



How to amend and verify ECO timesheets on TimeFiler

NZQA

Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority


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Logging into TimeFiler

The easiest way to get onto Timefiler is through our Specialist Workforce Resources page. Go to Google and type in Specialist Workforce Resource NZQA.

About 230,000 results

 **NZQA - New Zealand Qualifications Authority**
<https://www2.nzqa.govt.nz/.../specialist-workforce-resources> ▾

Specialist Workforce resources - NZQA
 Resources for people who work for NZQA on short-term contracts such as a Marker, Examiner, Moderator, or Materials Developer and Critiquer. How to apply for a role and view and complete ...

My recruitment
 Resources for people applying for and appointed to Specialist Workforce roles.

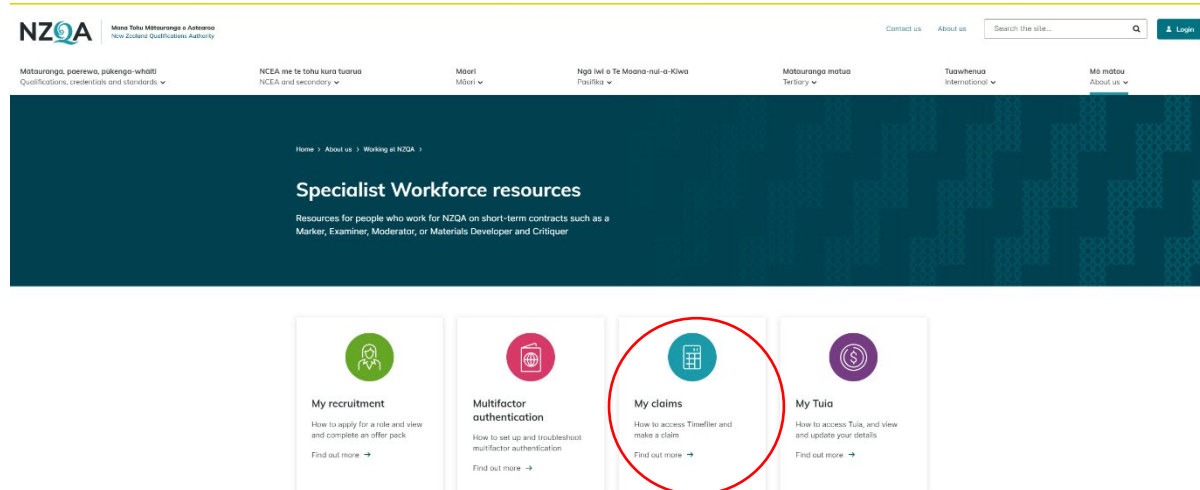
My Tuia
 Working at NZQA; My Tuia; My Tuia.
 Resources to help you use our payroll ...

How to apply for a role
 Once you select submit form, this submits your application to NZQA informing them ...

My claims
 Go into the drop down and select the appropriate position that you are ...

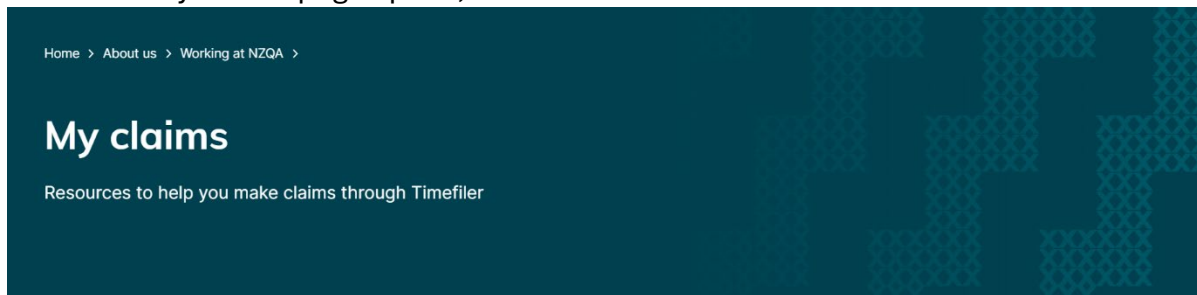
Working at NZQA
 Specialist Workforce resources. Information and resources for NZQA's Specialist ...

Click on Specialist Workforce resources and you'll see four options as shown below.
 Click on My claims



The screenshot shows the NZQA website header with navigation links: Contact us, About us, and a search bar. Below the header is a menu with links for various services: Mātauranga, pōrewha, pūkenga-whāiri; NCEA me te tohira kura tuarua; Māori; Ngā Iwi o Te Moana-nui-a-Kiwa; Mātauranga motua; Tuarua; and Mō motou. The main content area is titled "Specialist Workforce resources" and includes a sub-header: "Resources for people who work for NZQA on short-term contracts such as a Marker, Examiner, Moderator, or Materials Developer and Critiquer". Below this are four cards: "My recruitment", "Multifactor authentication", "My claims" (circled in red), and "My Tuia". Each card contains a brief description and a "Find out more" link.

When the My claims page opens, click on “Go now”.



Go to Timefiler



If you have not logged into Tuia/Jemini or TimeFiler recently, you will be required to log on using multi factor authentication via your phone.

Review the new process for the ECO timesheets for November 2024

An email sent to ECMs on Tuesday 12th November with the subject “Process for Payment of ECOs” advised that NZQA will be generating ECO timesheets on TimeFiler based on what ECMs have recorded in their planners at 7am on 25th November. For the timesheets to be accurate you are required to keep your planner updated with the correct names against the correct sessions.

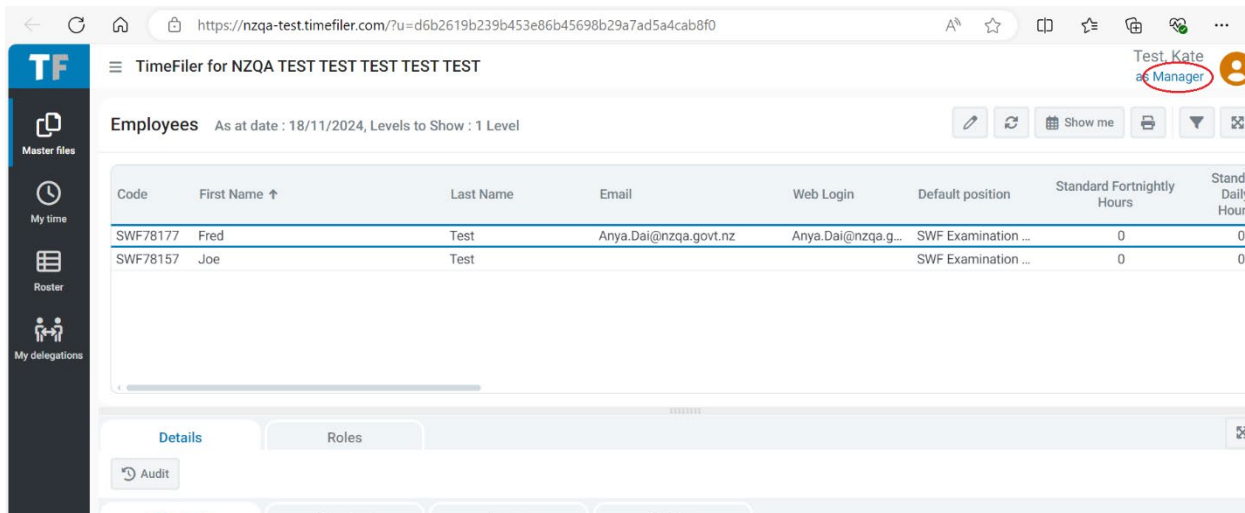
Here is the list of key tasks and timeframes for this process:

Task	By When
All ECMs check to ensure the information in their Exam Planner is an accurate reflection of the hours people have worked.	Daily, until the end of the exam period.
Cutoff time at which Exam Planner information will be processed for timesheets.	7am on 25 November
NZQA National Office staff start the bulk upload and loading of timesheets into Timefiler	From 7am until 5pm on 25 November
ECMs log in to TimeFiler to verify and amend ECO timesheets as needed.	From 5pm on 25 November until 5pm on 6 December

Becoming Familiar with the Timefiler User Interface

ECMs are required to verify claim items on ECO timesheets so that NZQA can approve the timesheets.

After 5 pm on 25 November, log on to TimeFiler on a “manager” profile and not an “employee” profile. The manager profile will enable you to see the timesheets that have been submitted for your ECOs while an employee view enables you to enter and submit your own timesheets to NZQA.



TimeFiler for NZQA TEST TEST TEST TEST TEST TEST TEST TEST

Test, Kate as Manager

Employees As at date : 18/11/2024, Levels to Show : 1 Level

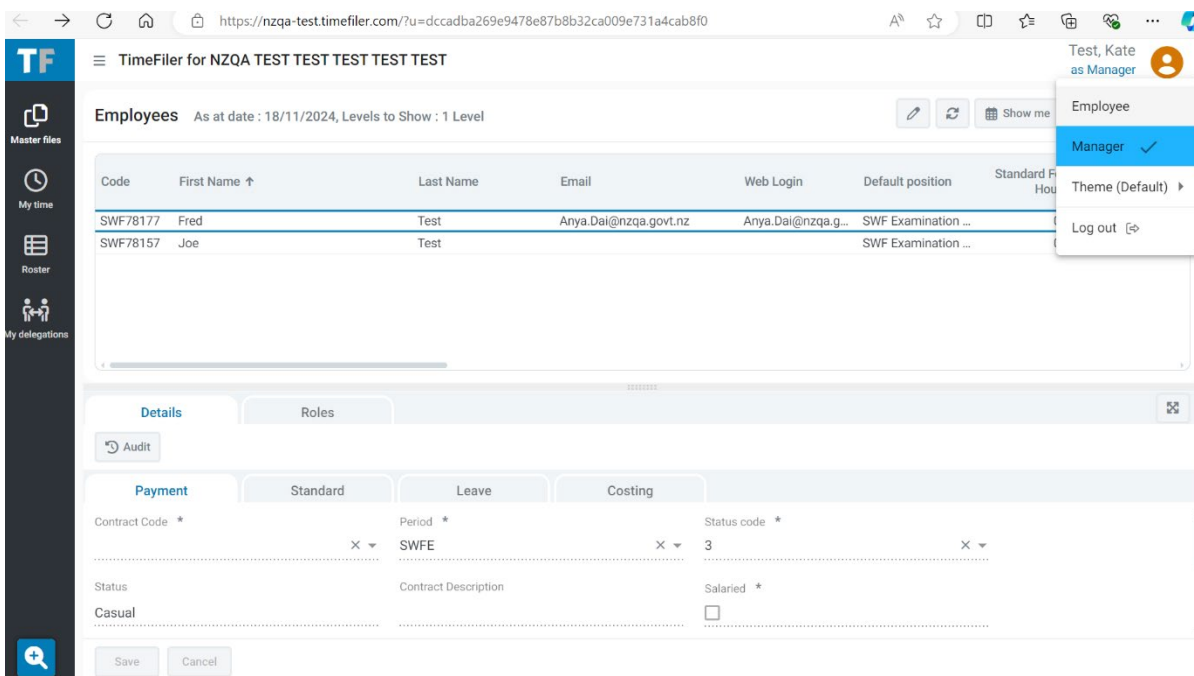
Code	First Name ↑	Last Name	Email	Web Login	Default position	Standard Fortnightly Hours	Stand... Daily Hours
SWF78177	Fred	Test	Anya.Dai@nzqa.govt.nz	Anya.Dai@nzqa.g...	SWF Examination ...	0	0
SWF78157	Joe	Test			SWF Examination ...	0	0

Details Roles

Audit

Payment Standard Leave Costing

Check the top right corner of your Timefiler screen and make sure you are on the manager profile. You can toggle between profiles by clicking on the blue writing and selecting “manager”.



TimeFiler for NZQA TEST TEST TEST TEST TEST TEST TEST TEST

Test, Kate as Manager

Employee

Manager ✓

Theme (Default) ▶

Log out ↗

Employees As at date : 18/11/2024, Levels to Show : 1 Level

Code	First Name ↑	Last Name	Email	Web Login	Default position	Standard Fortnightly Hours
SWF78177	Fred	Test	Anya.Dai@nzqa.govt.nz	Anya.Dai@nzqa.g...	SWF Examination ...	
SWF78157	Joe	Test			SWF Examination ...	

Details Roles

Audit

Payment Standard Leave Costing

Contract Code * × ▾ Period * × ▾ Status code * × ▾

SWFE 3

Status Contract Description Salaried *

Casual

Save Cancel

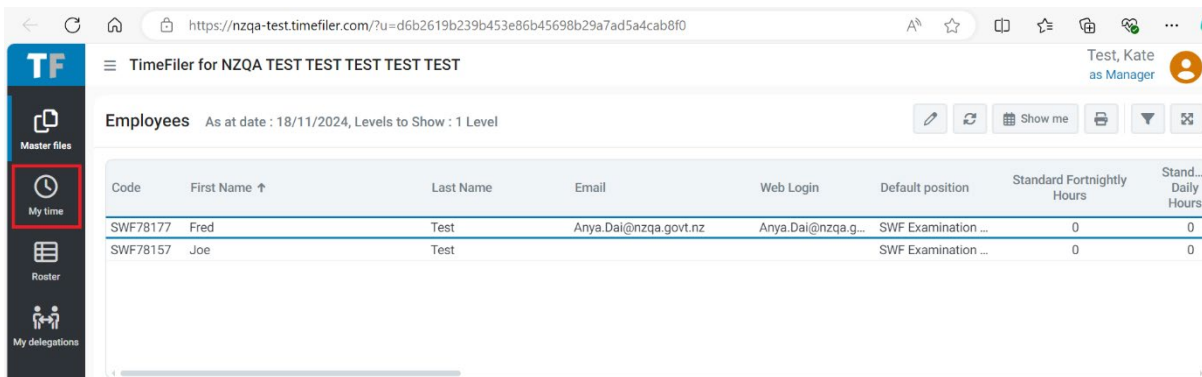
Master files

My time

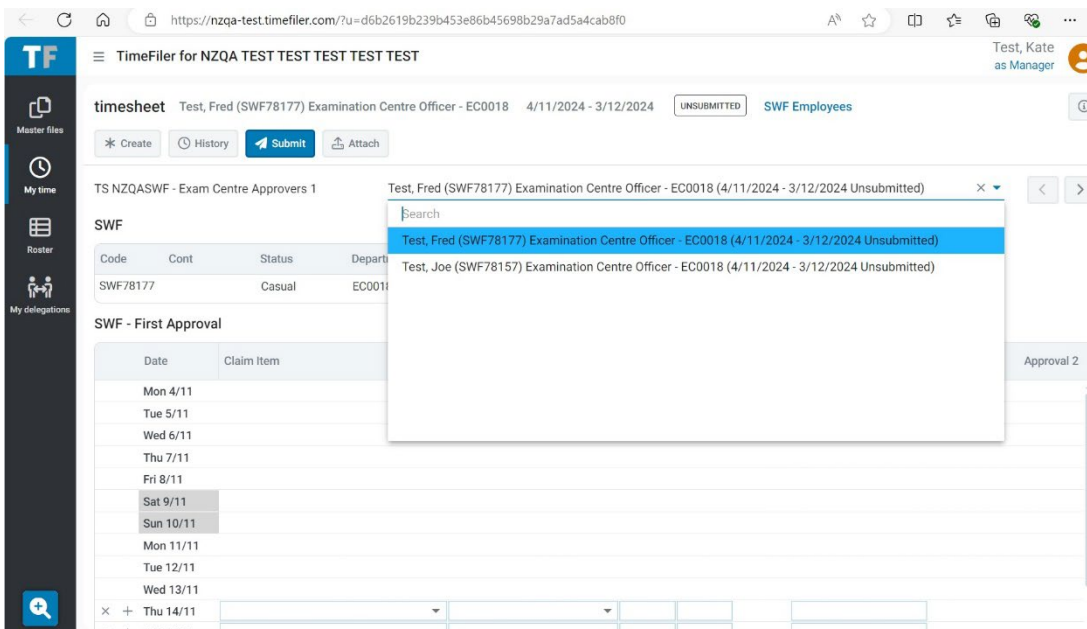
Roster

My delegations

On the left-hand side of the screen you will see a black pane with four options. Click on My Time > Timesheets.



At the bottom will be a list of all your ECOs who have been loaded into TimeFiler. This is also where you can access their Timesheets. In the drop-down menu click on the name of the ECO whose Timesheet you would like to review and verify. This will take you to their timesheet.



The column headings are shown below:

TF TimeFiler for NZQA TEST TEST TEST TEST TEST

Test, Kate as Manager

timesheet Test, Joe (SWF78157) Examination Centre Officer - EC0018 4/11/2024 - 3/12/2024 SUBMITTED SWF Employees

* Create History Unsubmit

TS NZQASWF - Exam Centre Approvers 1 Test, Joe (SWF78157) Examination Centre Officer - EC0018 (4/11/2024 - 3/12/2024 Submitted)

SWF

Code	Cont	Status	Department	Position
SWF78157		Casual	EC0018	SWF Examination Centre Officer, 30002

SWF - First Approval

Date	Claim Item	Location	Number	Amount (\$)	Total Amount	Notes	Approval 1	Approval 2	Ap
Mon 4/11	Session - Supervisor	ACG Parnell College	2	100	200	AM and PM session			
Tue 5/11	Miscellaneous	ACG Parnell College	1	30	30				
	Session - Supervisor	ACG Parnell College	1	100	100				
Wed 6/11	Session - Supervisor	ACG Parnell College	1	100	100				
Thu 7/11	Session - Supervisor	ACG Parnell College	1	100	100				
Fri 8/11	Session - Supervisor	ACG Parnell College	1	100	100				
Sat 9/11									
Sun 10/11									
Mon 11/11	Training - Supervisor	ACG Parnell College	1	100	100				
Tue 12/11									
Wed 13/11									

Starting from the left side, the “date” column shows the date the job or task was completed. In the “location” column is the name of the exam centre. The “number” column shows the number of times the item was claimed. In the amount (\$) column and “total amount” column are the prepopulated fixed rates NZQA has according to the ECO agreement. The total amount column is automatically calculated by multiplying the “number” column with the amount column.

The “claim item” column shows the item that has been claimed for the ECO; this could include session supervision, pre-exam sessions, and ECO training.

Next to the notes section you will see a column “Approval 1” for each claim row; this is where you will verify that the claim is accurate.

How to Verify Timesheets

To verify a timesheet, you will need to verify each row. To verify a row, click on the little arrow pointing down and click “verified”. Alternatively, type in the number 1, and the field will show as verified.

The screenshot displays the TimeFiler interface for a user named 'Test, Kate as Manager'. The main content area shows a timesheet for 'Test, Joe (SWF78157) Examination Centre Officer - EC0018' covering the period from 4/11/2024 to 3/12/2024. The timesheet is marked as 'SUBMITTED' and 'CHANGED'. Below the timesheet header, there is a table titled 'SWF - First Approval' with columns for Date, Location, Number, Amount (\$), Total Amount, and Notes. A dropdown menu for 'Approval 1' is open, showing options like 'Verified', 'Escalated', and 'Verified' with counts. The 'Verified' option is highlighted in blue.

Date	Location	Number	Amount (\$)	Total Amount	Notes	Approval 1	Approval 2	Approval 3	Approval Comments
Mon 4/11	ACG Parnell College	1	100	100	AM	Verified			
Tue 5/11	ACG Parnell College	1	100	100	AM				
Wed 6/11	ACG Parnell College	1	100	100	AM				
Thu 7/11	ACG Parnell College	1	100	100	AM				
Fri 8/11	ACG Parnell College	1	100	100	M				
Sat 9/11									
Sun 10/11									
Mon 11/11	ACG Parnell College	1	30	30					
	ACG Parnell College	1	100	100	face to face ECO training				
Tue 12/11									
Wed 13/11									
Thu 14/11									
Fri 15/11									
Sat 16/11									
Sun 17/11									

When you have completed your review of the timesheet each row that is correct must be marked as verified. If your records show a claim item is missing or incorrect you can amend the timesheet.

How to amend a timesheet

If you see a claim in the timesheet that is not correct according to your records, you as an ECM can amend it. Alternatively, if your ECOs have access to Timefiler you can ask them to make specific amendments.

To make amendments, click on “unsubmit” at the top of the screen. Once clicked, you will receive a pop-up screen. Write “Amending to reflect actual ECO work”.

TimeFile for NZQA TEST TEST TEST TEST TEST

Test, Joe (SWF78157) Examination Centre Officer - EC0018 4/11/2024 - 3/12/2024 SUBMITTED SWF Employees

TS NZQASWF - Exam Centre Approvers 1 Test, Joe (SWF78157) Examination Centre Officer - EC0018 (4/11/2024 - 3/12/2024 Submitted)

SWF

Code	Cont	Status	Department	Position
SWF78157		Casual	EC0018	SWF Examination Centre Officer, 30002

SWF - First Approval

Date	Claim Item	Location	Number	Amount (\$)	Total Amount	Notes	Approval 1	Approval 2
Mon 4/11	Session - Supervisor	ACG Parnell College	2	100	200	AM and PM session		
Tue 5/11	Miscellaneous	ACG Parnell College	1	30	30			
	Session - Supervisor	ACG Parnell College	1	100	100			
Wed 6/11	Session - Supervisor	ACG Parnell College	1	100	100			
Thu 7/11	Session - Supervisor	ACG Parnell College	1	100	100			
Fri 8/11	Session - Supervisor	ACG Parnell College	1	100	100			
Sat 9/11								
Sun 10/11								
Mon 11/11	Training - Supervisor	ACG Parnell College	1	100	100			
Tue 12/11								
Wed 13/11								

Unsubmit timesheet with optional comment?

Comment

OK Cancel

Once you typed in the reason click “ok”.

You then can update any claim items e.g changing “Session – Supervisor” to “Session Acting ECM” for a particular date.

If there is a day showing an claim that doesn’t match the day worked by your ECO in your records, delete row by clicking on the cross (x) on the left-hand side.

timesheet Test, Joe (SWF78157) Examination Centre Officer - EC0018 4/11/2024 - 3/12/2024 test UNSUBMITTED SWF Employees CHANGED

Save Revert Create History Submit Attach

TS NZQASWF - Exam Centre Approvers 1 Test, Joe (SWF78157) Examination Centre Officer - EC0018 (4/11/2024 - 3/12/2024 Unsubmittedtest)

SWF

Code	Cont	Status	Department	Position
SWF78157		Casual	EC0018	SWF Examination Centre Officer, 30002

SWF - First Approval

Date	Claim Item	Location	Number	Amount (\$)	Total Amount	Notes	Ap
<input checked="" type="checkbox"/> <input type="checkbox"/> Mon 4/11	Session - Supervisor	ACG Parnell College	2	100	200		
<input checked="" type="checkbox"/> <input type="checkbox"/> + Tue 5/11	Miscellaneous	ACG Parnell College	1	30	30		
<input checked="" type="checkbox"/> <input type="checkbox"/> + Wed 6/11	Session - Supervisor	ACG Parnell College	1	100	100		
<input checked="" type="checkbox"/> <input type="checkbox"/> + Thu 7/11	Session - Supervisor	ACG Parnell College	1	100	100		
<input checked="" type="checkbox"/> <input type="checkbox"/> + Fri 8/11	Session - Supervisor	ACG Parnell College	1	100	100		
<input checked="" type="checkbox"/> <input type="checkbox"/> + Sat 9/11							
<input checked="" type="checkbox"/> <input type="checkbox"/> + Sun 10/11							

Save the change by clicking on the blue save button on the top left hand side of the screen.

To add a claim that is missing from the timesheet, select a date or row and complete with the claim item from the drop-down menu, location of exam centre and the number of the claim items you are claiming. Press Save.

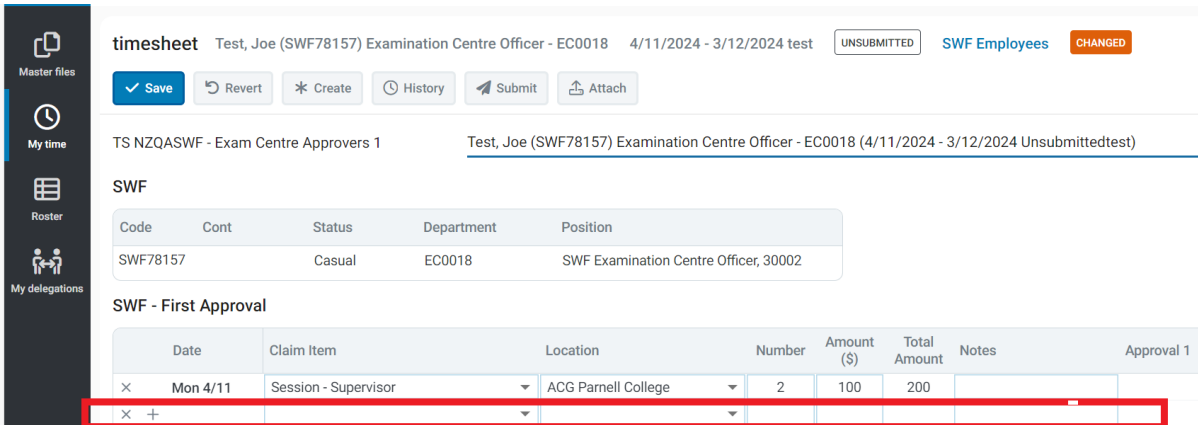
If you want to add another claim item to a specific date press the + button next to the date. This will create a new row for you linked to that date that you can fill out as you can see in the image below:

SWF

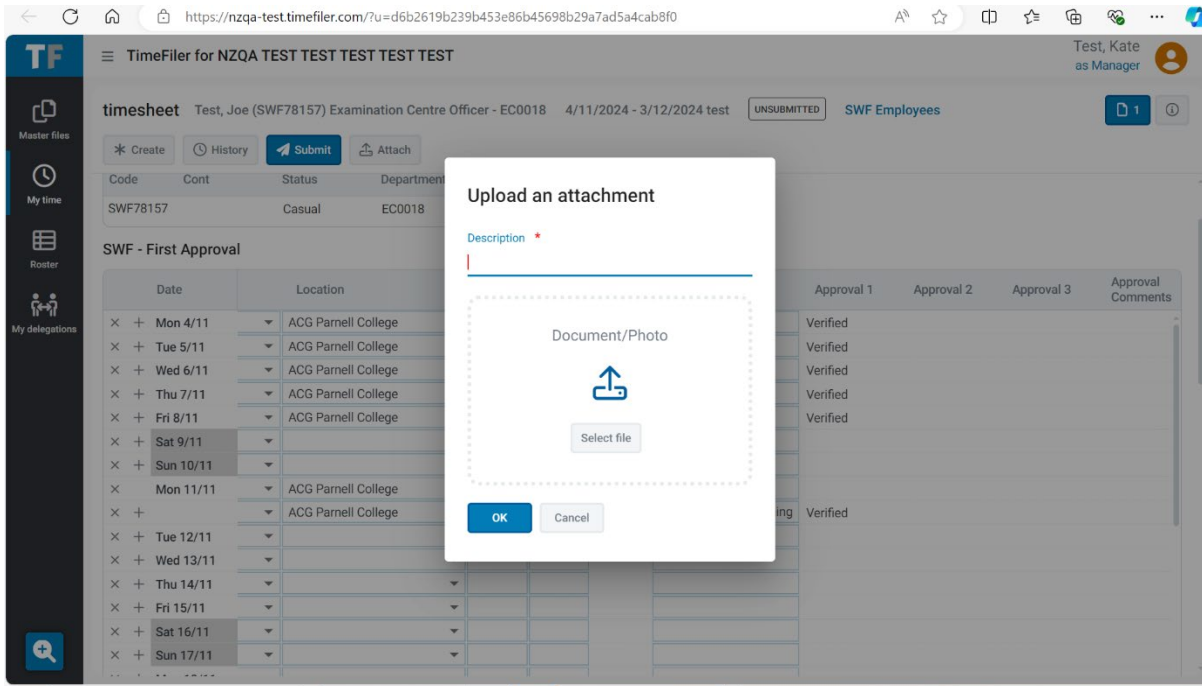
Code	Cont	Status	Department	Position
SWF78157		Casual	EC0018	SWF Examination Centre Officer, 30002

SWF - First Approval

Date	Claim Item	Location	Number	Amount (\$)	Total Amount	Notes	A
<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Mon 4/11	Session - Supervisor	ACG Parnell College	1	100	100	AM	V
<input checked="" type="checkbox"/> <input type="checkbox"/> + Tue 5/11	Session - Supervisor	ACG Parnell College	1	100	100	AM	V
<input checked="" type="checkbox"/> <input type="checkbox"/> + Wed 6/11	Session - Supervisor	ACG Parnell College	1	100	100	AM	V
<input checked="" type="checkbox"/> <input type="checkbox"/> + Thu 7/11	Session - Supervisor	ACG Parnell College	1	100	100	AM	V
<input checked="" type="checkbox"/> <input type="checkbox"/> + Fri 8/11	Session - Supervisor	ACG Parnell College	1	100	100	M	V
<input checked="" type="checkbox"/> <input type="checkbox"/> + Sat 9/11							

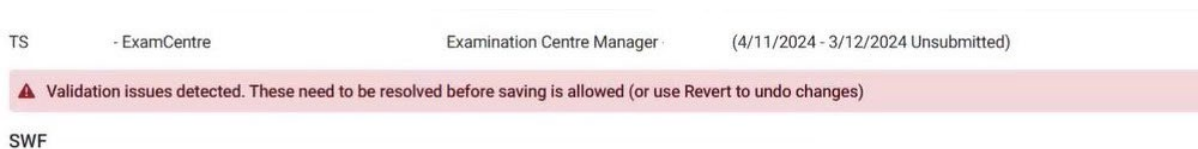


If there are any miscellaneous pre-approved costs to be added on an ECOs timesheet you need to select a Date > choose miscellaneous from the drop down > choose the relevant exam centre > enter 1 for the cost and enter \$30 or the cost of claim item. Select 'Attach' from the top of the screen to upload an attachment of the receipt relating to the expense.



You can type a description in the text box e.g. "Parking to attend ECO training" and then upload. Click ok and this will attach the receipt to the claim

Note: if you create a row and leave it empty the system may generate a validation error which looks like the following:



To bypass this error, you will need to delete the row by clicking on the x at the far left of the row.

Once you have made the required changes, click "Save" and "Submit". You can now click on "Verified" in the Approval 1 column for each of the amended entries.

Once the timesheet is completely verified, NZQA can review and approve for payment.