In this section, you will learn how to view and submit Timesheet Claims using the Part Time claims dashboard. The steps outlined will guide you through managing your timesheet claims effectively.

To get started, you can log in to the CorePortal by clicking [here](.).

Follow these instructions to ensure your timesheet claims are submitted and managed accurately.

From your Core Portal screen navigate to the **Part Time Claims** tab on the left of the screen.
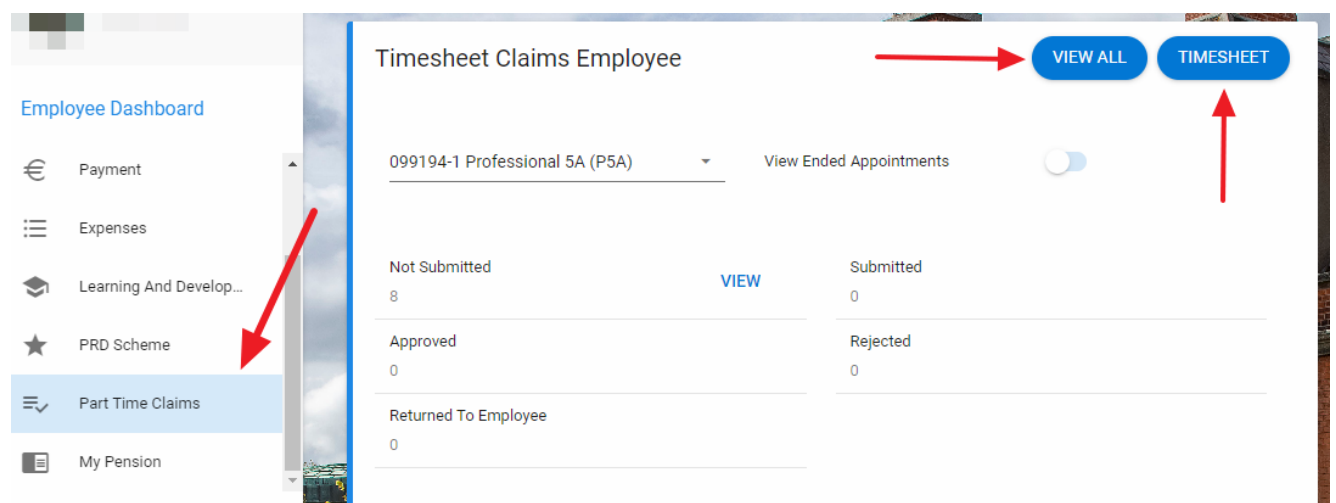

HOW TO SUBMIT A CLAIM

View the total number of your timesheet claims by status, such as Saved for Later, Approved, or Submitted, for a selected period.

Access the Timesheet Summary Screen, where you'll see the details of your claims. From there, you can:

- Drill down to the Timesheet Input screen to enter or review your timesheet entries.
- Submit your timesheet claim for approval .
- Recall any timesheet claims that haven't been processed yet.
- Filter your view based on specific statuses to make navigation easier.

To submit your timesheet, start by clicking the <mark>(Timesheet) **Input Time**</mark> button and enter your details. Once you're done, head back to the summary screen where you'll see your timesheets grouped and totaled. While the status shows as 'Not submitted,' you can still make changes. When you're ready, just hit Submit to send your claim for approval.


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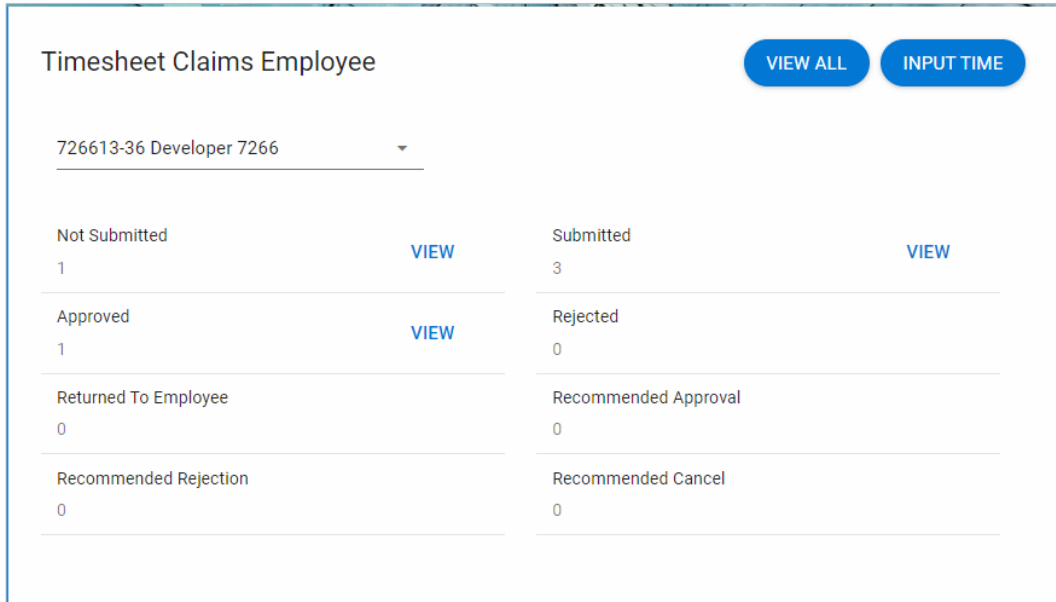
1.   CHOOSE THE APPROPRIATE WEEK YOU WANT TO CLAIM AGAINST

First, choose the appropriate week for your claim, whether it's in the past or future. **Claims must be submitted by the 15th of the month**; otherwise, they will automatically roll over to the next pay period.


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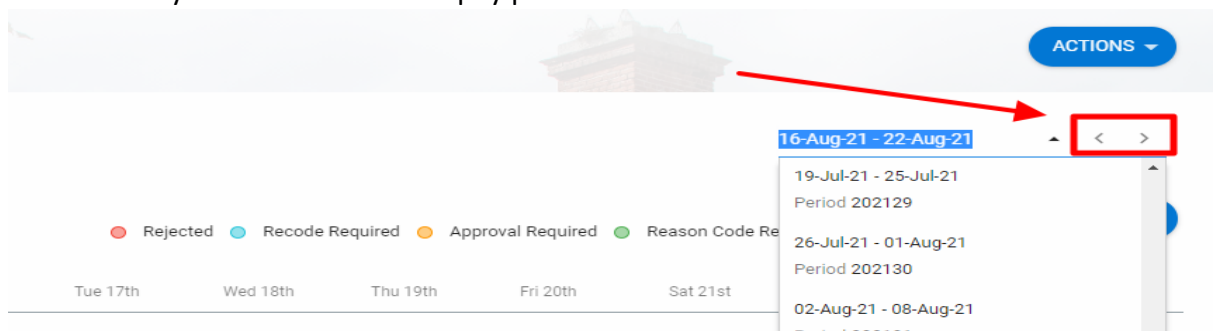
2.   TO ENTER A CLAIM HAVING CHOSEN THE WEEK

a) Ensure the correct week is selected at the top right of the screen.
b) If you have multiple appointments, select the correct appointment for the claim to ensure the proper pay rate is applied.
c) Click the "ADD" button to submit hours for the selected appointment(s).
d) The system will automatically default to the "PT Hours & Minutes" pay code.
e) Enter hours for the appropriate date. Note: part hours must always be entered in minutes. The system will automatically calculate the total hours.
f) Press 'Save'.
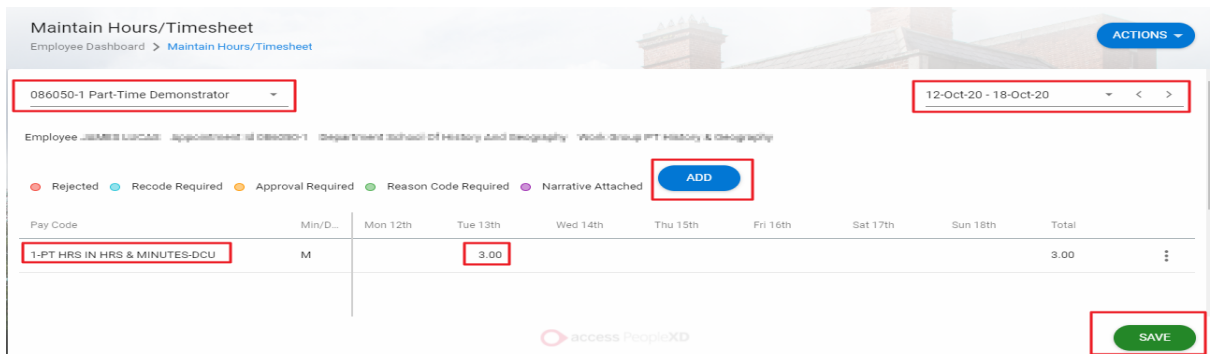
To **Submit** a saved claim, go to the **'Not Submitted'** section in the Employee Timesheet Widget, review the claim, and submit it for approval. You can also view the claim's history, or edit and delete claims before submission using the options menu.
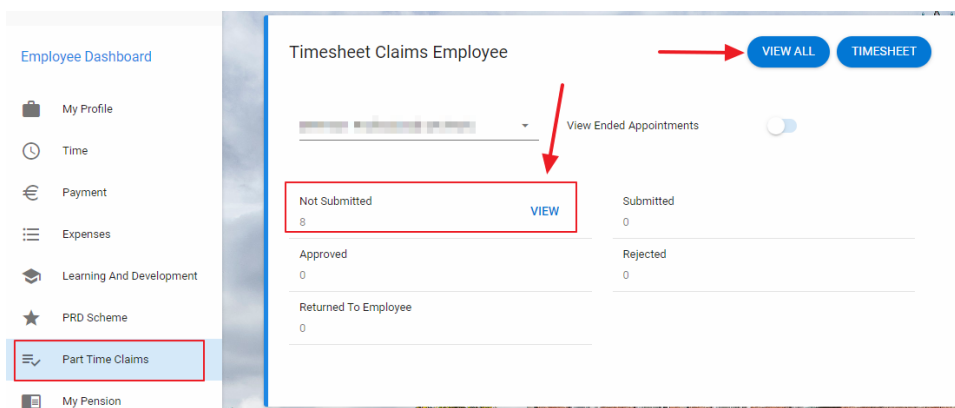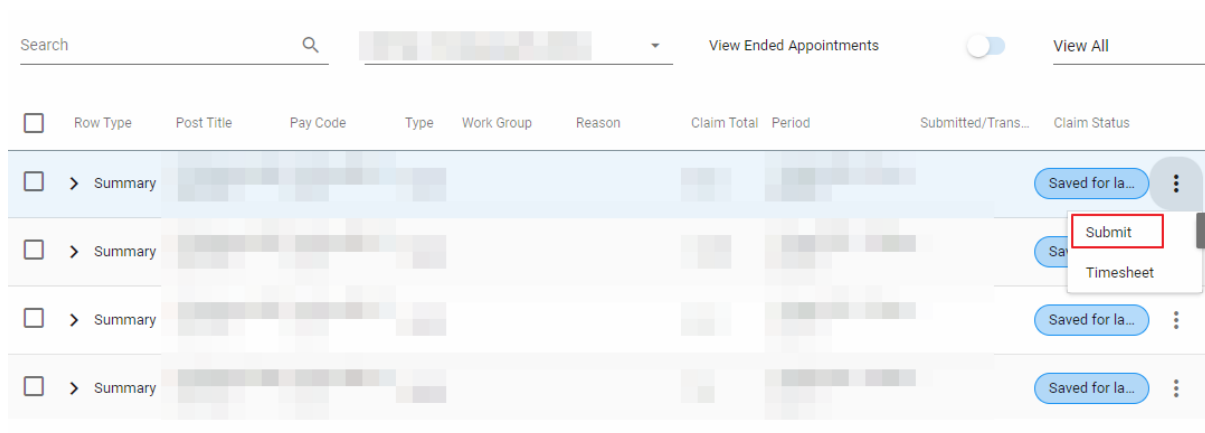

3.   SUBMIT A CLAIM

Choose the 'View' option within the 'Not Submitted' section. The claim is now ready for review and submission.

The ellipsis button presents 3 options:

1. A 'submit' button to finalise and submit the claim for approval.

HOW TO RECALL A CLAIM AWAITING APPROVAL

If a claim is awaiting approval, you can recall it by selecting the 'recall' option in the options menu. Once recalled, navigate back to the claim in your "saved for later" tab, where it can be edited or deleted. Be aware that there may be a waiting period before a claim can be recalled.
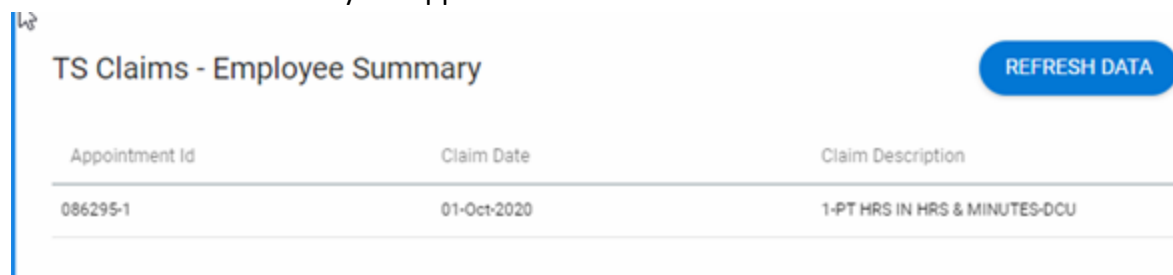
TO VIEW APPOINTMENT BALANCES

To view your appointment balances, go to the "Timesheet" and select the "Balances" option under "Actions" to see current balance details.

TS CLAIMS EMPLOYEE SUMMARY WIDGET

The TS Claims Summary Widget allows you to refresh and view all claims and balances in decimal format across all your appointments.