



HAT: Hemis information per person and category

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1 Background

Management Information (MIS) reports annually to the Department of Higher Education and Technology (DHET) on HEMIS categories and ranks. For support staff members, their position information is used. For academic and research staff, their position information and time proportionally spent on the following 4 categories:

- Instruction programs
- Research programs
- Public service programs
- Management support

With instruction programs, the proportional time spent per respective MODULE CODE (will display CESM (Classification of Educational Subject Matter) as well) must be provided. For research, the proportional time spent per MODULE CODE or per CESM or per combination must be indicated and for public service and management, the overall proportional time spent must be indicated.

Each member's proportionate time spent in the main groups should add up to 100 e.g. Instruction (60), Research (30), Public service (5) & Management (5).

Before the percentages per main category and according to module codes or CESM codes can be captured, we first have to determine for what module codes a lecturer is responsible for - either with respect to instruction or research. This applies to all academic, research staff, student assistants and facilitators for the year. It also includes staff (permanent or temporary) who left NWU during the year or who is deceased.

Academic staff (Academic + Research) annually agrees in conjunction with their departmental head on their tasks for the year. When HEMIS information is requested from Human Resources application, the task agreement is used as the basis - but with the actual time spent in performing these realized.

To improve the control and the time it takes to capture the percentages, it is a good idea to indicate in advance for which modules a lecturer is responsible for. This is also done with HAT-LM where lecturers and modules are linked per school and campus.

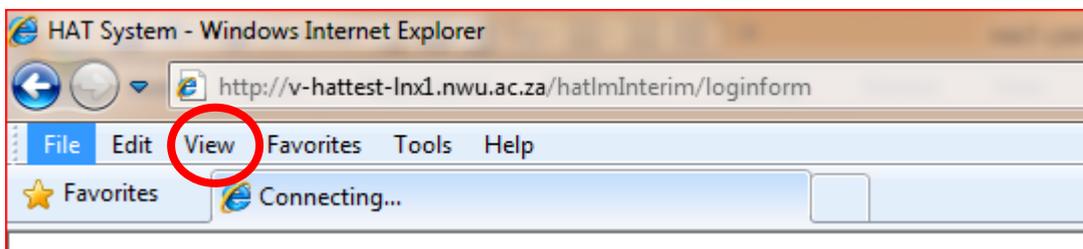
This system - HAT - aims to give a person the opportunity to capture the percentage time spent per module/CESM code according to the four major categories.

2 General comments

2.1 Setups in Internet Explorer

Pre-requisites: Internet Explorer 8.0 or Firefox.

To see the screen clearly with the minimum left and right or up and down moves, you can use the following settings to experiment.



Navigate into Internet Explorer and click on **View**→Zoom→75%

Also navigate to **View**→Text size→ Medium

The screen should fit in nicely now. The % and sizes can be altered to suit your preference.

2.2 Help screens

Help is available throughout the system.

action list

doc search

Capture Timesheet 

Next to *Capture Timesheet* is a question mark. Click on it for more information.

Kuali :: Kuali Help




 Page Safety Tools

Lookup Help

Specifying search criteria:

- Most fields will be uppercased for search.
- Dates should be specified as MM/dd/yyyy.
- Some fields have magnifying glass button for a sub lookup on that field.
- Wildcards allowed on strings are * and %
- Range operators allowed on numerics and dates are >, <, >=, <=, or .. All operators except .. should be before date value. Operator .. should separate date values.
- All fields have question button for viewing help information.

Result Table:

- Each result field has link on header for sorting. Click once to sort ascending, and click again to sort descending.
- Some row fields have links to inquiry. The inquiry will be presented in a new window.
- Click the return value link to select a row and return the key value to the previous page. Select 'return with no value' or click the cancel button if you wish to return without returning a value.

Maintenance Links:

- The 'create new' link on the upper left corner of the lookup screen will

See also next to the 4 categories.

Percentage Time spent Overall per Category					
* Instruction: 	<input type="text" value="0"/>	* Research: 	<input type="text" value="0"/>	* Public Service: 	<input type="text" value="0"/>
				* Management Support: 	<input type="text" value="0"/>
				Total:	<input type="text" value="0"/>

Message from webpage

 **INSTRUCTION PROGRAMME:**
 This programme includes all instructional offerings which form part of the institutions formal post-secondary degree/diploma/certificate programmes. Activities directly involved in the teaching of students, including preparation, marking, setting examinations, curriculum development, lectures, seminars, practicals, and supervision of research projects, theses and dissertations. Any guidance given to post-graduate students is part of instruction. A list of subject codes is provided and you can only choose those applicable.

OK

action list

doc search

CESM Codelist Lookup 

2.3 Download of data

Beneath all the lists, you will see a facility to download data to Excel or a CSV file etc. Please use this to get a whole list of all the people in a school etc.

Actions	University number	Surname	Initials	Title	Year	Org Unit Code
Capture TimeSheet	10062793	LEMMER	M	DR	2012	1226- PC Natural Science M
Capture TimeSheet	10091858	RÖSCHER	J	MR	2012	1226- PC Natural Science M
Capture TimeSheet	10177698	VORSTER	JA	MRS	2012	1226- PC Natural Science M
Capture TimeSheet	10186646	DU TOIT	MH	MRS	2012	1226- PC Natural Science M
Capture TimeSheet	10192298	FRONEMAN	S	DR	2012	1226- PC Natural Science M
Capture TimeSheet	10218947	PLOTZ	M	DR	2012	1226- PC Natural Science M
Capture TimeSheet	11700629	MORABE	ON	MR	2012	1226- PC Natural Science M
Capture TimeSheet	12619345	BENADE	CG	MRS	2012	1226- PC Natural Science M

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

Click on **Spreadsheet** and all your data currently in the list, will be exported to Excel.

To sort the list before exporting, just click on the heading column.

Actions	University number	Surname	Initials	Title	Year	Org Unit Code
Capture TimeSheet	10062793	LEMMER	M	DR	2012	1226- PC Natural Science M
Capture TimeSheet	10091858	RÖSCHER	J	MR	2012	1226- PC Natural Science M
Capture TimeSheet	10177698	VORSTER	JA	MRS	2012	1226- PC Natural Science M
Capture TimeSheet	10186646	DU TOIT	MH	MRS	2012	1226- PC Natural Science M
Capture TimeSheet	10192298	FRONEMAN	S	DR	2012	1226- PC Natural Science M
Capture TimeSheet	10218947	PLOTZ	M	DR	2012	1226- PC Natural Science M
Capture TimeSheet	11700629	MORABE	ON	MR	2012	1226- PC Natural Science M
Capture TimeSheet	12619345	BENADE	CG	MRS	2012	1226- PC Natural Science M

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

Click on **OPEN** or **SAVE** to the appropriate place.

	A1	fx 10062793					
	A	B	C	D	E	F	G
1	10062793	LEMMER	M	DR	2012	1226- PC Natural Science M	
2	10091858	RÖSCHER	J	MR	2012	1226- PC Natural Science M	
3	10177698	VORSTER	JA	MRS	2012	1226- PC Natural Science M	
4	10186646	DU TOIT	MH	MRS	2012	1226- PC Natural Science M	
5	10192298	FRONEMAN	S	DR	2012	1226- PC Natural Science M	
6	10218947	PLOTZ	M	DR	2012	1226- PC Natural Science M	
7	11700629	MORABE	ON	MR	2012	1226- PC Natural Science M	
8	12619345	BENADE	CG	MRS	2012	1226- PC Natural Science M	
9							

3 Logon/Logoff

Navigate to Windows Internet Explorer or Mozilla Firefox and go to web address:

<http://hatapp.nwu.ac.za:8080/HATAPP-prd/portal/loginappredirect.jsp>

3.1 Logon screen

The screen looks as follows:

Please enter your university number (8 characters) next to **User ID** e.g. 10000372.

Enter your Novell password next to **Password** and click on Submit.

3.2 Logoff

Click on **Logout** to leave the system.



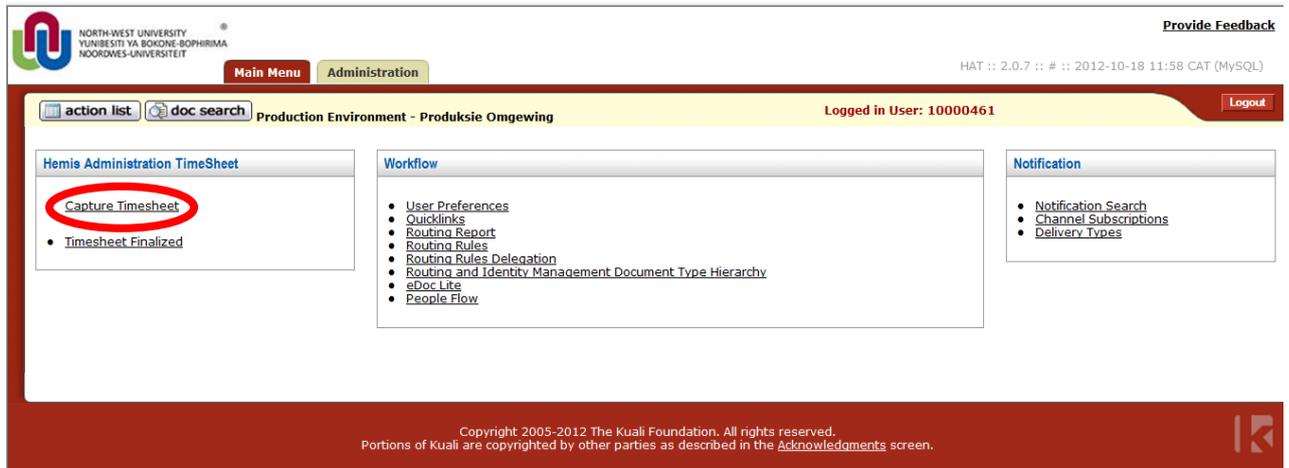
If you leave the system in other ways – click on the x at the top right or you are thrown out of the system with an error, you won't be able to log on immediately again. The system still considers you

logged on and won't allow logging on twice with the same userid and password. You can try again after 20 minutes.

The system will automatically logout if you are idle for some time.

4 Capturing of information

After logging on, you will see the following screen.

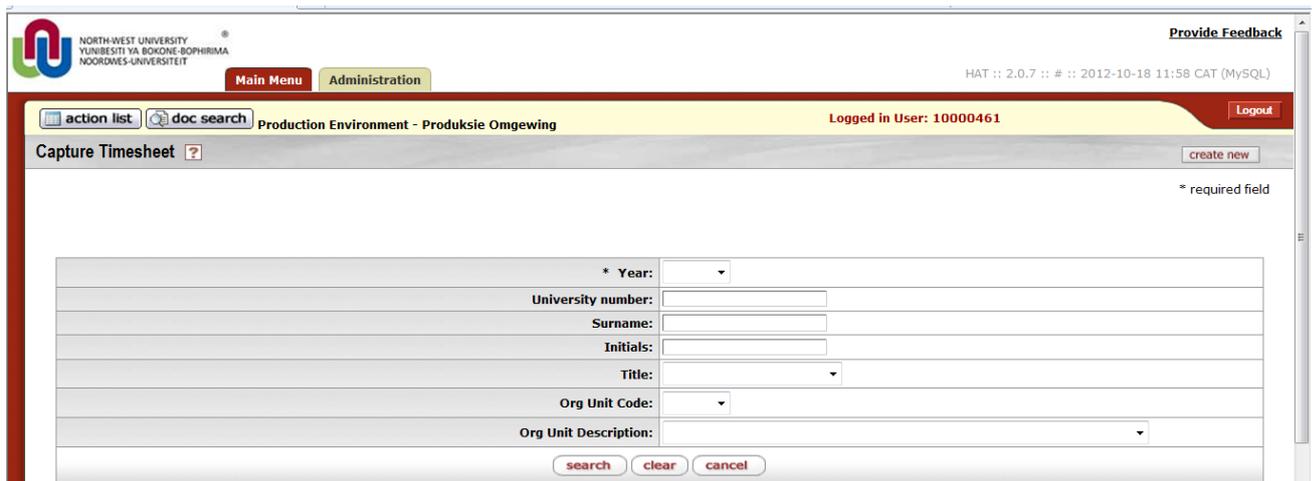


The screenshot shows the North-West University Production Environment interface. The top navigation bar includes 'Main Menu' and 'Administration'. The user is logged in as '10000461'. The main content area is divided into three sections: 'Hemis Administration TimeSheet', 'Workflow', and 'Notification'. The 'Hemis Administration TimeSheet' section has a red circle around the 'Capture Timesheet' link. The 'Workflow' section lists several system functions: User Preferences, Quicklinks, Routing Report, Routing Rules, Routing Rules Delegation, Routing and Identity Management Document Type Hierarchy, eDoc Lite, and People Flow. The 'Notification' section lists Notification Search, Channel Subscriptions, and Delivery Types. The footer contains copyright information for The Quali Foundation and a logo.

Click on "Person Lookup". (Navigation: Main Menu → Hemis Administration Timesheet → Person Lookup).

You can capture the information in the following ways:

- The year is compulsory, e.g. 2012
- Per university number (will be used if you capture your own information)
- Per surname and initials and title – in capital letters - (will use if the university number is not known) or
- Per Organisational unit code e.g. 1413 or per Organisational unit descriptions e.g. PC School of Continuing Teacher's Education (will be used when 1 person is responsible for capturing a school's information).



The screenshot shows the 'Capture Timesheet' form in the North-West University Production Environment. The form is titled 'Capture Timesheet' and has a 'create new' button. The form fields are: * Year (dropdown), University number (text input), Surname (text input), Initials (text input), Title (dropdown), Org Unit Code (dropdown), and Org Unit Description (dropdown). There are 'search', 'clear', and 'cancel' buttons at the bottom. A note indicates that fields with an asterisk are required.

4.1 Capturing of information per university number

Type in the person's university number – 10184406- and click on **SEARCH**.
A list with the person's name will appear. Click on **CAPTURE TIMESHEET**.

One item retrieved.

Actions	University number	Surname	Initials	Title	Year	Org Unit Code
Capture TimeSheet	10184406	FOURIE	JH	PROF	2012	1227- PC Unit for Business

Go to paragraph 5 of the document for further information.

4.2 Capturing of information per surname, initials and title

Capture the surname and initials (can also use * as “wild card” character) and click on **SEARCH**.

A list with all the people who meet the criteria will appear. Choose the correct person and Click on **CAPTURE TIMESHEET**.

Go to paragraph 5 of the document for further information.

4.3 Capturing of information per organisational unit

* Year:	2012
University number:	<input type="text"/>
Surname:	<input type="text"/>
Initials:	<input type="text"/>
Title:	<input type="text"/>
Org Unit Code:	1403
Org Unit Description:	<input type="text"/>
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	

Enter the Org Unit Code e.g. 1403 or click on the Org Unit Description and choose a school e.g. MC School of Social Sciences.

A list with all the people who meet the criteria will appear. Choose the correct person and Click on **CAPTURE TIMESHEET**.

Go to paragraph 5 of the document for further information.

* Year:	2012
University number:	<input type="text"/>
Surname:	<input type="text"/>
Initials:	<input type="text"/>
Title:	<input type="text"/>
Org Unit Code:	<input type="text"/>
Org Unit Description:	MC School of Social Sciences
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>	
<input type="button" value="search"/>	

5 items retrieved, displaying all items.

Actions	University number	Surname	Initials	Title	Year	Org Unit Code
Capture TimeSheet	16126564	KOITSIWE	MT	MR	2012	9232- MC School of Social
Capture TimeSheet	20560540	SETLALENTOA	BMP	DR	2012	9232- MC School of Social

5 Capturing of percentages

5.1 State overhead allocations per category

The screenshot shows the 'Hemis Timesheet' interface. At the top, it displays 'Logged in User: 10000372' and 'Status: INITIATED'. Below this, there are fields for 'Doc Nbr: 88660', 'Initiator: 10000372', and 'Created: 11:33 AM 10/24/2011'. The main section is titled 'Document Overview' and contains the following information:

- * Description: 88660 - GERBER, AM PROF
- Organization Document Number:
- Explanation:
- University number: 10060138
- Name: GERBER, AM PROF
- Position: PC07408~Associate Professor~PC School of Communication Studies~1
- HEMIS Year: 2011
- Org Unit Code: 1135- PC School of Communication Studies

The 'Percentage Time spent Overall per category' section is circled in red and contains the following data:

Instruction: <input type="text" value="80.00"/>	Research: <input type="text" value="20.00"/>	Public Services: <input type="text" value="10.00"/>	Management Support: <input type="text" value="10.00"/>	Total: <input type="text" value="100.00"/>
---	--	---	--	--

A person's overhead allocations per category – e.g. Instruction, Research, Community service and Management must be indicated. These 4 numbers must add up to 100.

It may happen that the person only contributes to Instruction and Research.

A complete definition for each main category is available by clicking on the Help function(?).

5.2 Capturing of percentages per module/CESM

Instruction: ?		Research: ?		Public Service: ?		Management Support: ?		Total:		
60.00		20.00		10.00		10.00		100.00		
▼ hide Instruction										
Module Name								Percentage		
1:	1155 - PC School of Communi - KCOM 317							20.00		
2:	1155 - PC School of Communi - KCOM 327							6.00		
3:	1155 - PC School of Communi - KCMJ 621							5.50		
4:	1155 - PC School of Communi - KCMN 621							10.00		
5:	1155 - PC School of Communi - KCMV 671							6.50		
6:	1155 - PC School of Communi - KOMV 471							10.00		
7:	1155 - PC School of Communi - KOMP 872							4.00		
8:	1155 - PC School of Communi - KOMP 811							0.00		
Instruction Total:								60.00		
▼ hide Research										
Module/Cesm								percentage		Actions
add:		<input type="text"/>					<input type="button" value="add"/>			
1:	1155 - PC School of Communi - KOMP 873 / 050101							10.00		<input type="button" value="delete"/>
2:	050401 - Organisational Commu							10.00		<input type="button" value="delete"/>
Research Total:								20.00		

Click on **SAVE** to save your changes. **ONLY** click on **SUBMIT** when you are 100% happy. After clicking on **SUBMIT**, you cannot make changes any more. It will be sent to the School director/Dean/HR.

5.2.1 Instruction

- For the instruction section, the program will show all the non-research modules linked to the academic as done on the HAT-LM system. You can now capture the percentage time spent next to each module so that the percentages for all the instruction modules, add up to 60%.
 - If you were involved with certain modules not showing in the list, you can just go add them with HAT-LM and then add the percentages afterwards here.
- The link and documentation on the HAT-LM system is <http://www.nwu.ac.za/node/16848>

5.2.2 Research

- At the Research section, all the research modules the person is linked to, will be displayed.
- You can now capture the percentage time spent on each next to each module so that the percentages add up to 20% as shown at the top.
 - If you were involved with certain modules not showing in the list, you can just go and add them with HAT-LM and then add the percentages afterwards here.
- If the person is busy with research not yet linked to a module but a CESM, you can add the CESM code here as well. Just click on the binoculars and search for the code. Then add the code.

5.2.3 Adding of CESM codes

▼ hide Research

add:

- Click on the binoculars next to the open space.
- A screen will appear where you can search for the correct code.

CESM Codelist Lookup ?

CESM Code (e.g 150101):

Short Description (e.g *Math*):

Long Description (e.g *Math*):

- Type in a short description with or without "wild card" characters e.g. *program* and click on **SEARCH**.
- A list will appear with all the areas containing "program".

action list doc search Logged in User: 10000372 Login Logout

CESM Codelist Lookup ? * required field

CESM Code (e.g 150101):

Short Description (e.g *Math*):

Long Description (e.g *Math*):

search clear cancel

3 Items retrieved, displaying all items.

Return Value	CESM Code (e.g 150101)	Short Description (e.g *Math*)	Long Description (e.g *Math*)	Code Description Id
return value	060202	Computer Programming	Computer Programming, Specific Applications	2005177
return value	060299	Computer Programming	Computer Programming, Other	2005178
return value	060201	Computer Programming	Computer Programming, General	2005176

Export options: CSV | spreadsheet | XML

- Click on **return value** to take the correct value e.g. 060202 back to the previous screen
- Please note – by not limiting the choices and not using a wild card, the whole list can be extracted and downloaded to an Excel spreadsheet for future use.

hide Research

add:	Module/Cesm	percentage	Actions
	060202		add

- The code is brought back and now you need to click on **ADD** at the end of the row to add the code and enter the percentage.

hide Research

add:	Module/Cesm	percentage	Actions
1:	1155 - PC School of Communi - KOMP 873 / 050101	10.00	delete
2:	050401 - Organisational Commu	10.00	delete
3:	060202 - Computer Programming		delete
Research Total:		20.00	

- Enter the percentages next to the modules and the CESM codes, so that the total adds up to the Research percentage indicated at the top.
- When you are satisfied, click on **SAVE**.

6 Approval of document and send to School director/Research director/Dean

- When the person's information is 100% correct and all adds up, it can be sent electronically to the school director/research director/dean for final approval.
 - All lecturers' information in a school goes to the school director for final approval.
 - School directors and Research director's information goes to the Dean for final approval.
- Click on **SUBMIT** to kick-start the electronic work flow.

7 Approval by School director/Research director/Dean

- The school director/Research director/Dean will receive an email that indicates that a task is waiting to be approved.

Subject: Action List Reminder

Your Action List has an eDoc (electronic document) that needs your attention:

Hemis information for [11111111 – PROF, AB HEMIS](#) has been completed.
Please log onto <http://192.168.168.100:8081/HATAPP-dev> and APPROVE the information.
The information will then be sent to Management information for Hemis reporting.

If you are not satisfied, you can DISAPPROVE the information and it will be sent back to PROF JE FOURIE for further action.

Thank you for your time

- The school director/research director/Dean must logon to the system and click on Action list at the top left.

NORTH-WEST UNIVERSITY
YUNIBESITHI YA BOKONE-BOPHIRIMA
NOORDWES-UNIVERSITEIT

Production Environment - Produksie Omgewing

Logged in User: 10000461

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- A list of names to be APPROVED will be shown.

Backdoor Id 12066680 is in use

2 items retrieved, displaying all items.

ID	Type	Title	Route Status	Action Requested	Initiator	Delegator	Date Created	Group Request	Log
88578	Hemis Timesheet	Hemis Timesheet - 88578 - DREVIN, L MRS	ENROUTE	APPROVE	BELL, ANNA-MARIE		03:47 PM 10/14/2011		
88608	Hemis Timesheet	Hemis Timesheet - 88608 - STEYN, T PROF	ENROUTE	APPROVE	BELL, ANNA-MARIE		02:38 PM 10/18/2011		

- Click on the ID preceding the name e.g. 88608 Prof T Steyn.

University number: 10059199 HEMIS Year: 2011

Name: STEYN, T PROF Org Unit Code: 1246- PC Computer Sciences and Information Systems

Position: PC01146~Professor~PC Computer Sciences and Information Systems~1

Percentage Time spent Overall per Category

Category	Value
* Instruction	60
* Research	20
* Public Service	10
* Management Support	10
Total	100

Instruction

1:	Module Name	Percentage
1:	ITRW 876	10
2:	ITRW 315	15
3:	ITRW 324	12
4:	ITRI 623	13
5:	ITRI 613	5
6:	ITRI 671	5
* Instruction Total:		60

Research

add:	Module/Cesm	percentage	Actions
1:	ITRW 971 / 060101	20	delete
* Research Total:		20	

ONLY click on SUBMIT when you are 100% happy, after clicking on SUBMIT, you cannot make changes. It will be sent to the School director/Dean/HR.

- Everything as captured will be displayed.
- The school director/research director/Dean can verify the information and if satisfied, approve it by clicking on **APPROVE**.
- If the director or dean is not satisfied, he/she can send it back to the capturer by clicking on **DISAPPROVE**.
 - If disapproved, the capturer will receive an email indicating that the document was disapproved. The disapproved timesheet will be available at the **Action List** of the capturer where the **Route Status** contains Disapprove.

action list doc search Test Environment - Toets Omgewing Logged in User: 10000461

Action List preferences refresh filter

Action List | Outbox

2 items retrieved, displaying all items.

<u>ID</u>	<u>Type</u>	<u>Title</u>	<u>Status</u>	<u>Action Requested</u>	<u>Initiator</u>	<u>Delegator</u>	<u>Date Created</u>	<u>Group Request</u>	<u>Log</u>
308301	Hemis Timesheet	Hemis Timesheet - 308301 - 10706178 - TSAMBO, TL MRS	ENROUTE, Disapproved	APPROVE	RIEKERT, HEILA MAGDALENA		11:30 AM 10/19/2012		
308306	Hemis Timesheet	Hemis Timesheet - 308306 - 17106648 - MASENG, JO	ENROUTE, HR Approval	APPROVE	RIEKERT, HEILA MAGDALENA		11:45 AM 10/19/2012		

- Corrections can then be done. Click on **SAVE** and then **APPROVE** to re-SUBMIT the timesheet to the School director/Head of Research entity/Dean for approval.

University number: 10706178 Year: 2012

Name: TSAMBO, TL MRS Org Unit Code: 9167- MC Communication and

Position: MC01234~Lecturer~MC Communication and Languages~1

Percentage Time spent Overall per Category

Instruction	Research	Public Service	Management Support	Total
100.00	0.00	0.00	0.00	100.00

hide Instruction

Instruction	Module Name	Percentage
1:	9163 - MC Setswana - HHTI 675	20.00
2:	9163 - MC Setswana - HHTI 677	20.00
3:	9163 - MC Setswana - HSET 361	20.00
4:	9163 - MC Setswana - TSNL 674	40.00
Instruction Total:		100.00

hide Research

add:	Module/Cesm	percentage	Actions
			add
Research Total:		0.00	

Click on **SAVE** to save your changes. **ONLY** click on **SUBMIT** when you are 100% happy. After clicking on **SUBMIT**, you cannot make changes any more. It will be sent to the School director/Dean/HR.

send ad hoc request save reload approve disapprove cancel close

- If the information is APPROVED, it will go to Human Resources who will do the final analysis for Hemis.

8 Search of Timesheet information

8.1 Document Search

NORTH-WEST UNIVERSITY
YUNIBESITHI YA BOKONE-BOPHIRIMA
NOORDWES-UNIVERSITEIT

Main Menu Administration

action list doc search Production Environment - Produksie Omgewing Logged in

Document Search detailed search superuser search clear saved searches Searches

Document Type:

Initiator:

Document Id:

Group Viewer Id:

Date Created From:

Date Created To:

Name this search (optional):

search clear cancel

Search can be done for a specific timesheet document to fill in the **Document Id** and click on **Search**.

Document Type:	<input type="text"/>		
Initiator:	<input type="text"/>		
Document Id:	<input type="text" value="12456"/>		
Group Viewer Id:			
Date Created From:	<input type="text"/>		
Date Created To:	<input type="text"/>		
Name this search (optional):	<input type="text"/>		

Enquiries can also be done by the capturer/initiator of the timesheets by fill in his/her employee number next to **Initiator**. If the employee number is unknown click on the binoculars next to Initiator. Type in the **Last Name** of the employee and click on **Search**

Principal Name:	<input type="text"/>
Principal ID:	<input type="text"/>
Entity ID:	<input type="text"/>
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text" value="RIEKERT"/>
Email Address:	<input type="text"/>
Phone Number:	<input type="text"/>
Employee ID:	<input type="text"/>
Campus Code:	<input type="text"/>
Primary Department Code:	<input type="text"/>
Employee Status Code:	<input type="text"/>
Employee Type Code:	<input type="text"/>
Active Indicator:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both

6 items retrieved, displaying all items.

Return Value	Principal ID	Principal Name	Name	Entity ID	Campus Code	Primary Department Code	Employee ID
return_value	10000461	10000461	RIEKERT, HEILA MAGDALENA	11530	8		
return_value	11950889	11950889	RIEKERT, STEPHANUS JOHANNES PAULUS KRUGER	13765	1		
return_value	12402036	12402036	RIEKERT, MARLENE	14349	1		
return_value	20550553	20550553	RIEKERT, SIMONE	18800	1		

Click on **return value** to take the chosen value back to the previous screen.

Document Type:	<input type="text"/>		
Initiator:	<input type="text" value="10000461"/>		
Document Id:	<input type="text"/>		
Group Viewer Id:			
Date Created From:	<input type="text"/>		
Date Created To:	<input type="text"/>		
Name this search (optional):	<input type="text"/>		

188 items retrieved, displaying 1 to 100.[First/Prev] 1, 2 [Next/Last]

Document Id	Document Type	Title	Status	Document Status	Initiator	Date Created	Route Log
120554	Hemis Timesheet	Hemis Timesheet - 120564 - 23598549 - EHLERS, W MRS	FINAL		RIEKERT, HEILA MAGDALENA	02/07/2012 08:55 AM	
120563	Hemis Timesheet	Hemis Timesheet - 120563 - 10056076 - VENTER, JJ PROF	FINAL		RIEKERT, HEILA MAGDALENA	02/07/2012 08:35 AM	
120562	Hemis Timesheet	Hemis Timesheet - 120562 - 23884665 - BOOKHOLANE, LJ REV	FINAL		RIEKERT, HEILA MAGDALENA	02/07/2012 08:32 AM	
120551	Hemis Timesheet	Hemis Timesheet - 120561 - 22558497 - LUKAMBA, MT DR	FINAL		RIEKERT, HEILA MAGDALENA	02/07/2012 08:31 AM	
120560	Hemis Timesheet	Hemis Timesheet - 120560 - 10694587 - MASINDI, KE MR	FINAL		RIEKERT, HEILA MAGDALENA	02/07/2012 08:30 AM	

Click on the required **Document Id** to view the timesheet information.

8.2 Search by Individual, OE code by using "NwuHatDocument"

Click on **Document Search** and then on the binocular next to the **Document Type** field.

Document Type:  

Initiator:  

Document Id:

Group Viewer Id: 

Date Created From: 

Date Created To: 

Name this search (optional):

At **Name** -field type **Nwu*** and click on **Search**.

Parent Name: 

Name:

Label:

Id:

Active Indicator: Yes No Both

One item retrieved.

Return Value	Id	Name	Parent Name	Label	Active Indicator	Application ID
return value	309409	NwuHatDocument	RiceDocument	Hemis Timesheet	Yes	HAT (System Default)

Export options: [CSV](#) | [spreadsheet](#) | [XML](#)

Click on **return value**.

The required **OE code** or **University Number** can be filled in. Click on **Search** to execute the request.

Document Type:  

Initiator:  

Document Id:

Group Viewer Id: 

Date Created From: 

Date Created To: 

University Number:

OE Code:

Document Description:

Name this search (optional):

2 items retrieved, displaying all items.

Document Id	Document Type	Title	Status	Document Status	Initiator	Date Created	University Number	OE Code	Document Description	Route Log
117742	Hemis Timesheet	Hemis Timesheet - 117742 - 16442806 - TAOLE, SH PROF	FINAL		RIEKERT, HEILA MAGDALENA	02/03/2012 10:25 AM	16442806	9243	117742 - 16442806 - TAOLE, SH PROF	
117699	Hemis Timesheet	Hemis Timesheet - 117699 - 22168370 - EBENSO, EE PROF	FINAL		RIEKERT, HEILA MAGDALENA	02/03/2012 09:18 AM	22168370	9243	117699 - 22168370 - EBENSO, EE PROF	

Click then on the required **Document Id** to view timesheet information.

Please Note: Timesheet information of the previous year is also on the system. To retrieve only this year's information select "1 Oktober" by **Date Created From**.

9 Contact person

Contact person at Human Capital is:

Peet du Toit x99 4377

Document is compiled by:

Anna-Marie Bell

2011/10/28

Revised by Marinda Riekert

2013/10/23

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24 October 2011