

Important Info for Notetakers – Entering Pay Claims

To ensure you get paid for your work each fortnight, make sure:-

1. Your pay claim on NEO matches your work allocation on SN Direct Services
2. You have explained any differences between your pay claim and your work allocation on SNDS with a note in the comments field
3. You have entered your pay claim before the submission deadline for that fortnight
4. You have entered in comments that you have submitted your notes within 24 hours or emailed me on the day with an explanation if this did not occur

Please read the instructions for each of these steps below


1. How to make sure your pay claim on NEO matches your work allocation on SN Direct Services


The easiest way to do this is to enter your pay claim by checking the Calendar View on SNDS. The Calendar view is like a weekly timetable of your work allocations, and looks like this:-

| Profile | My availability | Work allocation | Calendar | Students' information | Guidelines |
|---------|-----------------|-----------------|----------|-----------------------|------------|
|---------|-----------------|-----------------|----------|-----------------------|------------|

Welcome Pawel (Paul), [Home](#) [Logout](#)

The information below displays your Notetaking work allocations in a weekly calendar view.

 : The blue boxes indicate you have confirmed a work offer. Click on the blue box to see more details of the work allocation.

 : The grey boxes indicate that you have yet to accept or reject the work offer. To accept or reject the work offer go the 'Work Allocation' tab. If you do not accept the work offer within a reasonable amount of time, SN Direct Services will offer the work to another notetaker.

today < > Select a date

| | Monday 25 Feb, 2013 | Tuesday 26 Feb, 2013 | Wednesday 27 Feb, 2013 | Thursday 28 Feb, 2013 | Friday 01 Mar, 2013 | Saturday 02 Mar, 2013 | Sunday 03 Mar, 2013 |
|-------|---|-------------------------|---|---|------------------------|--------------------------|------------------------|
| 09:00 | | | | | | | |
| 10:00 | | | | 10:00 to 12:00 2311S_AUT_U_1_S 01, Lec1 Isabelle Stanley | | | |
| 11:00 | | | | 12:00 to 13:00 2311S_AUT_U_1_S | | | |
| 12:00 | 12:30 to 14:00 26100_AUT_U_1_S 02, Lec1 | | | | | | |
| 13:00 | | | 13:30 to 15:00 26100_AUT_U_1_S 28, Tut1 | | | | |
| 14:00 | | | | | | | |
| 15:00 | | | | | | | |
| 16:00 | 16:30 to 18:00 26100_AUT_U_1_S 34, Tut1 | | | | | | |
| 17:00 | | | | | | | |
| 18:00 | | | | | | | |

We suggest having your calendar view open on SNDS as you enter your hours for the pay period in NEO, so you can see if anything is different or missing.

2. How to explain differences between your pay claim and your work allocation on SNDS with a note in the comments field

You must enter a note in the comments field for any hours on your pay claim that do not match your work allocation on SNDS, or your pay claim will not be approved and your pay will be delayed.

In the comment, include the date, subject number, subject name, explanation of change, and the student's initials.

Always email me and advise of any changes to dates/times/hours first, and then enter comments when you enter your pay claim.

UNIVERSITY OF TECHNOLOGY SYDNEY Online Pay Claims

Time Entry: Sarcia, Racheal Jane (Racheal), 109161

For help in entering pay claims, please go to the [Online Pay Claim Staff User Guide](#).
For information on eligibility and rules for payment of casual hours and overtime and shift allowance, please go to the [Online Pay Claims Eligibility and Rules](#).
Start and Stop times must be in 24-hour format (e.g. 11:00 – 14:00) and in quarter hour increments (i.e. :15, :30, :45 or :00).
* Mandatory fields

**IMPORTANT: YOU MUST ONLY CREATE ONE TIMECARD PER WEEK.
IF WORKING IN MULTIPLE POSITIONS, ALL HOURS MUST BE ENTERED ON THE SAME TIMECARD, IT WILL BE TRANSMITTED TO ALL RELEVANT SUP
IF YOU HAVE SUBMITTED AN INCORRECT TIMECARD, CONTACT YOUR PAYROLL LIAISON OFFICER BEFORE ATTEMPTING TO CORRECT THE CLAIM.**

Period: February 08, 2013 - February 14, 2013
Template: ☐ Exclude Hours

Comments:

| Type of Claim * | Position * | Cost Centre * | Fri, Feb 08 | Sa |
|----------------------|----------------------|----------------------|---|------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | Start <input type="text"/> Stop <input type="text"/> Kms <input type="text"/> | Stu Stu Kn |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | Start <input type="text"/> Stop <input type="text"/> | Stu Stu |

For example, a student's lecture changes to another day due to a public holiday, but it's not officially changed by the academic on My Student Admin (the system from which all timetable information is pulled). Send a quick email to me, advising the lecture time/day/date change and you will attend this new time. Then when you enter your claim, add a comment – something like:

"09/06: 22107 Accounting for Bus, lec changed from 08/06 9-11am for student RS due to public holiday, emailed 04/06"

This is because we submit information to the Department of Education and we must ensure that the payroll matches work allocations for auditing purposes.

YOU NEED TO EXPLAIN ANY DIFFERENCES FROM SNDS - INCLUDING ABSENCES AND DIFFERENCES IN ALLOCATED CLASS TIMES

Missed a class? Did I replace you because you were sick? Class cancelled? Make a note like this: -

"16/05: 22107 Accounting for Bus, absent (sick) student RS, emailed SN 16/05"

3. How to make sure you don't miss the submission deadline for that fortnight

Here is an explanation of the pay cycle:

- UTS pays fortnightly on Thursdays
- On each pay day you will be paid for hours submitted and approved for the previous pay period, which always ends on the previous Thursday
For example: on Thu 25 June 2020 casual staff are paid for the fortnightly pay period between Fri 5 Jun 2020 and Thu 18 Jun 2020

Thanks Everyone!
Sandy and the Accessibility Team