



Handbook for online timesheets and expenses

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Claiming Timesheets

Important points to note:

- Timesheets should be submitted for **work undertaken** monthly. You **may not** claim for work in the future.
- Timesheets must be submitted by 5pm on the second Friday of each month to be included in that month's payment.
- Payment is made once per month on the 28th or pervious working day if 28th falls on a weekend.
- The system operates a 24-hour clock.
- All communication relating to timesheets will be directed to your **MU email account**. Please check this account regularly to avoid missing important notifications.

Step 1.

Log onto the MU website: [For Staff](#) and select Employee Self Service

Step 2.

Select "Hourly Timesheets" then "ADD" ([View Image 1](#))

Step 3.

Hourly Timesheet Input ([View Image 2](#))

- Select **Hourly Rate** (full details of rates are available [here](#))
- Select **Module Code** (these are available from the programme leader)
- **Date** and **Time** from/to (the date and time the work was completed)
- **Approver 1** – Fiona Casey, **Approver 2** – Aislinn O'Donnell

Step 4.

Employee Comments ([View Image 3](#)) This is **mandatory** and must include a clear description of the work you are claiming for. Examples of acceptable work descriptions are available below.

Please tick “Declaration” and select “Submit Timesheet”

Sample of roles and rates of pay

Lecturing: rate of pay is lecturing rate €34.58. OS can claim one-hour lecturing prep (€34.58) with every hour lecturing (€34.58)

Sample work description: 12 hours lecturing + lecturing prep (course and module code)

Tutorials: rate of pay is Senior Tutorial rate €29.63 per hour of tutorial

Sample work description: 6 tutorials in (course and module code)

Meetings: rate of pay is Senior Tutorial rate €29.63 per hour of meeting.

Sample work description: 2.5hr meeting with (name of staff member) for (course and module code)

Placement visits: rate of pay is Senior Tutorial rate €29.63 x3 per visit total €88.89

Sample work description: 1st visit to (course and module code) 2 x10 students

Interviews: rate of pay is Grading Senior €19.05 per hour of interview

Sample work description: 3hour interviews (course and module code)

Med. Theses supervisors: rate of pay is lecturing rate (34.58) x4 = €135.60 per student. These claims are to be processed in October, February and May

Sample work description: Supervision on (course code) to (name the students)

Written Feedback IFF and Final Appraisal: rate of pay is Senior Tutorial rate €29.63. Both UT and PT claim 30 mins per student.

Sample work description: IFF for (course code) x11 students

Professional Conversation PME students – Lesson Planning: rate of pay is Senior Tutorial rate €29.63. Placement Tutor claims 1 hour per student.

Sample work description: Pro. Conversation for (course code) x11 students

December PGDELM ED680 Group research presentations: rate of pay is Senior Tutorial rate €29.63. Entitled to claim 30 min per group

Sample work description: Group research presentations x 4 (course and module code)

January PGDELM ED677 Interviews: rate of pay is Senior Tutorial rate €29.63. entitled to claim 30 min per student.

Sample work description: Interviews x 4 (course and module code)

IMAGE 1

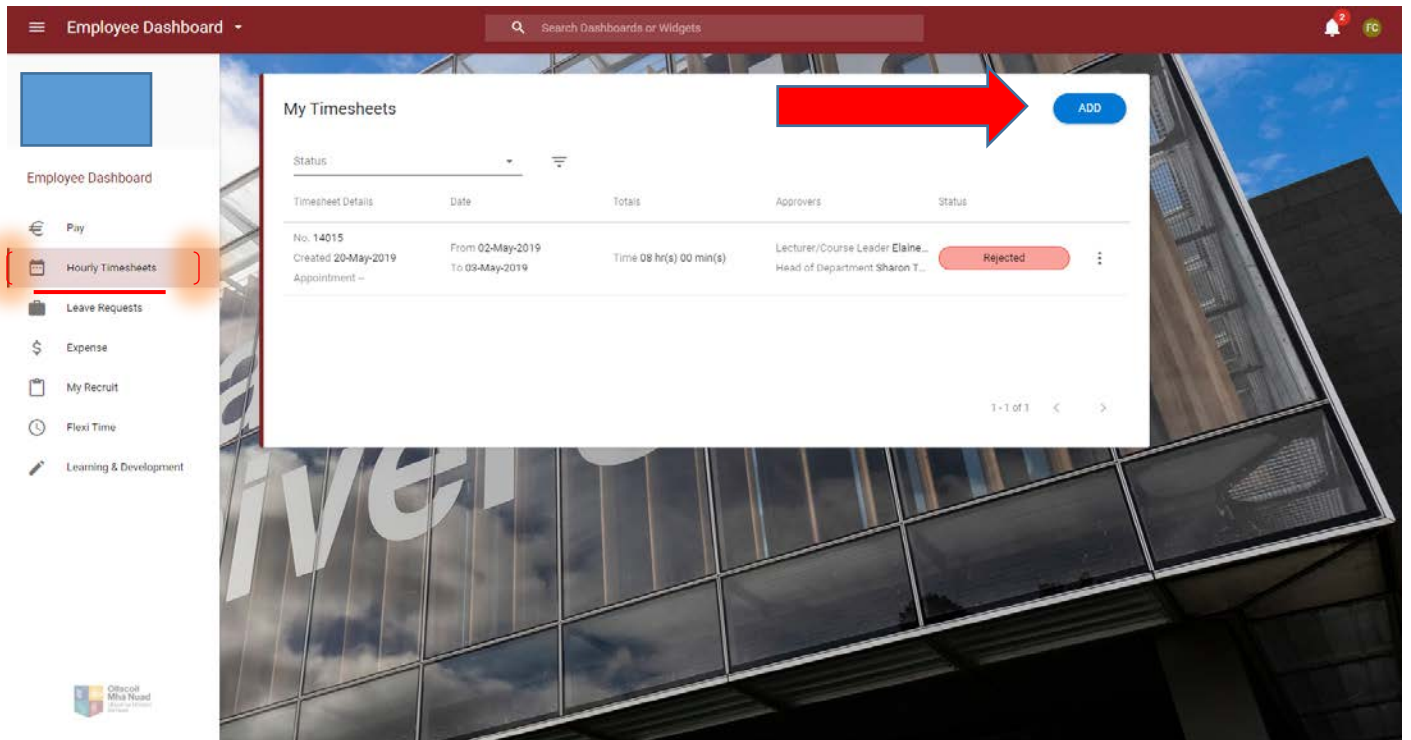


IMAGE 2

Hourly Based Claim

Hourly Rate	Module Code	Date	Time From	Time To	Hours
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	00:00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	00:00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	00:00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	00:00
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	00:00
Total Hours					00:00

Approver 1

Approver 2

IMAGE 3

Approver 1: Elaine Martin | Approver 2: Sharon Todd

Employee Comments - please use icon on right to expand

Please enter your comments on this timesheet in the box below

Declaration: I confirm that all the above information is accurate and correct as of Tue Jun 25 2019 @ 10:57:19

Save For Later | Submit Timesheet

FAQs Timesheets

1. My claim has been rejected.

If you receive an email to your MU email account informing you that your claim has been rejected, please log onto the system and you will be able to view the reason.

My Timesheets

Enter date created (e.g. 21 Jan 2013), approver or status... Search

ID	Appt ID	Date Range	Totals	Approvers	Created	Status	
14015	--	2 May 2019 to 3 May 2019	8 hrs, 0 mins	Elaine Martin Lecturer Sharon Todd Head of Department	20 May 2019 5 Weeks Ago	Rejected 21 May 2019 @ 09:24	⚙️

To view the reason your timesheet may have been rejected please select the “widget” and choose “View”.

The screenshot shows the 'My Timesheets' interface. On the left, there are navigation icons for 'Pay', 'Hourly Timesheets', 'Leave Requests', and 'My Timesheets'. The main area displays a table of timesheets. A yellow arrow labeled 'Widget' points to the actions menu for a specific timesheet entry. The detailed view below shows the 'Hourly Based Claim' with a 'Current Status: Rejected'.

Hourly Rate	Module Code	Date	Time From	Time To	Hours
Tutorials Senior €29.63	ED610	02/05/2019	09:00	12:00	03:00
Tutorials Senior €29.63	ED622	03/05/2019	09:00	14:00	05:00
Total Hours					8:00

Approver 1: Elaine Martin Approver 2: Sharon Todd

Employee Comments - please use icon on right to expand

The employee made the following comments regarding this timesheet
Hi Elaine, Please reject when ever you get a chance. I am trying to get screen shots of lots of rejections for manuals Many thanks

Rejected by Elaine Martin on 21st May 2019 @ 09:24am
Reason: Please resubmit.

4. I have made an error in my timesheet.

Please email Fiona.Casey@mu.ie outlining the error and the timesheet will be returned to you on the system.

5. I don't know the module code or the rate of pay.

Please contact the relevant course leader.

Checklist before Submitting Timesheets

- Have I used the correct rate of pay?
- Have I selected the correct number of hours?
- Have I entered information in the employee comments?
- Have I selected the correct approver “Fiona Casey”?

NB you **must save** changes before you resubmit.

Claiming Expenses

Important points to note:

- Expenses **must** be claimed within 3 months.
- All communication relating to expenses will be directed to your **MU email account**. Please check this account regularly to avoid missing important notifications.
- Please update your cars details during the year as required.
- Tolls are not covered
- Your claim must be from the shortest distance (i.e. from your home address to the destination or from Maynooth University to the destination)
- You cannot claim for mileage until your car set-up has been approved
- You cannot claim for mileage if any of your car details are out of date

Car Set Up

Step 1. Log onto the MU website: [For Staff](#) and select Employee Self Service

Step 2. Select “Expenses” Tab (Image A)

Step 3. Select widget beside “My Primary Car” (Image A)

Step 4. Select “Create Car” (Image B)

Step 5. Fill in Car Details (Image C)

Step 7. Read Terms and Conditions (Image C)

Step 8. Confirm and Save (Image C)

Image A

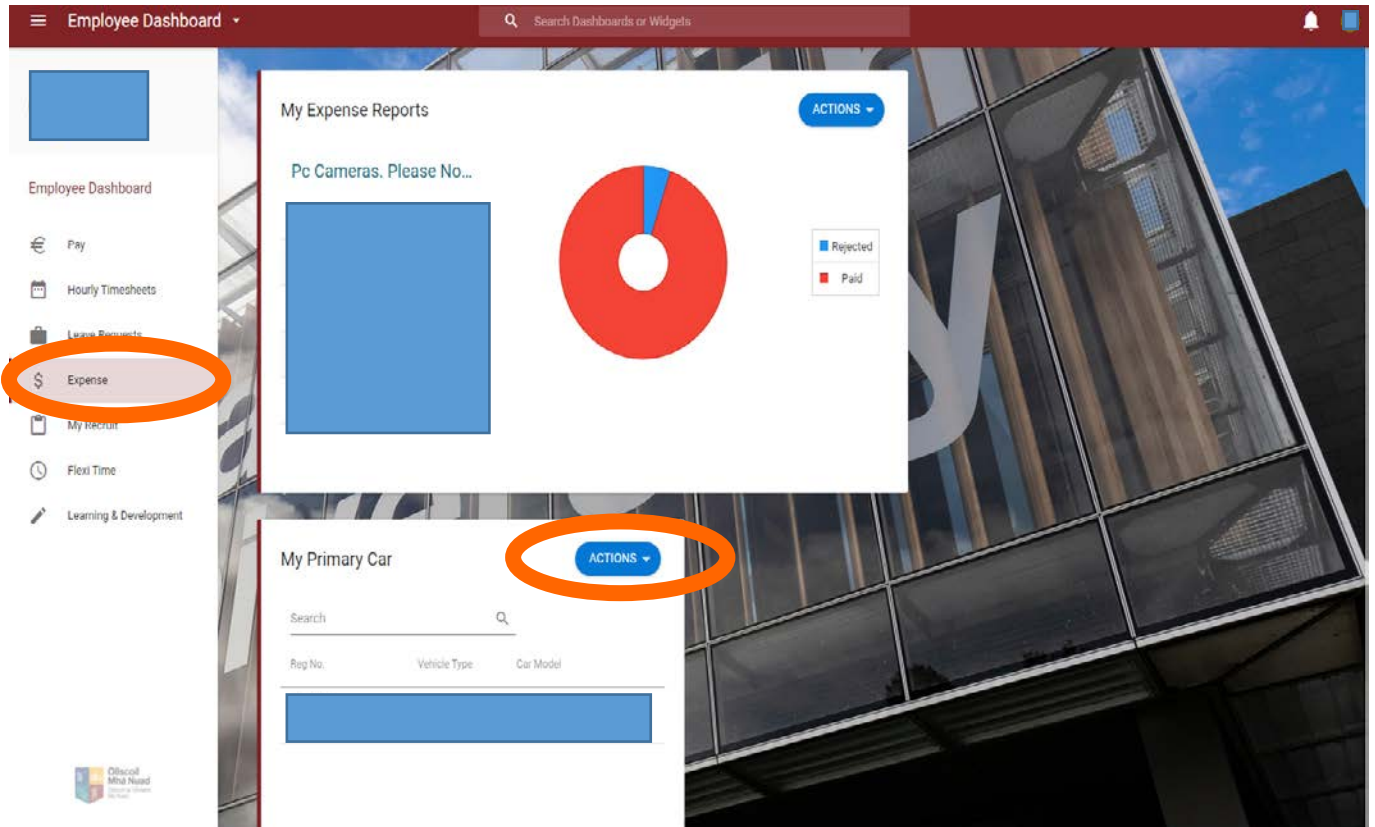


Image B

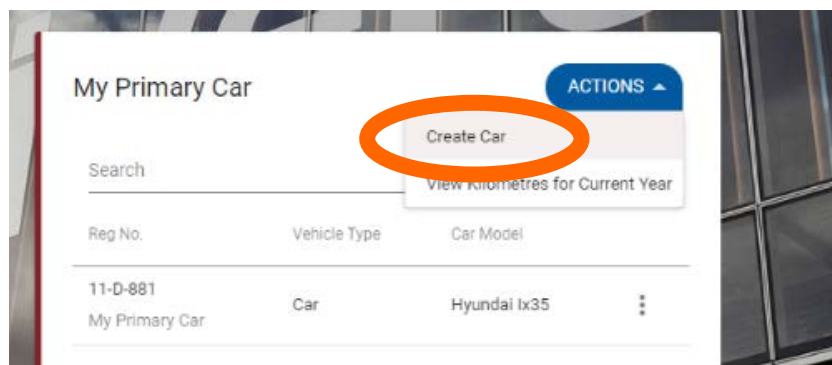


Image C

Employee Dashboard

Create Car
Employee Dashboard > Create Car

Vehicle Details

Reg No* _____ Vehicle Model* _____ Date First Registered* _____ Engine CC* _____

Approver* _____ Vehicle Type* _____

Tax

CO2 Category _____ Tax Month _____ Tax Year _____

Insurance

Expiry* _____ Provider _____

Licence

Licence Type _____ Expiry _____

NCT

Reg No. _____

I confirm that the details entered concerning the above vehicle are correct

- **Reg No** – full registration details e.g. 161-D-892
- **Make/Model** – Example *Hyundai ix35*
- **Date First Reg** – If you do not know this please put in today's date
- **Engine CC** – If you are unsure please check your car log book (NB you must fill in the correct engine CC in order to receive the correct rate of mileage)
- **Approver** – Fiona Casey
- **Type** – Car
- **Mileage Fuel Type** – Diesel/Petrol/Hybrid
- **Company Car** – No

Your car has now been sent for approval. You will be notified **via your MU email** once your car is approved and then you are ready to claim for expenses.

Managing My Car

You will need to update details of your car regularly such as Tax, Insurance and Licence. To do this you follow the steps below. The system will alert via email one week before your car details expire.

NB. You cannot claim mileage if your car details are out of date.

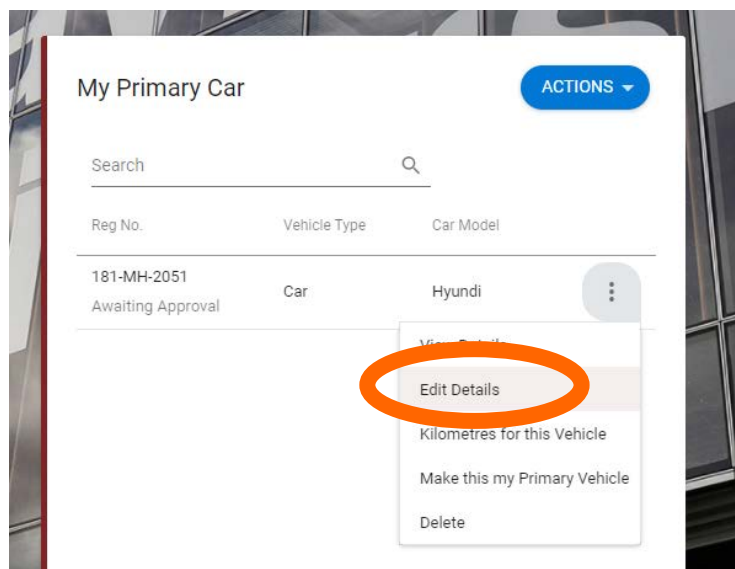
Step 1. Log onto the MU website: [For Staff](#) and select Employee Self Service

Step 2. Select “Expenses” Tab (Image A)

Step 3. Select widget beside “My Primary Car” (Image A)

Step 4. Select Edit details and update as necessary

Image D



- **Licence** – Must be updated when it expires
- **Insurance** - Must be updated when it expires
- **Tax** - Must be updated when it expires

NB you must press save before you submit changes for approval

Claiming Mileage

Step 1. Log onto the MU website: [For Staff](#) and select Employee Self Service

Step 2. Select “Expenses” Tab (Image A)

Step 3. Select “New Expense Report”

The screenshot shows the 'Employee Dashboard' for Fiona Casey (S9053). The 'Expense' menu item is selected. The 'My Expense Reports' section displays a donut chart and a table with the following data:

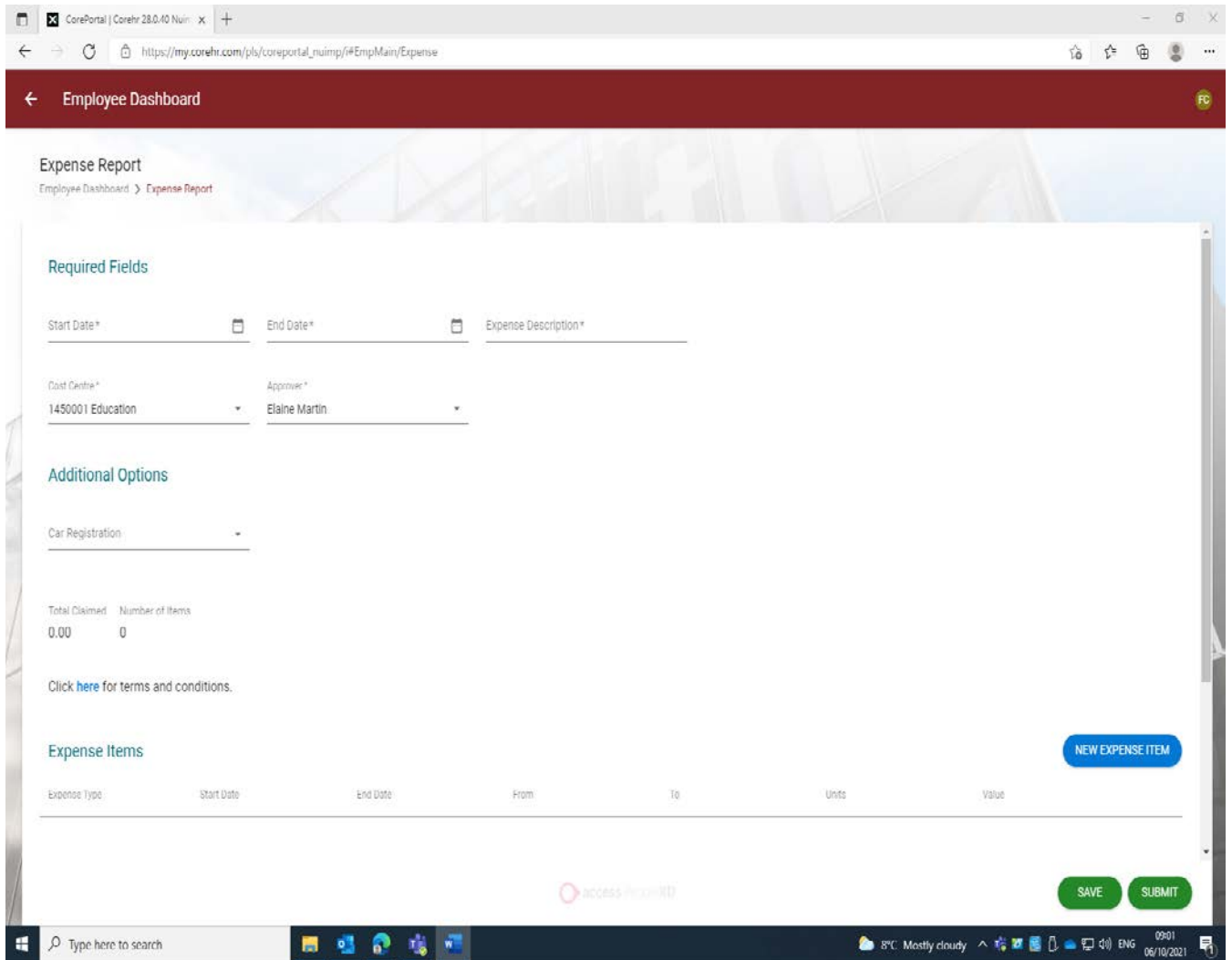
Category	Amount
Mileage	.00
Subsistence	.00
Other	26.44
Total	26.44

The 'My Primary Car' section includes a search bar and a table with the following entry:

Reg No.	Vehicle Type	Car Model
181-MH-2051	Car	Hyundai

Step 4.

- Fill in dates from and to
- Fill in description (*Example - BSc Year 3 1st visits*)
- Fill in cost centre:
 1. School Placement visits (1450002)
 2. PGDELM (1450033)
- Select Approver “Fiona Casey”
- Select **Save**



Step 5.

Select "New Expense Item"



Step 6. Fill in the following details

- A. Expense type – Kilometers
- B. Distance – Total number of Kilometers travelled (if it is a return journey please include that information in the description)
- C. Location to and from (NB remember the location will either be from your home or Maynooth University depending on which is the closest to the destination)
- D. Description of activity – Please include the school/ education centre you visited
- E. Select Save & add New – You will then get a fresh screen where you can fill in details of another Journey. You can include as many journeys as needed under one claim once they are within the same month. When you have inputted your last journey please click on “Save” instead of “Save & Add New”.

Step 7. – Submitting

Once you are happy that all the information is correct please click ‘Submit for approval’. You will be asked to confirm that your insurance is correct and the information you inputted in correct.

FAQs Claiming Mileage

1. I am trying to input Kilometers but I am getting an error.

- Please check that your licence expiry date, insurance details and car tax expiry date are all up to date.
- Once you update your details they will be sent for approval, you will not be able to make a claim until they are approved.

If none of the above resolve the issue please email expenses@mu.ie and we will revert back to you.

2. I can't log into the system.

Please contact IT services at servicedesk@mu.ie

3. I have missed the deadline.

This means that you cannot make a claim.

4. I have made an error in my claim.

Please email Fiona.Casey@mu.ie outlining the error and the claim will be returned to you on the system.

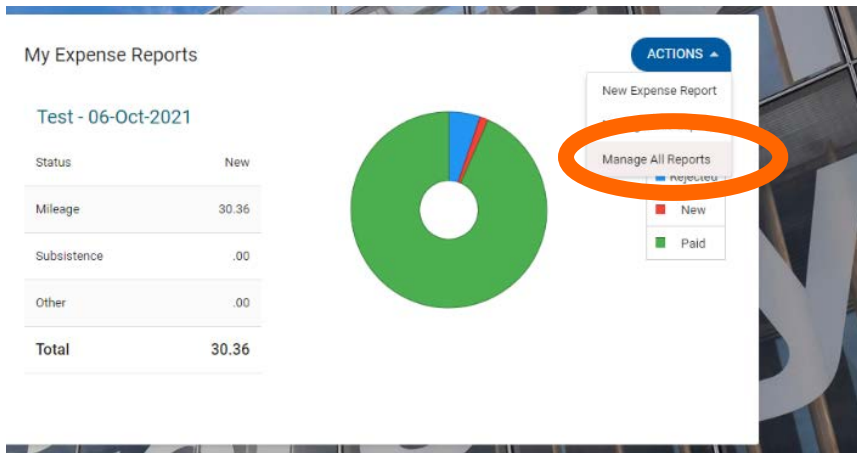
5. I don't know the cost centre.

The cost centre will usually be one of two options listed below. If you are still unsure please email Fiona.Casey@mu.ie

- School Placement visits (1450002)
- PGDELM (1450033)

6. My claim has been rejected.

If you receive an email to your MU email account informing you that your claim has been rejected, please log onto the system and you will be able to view the reason. Select Actions then Manage all Reports. Select the rejected report and view rejection reason.



My Expense Reports

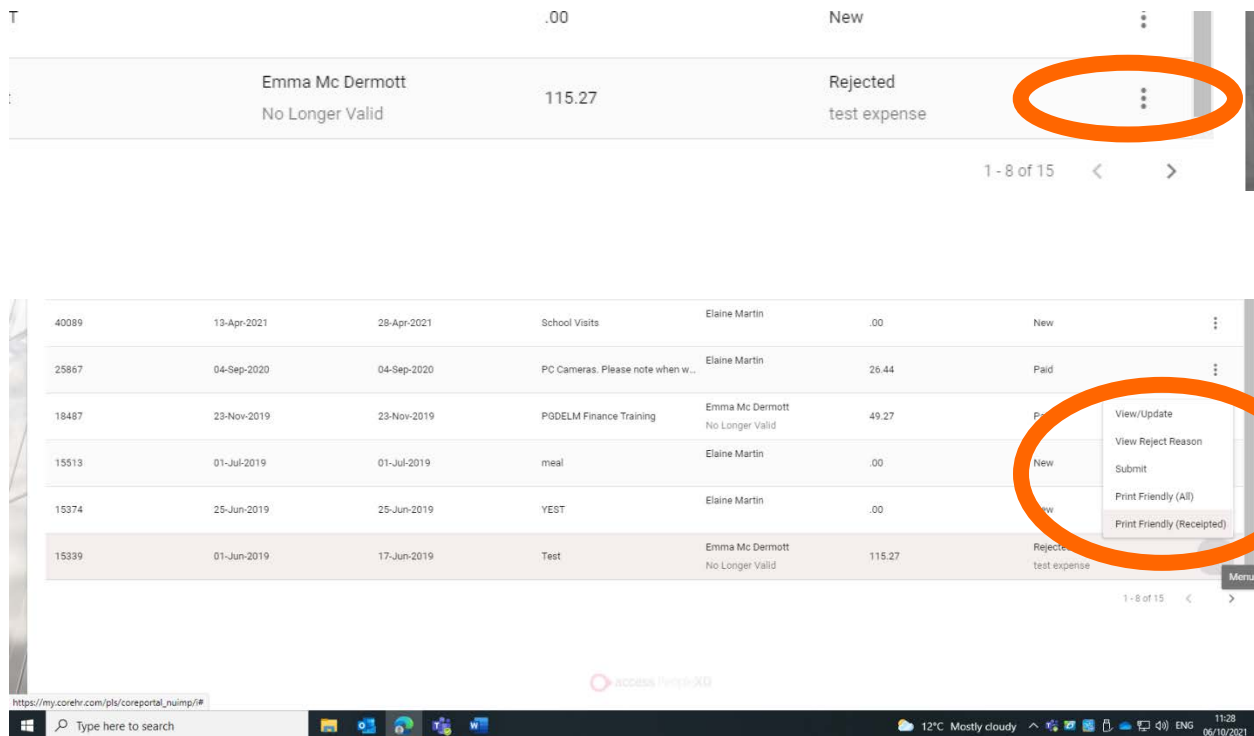
Test - 06-Oct-2021

Status	New
Mileage	30.36
Subsistence	.00
Other	.00
Total	30.36

ACTIONS

- New Expense Report
- Manage All Reports

Legend: New (Red), Paid (Green)



Checklist before Submitting Expenses

- Is you claim within 3 months?
- Are your car details up to date?
- Is your car approved?
- Are you claiming from the shortest distance (i.e. your home address or Maynooth University)?
- Do you have the school or education centre included in your description?
- Do you have the correct cost centre?
 - A. School Placement 1450002
 - B. PGDELM 1450033
- Have you selected the correct approver “Fiona Casey”?

NB you must **save** changes before you resubmit.

Further Information

- [Car Set up](#)
- [Entering and managing a claim](#)
- [Online Timesheets](#)
- [Instruction Videos](#)