# Human Resources

To receive payment for work performed, casual employees are required to submit claims using the online casual pay claim system. The following is a quick step-by-step guide to submitting your claim using this system.

1. Log on to **UConnect** from the main USQ home page at http://usq.edu.au by clicking on the **UConnect** logo. You will need your USQ username and password as provided by your supervisor. If you are unsure of your username and/or password, please contact the ICT Service Desk on 07 4631 1900.
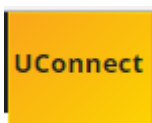
2. On the JUSTU or UWORK page, click on the HR Self Service link on the right hand side of the screen.

3. A new browser window will appear. Click on the **My Time Reporting** tile.

4. Then click on **Contract Summary**.

5. Click on the **Claims** link for the contract you wish to claim against.

				Personalise | Find | View All | 🗗 | 🏢	First 1 of 1 Last		
Contract #	Begin Date	End Date	Dept	Course Title	Project	Supervisor	Claims
1	01/07/2015	31/12/2015	Management & Enterprise	MKT1001	None	Williams,Andrew Bryan	Claims

Only contracts that have been signed and returned to Payroll will appear in this list.

6. Your pay claim history for this contract will appear if you have previously submitted claims. Click on the **Create new pay claim** link to enter your claim.

Hours amounts						
			Personalise	Find	🔲	📑	First ◀ 1-3 of 3 ▶ Last			
Description	Assessment Nbr	Name	Course Title	Contracted Hours	Submitted Hours	Outstanding Hours
Routine Marker	1			25.00		
Routine Marker	2			20.83		
Other Academic Duties				2.00		

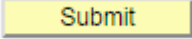| Dollar amounts				
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Description	Assessment Nbr	Contracted Amount	Amount Claimed	Outstanding Amount

Create new pay claim

7. Complete the online claim by entering the required details. Details will vary depending on the work performed. For example, claims for casual marking will not require start and finish times whereas claims for administrative work will have this option available.

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	*Element Name	Description	*Date	Arrival Time	End Time	Meal Start Time	Meal End Time	Assessment Nbr	Number of Assessments	Student ID	Course Title	No. Hours Worked	Rate	Calculated Value	Load Earn	Updated By
1	🔍															➕ ➖

If the appointment you are claiming against is for one type of work (e.g. Marking), then the Element Name will default automatically for you and you simply need to complete any remaining details. If the appointment is for multiple duties (e.g. Marking and Tutorials) select the correct Element Name by clicking on the magnifying glass next to the box.

Please note: **after you enter in either the number of assessments or hours worked, please ensure you press the tab button so a calculated value appears. If there is no calculated value you will not receive payment.**

You can click on the add and subtract signs ➕ ➖ at the end of each row to add a new row to the claim or delete a row that was entered incorrectly. Continue adding details to your claim as needed.

Once completed, click on the submit button Submit at the bottom of the screen to submit your claim. Pay claims that have been saved in accordance with USQ's pay deadlines will be processed in the next pay cycle. Please refer to http://www.usq.edu.au/hr/pay/deadlines.htm

Should you have any questions about the online pay claim system, please contact the Payroll team at payroll@usq.edu.au