



香港浸會大學

HONG KONG BAPTIST UNIVERSITY

Academic Timesheet System User Guide for Preparer (Professorial Staff and Lecturers)

1 Preparer

Access the Academic Timesheet System via BUniPort

The screenshot displays the BUniPort website interface. At the top, there are navigation links: SIGN OUT | HOME | HKEU. On the right, there are language options: 繁體 | 简体 | ENG. The main header features the Hong Kong Baptist University logo and the BUniPort logo. Below the header, there is a search bar and navigation tabs: e-Announcements, Profile, Works, Share & Community, U-Wide Policies & Info, and Help. The 'Works' tab is highlighted with a red box and labeled '1.'. A dropdown menu is open under 'Works', listing various categories: Academic & Student Admission, Research, Administration, Finance, Delegation & Access Privileges, and My Library Account. The 'Finance' option is highlighted with a red box and labeled '2.'. Below the dropdown, there are several main content areas: 'Work (Finance)' with a 'Finance Report' link, 'Timesheet Report', 'Maintenance & Enquiry', and 'Maintenance'. The 'Maintenance' link is highlighted with a red box and labeled '3.'. Under 'Maintenance', there are two sub-links: 'Academic Timesheet Input' and 'Academic Timesheet Endorsement'. The 'Academic Timesheet Input' link is highlighted with a red box and labeled '4.'. The user's name 'Kan Ivy M H' and role 'FO - Individual Staff' are visible in the top left of the main content area.

2 Preparer

Select a Submission Option

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 : Summary

Staff ID	: 991722	Timesheet Period	: 15/06/2021 to 28/06/2021
Staff Name	: Preparer P991722	Deadline	: 31/12/2022 (Sat)
Faculty / Department / Unit	: LC		

Click to open the User Guide and FAQ

[User Guide](#) [FAQ](#)

ATTENTION: EXCLUDE private time (such as holidays, leaves) and those activities with contract NOT entered by HKBU

Welcome! Please select an option to complete the survey

Either **Option 1:** [Declare your institutional activities during the timesheet period are 100% UGC activities or 100% non-UGC activities](#)

Or **Option 2:** [Input your institutional activities by day](#)

1. Click [Option 1] to submit a timesheet by declaring all your institutional activities are either 100% UGC or 100% non-UGC

or Click [Option 2] to submit timesheet data by day

Academic Timesheet System

Option 1 - Submit a Declaration

Professorial Staff and Lecturers

Submit your timesheet by Declaration if your institutional activities performed in the two weeks Survey period are 100% UGC related or 100% non-UGC related

3 Preparer - Professorial Staff and Lecturers

Option 1 - Input for a Timesheet Declaration

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 : Summary

Staff ID	: 991723	Timesheet Period	: 15/06/2021 to 28/06/2021
Staff Name	: Preparer P991723	Deadline	: 31/12/2022 (Sat)
Faculty / Department / Unit	: LC		
Post Title Code	: TUT - Tutor		

[User Guide](#) [FAQ](#)

Please select the nature of your institutional activities performed in the two weeks timesheet period from 15/06/2021 to 28/06/2021

100% UGC activities 100% non-UGC activities ← **1. Select [100% UGC activities] or [100% non-UGC activities]**

Number of days/hours worked for the two weeks timesheet period from 15/06/2021 to 28/06/2021

• Total number of hours worked hours (in the nearest 0.5 hour) ← **2. Input the Total number of hours worked**

- EXCLUDE private time (such as rest day, holidays and leave) and those activities with contract NOT entered by HKBU

- For full time Research Staff, the general contractual working hour is not less than 39 hours per week

• Total number of days of work 10.0 days (in the nearest 0.5 hour) ← **3. Input the Total number of days of work**

- EXCLUDE rest days, holidays and leaves. Please update as appropriate

**4. Click [Declare] to proceed
or Click [Return] to go back to Option selection**

4 Preparer - Professorial Staff and Lecturers

Option 1 - Submit a Timesheet Declaration

Timesheet : Summary

Staff ID : 991723 Timesheet Period : 15/06/2021 to 28/06/2021
Staff Name : Preparer P991723 Deadline : 31/12/2022 (Sat)
Faculty / Department / Unit : LC
Post Title Code : TUT - Tutor

[User Guide](#) [FAQ](#)

Declaration Form

You have selected to declare that your institutional activities (total of **120.0 hours worked**, **average 12.0 hours per day of work**) during the timesheet period from 15/06/2021 to 28/06/2021 are 100% UGC activities.

We would like to remind that, according to the Student Information System (SIS) records, there is(are) 4 scheduled classes fully or partially for non-UGC program(s).

Please input [Remarks to Endorser] if you would like to continue with the declaration

Date	Course Code	UGC %(note 1)	Non-UGC %(note 1)	Total Hours Worked
6/17/2021	LC101003	80.0	20.0	1.0
6/19/2021	LC101005	0.0	100.0	1.0
6/24/2021	LC101003	80.0	20.0	1.0
6/26/2021	LC101005	0.0	100.0	1.0

SIS timetabled courses will be shown for your reference when their UGC and non-UGC ratios do not align with the declared activity nature

Note1: The UGC and non-UGC ratios per course are calculated based on the student enrollment record extracted from Student Information System as at snapshot date 21/01/2021 (For enquiry, please contact Finance Office)

For research staff, please input ALL research project(s) and the corresponding project code(s) performed by you during the Survey period in the remarks box.

Remarks to Endorser

Remarks to Endorser, if needed

* Please input remarks

Select [Submit] your declaration to the Endorser

Select [Return] to change the nature to 100% non-UGC activities.

5. Click [Submit] to proceed or Click [Return] to revise the timesheet date

Submit

Return

5 Preparer - Professorial Staff and Lecturers

Option 1 - Successfully Submitted a Timesheet Declaration

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 Summary

Staff ID	: 991723	Timesheet Period	: 15/06/2021 to 28/06/2021
Staff Name	: Preparer P991723	Deadline	: 31/12/2022 (Sat)
Faculty / Department / Unit	: LC		
Post Title Code	: TUT - Tutor		

[User Guide](#) [FAQ](#)

ATTENTION: EXCLUDE private time (such as holidays, leaves) and those activities with contract NOT entered by HKBU

**Thank you for taking the time to complete this survey
Your declaration has been successfully submitted to Endorser on 14/10/2021**

Details of your submission

You have declared that your institutional activities (total of **120.0 hours** worked, **average 12.0 hours per day of work**) during the timesheet period from 15/06/2021 to 28/06/2021 are 100% UGC activities.

Remarks submitted to Endorser, if any

Please note that ...

[About UIS](#) | [Privacy Policy](#) | [Security Tips](#) | [Download](#) | [Demo](#) | [FAQ](#) | [Site Map](#) | [Enquiry](#) | [HKBU](#)

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Academic Timesheet System

Option 2 - Submit Timesheet Data by Day

Professorial Staff and Lecturers

You have to submit your timesheet by Day if your institutional activities performed in the two weeks Survey period consists of both UGC and non-UGC related activities

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Option 2 - Timesheet Summary Form

Timesheet : Summary

[Return to Declaration](#)[Submit](#)

Staff ID : 991723
Staff Name : Preparer P991723
Faculty / Department / Unit : LC
Post Title Code : TUT - Tutor

Timesheet Period : 15/06/2021 to 28/06/2021
Deadline : 31/12/2022 (Sat)
Total Hours : 6.0
UGC Hours / Non-UGC Hours : 3.6 / 2.4
Institutional Administration Hours : 0.0
Average Hours per Day of Work : 0.5
Total Days of Work : 12.0 days

[User Guide](#) [FAQ](#)

ATTENTION: EXCLUDE private time (such as holidays, leaves) and those activities with contract NOT entered by HKBU
(For full time Research Staff, the general contractual working hour is not less than 39 hours per week)

Click [Next 7 days] or [Previous 7 days] to open the form accordingly

Date	15/06/2021	16/06/2021	17/06/2021	18/06/2021	19/06/2021	20/06/2021	21/06/2021
	Tue Edit	Wed Edit	Thu Edit	Fri Edit	Sat Edit	Sun Edit	Mon Edit
Day of Work	1.0 day	0.0 day	1.0 day				
Total Hours Worked	1.0 hrs	0.0 hrs	1.0 hrs	0.0 hrs	1.0 hrs	0.0 hrs	0.0 hrs
Teaching	1.0 hrs	0.0 hrs	1.0 hrs	0.0 hrs	1.0 hrs	0.0 hrs	0.0 hrs
Research & Creative Outputs	0.0 hrs						
Other Institution Activities	0.0 hrs						
Institution Administration	0.0 hrs						

1. Select a date for data input
2. Click [Edit] to open the Timesheet: Input form for data update

For full time research staff, please note the general contractual working hour is not less than 39 hours per week

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Option 2 - Input Timesheet Data by Day

Timesheet : Input Form

6. Save changes

Save

Copy Timesheet From

Timesheet Summary

Staff Name : Preparer P991723

User Guide FAQ

ATTENTION: EXCLUDE private time (such as holidays, leaves) and those activities with contract NOT e
(For full time Research Staff, the general contractual working hour is not less than 39 hours per week)

Copy Timesheet data from another date

Select a date for data input

17/06/2021 (Thu)

Day of work

full day

Select "full day" work, "half day" work or "rest/leave day"

Category	Activity	UGC (note 1)	Non-UGC (note 1)	Actual Hours Worked (note 2)			Remarks (Optional)
				Total	UGC	Non-UGC	
Teaching	Sub-Total	80.0%	20.0%	1.0	0.8	0.2	
Teaching	Timetable from Student Inf. Sys.LC101003-1(14:30-15:20)	80%	20.0%	1.0	0.8	0.2	sample data
Teaching	Delivery of Teaching	100%	0.0%				
Teaching	Teaching / Class Preparation	100%	0.0%				
Teaching	Supervise Research Postgraduates	100%	0.0%				
Teaching	Course Planning / Development	100%	0.0%				
Total (exclude Institutional Administration)				1.0	0.8	0.2	
Grand Total				1.0			

4. Input the UGC ratio and Total Actual Hours Worked for the Activities, where appropriate (Non-UGC ratio is system generated)

⊗ : Delete Record(s) (once deleted, cannot undo)

5. Input remarks (optional)

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Option 2 - Input Timesheet Data by Day

Timesheet : Input Form

Save

Copy Timesheet From

Timesheet Summary

Staff Name : Preparer P991723

User Guide FAQ

ATTENTION: EXCLUDE private time (such as holidays, leaves) and those activities with contract NOT entered by HKBU
(For full time Research Staff, the general contractual working hour is not less than 39 hours per week)

< 17/06/2021 (Thu) >

Day of work: full day

Category	Activity	UGC	Non-UGC	Actual Hours Worked <small>(note 2)</small>		Remarks (Optional)		
		<small>(note 1)</small>	<small>(note 1)</small>	Total	UGC		Non-UGC	
Teaching		Sub-Total	80.0%	20.0%	1.0	0.8	0.2	
<input checked="" type="checkbox"/>	Teaching	Timetable from Student Inf. Sys.LC101003-1(14:30-15:20)	80%	20.0%	1.0	0.8	0.2	sample data
<input type="checkbox"/>	Teaching	Delivery of Teaching	<input type="text" value="100%"/>	0.0%	<input type="text"/>			<input type="text"/>
<input type="checkbox"/>	Teaching	Teaching / Class Preparation	<input type="text" value="100%"/>	0.0%	<input type="text"/>			<input type="text"/>
<input type="checkbox"/>	Teaching	Supervise Research Postgraduates	<input type="text" value="100%"/>	0.0%	<input type="text"/>			<input type="text"/>
<input type="checkbox"/>	Teaching	Course Planning / Development	<input type="text" value="100%"/>	0.0%	<input type="text"/>			<input type="text"/>

The prefilled teaching activities are timetabled classes extracted from the Student Information System (SIS), based on the SSOid used to sign in the BUniPort to facilitate input and update.

- A. If the course has been cancelled,
 1. Click to delete it
- B. If the ratios or total hours worked are not correct,
 1. Input the correct timesheet record (no need to input the course code)
 2. Delete the incorrect prefilled record

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Option 2 - Input Timesheet Data by Day

Timesheet : Input Form Save Copy Timesheet From Timesheet Summary

Staff Name : Preparer P991723 User Guide FAQ

ATTENTION: EXCLUDE private time (such as holidays, leaves) and those activities with contract NOT entered by HKBU
(For full time Research Staff, the general contractual working hour is not less than 39 hours per week)

< 17/06/2021 (Thu) >

Day of work: full day

Category	Activity	UGC (note 1)	Non-UGC (note 1)	Actual Hours Worked (note 2)		Remarks (Optional)
				Total	UGC Non-UGC	
Teaching	Sub-Total	80.0%	20.0%	1.0	0.8 0.2	
Teaching	Timetable from Student Inf. Sys.LC101003-1(14:30-15:20)	80%	20.0%	1.0	0.8 0.2	sample data
Total (exclude Institutional Administration)				1.0	0.8 0.2	
Grand Total				1.0		

Add More entries

Teaching

Note: 1. Teaching / Class Preparation
2. Rounded to the nearest 0.5 hour.

Delivery of Teaching
Teaching / Class Preparation
Supervise Research Postgraduates
Course Planning / Development
Assessment And Examination
Student Contact / Supervision
Other Teaching Activities

ent enrollment record extracted from Student Information System as at snapshot date (For

If you need to add an extra entry:

1. Select a [Category] and an [Activity]
2. Input the UGC ratio and Total Actual Hours Worked for the Activity
3. Input remarks (optional)
4. Save changes

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Option 2 - Input Timesheet Data by Day

Timesheet : Input Form

Save

Copy Timesheet From

Timesheet Summary

Staff Name : Preparer P991723

[User Guide](#) [FAQ](#)

ATTENTION: EXCLUDE private time (such as holidays, leaves) and those activities with contract NOT entered by HKBU
(For full time Research Staff, the general contractual working hour is not less than 39 hours per week)

< 17/06/2021 (Thu) >

Day of work full day

Category	Activity		UGC	Non-UGC	Actual Hours Worked ^(note 2)		Remarks (Optional)	
			^(note 1)	^(note 1)	Total	UGC		Non-UGC
Teaching		Sub-Total	80.0%	20.0%	1.0	0.8	0.2	
Research & Creative Outputs		Sub-Total	0.0%	0.0%	0.0	0.0	0.0	
Other Institutional Activities		Sub-Total	0.0%	0.0%	0.0	0.0	0.0	
Institutional Administration		Sub-Total			0.0			
Total (exclude Institutional Administration)					1.0	0.8	0.2	
Grand Total					1.0			

Add More entries

Expand / Collapse Category

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Option 2 - Input Timesheet Data by Day

Timesheet : Input Form Save Copy Timesheet From Timesheet Summary

Staff Name : Preparer P991723 User Guide FAQ

ATTENTION: EXCLUDE private time (such as holidays, leaves) and those activities with contract NOT entered by HKPU
(For full time Research Staff, the general contractual working hour is not less than 39 hours per week)

< 17/06/2021 (Thu) >

Day of work: full Day

Category	Activity	Hours	Remarks (Optional)
Teaching	Timeta	0.2	
Teaching	Sys.LC	0.2	sample data
Teaching	Deliver		
Teaching	Teachi		
Teaching	Supervise Research Postgraduates	100%	0.0%
Teaching	Course Planning / Development	100%	0.0%

Timesheet [FIS-TS-00143]

Please select the timesheet date you want to copy from

15/06/2023 (Thu)

Submit Close

Total (exclude Institutional Administration)		1.0	0.8	0.2
Grand Total		1.0		

Add More entries

Select the date to copy activities

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Option 2 - Review & Submit Timesheet Data by Day

7. Click [Submit] to Endorser

Timesheet : Summary

Staff ID : 991723
Staff Name : Preparer P991723
Faculty / Department / Unit : LC
Post Title Code : TUT - Tutor

Timesheet Period : 15/06/2021 to 28/06/2021
Deadline : 31/12/2022 (Sat)
Total Hours : 6.0
UGC Hours / Non-UGC Hours : 3.6 / 2.4
Institutional Administration Hours : 0.0
Average Hours per Day of Work : 0.5
Total Days of Work : 12.0 days

Return to Declaration

Submit

[User Guide](#) [FAQ](#)

ATTENTION: EXCLUDE private time (such as holidays)
(For full time Research Staff, the general contractual work

If you want to change to “Submit a Declaration” instead of “Submit Timesheet Data by Day”, you can click [Return to Declaration].

However, please note once you selected to submit a declaration, all timesheet data inputted will be deleted.

Next 7 days

Date	15/06/2021 Tue	16/06/2021 Wed	17/06/2021 Thu	18/06/2021 Fri	19/06/2021 Sat	20/06/2021 Sun	21/06/2021 Mon
Day of Work	1.0 day	0.0 day	1.0 day				
Total Hours Worked	1.0 hrs	0.0 hrs	1.0 hrs	0.0 hrs	1.0 hrs	0.0 hrs	0.0 hrs
Teaching	1.0 hrs	0.0 hrs	1.0 hrs	0.0 hrs	1.0 hrs	0.0 hrs	0.0 hrs
Research & Creative Outputs	0.0 hrs						
Other Institution Activities	0.0 hrs						
Institution Administration	0.0 hrs	0.0 hrs	0.0 hrs	0.0			

Click  to print the timesheet summary and review before submit the survey to endorser

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Option 2 - Submit Timesheet Data by Day

Timesheet : Summary

Staff ID	: 991723	Timesheet Period	: 15/06/2021 to 28/06/2021
Staff Name	: Preparer P991723	Deadline	: 31/12/2022 (Sat)
Faculty / Department / Unit	: LC	Total Hours	: 70.0
Post Title Code	: TUT - Tutor	UGC Hours / Non-UGC Hours	: 67.6 / 2.4
		Institutional Administration Hours	: 0.0
		Average Hours per Day of Work	: 6.4
		Total Days of Work	: 11.0 days

Submission Form

You are going to submit your timesheet records to the Endorser

For research staff, please input ALL research project(s) and the corresponding project code(s) performed by you during the Survey period in the remarks box.

Remarks to Endorser

8. Input [Remarks to Endorser] (Optional for Professorial Staff and Lecturers)

Confirm [Submit] your timesheet records to the Endorser

Submit

Return

9. Click [Submit] to proceed
or Click [Return] to go back to [Timesheet: Summary]

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Option 2 - Successfully Submitted a Timesheet Data by Day

Timesheet : Summary

[Return to Declaration](#)[Submit](#)

Staff ID	: 991720	Timesheet Period	: 15/06/2021 to 28/06/2021
Staff Name	: Preparer P991720	Deadline	: 31/12/2022 (Sat)
Faculty / Department / Unit	: LC	Total Hours	: 75.0
Post Title Code	: TUT - Tutor	UGC Hours / Non-UGC Hours	: 72.6 / 2.4
		Institutional Administration Hours	: 0.0
		Average Hours per Day of Work	: 6.5
		Total Days of Work	: 11.5 days

[User Guide](#) [FAQ](#)

ATTENTION: EXCLUDE private time (such as holidays, leaves) and those activities with contract NOT entered by HKBU

(For full time Research Staff, the general contractual working hour is not less than 39 hours per week)

Thank you for taking the time to complete this survey
Your timesheet data has been successfully submitted to Endorser on 17/10/2021

Details of your submission

[Next 7 days](#)

Date	15/06/2021	16/06/2021	17/06/2021	18/06/2021	19/06/2021	20/06/2021	21/06/2021
	Tue View	Wed View	Thu View	Fri View	Sat View	Sun View	Mon View
Day of Work	1.0 day	1.0 day	1.0 day	1.0 day	0.5 day	0.0 day	1.0 day
Total Hours Worked	1.0 hrs	8.0 hrs	10.0 hrs	8.0 hrs	1.0 hrs	0.0 hrs	8.0 hrs
Teaching	1.0 hrs	8.0 hrs	10.0 hrs	0.0 hrs	1.0 hrs	0.0 hrs	8.0 hrs
Research & Creative Outputs	0.0 hrs	0.0 hrs	0.0 hrs	8.0 hrs	0.0 hrs	0.0 hrs	0.0 hrs
Other Institution Activities	0.0 hrs						
Institution Administration	0.0 hrs						

Email notification will be provided when your submission is approved/returned by the Endorser

Academic Timesheet System
Revise and Resubmit the Survey
(If the submission is returned by Endorser)

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Timesheet Re-submission

When your timesheet is returned by the Endorser, there are 3 options to resubmit your timesheet

1. Input [Remarks to Endorser] without any update to timesheet declaration or data, then Click [Resubmit], or
2. Select Option 1 to submit a new timesheet declaration, or
3. Select Option 2 to input/update the timesheet data for submission

Your submission has been returned by the Endorser on 12/10/2021

Endorser's remarks, if any

Please upd...

Details of your last submission on 12/10/2021

Resubmit

Please select [option 2] to view and update the records, if necessary.

Remarks to Endorser for last submission, if any, is shown below. If you don't need to update your timesheet records, you can edit your remarks and resubmit.

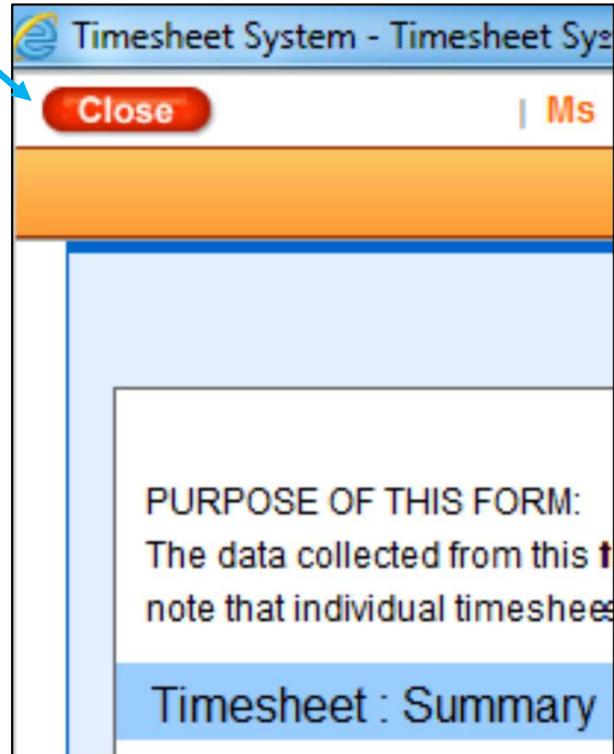
You can select an [Option] to complete the survey

- Either
- Option 1: Select the nature of your institutional activities in the timesheet period
- Or
- Option 2: Input/Update your institutional activities by day

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

Your Support Means a Lot !!



Thank You for your time and participation!