

## Timesheet Validation and Minimum Engagement Summary Sheet

### Purpose

This summary sheet covers the key themes covered in the Casual Engagement Essentials: Timesheet Validation and Minimum Engagement Session.

### Time and Attendance Record Keeping

When reviewing timesheets and determining if you should approve or pushback the timesheet, ask yourself the below question:

---

*Does the time, date, and activity recorded on the timesheet accurately reflect the actual time, date, and activity performed?*

---

If your answer is yes, you should approve the timesheet as it is and follow up with the casual staff member with any concerns about schedules or performance.

### Timesheet Validator Responsibilities (this includes escalated timesheets)

- Validate hours/sessions worked against the work claimed on the casual timesheet.
- Approve timesheets according to the [Timesheet submission and Validation Deadlines](#).
- Where possible, set up a [temporary delegation](#) for periods of planned or unplanned leave.

### Timesheet Validation

#### You MAY need to pushback a timesheet in the following situations

**Inability to Validate Hours:** The hours cannot be confirmed because neither the supervisor nor the casual staff member can validate when or what hours were worked.

**Incorrect Engagement Reporting:** The hours have been reported under the wrong engagement.

**Incorrect Activity Type:** The activity type reported is incorrect (e.g., "Other Required Academic Activity" instead of "Marking").

**Submission Error:** Errors in reporting hours, such as reporting hours on a public holiday or weekend when work was performed on a different date. You suspect an entry error such as 100 hours when it should have been 10 hours.

#### You should NOT push back a timesheet in the following situations

**Exceeding Estimated Hours:** Casual staff members claiming additional hours beyond the initially estimated hours (e.g., claiming an extra three (3) hours of marking).

**Minimum Engagement:** Casual staff members have not followed a direction to work the minimum hours required to meet engagement requirements.

**Escalated Timesheets:** You have had a timesheet escalated to you and you do not know who the casual staff member is.

Title	Timesheet Validation and Minimum Engagement Summary Sheet	Effective Date:	17 September 2024	Version 1.0
Authorised by	Director, HR Services	Review Date:	17 September 2026	Page 1 of 2

## Strategies to manage Minimum Engagement

- **Direct their schedule:** At the start of an engagement, schedule casual staff members in a way that meets minimum engagement requirements. This can be communicated via email. E.g. direct casual academics to perform self-directed tasks (such as marking) for at least two (2) hours in a day.
- **Communicate Requirements:** Ensure that both you and the casual clearly understand the minimum engagement requirements. Utilise the fact sheets available here: [Salary and Pay Rates | Human Resources | University of Adelaide](#).
- **Proactive Check-ins:** Regularly check in with new casual staff members or those who have previously not adhered to directions.
- **Consult HR:** Contact your Local HR Advisor for guidance on handling performance management meetings, especially if there are concerns about repeated non-compliance to a scheduling direction.

## The minimum engagement rules are automated in CAPS. Where the rules have not been met, CAPS will automatically prompt a top up payment

- Where required by the Enterprise Agreement, CAPS will look at other engagements and casual staff member declarations for the purposes of assessing minimum engagement.
- As the timesheet validator you do not need to do this assessment.
- You should not ask your casual staff member to change their reported hours to meet minimum engagement requirements.
- If you ask casual staff members to change their reported hours to meet minimum engagement requirements this could result in an overpayment.
- You should not pushback timesheets that do not meet minimum engagement hours due to budget concerns.

## [Casual Professional Minimum Engagement Flowchart](#)

## [Casual Academic Minimum Engagement Flowchart](#)

## [Casual English Language Teacher Minimum Engagement Information Sheet](#)

Title	Timesheet Validation and Minimum Engagement Summary Sheet	Effective Date:	17 September 2024	Version 1.0
Authorised by	Director, HR Services	Review Date:	17 September 2026	Page 2 of 2