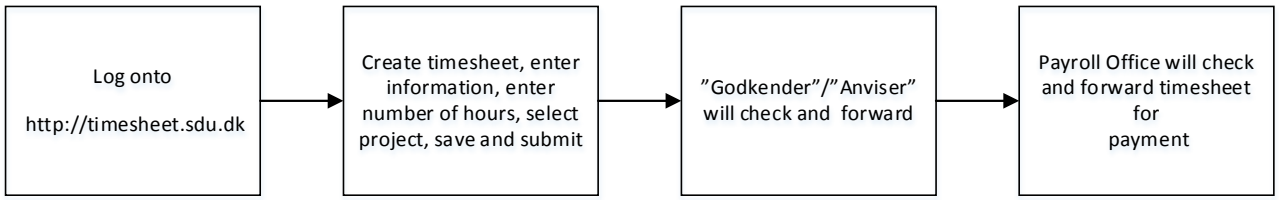
TimeSheet - Information for Staff Filling in Time Sheets for Payment of Wages (student assistants, academic advisers and other student advisers)

”TimeSheet” is an electronic accounting system, which replaces the hard copy time sheets – you may call it “a digital time sheet”.

Log onto: http://timesheet.sdu.dk. Use your student user name and password to access the system. We recommend you to use your student login for TimeSheet - in this way you have access to you time sheets when you are no longer employed as a student assistant/adviser.

TimeSheet is designed as follows:



It is very important that you choose the right ”project”. The project determines who of the approvers your timesheet is forwarded to. Choose “Vælg projekt”, and enter a part of the project designation. Since you can choose from all SDU-projects, we have decided that the designation contains the abbreviation or the name of the department/section by which you are employed as well as the name of the task or the project. If you are working for a researcher, his/her name will typically be included in the designation. If e.g. you enter IOB, you will see all projects of ”Institut for Idræt og Biomekanik” (Department of Sports Science and Clinical Biomechanics) , and you can chose one of them.

A video showing how to use the system is available (only in Danish). When you have logged in, click the link How to Timesheet (Video - Danish)

- When you first use the system, you need to enter your job title. The system needs to know whether you are employed according to the collective agreements of HK, SUL, PROSA or what category of advisers you belong to. This will appear from you letter of employment. An incorrect job title may cause that you are paid an incorrect hourly rate or that your salary payment is delayed.

- First time you use TimeSheet, you need to register your personal identification number.

- If you have more different jobs (e.g. as a student assistant and as an academic adviser), you must remember to state the right “title” when creating your time sheet. TimeSheet can only remember what you entered last time you created a time sheet. You have to create a time sheet for each job.

- You can register your working hours for the current month and for the previous three months, but it is a good idea to currently fill in you timesheet and save them and submit them when they are completed. You can register and submit your time sheets on campus or from home.

- **Don’t** fill in anything in the box ”Opgave”.
- If you are involved in multiple projects, you will have to provide time sheets for each project.
- The system will let you know (email) each time your timesheet is proceeding in the workflow. Keep track of your time sheet at the bottom of “TimeSheet”.