Casual Pay (CASPA) - Timesheets
Introduction

• Welcome and Introductions
• Timesheet timelines
• Timesheet options
• Online videos
• Pushback of your timesheet by your timesheet validator
• Web browser issues
Casual Employment Online (CASPA) is a fully automated and integrated online system for managing casual staff contracts and timesheets in accordance with the Enterprise Agreement 2014 - 2017
Introduction

CASPA is accessed through Unified
Submission Deadline for Timesheets relating to work undertaken Monday 11pm

Payroll to pause validation web service

Pay Finalised

Payment received for work undertaken

Deadline for Timesheet Validators Escalation Point Wednesday 5pm

(If escalated) Deadline for Supervisor of Timesheet Validator Thursday 11:59 pm

Check for Compressed timelines around public holidays (Xmas, Easter, Anzac Day etc)
Submit your timesheets on time to ensure payment in the current pay cycle.
Completing a Timesheet

• You may:
  – Complete the timesheet all at once and submit
  – Progressively complete the timesheet,
    • saving each time
    • Reopening and updating
    • Submitting when no more updates are required
How to access your timesheet – tutorial videos

• Go to the University home page at http://www.adelaide.edu.au/
• Follow the Staff link to Human Resources, Recruitment System, then Casual Employment Online (CASPA)
• Click the link to Guides for Casual Staff
• Use the links to the Online Tutorials
Casual Employment Online (CASPA)

CASPA is a fully automated and integrated online system that has replaced the previous manual, paper-based processes associated with managing contracts and paying the University’s casual workforce.

CASPA System Access

- UNIFIED – Access the CASPA Portal
- Workflow Task Inbox – Access the BPW task list

General Information

Guides for Casual Staff

- Information Sheet for Casual Staff
- How to Accept Your Online Offer of Casual Employment Through CASPA
- How to Enter Time Worked & Submit a Timesheet Online (Professional / English Language Teacher contracts)
- How to Enter Time Worked & Submit a Timesheet Online (Academic Sessional Ad Hoc contracts)
- How to Progressively Enter, Save, & Retrieve a Timesheet
- Online Tutorial: Create a Timesheet
- Online Tutorial: Update a Saved Timesheet
Create a timesheet

Progressively complete a timesheet

## Academic Session Timesheets

If the hours worked were the same or similar to the previous period, click the **Default from previous timesheet** button to automatically enter the times and make any updates.

Enter the number of sessions for each task on each day.

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### Timesheet Layout

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- **Note:** Blue outline indicates Public Holidays.

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Professional Timesheets

Enter the Start Time, Break Start, Break End and Finish Time.

If the hours worked were the same or similar to the previous period, click the Default from previous timesheet button to automatically enter the times and make any updates.

Choose the Activity from the drop down list.
Common Problems

- **Pushback**
  - Pushing back a timesheet due to incorrect hours is required
  - The casual should amend this timesheet, **NOT** make a new one
  - Making and submitting a new timesheet will leave the original timesheet sitting in the BPW
  - Later deletion of the pushed-back timesheet will delete all timesheet hours for that time period in that contract in HR PeopleSoft
    - **INCLUDING THE HOURS ON THE SUBMITTED, APPROVED AND PAID TIMESHEET!**
  - HR PeopleSoft will then indicate that the casual has been **PAID INCORRECTLY** as there are no hours submitted for that pay period and will require recovery of this payment!
From: donotreply@adelaide.edu.au [mailto:donotreply@adelaide.edu.au]
Sent: Wednesday, 22 May 2013 3:48 PM
To: caspa.sharon+1089040@adelaide.edu.au
Subject: Casual Staff Timesheet has been pushed back for Leanna Read for the fortnight 4/5/2013 - 17/5/2013.

A casual staff timesheet with the University of Adelaide for the above fortnight has been pushed back to you by the timesheet validator. Please login to your Workflow Task Inbox to resubmit this task with any relevant updates.

Important Note: If you are required to submit time for this fortnight, resubmit the pushed back timesheet only. You should not create a new timesheet for this fortnight.

Please contact your timesheet validator or your School/Branch Contract Coordinator for further information regarding your pushed back timesheet.
For general enquiries, please contact the HR Service Centre at hrservicecentre@adelaide.edu.au or on (08) 8313 1111.

Kind regards,
Human Resources
The University of Adelaide

CRICOS Provider Number 00123M
IMPORTANT: This message may contain confidential or legally privileged information. If you think it was sent to you by mistake, please delete all copies and advise the sender. For the purposes of the SPAM Act 2003, this email is authorised by The University of Adelaide.
Common Problems

• Web browsers behave differently
• Supported browsers include:
  – Mozilla Firefox
  – Internet Explorer
  – Safari
• The HR Service Centre will often recommend Mozilla Firefox if a casual is experiencing difficulties
Common Problems

- Web browser issues
  - Pop up blockers
  - Clearing the Cache or History to remove previous versions of CASPA web pages
  - Regional settings ($ vs £)
  - Instructions for resolving these issues
    - [https://www.adelaide.edu.au/technology/selfhelp/win/staff/](https://www.adelaide.edu.au/technology/selfhelp/win/staff/) for Windows users and
Pop-up Blocker

- Go to Tools > Pop-up Blocker > Pop-up Blocker settings

- Enter "*.adelaide.edu.au" in the Exceptions section

- Click Add to save the exception
Common Problems

• Email issue
  – donotreply@adelaide.edu.au sometimes treated as junk email
    • Therefore Budget Approvers, Contract Approvers, Casuals and Timesheet Validators may miss important workflow email

  – Users of the University Standard Operating System computers will have this address already added to their “Safe Senders”
  – Otherwise, users will need to make this address a “Safe Sender” in Outlook.
  – Instructions in the latest version of the CASPA manual on the web
Common Problems
CASPA Help

Local Support
• Supervisor
• Contract Coordinators
• Finance Managers

CASPA Website
The CASPA website (www.adelaide.edu.au/hr/systems/caspa) offers the following resources:
• A comprehensive Toolkit
• Quick Reference Guides and Online Tutorials
• FAQ’s.

HR Service Centre
• Phone: 8313 1111
• Email: hrservicecentre@adelaide.edu.au