



**NZQA's  
Specialist Workforce**

**How to:  
Claim in TimeFiler**

## How to: Claim in TimeFiler

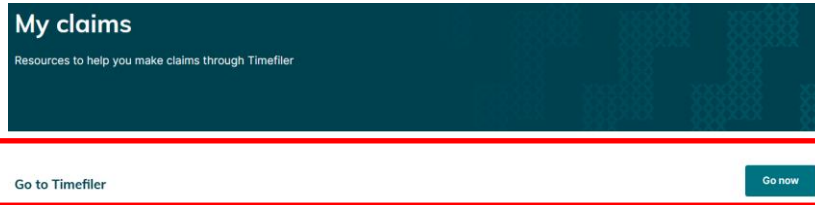
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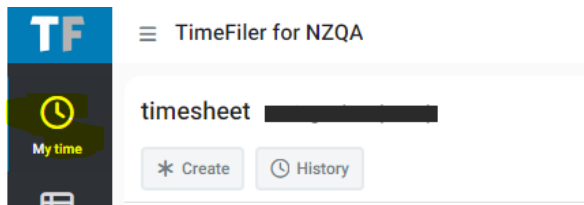
# Claiming in TimeFiler

## Accessing Timefiler

1. Go to [Specialist workforce information](#)
2. Click “My Claims” and then “Go to TimeFiler”



3. This should default to open on “My Time” on the left side of the screen.



## Creating a claim

4. Select ‘Create’

Your position details and all dates that are available in the period should now be visible. Select your Moderator role from the drop down.

5. A timesheet for the whole month should now be available for you to complete.

**Note** Timesheet is available for a month. This means that you will have to submit the claim by the end of the month, else you will not have access to previous month’s timesheet.

**Hint** when the timesheet for a month is available, enter entries and save as you go. At the end of the month, submit.

- a. How to complete the table

SWF	a	b	c	d	e	
	Date	Claim Item	Number	Rate/Amount (\$)	Total Amount (\$)	Notes
x +	Thu 1/2		▼			
x +	Fri 2/2		▼			
x +	Sat 3/2		▼			
x +	Sun 4/2		▼			
x +	Mon 5/2		▼			
x +	Tue 6/2		▼			
x +	Wed 7/2		▼			
x +	Thu 8/2		▼			
x +	Fri 9/2		▼			
x +	Sat 10/2		▼			

- b. Date

We are not particularly concerned about the exact date. However, if you could be as close as possible would be great.

To add more lines for a date, click the + sign next to date

### c. Claim Item

Use the drop down menu and you'll have the following options to select from

Daily Rate Fee [daily rate]	DRF
Daily Rate Fee [hourly rate]	DRF H
Email / Internet / Data	EID
Food (meeting(s) more than 4 hours)	FOOD4
Food (meeting(s) of less than 4 hours)	FOOD3
Fuel	FL
Marking Incidents	MI
Meal (Breakfast, Lunch or Dinner)	MEAL
Moderation Daily Rate Fee [daily rate]	MDRF
Moderation Daily Rate Fee [hourly rate]	MDRFH
Moderation Report Fee	MRF
Overnight Accommodation	OVAC
Photocopying/Printing	PHO
Postage and Courier Costs	PCC
Private Vehicle Mileage	PVM
Taxi / Shuttle	TXI
Toll Calls (including mobile phone)	TOLL

For Moderation and Check Moderation completed – select Moderation Report Fee (MRF)

For all other activities that you used to complete under Miscellaneous in QAccess, select “Daily Rate Fee [Hourly rate] (DRF H)”

For all expenses such as internet, phone, photocopying/printing, taxi, mileage, meal allowances etc, choose the appropriate drop down from the list.

### d. Number

For moderation, this will be 1 item

For hourly rate – type in the number of hours taken for the job

### e. Rate/Amount

For Moderation and Daily/hourly rates, this will be automatically populated.

For expenses, enter the amount as per moderator manual

### f. Notes

For Moderation – Type in the School name and standard

For Check Moderations completed – Type in the School name and standard followed by (Check Mod) in brackets e.g.

- Avoid abbreviations e.g., Fielding High School rather than Fielding HS
- Capitalise e.g., Fielding High School and not Fielding high school
- Ensure punctuation is correctly entered e.g., St Dominic's High School and not St Dominics High School

For all other Miscellaneous activities, Type brief description of task undertaken. An example is shown below

x +	Fri 16/8	Moderation Daily Rate Fee [hourly rate]	0.35	55	19.25	verifications and allocations
x +	Sat 17/8	Moderation Daily Rate Fee [hourly rate]	1.5	55	82.5	92004 moderator guide
x	Sun 18/8	Moderation Daily Rate Fee [hourly rate]	1.1	55	60.5	APT
x +		Moderation Daily Rate Fee [hourly rate]	2.6	55	143	NM meeting and follow up
x	Mon 19/8	Moderation Daily Rate Fee [hourly rate]	1.8	55	99	emails
x +		Moderation Daily Rate Fee [hourly rate]	0.85	55	46.75	92005 benchmarking
x	Tue 20/8	Moderation Daily Rate Fee [hourly rate]	3	55	165	Benchmarking meeting and prep
x +		Moderation Daily Rate Fee [hourly rate]	0.33	55	18.15	emails, pay system
x	Wed 21/8	Moderation Daily Rate Fee [hourly rate]	3	55	165	Benchmarking
x		Moderation Daily Rate Fee [hourly rate]	0.16	55	8.8	verifications and allocations
x +		Moderation Daily Rate Fee [hourly rate]	0.75	55	41.25	Phone call with team leader
x +	Thu 22/8	Moderation Daily Rate Fee [hourly rate]	1.6	55	88	verifications and allocations
x +	Fri 23/8	Moderation Daily Rate Fee [hourly rate]	1.8	55	99	benchmarking
x	Sat 24/8	Moderation Daily Rate Fee [hourly rate]	1.08	55	59.4	emails
x		Moderation Daily Rate Fee [hourly rate]	1.25	55	68.75	NM meeting
x		Moderation Report Fee	1	110	110	John McGlashan 92004
x		Moderation Report Fee	1	110	110	St Matthews 92004,
x +		Moderation Report Fee	1	110	110	verdon 92004
x +	Sun 25/8	Moderation Daily Rate Fee [hourly rate]	0.9	55	49.5	Benchmarking and emails
x	Mon 26/8	Moderation Daily Rate Fee [hourly rate]	1	55	55	Benchmarking
x +		Moderation Daily Rate Fee [hourly rate]	0.5	55	27.5	emails, TimeFiler
x	Tue 27/8	Moderation Daily Rate Fee [hourly rate]	1.3	55	71.5	Filling in timesheet
x		Moderation Daily Rate Fee [hourly rate]	1.3	55	71.5	Team leader meeting and followup
x +		Moderation Daily Rate Fee [hourly rate]	0.85	55	46.75	emails

6. Removing a claim - Select the 'X' button on the left side of the date to remove the claim line:

timesheet Test, ECO (SWF10015) 4/08/2024 - 3/09/2024 UNSUBMITTED SWF Employees CHANGED

Save Revert Create History Submit Approve Delete Attach Recalculate

TS NZQASWF - ExamCentre Test, ECO (SWF10015) (4/08/2024 - 3/09/2024 Unsubmitted)

SWF

Code	Cont	Status	Department	Position
SWF10015		Casual	EC0003	SWF Examination Centre Officer, 30002

SWF

Date	Claim Item	Location	Number	Amount (\$)	Notes
x + Sun 4/8					
x + Mon 5/8					
x + Tue 6/8	Session - Actin...	Auckland Girls' Gra...	2		
x Wed 7/8	Mileage	Alfriston College	1	30	
x + Thu 8/8					
x + Fri 9/8					
x + Sat 10/8					
x + Sun 11/8					

7. Attach a claim doc e.g. receipts - Select 'Attach' to upload any relevant documents to support the claim:

timesheet Test, ECO (SWF10015) 4/08/2024 - 3/09/2024 UNSUBMITTED SWF Employees

\* Create History Submit Approve Delete Attach Recalculate

TS NZQASWF - ExamCentre Test, ECO (SWF10015) (4/08/2024 - 3/09/2024 Unsubmitted)

SWF

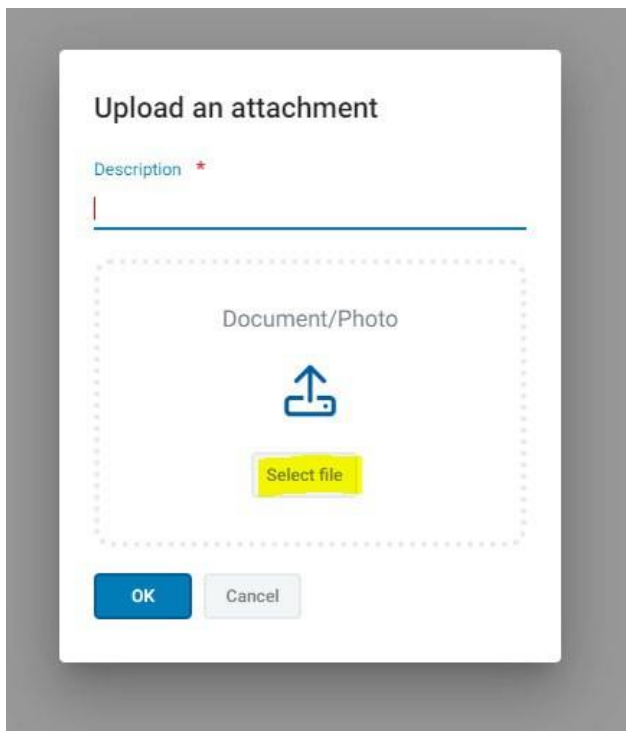
Code	Cont	Status	Department	Position
SWF10015		Casual	EC0003	SWF Examination Centre Officer, 30002

SWF

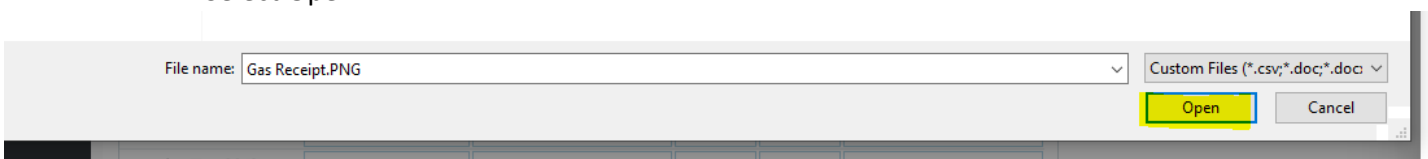
Date	Claim Item	Location	Number	Amount (\$)	Notes
× + Sun 4/8					
× + Mon 5/8					
× + Tue 6/8	Session - Actin...	Auckland Girls' Gra...	2		
× + Wed 7/8	Mileage	Alfriston College	1	30	
× + Thu 8/8					

This will open a new window for you to select a file.

Click 'Select file'.

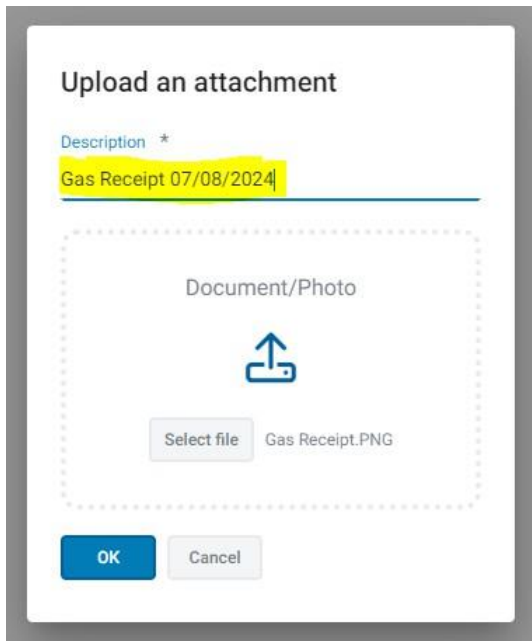


Select a saved file from your desktop  
 Select Open:



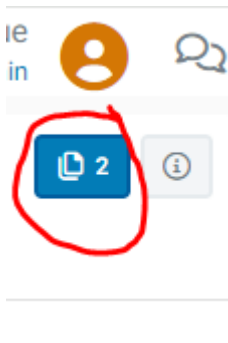
Give the attachment an appropriate name and other relevant information.

Select OK:



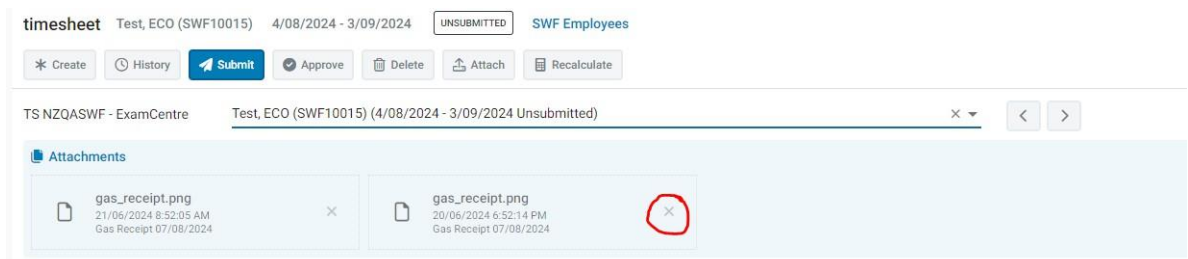
## Reviewing attachments

- a. To **view** all attached documents, select the attachment button on the top right side of the screen (below your name):



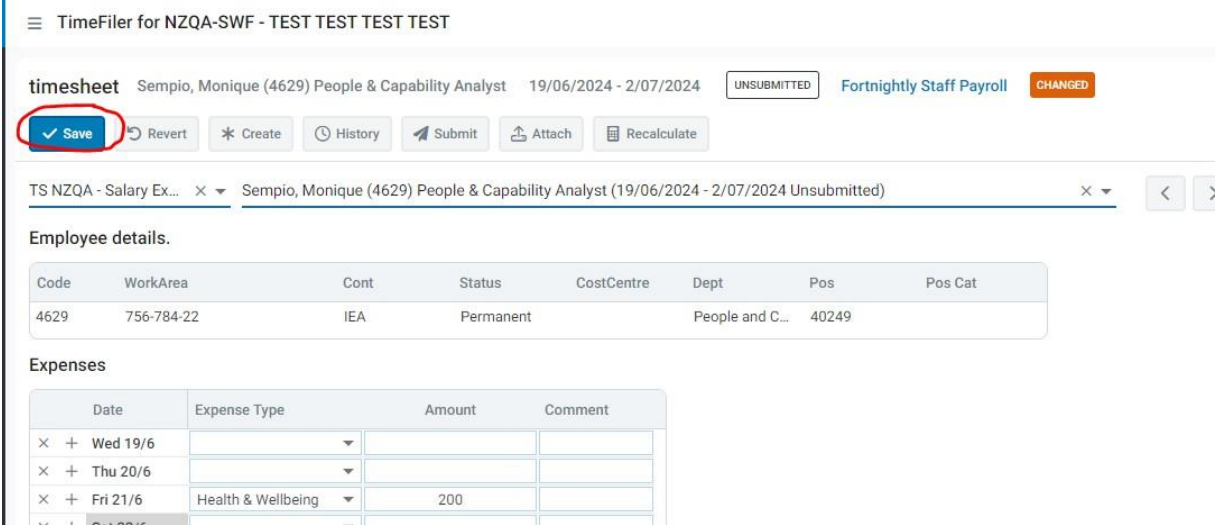
All documents you have attached will be visible.

- b. To **delete** an attachment, select the 'X' within the attachment:



## Saving a claim

8. Click 'Save':



TimeFiler for NZQA-SWF - TEST TEST TEST TEST

timesheet Sempio, Monique (4629) People & Capability Analyst 19/06/2024 - 2/07/2024 UNSUBMITTED Fortnightly Staff Payroll CHANGED

Save Revert Create History Submit Attach Recalculate

TS NZQA - Salary Ex... x Sempio, Monique (4629) People & Capability Analyst (19/06/2024 - 2/07/2024 Unsubmitted) x

Employee details.

Code	WorkArea	Cont	Status	CostCentre	Dept	Pos	Pos Cat
4629	756-784-22	IEA	Permanent		People and C...	40249	

Expenses

Date	Expense Type	Amount	Comment
x + Wed 19/6			
x + Thu 20/6			
x + Fri 21/6	Health & Wellbeing	200	

This will save your progress and allow you to come back to the timesheet later.

## Submitting a claim for approval

9. Once you have finished entering your claim/s and it is ready to submit for approval, select 'Submit':



timesheet Sempio, Monique (4629) 5/06/2024 - 18/06/2024 UNSUBMITTED Fortnightly Staff Payroll

Create History Submit Delete Recalculate

Your claim will then go through an internal review and approval process.

## Editing your pending claim

10. Before your claim is approved, you can or may be required to edit a claim. Select the 'Unsubmit' button:



Create History Unsubmit Approve

Make the appropriate changes.

Then repeat the submit process.



## Reviewing claim history

11. Go to 'My Time' and click '**History**' along the top of the screen:



The History button will disappear, and a drop down with your name and details will appear.

12. Click on the down arrow to view your history:



Select any of the claim/timesheets to review.

## Additional Information

### TimeFiler access close date

All claims **MUST** be submitted within 3 months of a contract end date. Access to TimeFiler will be closed after this period.

### Resetting your password

If you have forgotten your password or your password has expired, contact [firstcall.support@nzqa.govt.nz](mailto:firstcall.support@nzqa.govt.nz) for assistance.