



香港浸會大學

HONG KONG BAPTIST UNIVERSITY

Academic Timesheet System User Guide for Endorser

Academic Timesheet System

Option 1 – Endorsement in System

1 Endorser

Access the Academic Timesheet System via BUniPort

The screenshot displays the BU Portal interface with the following elements and annotations:

- 1.** A red box highlights the **Works** menu item in the top navigation bar.
- 2.** A red box highlights the **Finance** option in the dropdown menu under Works.
- 3.** A red box highlights the **Maintenance** option in the dropdown menu under Finance.
- 4.** A red box highlights the **Academic Timesheet Endorsement** option in the dropdown menu under Maintenance.

Other visible elements include the university logo (香港浸會大學 HONG KONG BAPTIST UNIVERSITY), the BU Portal logo, navigation links (myCal, myMail, e-Directory, Staff Search), and various service tiles such as e-Announcements, Profile, Share & Community, U-Wide Policies & Info, Help, Work (Finance), Finance Report, Timesheet Report, and Maintenance & Enquiry.

2 Endorser

View the Submission Details

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PURPOSE OF THIS FORM:

The data collected from this form (including the name of the preparer) will be used to generate a report that individual timesheet data re...

1. Select Faculty/Department/Unit

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

Timesheet : Endorsement

Department Status Report

Return To Preparer

Endorse

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

No. of timesheets

Deadline : 31/12/2022 (Sat)

Pending for Endorsement : 2

Faculty / Department / Unit : All

Pending for Preparer's Submission : 60

Select	Staff Name/Faculty/Dept/Unit/ Post Title Code	Total hours worked	Latest Option Selected	Latest Submission Date	Latest Endorsement Date	Remarks from Preparer	Remarks for Submission Return
<input type="checkbox"/>	Preparer P991720 LC TUT	UGC : 72.6 hrs Non-UGC : 2.4 hrs Admin : 0.0 hrs Total : 75.0 hrs Avg hrs per day of work : 6.5 hrs	Input	17/10/2021 01:46			
<input type="checkbox"/>	Preparer P991723 LC TUT	Total UGC : 120.0 hrs Avg hrs per day of work : 12.0 hrs	Declared 100% UGC	14/10/2021 13:03		Please not... [read]	

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. Click to view remarks

3 Endorser

Endorse/Return Timesheet

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PURPOSE OF THIS FORM:

The data collected from this form is ONLY used in the Cost Allocation process. Please note that individual timesheet data remains confidential and the time spent on each record is not shared with other staff.

- 2. To Endorse - select one or more timesheet records, then click [Endorse]
- To Return - select a timesheet record, then click [Return to Preparer]

Timesheet : Endorsement

Click to view Report

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 : 2
Pending for Preparer's Submission : 60

Select	Staff Name/Faculty/Dept/Unit/ Post Title Code	Total hours worked	Latest Option Selected	Latest Submission Date	Latest Endorsement Date	Remarks from Preparer	Remarks for Submission Return
<input type="checkbox"/>		UGC : 72.6 hrs Non-UGC : 2.4 hrs Admin : 0.0 hrs Total : 75.0 hrs Avg hrs per day of work : 6.5 hrs	Input	17/10/2021 01:46			
<input type="checkbox"/>	Preparer P991720 LC TUT	Total UGC : 120.0 hrs Avg hrs per day of work : 12.0 hrs	Declared 100% UGC	14/10/2021 13:03		Please not... [read]	

Tick this checkbox to select all timesheets

- 1. Select and tick the checkbox of the timesheet record(s) to be endorsed/returned
- You can select more than one timesheets to endorse.
However for "Return", you can select and return one timesheet at a time.

4 Endorser

Input Remarks to the Preparer for Returning a Submission

The screenshot shows a web interface for reviewing remarks. At the top, there is a blue header bar with the text 'Remarks Review' on the left and two yellow buttons, 'Return To Preparer' and 'Endorsement Form', on the right. Below the header, a message states: 'Preparer P991723 has submitted the timesheet data with the following remarks, if any.' This is followed by a blue bar labeled 'Remarks provided by Preparer' and a large grey text area. Below this is another blue bar labeled 'Input remarks to preparer for returning the submission' and a white text input field. A red arrow points from a yellow callout box to this input field. Below the input field is another blue bar labeled 'Remarks to preparer for last return of submission, if any' and another large grey text area. At the top right, two yellow buttons are visible: 'Return To Preparer' and 'Endorsement Form'. A red arrow points from a yellow callout box to the 'Return To Preparer' button.

Return To Preparer Endorsement Form

Preparer P991723 has submitted the timesheet data with the following remarks, if any.

Remarks provided by Preparer

Input remarks to preparer for returning the submission

Remarks to preparer for last return of submission, if any

1. Input "Remarks to Preparer"

2. Select [Return to Preparer] to proceed or Select [Endorsement Form] to cancel

5 Endorser

Endorsement date for endorsed timesheets

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 : 0

Pending for Preparer's Submission : 60

Select	Staff Name/Faculty/Dept/Unit/ Post Title Code	Total hours worked	Latest Option Selected	Latest Submission Date	Latest Endorsement Date	Remarks from Preparer	Remarks for Submission Return
<input type="checkbox"/>	Preparer P991720 LC TUT	UGC : 72.6 hrs Non-UGC : 2.4 hrs Admin : 0.0 hrs Total : 75.0 hrs Avg hrs per day of work : 0.0 hrs	Input	17/10/2021 01:46	Endorser FO991750 17/10/2021 01:49		
<input type="checkbox"/>	Preparer P991723 LC TUT	Total UGC : 120.0 hrs Avg hrs per day of work : 0.0 hrs	Declared 100% UGC	14/10/2021 13:03	Endorser FO991750 17/10/2021 01:49	Please not... [read]	

Academic Timesheet System

Option 2 – Endorsement by email

6 Endorser

Review the Status Update Email and Select Endorsement Method

This status update email will send to endorser from time to time.

CP Wed 6/3/2024 4:57 pm
CAG Project Team, Finance Office <fo-cag@hkbu.edu.hk>
Assistance in the 3rd Time Analysis Survey in 2023-24 (3rd Status Update)

To: Tom WAN
Cc: Carmen Y M WONG; Edmond T Y LAU; Simon S M CHUNG

Dear Mr Wan Tom,

Please note that the following outstanding timesheets are pending for actions as highlighted. As the endorsement deadline is overdue, we appreciate for your prompt response.

Note: For the participant to continue to work on the outstanding timesheet, we have just extended their access rights to the system.

Schedule of the 3rd Survey for 2023-24 is as follows:

Activities	Date
Survey period (2 weeks)	11 Mar 2024 (Mon) - 24 Mar 2024 (Sun)
Survey endorsement deadline	12 Apr 2024 (Fri)

1. Review the Timesheet Status

Timesheet Status (as of 3:15pm 6 Mar 2024)

Centre for Surface Analysis and Research								
		Submitted working hours						
Position	Name of Participant	UGC	Non-UGC	Admin	Total	Avg per day	Remarks from Preparer	Action/ Pending for
Associate Professor	Mr Lai Alex	0.0	72.0	0.0	72.0	7.2	Applied 1 AL, 27 Mar	Endorsement
Senior Lecturer	Miss Li Ceci	80.0	0.0	0.0	80.0	8.0	Please endorse	Endorsement
Senior Lecturer	Mrs Lam Angel	150.0	0.0	0.0	150.0	15.8		Endorsed

[Endorse All Submitted Timesheet]

[Endorse Particular Timesheet]

(as of 3:15pm 6 Mar 2024)

Should you need any assistance or clarification, please email us at fo-cag@hkbu.edu.hk, or contact Mr. Season Yuen at ext. 5203 or Mr. Louis Hsu at ext. 7740.

Thanks & regards,
Finance Office

Ref:2024030615150553313

2.1. Endorse all#
> By sending the auto-gen email
(Please proceed to next slide)

2.2. Endorse particular
> Auto-login, Select & Endorse in the system.
(Please proceed to slide 6 for the normal endorsement steps)

The "Endorse All Submitted Timesheet" function will ONLY endorse all timesheets pending for endorsement, as listed in this email.

7 Endorser

Endorse by send out the approval email

A reply email will be generated, after clicking "Endorse All Submitted Timesheet" in the Status Update email.

4. Send the email to endorse the timesheet listed in the email.

The screenshot shows an email composition interface. At the top left is a 'Send' button. The 'From' field contains 'tomwan@hkbu.edu.hk', the 'To' field contains 'fo-cag-tss@hkbu.edu.hk', and the 'Subject' field contains 'Assistance in the 3rd Time Analysis Survey in 2022-23'. The main body of the email contains the following text:

Action: Approve All

Timesheet by:
Mr Lai Alex
Mrs Lam Angel

Ref:2024030615150553313

To endorse by email, please use tomwan@hkbu.edu.hk to send this email.

-----Do not edit this email-----

Annotations with red boxes and arrows point to the 'From' field, the 'Timesheet by' list, the 'Ref' field, and the email address 'tomwan@hkbu.edu.hk' in the body text.

2. Make sure to use your mailbox to send this email.

1. Please check the name of the participants to be endorsed.

3. Please **DO NOT** edit the email.

8 Endorser

Print/View the Timesheet Status Report

The screenshot shows the BU Portal interface. At the top, there are navigation links: SIGN OUT | HOME | HKEU. The main header includes the Hong Kong Baptist University logo and the BU Portal University logo. Below the header, there are utility links: myCal, myMail, e-Directory, and a Staff Search box. A main navigation bar contains: e-Announcements, Profile, Works, Share & Community, U-Wide Policies & Info, and Help. The 'Works' menu is expanded, showing options: Academic & Student Admission, Research, Administration, Finance, Delegation & Access Privileges, and My Library Account. A red arrow points from the 'Finance' option in the menu to the 'Timesheet Report' link in the left sidebar. The 'Timesheet Report' link is expanded to show 'Open Timesheet Status Report'. A red box highlights the 'Open Timesheet Status Report' link. Another red box highlights the 'Works' and 'Finance' options in the menu, with an arrow pointing to the 'Finance' option. A red box highlights the 'Open Timesheet Status Report' link.

1. Click [Works] then [Finance]

- 2. Click  to expand the list of Timesheet Report
- 3. Click [Open Timesheet Status Report]

Hong Kong Baptist University
Timesheet Status Report

Print date & time: 04/10/2018 14:25:12

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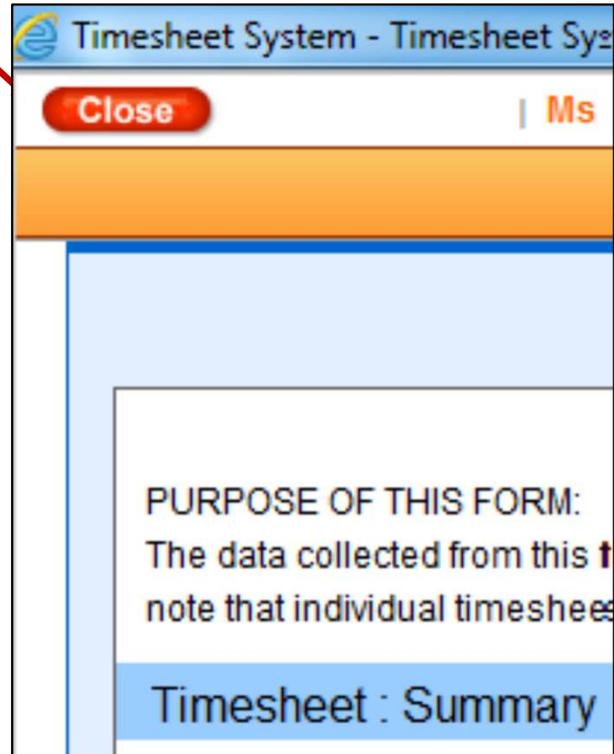
Timesheet Period : From 11/06/2018 To 24/06/2018
Deadline : 01/11/2018
Faculty : All
Department / Unit : All

Faculty / Department / Unit	Post Title	Option Selected	Status	Submission Date	Endorsement Date	Returned Date	Remarks from Preparer	Remarks from Endorsers
ACLW	Preparer P991700 TUT - Tutor		Not Yet Created				Preparer P991700	
AF	Preparer P991704		Not Yet Created				Preparer P991704	

9 Endorser

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 : Summary	
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!