

How to amend and verify ECO timesheets on TimeFiler



Contents:

| 1. Logging in to Timefiler | 3 |
|--|---|
| 2. Review the new process for the ECO timesheets | 4 |
| 3. How to verify and amend timesheets | 5 |

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



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



Go to Timefiler

Go now

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

| â | Ô | https://nzo | qa-test.timefiler.com/?u= | d6b2619b239b453e86 | b45698b29a7ad5a4cab8f0 | | A" \$ | () ζ≡ @ | ~ | |
|-------|----------------------|-------------|----------------------------|--------------------|------------------------|-----------------|------------------|--------------------------|----------------------|-------------------------|
| ≡ Tir | ne <mark>Fi</mark> l | er for NZC | A TEST TEST TEST TE | EST TEST | | | | Te a | est, Kate Manager | 90 |
| Emple | oyee | S As at d | ate : 18/11/2024, Levels 1 | to Show : 1 Level | | | 02 | Show me | • | 8 |
| Code | | First Name | ≥ ↑ | Last Name | Email | Web Login | Default position | Standard Fortni Hours | ghtly | Stand Daily Hours |
| SWF78 | 8177 | Fred | | Test | Anya.Dai@nzqa.govt.nz | Anya.Dai@nzqa.g | SWF Examination | 0 | | 0 |
| SWF78 | 3157 | Joe | | Test | | | SWF Examination | 0 | | 0 |
| | | | | | | | | | | |
| | Deta | ils | Roles | | | | | | | 23 |
| "D AL | dit | | | | | | | | | |
| | - | | 6 | YC | | | | | | |

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".

| \rightarrow | C A | https://nzqa-test.timefiler | .com/?u=dccadba269e9478e | 87b8b32ca009e731a4cab8 | lfO | A* \$ D \$ | 🕀 🗞 … 🏹 |
|---------------|--------------------|-------------------------------|--------------------------|------------------------|-----------------|------------------------------------|-----------------------|
| TF | \equiv TimeFiler | for NZQA TEST TEST TEST | TEST TEST | | | | Test, Kate es Manager |
| Q | Employees | As at date : 18/11/2024, Leve | els to Show : 1 Level | | | 🖉 🤁 🏥 Show me | Employee |
| Master files | | | | | | | Manager 🗸 |
| () My time | Code F | irst Name ↑ | Last Name | Email | Web Login | Default position Standard F Hou | Theme (Default) → |
| | SWF78177 Fi | red | Test | Anya.Dai@nzqa.govt.nz | Anya.Dai@nzqa.g | SWF Examination | Log out 🗇 |
| | SWF78157 J | De | Test | | | SWF Examination (| |
| | Details | Roles | | | | | 23 |
| i i | -9 Audit | | | | | | |
| | Payment | Standard | Leave | Costing | | | |
| | Contract Code * | × | Period * SWFE | × * | Status code * | × + | |
| | Status Casual | | Contract Description | | Salaried * | | |
| Q | Save | ancel | | | | | |

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

| \leftarrow C | <u>م</u> | https://nzqa-test.timefiler.com/?u=d6b | 2619b239b453e86b456 | 98b29a7ad5a4cab8f0 | | AN the c | | È 🗞 | 🤇 |
|------------------------------------|-----------|--|---------------------|-----------------------|-----------------|------------------|-----------------------|--------------------------|-------------------------|
| TF | ≡ TimeFil | er for NZQA TEST TEST TEST TEST | TEST | | | | | Test, Kate as Manager | 0 |
| LD Master files | Employee | S As at date : 18/11/2024, Levels to S | Show : 1 Level | | | 02 | Bhow me | 8 | 23 |
| () My time | Code | First Name 🕈 | Last Name | Email | Web Login | Default position | Standard For Hours | tnightly | Stand Daily Hours |
| لــــــا | SWF78177 | Fred | Test | Anya.Dai@nzqa.govt.nz | Anya.Dai@nzqa.g | SWF Examination | 0 | | 0 |
| Roster Rester My delegations | SWF78157 | Joe | Test | | | SWF Examination | 0 | | 0 |

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.

| ImmeFiler for NZQA TEST TEST TEST TEST TEST TEST Test, 1 as Market timesheet Test, Fred (SWF78177) Examination Centre Officer - EC0018 4/11/2024 - 3/12/2024 Unsubmitted) X = * Create Image: Status History Attach TS NZQASWF - Exam Centre Approvers 1 Test, Fred (SWF78177) Examination Centre Officer - EC0018 (4/11/2024 - 3/12/2024 Unsubmitted) X = SWF Submit Attach SwF Code Cont Status Departs Code Status Departs Test, Fred (SWF78177) Examination Centre Officer - EC0018 (4/11/2024 - 3/12/2024 Unsubmitted) X = SWF - First Approval Test, Jee (SWF78157) Examination Centre Officer - EC0018 (4/11/2024 - 3/12/2024 Unsubmitted) Attach Date Claim Item Mon 4/11 Attach Attach Wed 6/11 Tus 7/11 Tus 7/11 Tus 7/11 Tus 7/11 Fit 8/11 Status Status Status Tus 7/11 Satis 10/11 Satis 10/11 Satis 10/11 Satis 10/11 Satis 10/11 | Kate Anager (3) |
|---|-----------------|
| timesheet Test, Fred (SWF78177) Examination Centre Officer - EC0018 4/11/2024 - 3/12/2024 UNSUMMITED SWF Employees * Create Image: Submit image: Submit image: Submit image: SwF Engloyees A tack TS NZQASWF - Exam Centre Approvers 1 Test, Fred (SWF78177) Examination Centre Officer - EC0018 (4/11/2024 - 3/12/2024 Unsubmitted) X • SWF SwFreit Status Departs Code Cont Status Departs SWF/28177 Casual Eccont SWF - First Approval Test, Joe (SWF78157) Examination Centre Officer - EC0018 (4/11/2024 - 3/12/2024 Unsubmitted) Mon 4/11 Tue 5/11 Med 6/11 Wed 6/11 Tu 7/11 Fit 8/11 Sat 9/11 Sat 9/11 Sat 9/11 Sun 10/11 Sun 10/11 Sun 10/11 | 3 |
| Date Claim Item Claim Item <td>< ></td> | < > |
| SWF Test, Fred (SWF78177) Examination Centre Officer - EC0018 (4/11/2024 - 3/12/2024 Unsubmitted) Code Cont Status Depart SWF 78177 Casual EC0011 SWF 7 First Approval Eco011 Test, Joe (SWF78157) Examination Centre Officer - EC0018 (4/11/2024 - 3/12/2024 Unsubmitted) SWF 7 First Approval Mon 4/11 Tue 5/11 Mon 4/11 Mon 4/11 Mon 4/11 Tue 5/11 Mon 4/11 Mon 4/11 Tue 5/11 Tue 5/11 Mon 4/11 Tur 5/11 Tur 7/11 Tur 7/11 Fri 8/11 Sat 9/11 Sat 9/11 | |
| Code Cont Status Depart Test, Joe (SWF78157) Examination Centre Officer - EC0018 (4/11/2024 - 3/12/2024 Unsubmitted) SWF-78177 Casual EC0011 EC0011 <td< td=""><td></td></td<> | |
| SWF78177 Casual EC001 SWF - First Approval Claim Item A Mon 4/11 Tue 5/11 A Wed 6/11 Tue 5/11 A Thu 7/11 Tue 5/11 A Fri 8/11 Sas 9/11 Sas 9/11 Sun 10/11 Sun 10/11 Sas 9/11 | |
| SWF - First Approval Date Claim Item Mon 4/11 Tue 5/11 Wed 6/11 Wed 6/11 Thu 7/11 Fri 8/11 Sun 10/11 | |
| Mon 4/11 Tue 5/11 Wed 6/11 Thu 7/11 Fit 8/11 Sar 9/11 Sun 10/11 | Approval 2 |
| Tue 5/11 Wed 6/11 Thu 7/11 Fri 8/11 Sat 9/11 Sun 10/11 | (2) |
| Wed 6/11 Thu 7/11 Fri 8/11 Sat 9/11 Sun 10/11 | |
| Thu 7/11 Fri 8/11 Sat 9/11 Sun 10/11 | |
| Fri 8/11 Sat 9/11 Sun 10/11 | |
| Sat 9/11 Sun 10/11 | |
| Sun 10/11 | _ |
| | |
| Mon 11/11 | |
| Tue 12/11 | |
| Wed 13/11 | |
| × + Thu 14/11 • • • | |

The column headings are shown below:

| TF | ∃ TimeFil | er for NZQA TEST | T TEST TEST | TEST TEST | | | | | | | Test, Kate as Manager | 6 |
|----------------|---|--|---------------------------------|--|---|--|--|--|----------------------------|------------|--------------------------|---|
| Master files | timesheet * Create | Test, Joe (SWF7) | 8157) Examina Unsubmit | ation Centre Offic | cer - EC0018 4/11 | 1/2024 - 3/12/20 | 24 SUB | MITTED | SWF Employees | | | |
| My time | TS NZQASW | F - Exam Centre App | provers 1 | Test, Joe | (SWF78157) Exami | ination Centre Off | icer - ECOO | 018 (4/11 | /2024 - 3/12/2024 Submi | tted) | × | • |
| ⊞ | SWF | | | | | | | | | | | |
| Roster | Code | Cont St | tatus | Department | Position | | | | | | | |
| rื⇔n | SWF78157 | Ca | asual | EC0018 | SWF Examination | on Centre Officer, 3 | 80002 | | | | | |
| My delegations | SWE - First | Approval | | | | | | | | | | |
| | | Claim Item | | Locat | lion | Number | Amount (\$) | Total Amount | Notes | Approval 1 | Approval 2 | A |
| | Mon 4/11 | Claim Item Session - Supervis | sor | Locat | tion Parnell College | Number 2 | Amount (\$) 100 | Total Amount 200 | Notes AM and PM session | Approval 1 | Approval 2 | A |
| | Mon 4/11 Tue 5/11 | Claim Item Session - Supervis Miscellaneous | sor | Locat ACG I ACG I | tion Parnell College Parnell College | Number 2 1 | Amount (\$) 100 30 | Total Amount 200 30 | Notes AM and PM session | Approval 1 | Approval 2 | Ą |
| | Mon 4/11 Tue 5/11 | Claim Item Session - Supervis Miscellaneous Session - Supervis | sor | ACG I ACG I ACG I ACG I | tion Parnell College Parnell College Parnell College | Number 2 1 1 | Amount (\$) 100 30 100 | Total Amount 200 30 100 | Notes AM and PM session | Approval 1 | Approval 2 | A |
| | Mon 4/11 Tue 5/11 Wed 6/11 Thu 7/11 | Claim Item Session - Supervis Miscellaneous Session - Supervis Session - Supervis | sor sor sor | ACG I ACG I ACG I ACG I ACG I | ion Parnell College Parnell College Parnell College Parnell College Parnell College | Number 2 1 1 1 1 | Amount (\$) 100 30 100 100 100 | Total Amount 200 30 100 100 | Notes AM and PM session | Approval 1 | Approval 2 | Ą |
| | Mon 4/11 Tue 5/11 Wed 6/11 Thu 7/11 Fri 8/11 | Claim Item Session - Supervis Miscellaneous Session - Supervis Session - Supervis Session - Supervis Session - Supervis | sor sor sor sor | ACG I ACG I ACG I ACG I ACG I ACG I | ion Parnell College | Number 2 1 1 1 1 1 1 1 | Amount (\$) 100 30 100 100 100 100 | Total Amount 200 30 100 100 100 100 | Notes AM and PM session | Approval 1 | Approval 2 | Ą |
| | Mon 4/11 Tue 5/11 Wed 6/11 Thu 7/11 Fri 8/11 Sat 9/11 | Claim Item Session - Supervis Miscellaneous Session - Supervis Session - Supervis Session - Supervis | sor sor sor sor sor | ACG I ACG I ACG I ACG I ACG I ACG I | ion Parnell College Parnell College Parnell College Parnell College Parnell College | Number 2 1 1 1 1 1 1 1 | Amount (\$) 100 30 100 100 100 100 | Total Amount 200 30 100 100 100 100 | Notes AM and PM session | Approval 1 | Approval 2 | Ą |
| | Mon 4/11 Tue 5/11 Wed 6/11 Thu 7/11 Fri 8/11 Sat 9/11 Sun 10/11 | Claim Item Session - Supervis Miscellaneous Session - Supervis Session - Supervis Session - Supervis | sor sor sor sor sor | ACG I ACG I ACG I ACG I ACG I ACG I | ion Parnell College Parnell College Parnell College Parnell College Parnell College | Number 2 1 1 1 1 1 1 | Amount (\$) 100 30 100 100 100 100 | Total Amount 200 30 100 100 100 100 | Notes AM and PM session | Approval 1 | Approval 2 | Ą |
| | Mon 4/11 Tue 5/11 Wed 6/11 Thu 7/11 Fri 8/11 Sat 9/11 Sun 10/11 Mon 11/11 | Claim Item Session - Supervis Miscellaneous Session - Supervis Session - Supervis Session - Supervis Training - Supervis | sor sor sor sor sor | ACG I ACG I ACG I ACG I ACG I ACG I | annell College Parnell College Parnell College Parnell College Parnell College Parnell College Parnell College | Number 2 1 1 1 1 1 1 1 | Amount (\$) 100 30 100 100 100 100 100 | Total Amount 200 30 100 100 100 100 | Notes AM and PM session | Approval 1 | Approval 2 | Ą |
| Q. | Mon 4/11 Tue 5/11 Wed 6/11 Thu 7/11 Fri 8/11 Sat 9/11 Sun 10/11 Mon 11/11 Tue 12/11 | Claim Item Session - Supervis Miscellaneous Session - Supervis Session - Supervis Session - Supervis Training - Supervis | sor sor sor sor sor | ACG I ACG ACG I ACG I ACG I ACG I | ion Parnell College Parnell College Parnell College Parnell College Parnell College | Number 2 1 1 1 1 1 1 | Amount (\$) 100 30 100 100 100 100 | Total Amount 200 30 100 100 100 100 | Notes AM and PM session | Approval 1 | Approval 2 | Ą |

Starting from the left side, the "date" column shows the date the job or task was competed. 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.

7

| â | https://n | zqa-test.timefiler.co | m/?u=d6b2619b239b4 | 53e86b456 | 98b29a7 | ad5a4cab8f0 | | A" to | CD <∑= | ÷ | (|
|-----------|--------------|-----------------------|-------------------------|-----------|----------|---------------------------|--------------|-------------|------------|-----------------------|-------|
| ≡ Time | Filer for NZ | QA TEST TEST TI | EST TEST TEST | | | | | | | Test, Kat as Manag | er 😕 |
| timesh | eet Test, Jo | be (SWF78157) Exa | mination Centre Officer | - EC0018 | 4/11/2 | 2024 - 3/12/2024 | SWF Em | ployees CHA | NGED | ٥ | 1 (j) |
| ✓ Save | -) Revert | * Create | 9 History - O Unsubm | it | | | | | | | |
| Code | Cont | Status | Department | Position | | | | | | | |
| SWF781 | 57 | Casual | EC0018 | SWF Exa | mination | Centre Officer, 30002 | | | | | |
| SWF - F | irst Approva | | | Amount | Total | | | | | Approval | |
| Date | | Location | Number | (\$) | Amount | Notes | Approval 1 | Approval 2 | Approval 3 | Comments | |
| Mon 4/1 | 1 | ACG Parnell College | 1 | 100 | 100 | AM | Verified × • | | | | - |
| Tue 5/11 | | ACG Parnell College | 1 | 100 | 100 | AM | Search | | | | |
| Wed 6/1 | 1 | ACG Parnell College | 1 | 100 | 100 | AM | Escalated | 2 | | | |
| Thu 7/11 | | ACG Parnell College | 1 | 100 | 100 | AM | Verified | 1 | | | |
| Fri 8/11 | | ACG Parnell College | 1 | 100 | 100 | M | | | | | |
| Sat 9/11 | | | | | | | | | | | |
| Sun 10/1 | 1 | | | | | | | | | | |
| Mon 11/ | 11 | ACG Parnell College | 1 | 30 | 30 | | | | | | |
| | | ACG Parnell College | 1 | 100 | 100 | face to face ECO training | Ig | | | | |
| Tue 12/1 | 1 | | | | | | | | | | |
| Wed 13/ | 11 | | | | | | | | | | |
| Thu 14/1 | 1 | | | | | | | | | | |
| Fri 15/11 | | | | | | | - | | | | |
| Sat 16/1 | 1 | | | | | | • | | | | |
| Sun 17/1 | 1 | | | | | | | | | | |
| | | | | | | | | | | | |

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 to 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".

| _ | | | | | | | | | | | |
|------------------|------------|---|------------------|-------------------|-------------------------|----------------|-------------------------|----------------------|------------|--------------------------|---|
| ≡ Tim | eFiler for | NZQA TEST TEST | TEST TEST TEST | | | | | | | Test, Kate as Manager | |
| timesh * Crea | eet Tes | st, Joe (S <mark>ME304 E3) En</mark> History ⁵ Unsubmit | ination Centre O | fficer - EC0018 | 4/11/2024 - 3/12/2 | 024 su | BMITTED | SWF Employees | | | |
| TS NZQ/ | SWF - Exa | am Centre Approvers 1 | Test, J | pe (SWF78157) E | xamination Centre O | fficer - EC0 | 018 <mark>(4/1</mark> 1 | /2024 - 3/12/2024 Su | bmitted) | × | ¢ |
| SWF | | | | | | | | | | | |
| Code | Cont | Status | Department | Position | | | | | | | |
| SWF781 | 57 | Casual | EC0018 | SWF Exam | ination Centre Officer, | 30002 | | | | | |
| SWF - F | irst Appr | roval | | | | | | | | | |
| Date | Cla | aim Item | Loc | ation | Number | Amount (\$) | Total Amount | Notes | Approval 1 | Approval 2 | |
| Mon 4/1 | 1 Se | ssion - Supervisor | AC | G Parnell College | 2 | 100 | 200 | AM and PM session | • | | |
| Tue 5/1 | Mi | scellaneous | AC | G Parnell College | 1 | 30 | 30 | | • | | |
| | Se | ssion - Supervisor | AC | G Parnell College | 1 | 100 | 100 | | - | | |
| Wed 6/1 | 1 Se | ssion - Supervisor | AC | G Parnell College | 1 | 100 | 100 | | - | | |
| Thu 7/1 | I Se | ssion - Supervisor | AC | G Parnell College | 1 | 100 | 100 | | - | | |
| Fri 8/11 | Se | ssion - Supervisor | AC | G Parnell College | 1 | 100 | 100 | | - | | |
| Sat 9/11 | | | | | | | | | - | | |
| Sun 10/ | 11 | | | | | | | | • | | |
| Mon 11/ | 11 Tra | aining - Supervisor | AC | G Parnell College | 1 | 100 | 100 | | • | | |
| Tue 12/ | 1 | | | | | | | | - | | |
| Wed 13/ | 11 | | | | | | | | - | | |
| | | | | | | | | | | | |

| eate 🕓 H | listory 'D Unsubn | nit | | | | | |
|-------------|-------------------|-----------|----------|---------------------------|----------|-----|------------|
| atus | Department | Position | | | | | |
| sual | EC0018 | SWF Exa | aminatio | n Centre Officer, 30002 | | | |
| | Unsubm | nit times | sheet | with optional com | ment? | | Approval 2 |
| ell College | Comment | | | | | < - | |
| ell College | 1 | | | | | * | |
| ell College | | | | | | - | |
| ell College | | | | | | - | |
| ell College | ок | Cancel | | | | * | |
| | | | | | | - | |
| | | | | | | - | |
| ell College | 1 | 30 | 30 | | | * | |
| ell College | 1 | 100 | 100 | face to face ECO training | Verified | - | |
| | | | | | | • | |
| | | | | | | - | |
| | | | | | | - | |

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.

| රා | timesheet Test, J | oe (SWF78157) Examir | ation Centre Office | r - EC0018 4/11/2024 - | 3/12/2 | 2024 test | UNSUBN | | WF Employees | CHANGED |
|----------------|---------------------|----------------------|---------------------|-------------------------|----------|-------------|----------------|-----------------|-----------------|-------------|
| Master files | Save Save | * Create (S H | istory 🖪 Submit | 1 Attach | | | | | | |
| My time | TS NZQASWF - Exam (| Centre Approvers 1 | Test, Joe (| SWF78157) Examination C | Centre C | Officer - E | C0018 (4/* | 11/2024 - 3 | 3/12/2024 Unsub | mittedtest) |
| ⊞ | SWF | | | | | | | | | |
| Roster | Code Cont | Status | Department | Position | | | | | | |
| ĥ⇔n | SWF78157 | Casual | EC0018 | SWF Examination Centre | e Office | r, 30002 | | | | |
| My delegations | SWF - First Approva | I | | | | | | | | |
| | Date | Claim Item | | Location | | Number | Amount (\$) | Total Amount | Notes | Apj |
| | × | Session - Supervisor | ~ | ACG Parnell College | - | 2 | 100 | 200 | | |
| | + Tue 5/11 | Miscellaneous | ~ | ACG Parnell College | • | 1 | 30 | 30 | | |
| | \times + Wed 6/11 | Session - Supervisor | - | ACG Parnell College | • | 1 | 100 | 100 | | |
| | \times + 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 | | - | | • | | | | | |

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 | | | | | | |
| SWF781 | 57 | Casual | EC0018 | SWF Examination Centre 0 | Office | er, 30002 | | | | |
| SWF - Fi | irst Approv | val | | | | | | | | |
| | Date | Claim Item | | Location | | Number | Amount (\$) | Total Amount | Notes | А |
| ×(+) | Mon 4/11 | Session - Supervisor | • | ACG Parnell College | • | 1 | 100 | 100 | AM | V |
| × + · | Tue 5/11 | Session - Supervisor | * | ACG Parnell College | • | 1 | 100 | 100 | AM | V |
| × + 1 | Wed 6/11 | Session - Supervisor | - | ACG Parnell College | • | 1 | 100 | 100 | AM | V |
| × + · | Thu 7/11 | Session - Supervisor | * | ACG Parnell College | • | 1 | 100 | 100 | AM | V |
| × + 1 | Fri 8/11 | Session - Supervisor | • | ACG Parnell College | • | 1 | 100 | 100 | М | V |
| × + : | Sat 9/11 | | • | | • | | | | | |

| Master files | timesheet Test, Joe (SWF78157) Examination Centre Officer - EC0018 4/11/2024 - 3/12/2024 test UNSUBMITTED SWF Employees CHANGED Save D Revert * Create C History Attach | | | | | | | | | | | | |
|--|---|----------|--------|---------------------|---------|------|---------------------------------------|-------|-----------------|----------------|-----------------|-------|------------|
| My time | TS NZQASWF - Exam Centre Approvers 1 Test, Joe (SWF78157) Examination Centre Officer - EC0018 (4/11/2024 - 3/12/2024 Un | | | | | | | | 3/12/2024 Unsul | omittedtest) | | | |
| ⊞ | SW | F | | | | | | | | | | | |
| Roster | Co | de | Cont | Status | Departr | nent | Position | | | | | | |
| เ้⊷กิ | SW | SWF78157 | | Casual | EC0018 | 5 | SWF Examination Centre Officer, 30002 | | cer, 30002 | | | | |
| My delegations SWF - First Approval | | | | | | | | | | | | | |
| | | Dat | te | Claim Item | | | Location | | Number | Amount (\$) | Total Amount | Notes | Approval 1 |
| | × | Mo | n 4/11 | Session - Supervise | or | - | ACG Parnell Colle | ege 👻 | 2 | 100 | 200 | | |
| | × | + | | | | - | | • | | | | | |

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.

| \leftarrow C | https://nz | qa-test.timefiler.com/?u=d6b2619b | A* ☆ 中 | 순 🖻 🗞 … 🏈 | |
|--------------------|----------------------------|---|---|---------------------------|---------------------------------|
| TF | \equiv TimeFiler for NZC | QA TEST TEST TEST TEST TEST | | Test, Kate es Manager | |
| LD Master files | timesheet Test, Jo | e (SWF78157) Examination Centre | Officer - EC0018 4/11/2024 - 3/12/2024 test | UNSUBMITTED SWF Employees | |
| | * Create 🕓 Histor | y 🛃 Submit 🕮 Attach | | - | |
| U | Code Cont | Status Department | Unload on otto show out | | |
| My time | SWF78157 | Casual EC0018 | opioad an attachment | | |
| Roster | SWF - First Approval | | Description * | | |
| ç⇔2 | Date | Location | , | Approval 1 Approval 2 | Approval 3 Approval Comments |
| My delegations | × + Mon 4/11 | ▼ ACG Parnell College | Document/Photo | Verified | i |
| | × + Tue 5/11 | ✓ ACG Parnell College | | Verified | |
| | × + Wed 6/11 | ✓ ACG Parnell College | <u> </u> | Verified | |
| | × + Thu 7/11 | ACG Parnell College | | Verified | |
| | × + Fri 8/11 | ACG Parnell College | Select file | Verified | |
| | × + Sat 9/11 | · · | Gelectine | | |
| | × + Sun 10/11 | × ACC Darpall Callage | | | |
| | × mon 11/11 | ACG Parnell College | | ing Varified | |
| | × + Tuo 12/11 | Aco Fameli College | OK Cancel | ing vermed | |
| | × + Wed 13/11 | • | | | |
| | × + Thu 14/11 | • | | | |
| Q | × + Fri 15/11 | * | | | |
| | × + Sat 16/11 | * | - | | |
| | × + Sun 17/11 | • | | | |
| | | 1 | | | * |

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:

| TS | - ExamCentre | Examination Centre Manager | (4/11/2024 - 3/12/2024 Unsubmitted) | | | | | | | |
|------|--|----------------------------|-------------------------------------|--|--|--|--|--|--|--|
| 🔺 Va | A Validation issues detected. These need to be resolved before saving is allowed (or use Revert to undo changes) | | | | | | | | | |
| SWF | | | | | | | | | | |

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.