### Purpose:
This information sheet presents an overview of CASPA, outlines the responsibilities of the Supervisor and Timesheet Validator roles and provides links to support.

### Casual Employment and CASPA

- If you supervise casual staff or work closely with casual staff, you may be required to validate the hours or academic sessions undertaken by the casual staff during each fortnight.
- All contract costs are approved upfront by a Delegated Authority and casuals cannot claim time that is inconsistent with the approved contract. The Timesheet Validator’s responsibility is to confirm the hours or sessions worked by the casual staff member in a given fortnight.
- When a timesheet is submitted by a casual staff member (or by the School/Branch Contract Coordinator on behalf of the casual) before the fortnightly cut-off time, the nominated Timesheet Validators will receive an email early on Tuesday morning.
- Whether Timesheet Validators are responsible for one casual staff member or more, they will only receive one email. A second email may be received if there are any further timesheets requiring validation on Wednesday morning.
- If timesheets are not validated before 5pm on Wednesday, they will escalate to the Timesheet Validator’s supervisor. This means that if you receive an email prompt and do not attend to the validation task before 5pm on Wednesday in the pay cut-off cycle, the task will be sent to your supervisor.
- The Timesheet Validator’s supervisor will receive an email for each individual escalated timesheet validation task.
- The supervisor may push back the validation task to the Timesheet Validator. If the original Timesheet Validator is not available, their supervisor may assign the validation task to another staff member or complete validation task themselves. These actions do not generate an email notification therefore it is the supervisor’s responsibility to ensure the new assignees is notified.
- Casual staff members and Contract Coordinators are able to view the status of submitted timesheets and monitor whether they have been Validated and Paid.

### Supervisor and Timesheet Validator Responsibilities

The responsibilities of the role are as follows:

- If you receive an email alerting you that there are timesheets for you to validate, you must complete the task within two working days. Instructions for validating timesheets can be downloaded here.
- Timesheet validation tasks can be completed online, from anywhere.
- Timesheet Validators can view a summary screen of all Timesheets Without Exceptions. This will enable you to see essential details of all timesheets assigned to you for validation and approve them all at once. Any timesheets that have Exceptions (eg. unusual timesheet entries such as work claimed on a public holiday) must be approved individually.
- Timesheet Validators cannot amend a timesheet that has been submitted to them for validation. If the casual staff member has entered incorrect time, the Timesheet Validator must push back the timesheet and request the casual staff member to make any necessary alterations on the pushed back timesheet for resubmission. Comments can be entered electronically to provide instruction to the casual staff member.
- If you supervise casual staff, you will need to ensure your staff are aware of the CASPA timesheet solution as part of staff induction. Please contact your School’s CASPA Contract Coordinator for assistance with this. You will also receive system-generated email notification when casual staff whom you are assigned to supervise accept their online contracts.
What happens if the timesheet is not validated in time?

- If a casual staff member’s timesheets is not validated by 11:59PM on Thursday they will not receive their pay in that pay cycle and will have to wait for a further fortnight before they will receive their pay.
- If payment does not occur due to missed validation deadlines, you will be responsible for discussing this with your casual staff.

Further Assistance and Support

Local Support
Contract Coordinators and Finance Managers in Faculties and Divisions can offer information or guidance.

CASPA Website
The Casual Employment Online (CASPA) website offers the following resources:
- A comprehensive Toolkit
- Quick Reference Guides and Online Tutorials for all categories of CASPA users
- CASPA FAQ’s.

HR Service Centre
If you require any further information or clarification, please contact the HR Service Centre on ext 31111 or email hrservicecentre@adelaide.edu.au.