

ANNUAL ACADEMIC TIMESHEETS

Frequently Asked Questions (FAQs)

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1 General

1.1 Q: What does the following terminology mean?

Answer:

HEMIS Higher Education Management Information System

HAT HEMIS Academic Time Management

HAT-LM Learning Module (linking module codes to Lecturers and Postgraduate Supervisors)

HAT-APP Production environment (creating timesheets)

1.2 Q: What is the purpose of academic timesheets?

A: Annual academic timesheet information is required by the Department of Higher Education and Training (DHET) in order to calculate the subsidy awarded to the NWU, and it also supports the NWU's Viability model. Academic employees (and other academic appointments) must indicate their proportional time (as percentages) spent on the following four categories of activities:

- a) Instruction programs (lecturing & postgraduate guidance/supervision)
- b) Research programs (own / contract research & publications / reports)
- c) Public service programs (community engagement)
- d) Management support (management, meetings, leadership, administration)

1.3 Q: What informs the content of the academic timesheet?

A: The performance agreement with the academic appointment serves as the basis for the completion of the timesheet. It contains the content of the work to be done during the year and can be slotted into the four categories of activities mentioned above. The percentage time spent can then be calculated/allotted to the various categories.

The number of hours spent is not measured (it is NOT a financial timesheet and it is NOT measuring performance outputs).

1.4 Q: What is an academic appointment?

A: An academic appointment in HEMIS terms is a category 1 appointment, i.e. an academic. All such appointments must complete a timesheet annually. The job type defines the HEMIS category, not the person (incumbent).

1.5 Q: Who must complete timesheet?

A: **All permanent, fixed-term & temporary academic appointments**

No.	Appointment (HEMIS cat. = '1')	Category of activities / Description / Reason
01	Demonstrators in Practicals (Demi's)	Tuition
02	Temporary academic employees, including Post-doctorates	Instruction / Contract research (not own research)
03	Facilitator (Excluding UODL)	Instruction
04	External Facilitators	With contracts
05	Guidance/supervision toward a Master's and/or PhD (as either principal, co-principal, or support-study leader)	100% Instruction with related research module code(s) – according to the number of students
06	Deans	Where current research exceeds 50% of their performance agreement (then their HEMIS category needs to be changed to '1' = Academic)
07	Presenters of short courses	100% Community Service
08	Script Markers	With contracts (100% Management Support)
09	Guests of the Unit	With contracts
10	Extra-ordinary Appointments	With Instruction &/ Research contracts and who are being paid by the NWU (usually as a secondary assignment)
11	Contract period ended within the year, resignation, retirement, death, dismissal or retrenchment	Time was spent on one or more of the categories above during the contract period with the NWU
12	Extended study leave (Sabbatical)	100% Research, including the relevant KOO code(s)
13	Non-Faculty modules	100% Public Service Programmes

1.6 Q: Who should create and complete the timesheet?

A: The INITIATOR (as defined on the HAT-APP system) / timesheet creator can either be the academic himself/herself, or a designated timesheet official in the subject group / school, on behalf of the employee - creates and completes the timesheet. This should preferably be determined by the school director or dean, prior to the commencement of the annual timesheet process.

1.7 Q: Who should create and complete a timesheet for a person who has more than one assignment with the NWU simultaneously?

A: Some academic appointments lecture in more than one school, or across campuses. Then they have secondary assignments. The initiator may be aware of this, or not. The relevant Human Resources practitioner can check for you which of the multiple contracts with this employee is the primary one. If it is with e.g. Theology PC, then you have to create the timesheet, but with inputs from the e.g. MC on what the person did there. Then you can do the math for the spreading of the percentages, after you have received the information on the module codes etc. (Also see 2.1 below).

1.8 Q: Does the school director have to complete a timesheet?

A: Most school directors are appointed temporarily into such a position for a fixed term (conditional appointment), but they remain an academic appointment (HEMIS cat. 1) even during that term. The reason is that they will be moving back into the academia once their term as school director has ended. As such, they still need to complete a timesheet (the dean of the faculty approves it). It may be that 100% of his/her time is spent on Management Support, unless he/she also conducts research activities.

1.9 Q: What if the person has either resigned, retired, died, was dismissed or retrenched or has only lectured one session?

A: Irrespective of whether the academic appointment either ended early during the year (e.g. end of contract period, resignation, retirement, death, dismissal or retrenchment), or the appointment has changed to a support staff position during the year, an academic timesheet must be created and completed for the person.

If the academic appointment was not present at any stage during of the year, but still had an official contract with the NWU, a timesheet should be completed for the person. In such a case, 100% is allocated under the Management Support category on the timesheet.

Even though the person presented only one lecture, a timesheet is required.

Irrespective of whether the person was funded from the 3rd finance stream, a timesheet is required.

1.10 Q: The person has never been here this year and has not rendered any service. He/she has left last year. Why should we create a timesheet for him/her?

A: You need to ascertain that his/her contract with the NWU has indeed ended during the previous year. If they appear on the HEMIS academic timesheet list, the Oracle HR system contains information that the contract is still in force and only ends during the current year. This information is also fed to the HAT systems. Therefore, a timesheet still has to be created and completed for the employee.

1.11 Q: What if the person has a pending disciplinary case against him/her?

A: The pending / ongoing disciplinary action has no influence on the content of the timesheet. The percentage time spent on Instruction, Research, Public Service Programs and/or Management Support (according to the performance agreement) is what should be reflected on his/her timesheet.

1.12 Q: Who must NOT complete an academic timesheet?

Answer:

No.	Category	Reason
01	Own research of students & temporary employees	Own research is studies and does not count for temporary positions
02	Extra-ordinary Appointments	Without a contract with the NWU
03	Research Assistants	
04	Laboratory Assistants	
05	Ad hoc appointments	
06	Internship Coordinators/Supervisors	
07	Deans	Managerial appointment, HEMIS category 2
08	Programme Managers	
09	Support Staff	HEMIS category 5
10	Subject Specialists	HEMIS category 3
11	Departmental Managers	HEMIS category 2
12	Visiting academics or Guest Speakers	Usually ad hoc or invoiced payments, without contracts
13	Student Assistants and SI Leaders	Not academic appointments, but academic support

1.13 Q: If a module was offered by a visiting professor who does not have a staff number, what must be done?

A: If no contract was completed for this person and he/she was paid e.g. by an invoice or ad hoc, then no time sheet is required.

2 Appointment process problems

2.1 Q: The academic worked in another school. He/she does not belong on our list. What do we do now?

A: More often than not, such persons had more than one appointment/assignment. The primary appointment is the longest contract. Therefore, even if you might have this question, you must check with your financial administrator (and your HR practitioner) whether this person does have a contract within your school, or not. Also, some contracts are linked directly to the dean's office, and not to your school. He/she is paying for these appointments. That is why a time sheet is required for this person. However, it has to be integrated – where applicable – with the allocation of the percentages reflected on the time sheet if other schools are involved.

2.2 Q: The appointment documents have not been captured onto Oracle HR yet, so we cannot create a timesheet for the person. What do we do now?

A: The biggest danger in not signing a formal contract before or on commencement of the term, is that – in case of an injury or death – the NWU's accident insurance will not apply.

This happens in the case where either the appointment occurred late in the year, especially after the closing date for the academic timesheets – and either of the following happened:

- HR Administration have not received this documentation.
- This documentation got lost in the mailing process.
- HR Administration are still in the process of capturing the documentation onto the Oracle HR system

This results in an incomplete reporting of HEMIS activities and can only be reported as such to the Institutional Registrar.

3 STEP 1: Linking module codes to Lecturers, Study Guiders and on the HAT-LM system

3.1 Q: When should the module codes be linked?

A: As soon as the contract with the eligible academic employee commenced / at the beginning of the year.

Module codes are linked to relevant academic employees using the **HAT-LM** system <http://v-hat-lnx1.nwu.ac.za/hatlminterim/loginform>.

This is applicable to lecturing academics (including providing study guidance toward a Masters or PhD degree), who are instructing students.

This is an important step for being able to register timely as a candidate for the Top Lecturer award per semester (for semester and annual module codes). Registrations close toward the end of April for the first Top Lecturer nominations and toward the end of August for the second semester nominations. More details regarding this will be provided separately.

It is also important to do the module code linking for those who are about to leave the employ of the NWU and those who have already left (also see items 1.9 and 1.10 above).

3.2 Q: I cannot find the specific module code on HAT-LM. What should I do?

A: It is best to start at the top of the set of windows and enter as few information possible (e.g. only the Campus and the specific module code), then select Search. Search at each level for the specific module code, until you do find it.

The reason being – although module codes are supposed to be linked to the lowest possible level (i.e. subject group level), it is not always done. Therefore, starting at the top may be an easier way to indeed find the module code you are looking for.

If you have done this, and you still don't find the specific module code, then you need to check the code with your program leader and/or your faculty manager. They inform and decide at Institutional Committee for Academic Standards (ICOS) the module codes that need to be ended, created and continued. This information is then fed to Student Administration Systems (SAS) by October each year to capture in the Year Book.

If your program leader / faculty manager cannot assist, then only you must contact either Rina Scott, or Sanet van der Merwe at SAS with your query.

3.3 Q: I have done everything, but the system does not accept my input. What do I do now?

A: Have you ticked the module code you wanted to work on? Have you entered the Person Role as *Lecturer* (do not use **Researcher**)? Have you added at least one (1) student in the number of students? This is a prerequisite for the validation and submission of the module codes to be reflected on the timesheet.

3.4 Q: Where do I get the number of students from?

A: The class list and/or attendance register of the specific module code may provide sufficient information on this. The Varsity system is used to capture the marks of students. It could also assist with the correct number of students per module code.

3.5 Q: If more than one lecturer presents the same module code, how do I allocate the number of students to each?

A: This depends on a number of things. Talk to the said lecturers and get them to decide. If there are 100 students, and the four lecturers are okay with an even spread, then record 25 for each of them. If they insist on the exact number of students, they must indicate during which period they have co-lectured the specific module code and provide the number of students receiving their lectures during the said period.

3.6 Q: What about module codes that have been terminated, but they still appear on the list?

A: Module codes that have expired must be ignored. Do not delete them. Human Capital cannot remove them either. Speak to your program leader and/or faculty manager regarding this.

3.7 Q: Is guidance toward a Master's and a PHD (post-graduate) regarded as Instruction?

A: Yes. The Person Role on HAT-LM remains *Lecturer*. The post-graduate research module code (e.g. NWOW 871) should be used for the relevant M and PhD study guidance (where available or applicable). The specific contribution either as principal, co-principal, or support-study leader is not important here.

Where a post-graduate research module code is not created within the faculty/school/subject group, the CESM code for this research field will have to be added on the timesheet (HAT-APP) under Research. This,

however, skews the research profile of the NWU, because it is not the promoter's research that has to be captured, but the study guidance offered to the post-graduate student(s). It is only the researcher's own research that should be recorded on the timesheet as Research.

Sometimes the post-graduate research module code entered into HAT-LM automatically defaults to a CESM code on the Research section of the timesheet on HAT-APP. This is a system error problem which is being attended to (see item 7 below).

4 Step 2: Create, complete and approve/disapprove timesheets on the HAT-APP system

Academic timesheets are captured on the HAT-APP system at <http://hatapp.nwu.ac.za:8080/HATAPP-prd/portal/loginappredirect.jsp>.

4.1 Q: When do I create/capture the timesheet on HAT-APP?

A: This process should only be undertaken either before an academic leaves the employ of the NWU/the contract ends, or as from August onward. The annual closing date for the finalisation of timesheet (the completed process) is 31 October. The proportional time spent on the four categories may change during the year. The information on the timesheet should be in line with the academic's performance agreement and subsequent discussions. Also see item 4.3.3 below.

4.2 Timesheet creation (capturing)

4.2.1 Q: How do I create/capture the timesheet on HAT-APP?

A: A user manual is available at <http://www.nwu.ac.za/it/sc/hat>. Please use it. Contact an P&C administrator to VNC (see item 9 below) with you if you have questions or experience any problems. Also read this FAQ – it will probably answer most of your questions.

4.2.2 Q: Why do I get the message 'No values match this search' when I need to create a timesheet for a person?

A: See initiator errors – Heading 6 below.

4.3 Timesheet completion

4.3.1 Q: I have linked the module codes in HAT-LM, but cannot find them when I create the timesheet on HAT-APP?

A: Are you sure you have ticked, added, validated and then submitted your entries?

You need to wait at least 15 minutes after linking the module codes on HAT-LM before you attempted to create the timesheet on HAT-APP. The system needs to refresh/update.

If you did all of this correctly, you must check with your program leader and/or faculty manager whether the specific module code was recorded and registered with SAS via Institutional Committee for Academic Standards (ICOS – see item 3.2 above) for this year's yearbook.

4.3.2 Q: How do I enquire whether I have already created (and saved) a timesheet?

A: Go to doc search, click on the magnification glass, then enter *hat* by document type, then search, then enter the staff number and search. Once done, you will see Return Value bottom left of the screen. Click on it. It is supposed to give you all the timesheets created previously for this employee. Then you can click on the doc nr. (left) and thereby opening the timesheet to check whether it is created and correct.

4.3.3 Q: Can I create more than one timesheet for the same person per year if the information changed during the year?

A: No. Only one timesheet per academic employee is possible, even with secondary assignments for the same person. Once finalised, no additional timesheet can be created in the same year for the same person.

If Human Capital has not yet finalised the timesheet, then they can disapprove it. The timesheet will then be sent automatically via an e-mail message to the initiator to effect the necessary changes, after which the timesheet will again follow the normal route.

4.3.4 Q: How is research and temporary academic contracts to be interpreted?

A: Research is usually a longer term process. Therefore, temporary appointments and Research don't usually go together. Unless action research is undertaken – by contract with the NWU, i.e. as a specific assignment – as part of the performance agreement of the temporary academic. Otherwise an allocation of large percentage to Research during a temporary contract will be questioned by Human Capital and Management Information Systems.

4.3.5 Q: What are CESM codes?

A: CESM = CLASSIFICATION OF EDUCATIONAL SUBJECT MATTER. It is contained in a manual. A CESM code describes a specific research field. Some of these fields are quite general and broadly defined, whilst others are quite specific and narrow.

The academic (and/or his/her promoter) should specify the CESM code(s) in which they are involved in the timesheet (there is a look-up function). It cannot be expected of the initiator of the timesheet (a designated administrative person) to guess what these CESM codes should be.

4.4 Timesheet approval

4.4.1 Q: Who should approve (and disapprove) the timesheet?

A: Either the relevant school director, or the relevant dean. The latter approves the school directors' timesheets, and all other academic appointments linked directly to him/her (the faculty).

4.4.2 Q: How will the school director or dean know there are timesheets to be approved by him/her?

A: The school director or dean will receive an e-mail per timesheet to be approved with the subject field being: BSS-do-no-reply@nwu and the contents of the e-mail being: [Action List Reminder](#). It also states who the initiator of the timesheet was.

The *Action List* is in the HAT-APP system. Log on with your normal Novell id and password. All the timesheets requiring your approval will appear there. Select *Doc-ID* to open the timesheet. Check its contents. Approve the timesheet by selecting the *Approve* option. The timesheet is then automatically forwarded to Human Capital for finalisation.

4.4.3 Q: What if a new school director was appointed only recently or is acting as a school director?

A: The timesheets need to be created first before they can be re-routed to the new/acting school director for approval. The administrator / school director must request either Peet Du Toit, or Marinda Riekert (in that order) to re-route the timesheet to the correct (succeeding/acting/new) school director. Otherwise the timesheet e-mail will be sent to former / absent school director and it will not be approved (which will be reflected on the report).

4.5 Timesheet disapproval

4.5.1 Q: What must happen when a timesheet is disapproved?

A: It may be that the school director does not agree with the contents and/or the allocation of the percentages under the various criteria (according to the performance agreement), and then decides to disapprove the timesheet. Or the approver is not a school director any longer and a new/acting school director should be approving the timesheet(s). The new/acting school director may feel he/she cannot approve the timesheet(s), because he/she has no knowledge of whether the timesheet is indeed completed correctly. Sometimes a timesheet is disapproved due to finger-trouble (wrong function selected).

The disapproved timesheet automatically returns electronically to the initiator of the timesheet. So, when the school director has disapproved a timesheet, he/she must inform the initiator thereof that the former has done so, and what the reason for disapproving it was. Also, if the time sheet should be amended, exactly what has to be changed. It is best to inform the initiator of the intention to disapprove BEFORE the timesheet is disapproved.

5 Feedback: status and statistics of timesheets

5.1 Q: How can I monitor the completion status of the timesheet(s) I created?

A: Follow these steps:

1. Open *HAT-APP*
2. Click on *Doc Search*
3. Enter your employee number by *Initiator*
4. Set the *Date From* to Jan this year and click outside of that window
5. Select *Search*
6. Select *Doc ID of Return Value* (bottom left)
7. Once this screen opened, you will be able to see that status of each time sheet you have created this year:
(Saved/Cancelled/En Route or Awaiting Approval [by school director]/Approved/Disapproved/Finalised or Awaiting HR Approval)

5.2 Q: How can school directors and deans establish the status of the timesheet(s) within their areas of responsibility?

A: The closer we get to a closing date of a process (e.g. Top Lecturer, or HEMIS timesheet submission completion due date), the more frequently P&CIS will be communicating with the administrators, the school directors and eventually the deans if compliance is unsatisfactory.

The administrators and school directors – and eventually the respective deans and the institutional registrar – will receive a report regularly with the following statistics under the status columns, namely:

1. Date of report
2. % **Completed** – created and completed (initiator), approved (school director/dean) and finalised (Human Capital)
3. % **Awaiting Approval** - the (new/acting?) school director/dean has to approve/disapprove the timesheet (this cannot be done away from the NWU, unless you have PVN installed)
4. % **Disapproved** – the school director/dean either did not agree with the contents of the timesheet, or the percentages being allocated to each of the criteria, or felt he/she is new and cannot confirm the contents, or inadvertently selected *Disapprove* instead of *Approve*. The timesheet has to be corrected by the initiator.
5. % **Saved** - the timesheet was created, but awaits information (as per the performance agreement, or a CESM code) and/or requires further processing
6. % **Outstanding** - to date, the timesheets have not been created

7. % **HAT Error** - a technical/system/interface problem to be resolved between P&C and ITC/programmers (see item 7: System and technical errors below)

6 Initiator errors

6.1 Q: What errors are typically being made by timesheet initiators?

A: Regular initiator errors are:

1. Wrong digits in the numbers – then they ‘can’t find the person on the system’
2. Wrong spelling of surnames – then they ‘can’t find the person on the system’
3. Some persons have two NWU numbers: a student no. and an employee no. The latter should be used to complete his timesheet
4. Wrong appointment types
5. Wrong payment mode – being paid by claim and *ad hoc*, instead monthly on a temporary contract
6. The record to be added on HAT-LM is not selected/ticked, therefore the system did not perform the instruction

7 System and technical errors

7.1 Q: What are system and technical errors?

A: Some problems occur due to system or technical errors, such as Java updates and version incapability, interfacing problems, programming and configuration errors, patches not being run successfully, access lists not working properly etc. Thus, bugs in the system.

7.2 Q: What must I do when the system informs me that I cannot process the timesheet?

A: Create either a screen-shot (Snipping tool) or screen print (PrtScr button), copy and paste it into your e-mail to July Nyambi to report the problems you are experiencing. Where possible, add the employee number(s) so we can follow up on it and give you feedback, once figured out.

7.3 Q: Some people on the timesheet list do not belong there. They have left the employ of the NWU during previous years. How can they be removed from the list?

A: This is an access list problem which did not interface successfully between Oracle HR and the HAT systems. P&CIS is constantly working on it to keep the list as clean as possible. It, however, also depends on actions by the programmers and patches to be run successfully.

8 Organisation Entity (OE) changes

8.1 Q: What are OE changes?

A: The structure of the school/research entity/faculty may require changes over time. This may have an influence on whether the OE is new, or requires a re-structuring. Also, whether the OE should be accountable to another host (including its budgeting etc.). It may involve the transfer of some or all employees into that new OE structure. It has a specific implementation date.

8.2 Q: How can I view the current OE structure?

A: The latest OE structure is available on: *SHARE > NWU Home > HCOR > General Reports*

8.3 Q: How do OE changes impact on the HEMIS timesheet system?

A: Changes to OEs are created on Oracle HR, which in turn – via interfacing between the various systems (e.g. KFS, SAS, HAT etc.) – creates the new structures and transfers employees to the correct OEs. The HAT systems only respond to these changes and cannot create the changes.

If your academic appointment is not in the correct OE, and is still found under the previous/existing structure, you must request your HR practitioner to have the former transferred to the correct OE structure by completing a *Change Position form (P&C003F)*. Only this action can effect the desired result.

The *monthly Position List report* is available on: *SHARE > NWU Home > HCOR > Management Reports – IM/PC/MC/VTC > relevant faculty > relevant school/research entity* to the school director indicating which people are in his/her OE (school, research entity & subject group). If the new/changed OE and/or the transfers of academic appointments have not been processed before the final date for HEMIS timesheets, their timesheets will have to be completed within the *status quo* (existing) OE.

Re-routing of timesheets to another approver must also take place, but can only be done once the timesheet(s) for the relevant persons have been created.

9 Contact the Human Capital Administrators

Training and user support will be given by:

Peet du Toit x85 2124 – training, compliance and technical matters

VNC = on-line help. Provide your VNC no. when you contact one of the above persons. Your VNC no. can be found by clicking on the upward arrow to the bottom right of your computer screen. One of the icons is for the VNC server (green and red letters). Without selecting the icon, but by just holding the cursor over the VNC icon, you will be able to provide the P&C administrator with your VNC no. Once he/she has connected you to his/her computer, you can accept his/her connection and you can continue with your query. Remind him/her to disconnect you once your query has been resolved.