

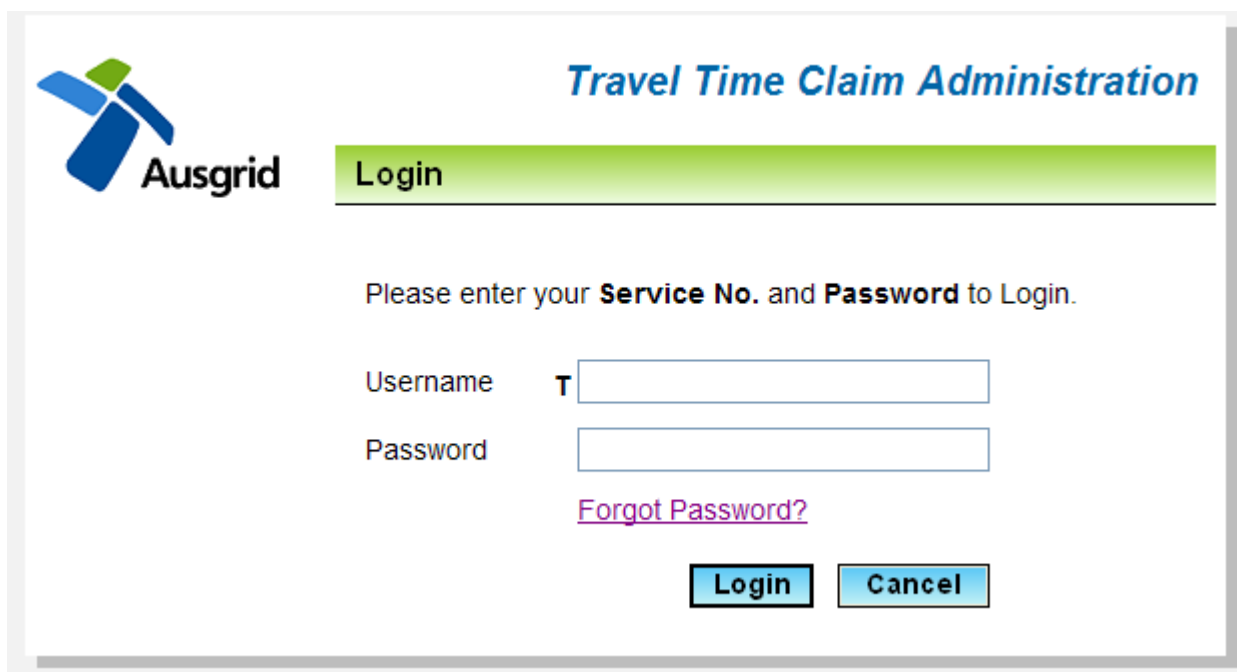
## Travelling Time Administration View

Welcome to the Travelling Time Administration view where you are able to easily approve or decline individual travelling time claims. Please follow the applicable sections below.

### 1.0 First time users and resetting your password

To enter your section of the Travel Time database you will need to do the following:

1. Click on the email link or enter the following URL [http://sparks/traveltime\\_admin](http://sparks/traveltime_admin) or by clicking on the link [http://sparks/traveltime\\_admin](http://sparks/traveltime_admin)
2. Click on the forgot password link



The screenshot shows the 'Travel Time Claim Administration' login interface. It features the Ausgrid logo on the left and the title 'Travel Time Claim Administration' on the right. Below the title is a green 'Login' button. The main area contains the instruction 'Please enter your **Service No.** and **Password** to Login.' followed by two input fields: 'Username' with a 'T' icon and 'Password'. A purple link 'Forgot Password?' is positioned below the password field. At the bottom right are 'Login' and 'Cancel' buttons.

3. Enter your T number and you will now be sent an email to reset your password
4. Click on the link within the email and reset your password



You will be now logged into the Travel Time database



### 2.0 Things to remember



- change password.



- Log-out.

Re-Direct To   - in every claim there is a function to re-direct to another manager / Supervisor if an employee's claim accidentally appears in your view to approve. You will just need to enter the manager / supervisor's name and click the 

### 3.0 Procedure

#### Submissions

1. To view the individual claim, click view.



**Ausgrid** Travelling Time Claim Administration - Matthew Clarke

Payroll Submissions Reporting Payroll Archive Delegate


Applications Pending

Name	Service No.	Section - Cost Centre	Week Ending	Manager	Status
	T49448	Area Management - Newcastle - 1646	6/11/2011	EK - T45381	<a href="#">View</a>
	T47802	Business Systems Development - 2101	6/11/2011	MT - T43880	<a href="#">View</a>
	T37827	Field Services - 1633	20/11/2011	PG - T40253	<a href="#">View</a>
	T47802	Business Systems Development - 2101	20/11/2011	MT - T43880	<a href="#">View</a>

2. If a acting paypoint is required, click on the **Acting** ☒ to update all and select the required paypoint.

TravelTime Submission Details - Mario M Guerrero (42292) ✕

Date	Transport	From	To	Start	Stop	Acting	Duty Type	Approved	Declined	Pending
Tue 4 Oct 2011	Private	kingsford	Zetland	07:00	18:00	Yes <input checked="" type="checkbox"/>	Normal Shift + OT	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Thu 6 Oct 2011	Taxi	Kingsford	Zetland	07:00	20:00	Yes <input checked="" type="checkbox"/>	Normal Shift + OT	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Re-Direct To  
 Paypoint

3. Check the claim and select the applicable radio button action – Approved, declined or leave pending

4. Select

**Save and Close**

## Reporting


The solution will have the facility to create ad-hoc reports based on a number of selection/search criterion, which include:

- Date range (i.e. Start Date and End Date).
- Employee Name (individual or multiple).
- Status of each submitted form (singular or multiple).
- Duty (if the individual claim is for a call-out or for planned OT).
- Status.

These reports will be available to each supervisor or manager once logged into the application.

The screenshot shows the 'Reporting' section of the Ausgrid Travelling Time Claim Administration application. At the top, the Ausgrid logo is on the left, and the title 'Travelling Time Claim Administration - John Casey' is on the right. Below the title bar, there are three tabs: 'Submissions', 'Reporting' (which is active), and 'Delegate'. To the right of the tabs are icons for a key and a document with a green arrow. A message states: 'Please select appropriate filters for the required report and download to save.' Below this is a green header for 'Download Reports'. The form contains several filters: 'Date From' and 'Date To' with date pickers; 'Name' with a 'Select Name' dropdown; 'Duty' with a 'Select Duty' dropdown; and 'Status' with three checked checkboxes: 'Pending', 'Approved', and 'Declined'. At the bottom right of the form are two buttons: 'Download' and 'Cancel'.

1. Complete the applicable fields


2. Select  and the report will appear in CSV (Excel) format

## Delegate

There is also a delegation function to allow the supervisor to delegate all responsibility to another staff member. Once this period expires, the delegation of authority will return to the supervisor.

During this time, the supervisor will still receive emails however it is the responsibility of the delegated user to complete the forms for payment.

The screenshot shows the 'Travelling Time Claim Administration' interface for John Casey. At the top, there is a navigation bar with 'Submissions', 'Reporting', and 'Delegate' tabs. The 'Delegate' tab is active. Below the navigation bar, there is a message: 'Please enter details of the user you wish to delegate authority.' Below this is a green header for 'Delegation of Authority'. The form contains fields for 'Username' (with a 'T' icon), 'Email', 'Date From' (with a calendar icon), and 'Date To' (with a calendar icon). Below these fields is an 'Authorise' section with a checkbox and the text: 'I authorise for the above user to approve the travel time claims for the above time period. Once this period expires, the delegation of authority will return to myself.' At the bottom right, there are 'Submit' and 'Cancel' buttons.

1. Enter the applicable information of the delegated user – T number, email, Date from & Date to.
2. Select the Authorise checkbox
3. Select .