

ITDS Timesheet Discrepancies

Introduction

Your employee will complete their overtime and on call timesheet in Staff Services Online (SSO). As their manager you will need to review and approve the timesheets.

If a timesheet has been entered incorrectly you cannot push back or deny the timesheets in SSO. You will need to work with your employee to amend the timesheet.

Procedure

1

• Manager & Employee discuss the amendments to be made on the Timesheet

2

• Employee downloads the ITDS Overtime Amendment Form located on https://www.adelaide.edu.au/hr/itds-overtime-and-on-call-payments#guides-for-staff

3

• Employee makes the necessary changes on the ITDS Overtime Amendment form, then e-mails it to hrservicecentre@adelaide.edu.au

4

•HR Service Centre forwards the amendment form to Payroll. Payroll make the Overtime changes in PeopleSoft.

5

• Manager receives an email notification to approve the amended timesheet.

What's next?

Once the Timesheet is approved by the manager, the payment will be processed by Payroll.

Contact Us

For further support or questions, please contact the Service Centre on +61 8 8313 1111 or hrservicecentre@adelaide.edu.au CRICOS PROVIDER 00123M