



**NZQA's
Specialist Workforce**

**How to:
Claim in TimeFiler**

How to: Claim in TimeFiler

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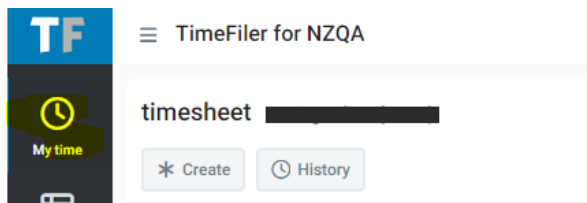
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Claiming in TimeFiler

Note: Screenshots from the TimeFiler system have been provided with yellow highlight for reference in each step.

Accessing TimeFiler

1. Login to [TimeFiler \(https://nzqa.timefiler.com/sso\)](https://nzqa.timefiler.com/sso) using your NZQA Microsoft credentials. This should default to open on “My Time” on the left side of the screen.



Creating a claim

2. Select ‘Create’

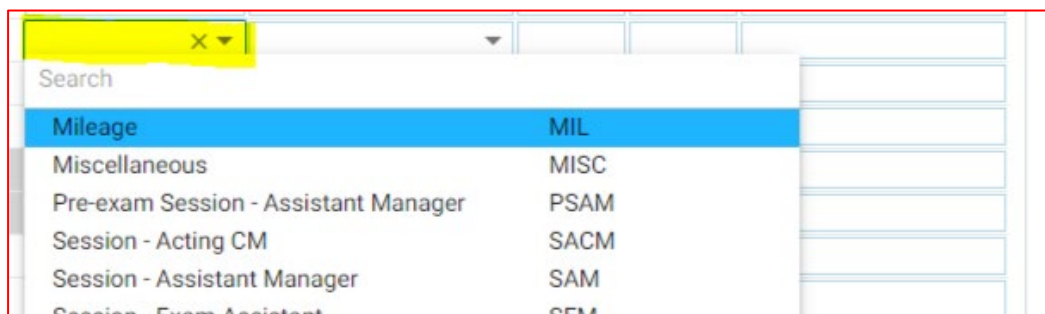
Your position details and all dates that are available in the period should now be visible.

3. Locate the relevant date to record against.
4. Select the claim from the drop-down menu in the ‘Claim Item’ column:

SWF

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					

Example of drop-down items:



5. If Applicable:

5.1. Enter in the 'Number' and 'Amount (\$)':

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					
X + Mon 12/8					

5.2. If you are an Exam Centre Manager or Officer –

Enter the Claim Location from the drop-down menu in the 'Location' column:

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			
X + Thu 8/8		Search (Incomplete listing: type to refine search)			
X + Fri 9/8		Alfriston College			
X + Sat 10/8		Aorere College			
X + Sun 11/8		Auckland Girls' Grammar School			
X + Mon 12/8		Auckland Grammar School			
X + Tue 13/8		Auckland Seventh-Day Adventist High School			
X + Wed 14/8		Avondale College			
X + Thu 15/8		Baradene College of the Sacred Heart			
X + Fri 16/8		Bay of Islands College			
X + Sat 17/8		Bethlehem College			
X + Sun 18/8		Birkenhead College			
X + Mon 19/8		Bream Bay College			
X + Tue 20/8					

Creating multiple claims for the same date

5.3. Select the ‘+’ button to the left side of the date to add a new 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					
X + Mon 12/8					
X + Tue 13/8					
X + Wed 14/8					

Repeat claiming steps.

Removing a claim

5.4. 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					

Attaching claim documentation

5.5. 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

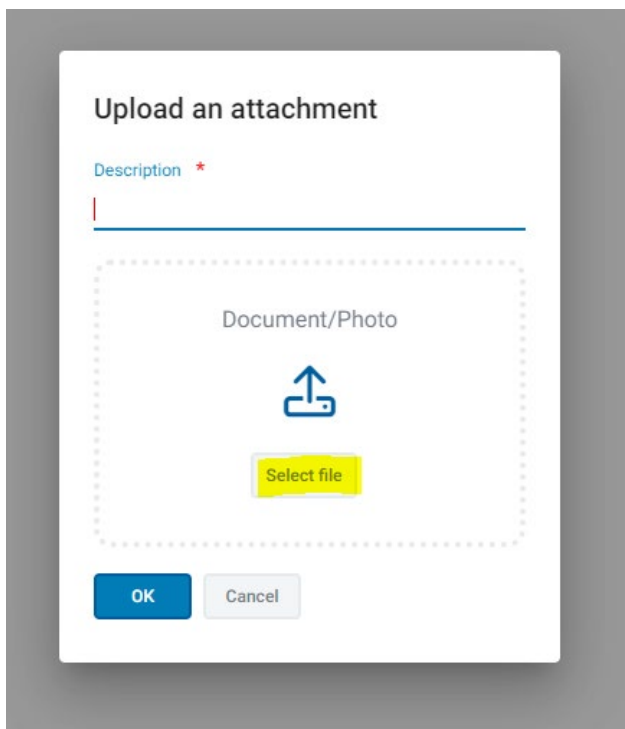
Code	Cont	Status	Department	Position
SWF10015		Casual	EC0003	SWF Examination Centre Officer, 30002

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					

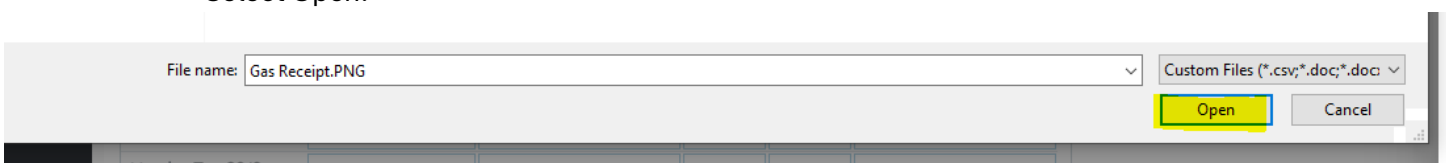
This will open a new window for you to select a file.

Click '**Select file**'.



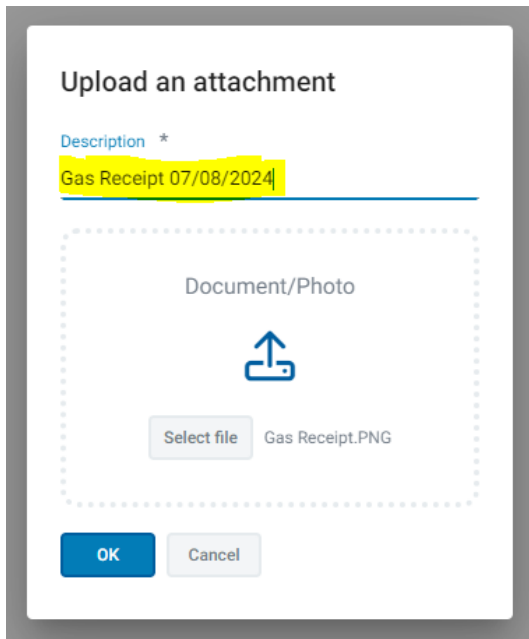
Select a saved file from your desktop

Select Open:



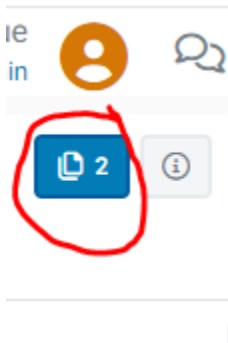
Give the attachment an appropriate name and other relevant information.

Select OK:



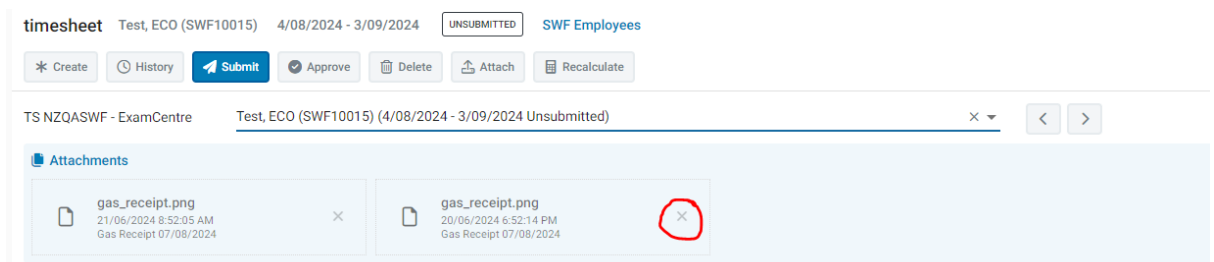
Reviewing attachments

5.6. 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.

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



Saving a claim

- Click **'Save'**:

The screenshot shows the 'timesheet' interface for Sempio, Monique (4629) People & Capability Analyst, covering the period 19/06/2024 - 2/07/2024. The status is 'UNSUBMITTED' and it is for 'Fortnightly Staff Payroll'. A red circle highlights the 'Save' button in the top toolbar. Other buttons include 'Revert', 'Create', 'History', 'Submit', 'Attach', and 'Recalculate'. Below the toolbar, there is a table for 'Employee details' and a table for 'Expenses'.

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

Date	Expense Type	Amount	Comment
× + Wed 19/6			
× + Thu 20/6			
× + 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

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

The screenshot shows the 'timesheet' interface for Sempio, Monique (4629) covering the period 5/06/2024 - 18/06/2024. The status is 'UNSUBMITTED' and it is for 'Fortnightly Staff Payroll'. A green box highlights the 'Submit' button in the toolbar. Other buttons include 'Create', 'History', 'Delete', and 'Recalculate'.

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

Editing your pending claim

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

The screenshot shows a toolbar with buttons for 'Create', 'History', 'Unsubmit', and 'Approve'. The 'Unsubmit' button is highlighted in a yellow box.

Make the appropriate changes.

Then repeat the submit process.

Reviewing claim history

9. 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.

10. 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 for assistance.