Click 

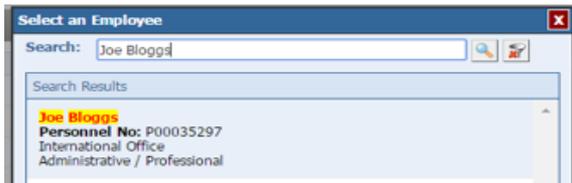
• Click 

2. Creating Time Sheet

• Click 

• Under Employee Details, Click  to open the search box

• Search for employee by name & select by clicking



 **Note!** If you are entering a ad-hoc value payment please ensure you are only entering a claim for casual / hourly paid staff (not salaried staff). Please check the Claimant Look Up report in InfoHub.

3. Enter Time Sheet Details & Submit

• There are 3 sections on the timesheets

 **Hours Completed** (Hours)

 **Items Completed** (Items e.g. Essays)

 **Value Based Claim** (Ad-Hoc Value Payments)



- Enter the claim details in the relevant section.
- Module code is an optional field in all cases



PRSI weeks: It is very important to enter dates as actually worked. Where a value payment is work over several weeks please enter one line per week worked.

• Select the relevant approver 1 & approver 2 from the drop down list, tick the declaration box and click:



• The timesheet enters the approval work flow, with notifications going back to administrator

• A view of previously created timesheets can be accessed/ edited from:



Previously Created on Behalf of Employee (4)

Select this option to view claims previously submitted for another employee.

Timesheet Status Summary:

- ➔ New – Saved for later, can edit / view
- ➔ Submitted – Submitted for approval
- ➔ Approved – Approved at level 1 or 2
- ➔ Waiting to be paid – Submitted to Payroll
- ➔ Paid – Paid by Payroll
- ➔ Rejected – can be edited & resubmitted
- ➔ Resubmitted – if rejected & resubmitted

4. Policies & Key Points

- **Ad-hoc Value payments** can only be entered for casual/hourly (not salaried staff). Please check the Claimant Look Up report in InfoHub
- **PRSI Weeks:** It is very important to enter dates as actually worked to ensure correct PRSI weeks are credited to employee and ensure payment is correct. Where a value payment is for work over several weeks please enter one line per week worked.

• **Working Hours:** Legislation requires that an employer ensures that the appropriate breaks are taken by an employee during their hours of work. The general rules on this are that an employee take a break of 15 minutes after a 4.5 hour work period. The 15 minute break is a paid break. If they work more than 6 hours, a break of 30 minutes (lunch break) must be taken.

• **12 Week Rule:** Best practice indicates that casual staff should not be employed for more than 12 continuous weeks

• **Research Funded Claims:** Where staff are chargeable to research accounts the following conditions should be observed:-

The principal investigator (grant-holder) **must** be set up either as Approver 1 or Approver 2. This is to ensure that the principal investigator authorises expenditure in line with the terms and conditions of the research funding agency. Failure to establish the principal investigator as one of the ESS approvers may result in expenditure being disallowed by the funding agency and charged against the School budget.

There should be sufficient budget available in the research account to fund the ESS timesheet. Existing on-going pay commitments should be considered when calculating the remaining budget. The grant-holder can calculate the current budgetary position on a research grant by referring to the on-line report via the Research Management System (RMS) or Infohub.

Where the pay costs exceed €3,000 Approver 1 or 2 should always contact the Research Finance Office (rfo@ucd.ie) for additional off-line approval before completing the process.

Please ensure the Research project account is selected by Approver 1 when approving the claim.