Guide to register your work hours

ONLY for employees with following job titles:
“Studenterunderviser, studentermedhjælp (SUL)” og “Studentermedhjælp (HK)”

First step is to log in at the system TimeSheet: http://www.adm.aau.dk/timesheet
You need to log in with your student-mail: xxxxx@student.aau.dk

The next step is the FrontPage of TimeSheet. In the upper right-hand corner you can choose the month you want to register your worked hours.

The FrontPage have three headlines which indicate how far in the process your timesheet are.

“Aktive timesedler” (Active timesheets): The timesheets under this headline indicate that you are still adding working hours and haven’t submitted it to your employer/leader. If your employer/leader for some reason has rejected your timesheet, it will be displayed here.

“Timesedler i proces” (Timesheets in process): When you have submitted your timesheet to your employer/leader it will be displayed here until he/she have submitted it to the Payroll Office.

“Timesedler der er færdigbehandlede på lønkontoret” (Timesheets which are finalized): If you can see your timesheet under this headline, it is approved by your employer/leader and is ready for the next coming payroll.

When you open a new timesheet you have to select your job title which you can find on your letter of employment. See the following to choose the correct title.
### Titel i Timesheet

<table>
<thead>
<tr>
<th>Titel i TimeSheet</th>
<th>Stilling på ansættelseskontrakten</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stud. - PROSA</td>
<td>Timelønnet EDB-medarbejder (PROSA)</td>
</tr>
<tr>
<td>Stud. – SUL</td>
<td>Studenterunderviser, studentemedhjælp (SUL)</td>
</tr>
</tbody>
</table>
| Stud. - SUL m. kval | Studenterunderviser, studentemedhjælp (SUL)  
  *(hvor der er flueben i kvalifikationstillæg)* |
| Stud. – HK        | Studentemedhjælp (HK) |

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### Aalborg Universitet

**Timeseddel for timelønnet personale**

<table>
<thead>
<tr>
<th>Titel:</th>
<th>Vælg titel</th>
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</thead>
<tbody>
<tr>
<td>Navn:</td>
<td>Stud. - PROSA</td>
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<tr>
<td>Måned:</td>
<td>Stud. - SUL</td>
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<td></td>
<td>Stud. - HK</td>
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</tbody>
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After filling out the job title it is now the time of working hours – start time and ending. The working hours can be selected with 15 minute interval from 7am until 11pm. There is also a comment box where you shortly define what your job was.

When you have filled the timesheet with your working hours, you need to add your employer/leaders name ("Godkender") and "Omkostningssted" (which you can find on your letter of employment). Afterwards you push the "Gem" (Save) button. As long as you haven’t submitted the timesheet to your employer/leader you can always open the timesheet and add more working hours.

When you are finished with the timesheet, you push the "Aflever" (submit) button.

It is possible to have more than one timesheet in process at the time. If you are working for two employers/leaders at AAU with the above job titles, you need to create one for each of the employers/leaders.

**Submitting the timesheet**

When the timesheet are submitted to your "Godkender", he/she will check your working hours and submitted the timesheet to Payroll Office.

**Rejected timesheets**

If the "Godkender" rejects the timesheet it is possible that you have filled incorrect working hours. If that is the case, you can find the timesheet under the headline “Aktive timesedler” – correct the working hours and submit again. The “Godkender” will write in the comment box in the bottom of the page.

**Delete your timesheet**

If your timesheet isn’t submitted or if it is rejected, you have the possibility to delete the timesheet. If that’s the case you have to open the timesheet and push “Slet” (delete). After this you will not be able to see it under any of the headlines.
You will receive a mail each time one of your timesheets is submitted or rejected to “Godkender” or Payroll Office.