



香港浸會大學

HONG KONG BAPTIST UNIVERSITY

Academic Timesheet System User Guide

1 Endorser's Delegate

Access the Academic Timesheet System via BUniPort

The screenshot displays the BUniPort website interface. At the top, there are navigation links for 'SIGN OUT', 'HOME', and 'HKBU'. The university logo and name '香港浸會大學 HONG KONG BAPTIST UNIVERSITY' are on the left, and the 'BU Portal University' logo is on the right. A search bar contains 'myCal', 'myMail', 'e-Directory', and 'Staff Search'. A horizontal menu bar includes 'e-Announcements', 'Profile', 'Works', 'Share & Community', 'U-Wide Policies & Info', and 'Help'. The 'Works' menu is expanded, showing options like 'Academic & Student Admission', 'Research', 'Administration', 'Finance', 'Delegation & Access Privileges', and 'My Library Account'. The 'Finance' option is highlighted. Below this, the 'Maintenance & Enquiry' section is visible, with 'Maintenance' and 'Academic Timesheet (Act as a Delegate)' highlighted. Red boxes and numbers 1 through 4 indicate the steps: 1. Click 'Works', 2. Click 'Finance', 3. Click 'Maintenance', and 4. Click 'Academic Timesheet (Act as a Delegate)'. The user's name 'Kan Ivy M H' and role 'FO - Individual Staff' are shown in the top left.

2 Endorser's Delegate

Select the Role

STRICTLY CONFIDENTIAL

PURPOSE OF THIS FORM:

The data collected from this form is ONLY used in the Cost Allocation Guidelines (CAG) model for allocating academic staff costs to UGC / non-UGC activities. Please note that individual timesheet data remains confidential and the timesheet is NOT connected with any performance evaluation.

Timesheet : Role

Timesheet Period : 15/06/2021 to 28/06/2021

Deadline : 31/12/2022 (Sat)

Perform As :

Preparer

Endorser

1. Click [Endorser]

- A new window for [Timesheet: Endorsement] form will be opened for submission management
- Close the window to exit
- Delegates can only view the submission but **CANNOT endorse/return** and print the submission details

3 Endorser's Delegate

View the Submission to be Endorsed

1. Select Faculty/Department/Unit

2. Click to view list of timesheets pending for preparer's submission

Timesheet : Endorsement

Department Status Report

Return To Preparer

Endorse

Timesheet Period : 15/06/2021 to 28/06/2021

Deadline : 31/12/2022 (Sat)

Faculty / Department / Unit : All

No. of timesheets

Pending for Endorsement : 5

Pending for Preparer's Submission : 57

Select	Staff Name/Faculty/Dept/Unit/ Post Title Code	Total hours worked	Latest Option Selected	Latest Submission Date	Latest Endorsement Date	Remarks from	Remarks for
<input type="checkbox"/>	Preparer P991711 COMP TUT	UGC : 65.6 hrs Non-UGC : 2.4 hrs Admin : 0.0 hrs Total : 68.0 hrs Avg hrs per day of work : 7.6 hrs	Input	04/10/2021 11:13		the above ... [read]	
<input type="checkbox"/>	Preparer P991720 LC TUT	Total UGC : 288.0 hrs Avg hrs per day of work : 28.8 hrs	Declared 100% UGC	28/06/2021 18:07		the above ... [read]	
<input type="checkbox"/>	Preparer P991724 LC TUT	Total UGC : 288.0 hrs Avg hrs per day of work : 28.8 hrs	Declared 100% UGC	04/10/2021 12:11		the above ... [read]	the ... [read]

4. Click to view remarks

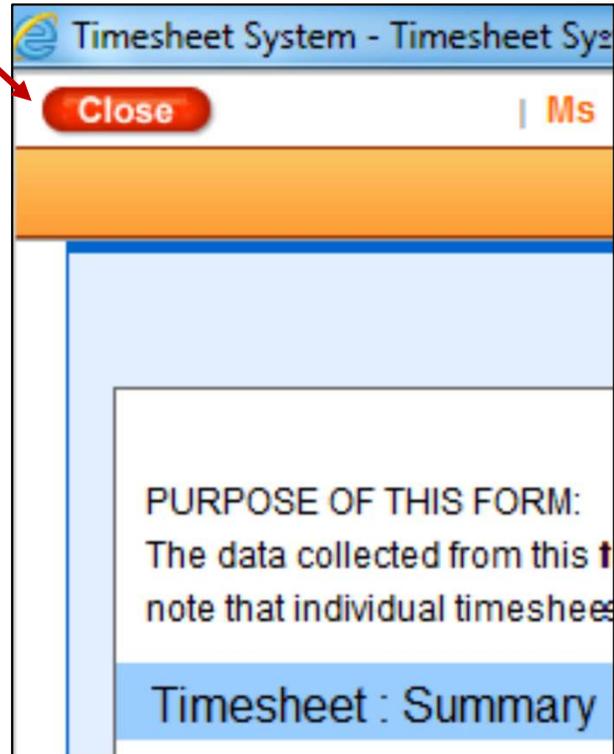
3. Click to view the submission details for timesheet inputted by day

This screen will only show the submissions to be endorsed or have been endorsed. Timesheets not yet submitted or Returned to preparer will not be shown in this screen.

4 Endorser's Delegate

Exit the Academic Timesheet System

Click [Close] to exit the system



Materials facilitating the completion of Time Analysis Survey



Relevant materials available on the [FO website](#)

- User Guide
- Frequently Asked Questions (FAQ)
- Training videos on Academic Timesheet System
- Cost Allocation Guidelines of UGC
- Data Privacy Framework

The FAQ and User Guide are also available in the TSS.

Timesheet : Input Form	
Staff ID	: 991725
Staff Name	: Preparer P991725
Faculty / Department / Unit	: LC
Post Title Code	: TUT - Tutor
User Guide	FAQ

User Support and Enquirers



CAG Mail Box
fo-cag@hkbu.edu.hk



CAG Enquiries (Finance Office)
Louis Hsu 3411-7740
Terry Hui 3411-7606

Your Support Means a Lot !!



Thank You for your time and participation!