

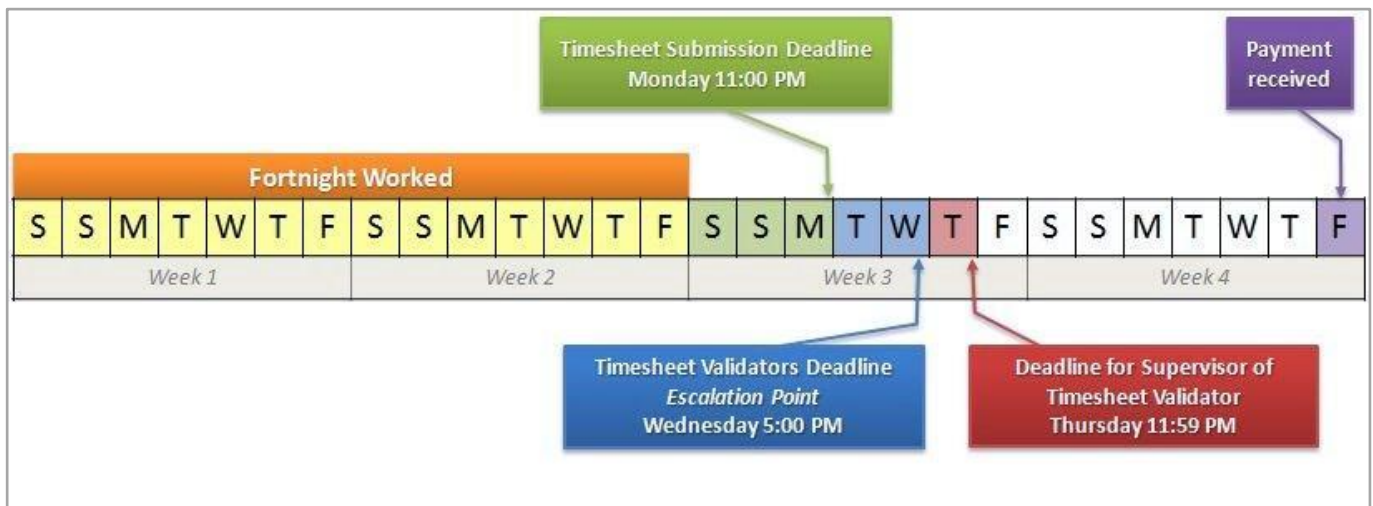
Submit a Timesheet in CAPS: Clinicians in Animal and Veterinary Sciences

Introduction

Academic Clinicians in the **School of Animal and Veterinary Sciences** who work within clinics are required to submit timesheets to claim their **after hours on-call and call-out** activities.

Timesheets are submitted via the **Timesheet** tile in Staff Services Online (SSO).

Payment follows the cycle detailed below, with payments generally made one pay period in arrears.

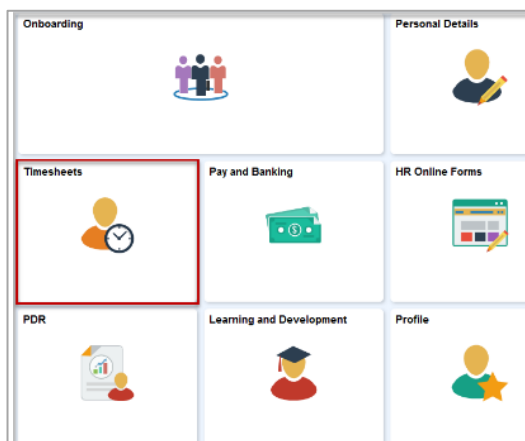


The timesheet will default to the previous pay-period. It is possible to update a timesheet while it is in the status of **Saved, Needs Approval, Approved, or Pushed Back**.

If you are working across multiple engagements e.g. casual Academic and casual Professional, you will need to submit one timesheet for each different engagement. Each engagement operates independently, so there is a separate approval and a separate pay process for each engagement.

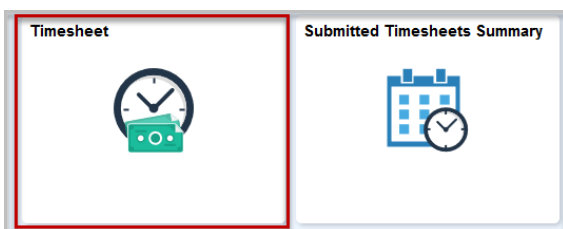
Procedure

1. Log in to Staff Services Online (SSO) and click on the **Timesheets** tile.



Note: The layout of your tiles may be different, but you should be able to find the Timesheet tile amongst them.

2. Click on the **Timesheet** tile to display the **Timesheet Details**.



If you have only one engagement, clicking **Timesheet** will open the timesheet.

If you have multiple engagements, you will then see a list of your engagements. Click on the name of the engagement (in blue) you want enter your sessions into.

Report Time

Timesheet

Academic Casual Personalize | Find | 1-2 of 2

Select Job

Classification	Activity	Department	Supervisor	Timesheet Validator	Engagement Begin Date	Engagement End Date
P/T Tchg Lecturer	Training	Inst of Photo & Adv Sensing	Pam Whetnall	Pam Whetnall	01/01/2018	30/01/2019
Casual Employee (Prof Staff)	Testing	Human Resources	Sharon Johnson	Viv Bushell	01/01/2018	30/01/2019

3. The timesheet will open to the previous pay period. You can navigate through different pay periods using the **Previous Period** and **Next Period** buttons.

Timesheet

Academic Casual Employee ID 1225133 Contract Number 0001

P/T Tchg Lecturer Employee Record 0 Activity Training

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 28/04/2018 Next Job

Reported Hours 19.00

From Saturday 28/04/2018 to Friday 11/05/2018

Task	Sat 28/4	Sun 29/4	Mon 30/4	Tue 1/5	Wed 2/5	Thu 3/5	Fri 4/5	Sat 5/5	Sun 6/5	Mon 7/5	Tue 8/5	Wed 9/5	Thu 10/5	Fri 11/5	Total	Course
Basic Lecture			2.00	1.00	4.00	1.50				3.00	4.00	3.50			19.00	ACCTFIN 3500

Save for Later Submit

- Clicking **Next Job** and **Previous Job** navigates between different engagements of the same pay-period.

Timesheet
 Academic Casual
 P/T Tchg, Lecturer
 Employee ID 1225133 Contract Number 0001
 Employee Record 0 Activity Training

Select Another Timesheet
 *View By Calendar Period
 *Date 28/04/2018
 Reported Hours 19.00
 Previous Period Next Period
Next Job

From Saturday 28/04/2018 to Friday 11/05/2018

Task	Sat 28/4	Sun 29/4	Mon 30/4	Tue 1/5	Wed 2/5	Thu 3/5	Fri 4/5	Sat 5/5	Sun 6/5	Mon 7/5	Tue 8/5	Wed 9/5	Thu 10/5	Fri 11/5	Total	Course
Basic Lecture			2.00	1.00	4.00	1.50				3.00	4.00	3.50			19.00	ACCTFIN 3500

Save for Later Submit
 Reported Time Status Exceptions Payable Time
 Reported Time Status
 Date 30/04/2018 Reported Status Needs Approval Total TRC 2.00 800 Description Basic Lecture Add Comments

- Use the drop-down arrow to select the appropriate **Task as follows**:
 - Other Academic Teaching Activity to be used for **Call Outs @ \$100/session**:
 - 1 session claimed = 1 hour of call-out. 1 hour minimum, increase in increments of .5
 - Other Academic Non-Teaching Activity to be used for **On Call @ \$50/session**:
 - 1 session claimed = 1 on-call shift. An out of hours on-call shift is one of the following:
 - Friday - night
 - Saturday - day
 - Saturday - night
 - Sunday - day
 - Sunday - night
 - Weekday - night only
 - Public holiday - day
 - Public holiday - night

Casual Non Tchg/Resch Academic
 Employee Record 4 Activity After Hours

Select Another Timesheet
 *View By Calendar Period
 *Date 21/07/2018
 Reported Hours / Sessions 0.00
 Previous Period Next Period

From Saturday 21/07/2018 to Friday 03/08/2018

Task	Sat 21/7	Sun 22/7	Mon 23/7	Tue 24/7	Wed 25/7	Thu 26/7	Fri 27/7	Sat 28/7
Other Acad Activity Teaching								
Othr Acad Activity Non Teaching								

- For each task, enter the number of sessions that you worked. The minimum number of sessions is 1 and increases in increments of 0.5 up to a maximum of 24 sessions.

From Saturday 21/07/2018 to Friday 03/08/2018

Task	Sat 21/7	Sun 22/7	Mon 23/7	Tue 24/7	Wed 25/7	Thu 26/7	Fri 27/7	Sat 28/7	Sun 29/7	Mon 30/7	Tue 31/7	Wed 1/8	Thu 2/8	Fri 3/8	Total	Course
Other Acad Activity Teaching			2		2											OTHER
Othr Acad Activity Non Teaching				1	1	1			3							OTHER

Note, the course will auto populate to OTHER.

- Click **Save for Later** if you are entering in the sessions that you worked progressively. Click **Submit** if you have completed entering in data for the fortnight. **Save for Later** does not submit the timesheet for approval. To retrieve a saved timesheet at a later date you can navigate back through the **Timesheet** tile in SSO.

From Saturday 21/07/2018 to Friday 03/08/2018

Task	Sat 21/7	Sun 22/7	Mon 23/7	Tue 24/7	Wed 25/7	Thu 26/7	Fri 27/7	Sat 28/7	Sun 29/7	Mon 30/7	Tue 31/7	Wed 1/8	Thu 2/8	Fri 3/8	Total	Course
Other Acad Activity Teaching			2		2											OTHER
Othr Acad Activity Non Teaching				1	1	1			3							OTHER

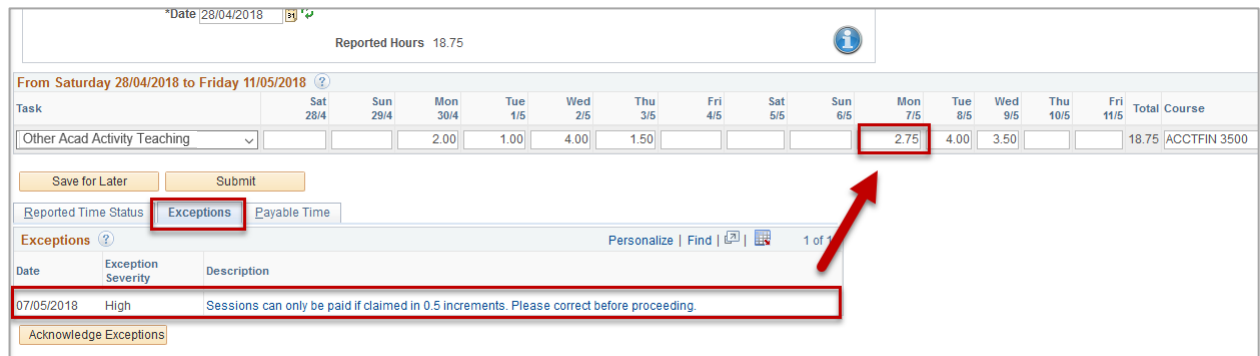
Save for Later Submit

- If you have more than one engagement, rather than return to the home page, you can click on **Previous Job** or **Next Job** to move between timesheets and enter in the details of your other engagement. You need to submit the details on each separate timesheet for each separate engagement.

Exceptions

- You will need to check for exceptions once you have submitted your timesheet. Exceptions can flag potential data entry errors, or problems with your submission.

Exceptions are displayed under the **Exceptions** tab at the bottom of the page.



The screenshot shows a timesheet interface for the period from Saturday 28/04/2018 to Friday 11/05/2018. The reported hours are 18.75. A task entry for 'Other Acad Activity Teaching' is shown with the following data:

Task	Sat 28/4	Sun 29/4	Mon 30/4	Tue 1/5	Wed 2/5	Thu 3/5	Fri 4/5	Sat 5/5	Sun 6/5	Mon 7/5	Tue 8/5	Wed 9/5	Thu 10/5	Fri 11/5	Total	Course
Other Acad Activity Teaching			2.00	1.00	4.00	1.50				2.75	4.00	3.50			18.75	ACCTFIN 3500

Below the task entry, there are buttons for 'Save for Later' and 'Submit'. The 'Exceptions' tab is selected, showing a table of exceptions:

Date	Exception Severity	Description
07/05/2018	High	Sessions can only be paid if claimed in 0.5 increments. Please correct before proceeding.

An 'Acknowledge Exceptions' button is located below the exception table.

Timesheets can still be submitted, approved and paid when there are **Low** severity exceptions.

High severity exceptions can be submitted however a Timesheet Validator cannot approve a timesheet with a **High** severity exception. The timesheet will be pushed back to you for re-work. Therefore, it is important that you correct and resubmit your timesheet immediately to clear the high exception to avoid a delay in payment.

The screenshot shows the CAPS Timesheet interface for an Academic Casual employee. The interface includes a header with employee details, a 'Select Another Timesheet' section with 'View By' and 'Date' filters, a weekly grid for reporting hours, and a 'Reported Time Status' table. Callout boxes provide instructions on how to navigate between periods, select tasks, submit timesheets, and manage exceptions and comments.

Details of which engagement, you are entering in details for, will be displayed here.

View By and **Date** give you options to change which pay period you are viewing.

Click **Previous Period** or **Next Period** to view timesheets from different periods.

If you have multiple engagements, you will see **Previous Job** or **Next Job** here, so that you can move easily between timesheets

Select the **Task** that you were involved in using the drop-down arrow

You can add an extra line by clicking the + and - buttons

Click **Submit** when you have finished entering in the sessions for the fortnight.

Click **Save for Later** to progressively enter in your sessions over the fortnight.

After you have clicked **Submit**, the status will change from **New** to **Needs Approval**. Click on this link to view the Timesheet Validator(s).

Check any **Exceptions** by clicking this tab after you have clicked **Submit**

Click to enter a comment for any day, which the Timesheet Validator can view.

Use the Search Icon to find the appropriate **Course**

Contact Us

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