

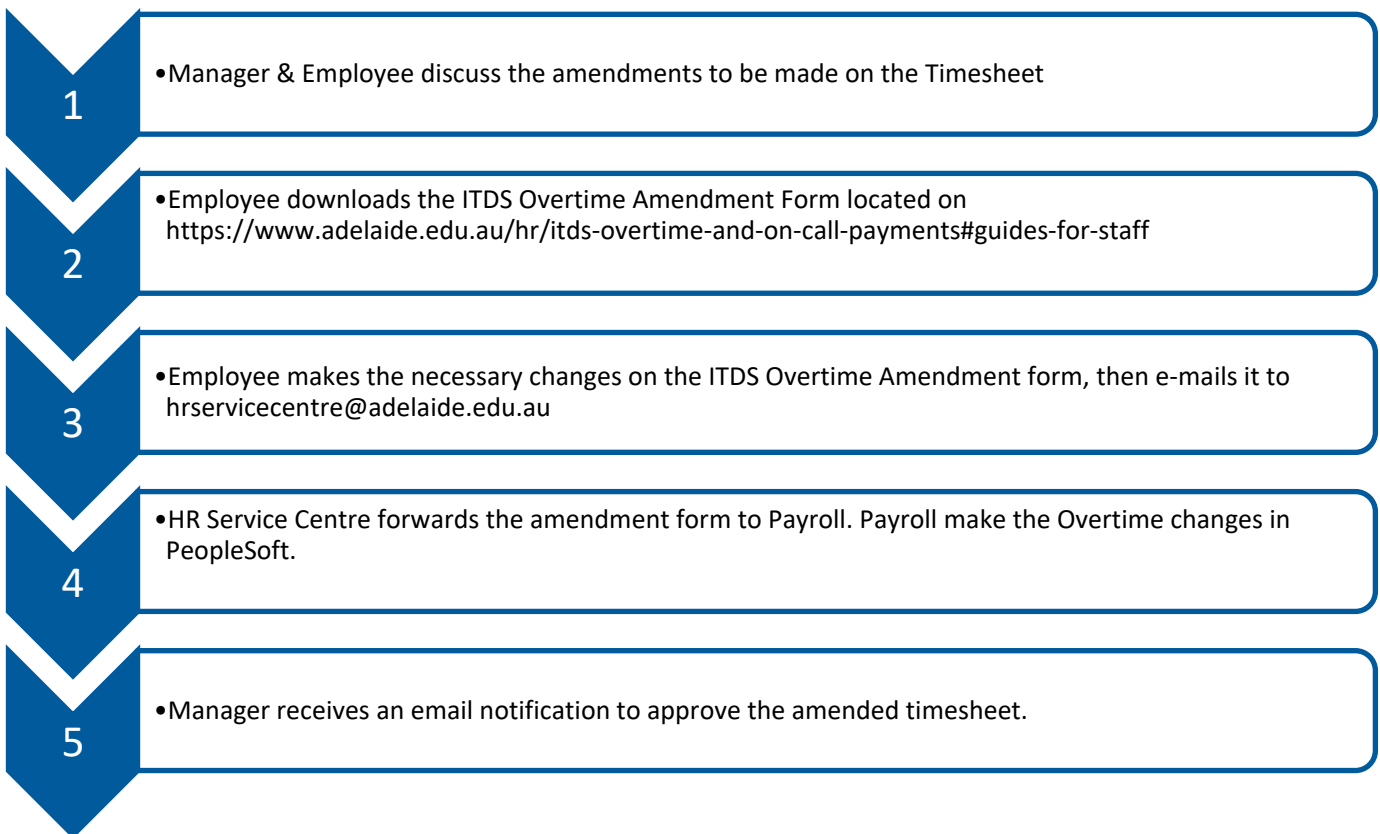
ITDS Timesheet Discrepancies

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



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

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