

Manager - Access and Approve Timesheets

Introduction

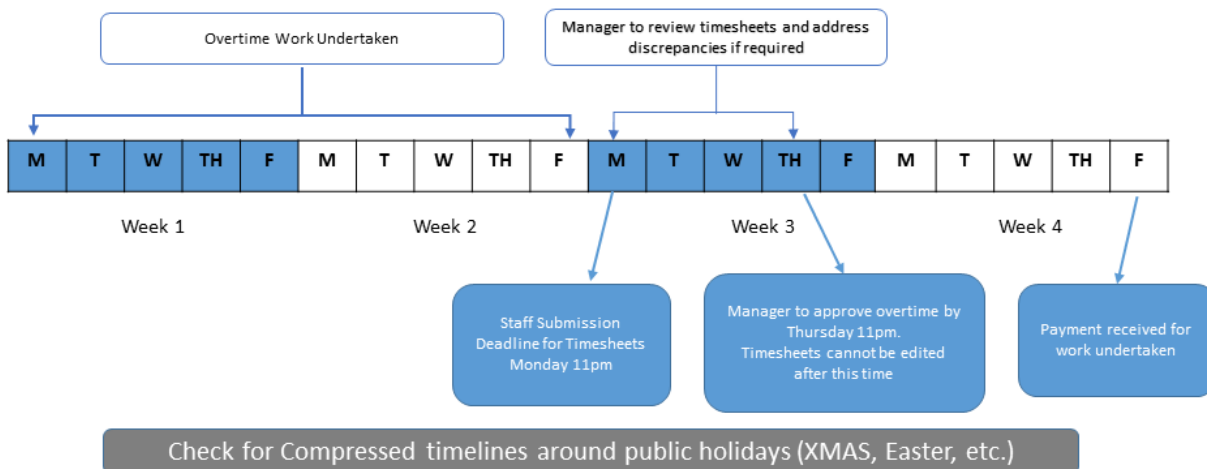
Your employees will complete their overtime and on-call timesheets in Staff Services Online (SSO). As their manager you will need to review and approve the timesheets by Thursday 11pm (see Timesheet Payroll Cycle).

Note: You cannot pushback or deny incorrect timesheets in SSO. If you have any timesheet discrepancies that require amending, please refer to the Quick Reference Guide “*Timesheet Discrepancy*”.

Definitions:

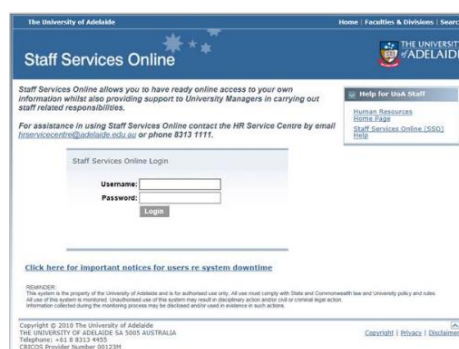
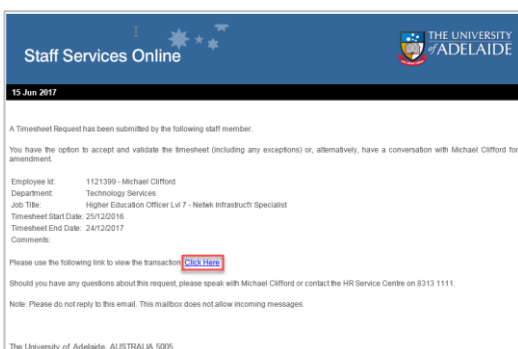
- Payable Status – Needs Approval: Timesheet pending approval from the manager
- Payable Status – Approved: Timesheet approved by the manager
- Payable Status – Distributed: Timesheet has been paid

Timesheet Payroll Cycle



Procedure

1. You will receive an email when an employee submits their timesheet. Click the link in the email and login to SSO. This will open to show the **Approval Summary** page.



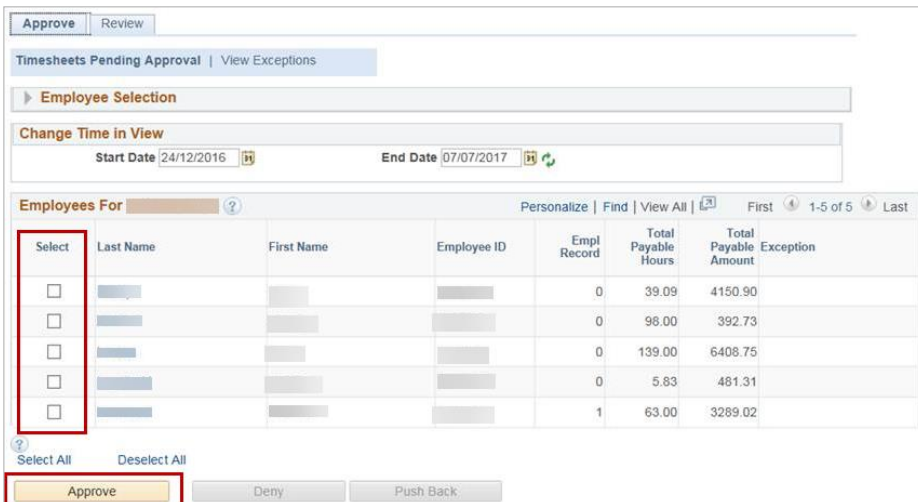
- You can also view timesheets by clicking on the **Timesheet Management** tile in the Manager SSO. The number on the tile indicates the number of 'Employees' that have submitted timesheets.



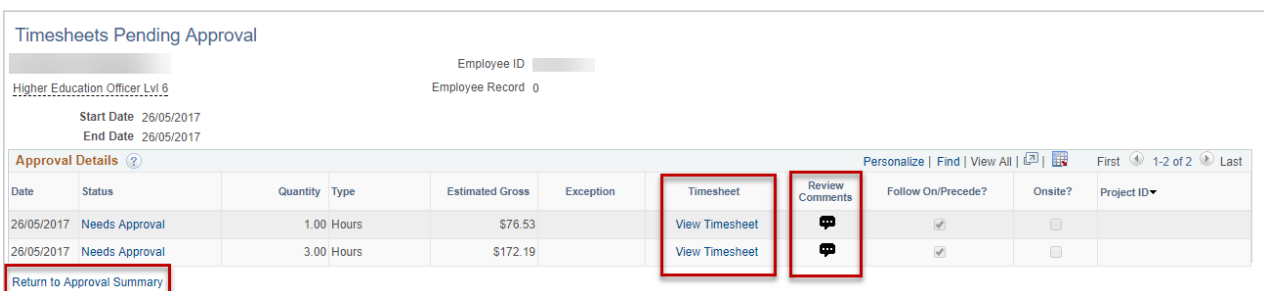
- Once you have logged in, a summary page showing a list of employees with pending timesheets for approval will appear. For each employee's timesheet you will see a summary of the total payable hours and amount.

From this page you have two options:

- If the timesheet is correct you can tick the **Select** box and click **Approve**, OR
- Click on the employee's last name to view more details in the Approval Details page.



- In the Approval Details page you have options to:
 - Review Comments** entered by the employee (these can include project information, job numbers, etc.)
 - Click **View Timesheet** to open the timesheet and view more details, including the type of overtime and actual hours worked, see step 5.
 - Click **Return to Approval Summary** to go back to the summary approval page.



- The Timesheet page shows all of the overtime details, including the type of overtime or oncall worked, start and end times, breaks, total hours and project codes etc.

You cannot approve timesheets from this page. Click **Return to Timesheets Pending Approval** to go back to the approval summary page.

Timesheet

Employee ID [redacted]
Higher Education Officer Lvl 6 Employee Record 0

Select Another Timesheet

View By Week Previous Week Next Week

Date 26/05/2017 Reported Hours 4.00

Review Comments	Day	Date	Reported Status	Time Reporting Code	Start	Break	End Break	End	Total Hours	On Call Hours	Country	State	Follow On/Precede?	Onsite?	Project ID
	Fri	26/5	Submitted	Planned Overtime	17:00:00			21:00:00	4.00		AUS	SA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Sat	27/5	New								AUS	SA	<input type="checkbox"/>	<input type="checkbox"/>	
	Sun	28/5	New								AUS	SA	<input type="checkbox"/>	<input type="checkbox"/>	
	Mon	29/5	New								AUS	SA	<input type="checkbox"/>	<input type="checkbox"/>	
	Tue	30/5	New								AUS	SA	<input type="checkbox"/>	<input type="checkbox"/>	
	Wed	31/5	New								AUS	SA	<input type="checkbox"/>	<input type="checkbox"/>	
	Thu	1/6	New								AUS	SA	<input type="checkbox"/>	<input type="checkbox"/>	

Save for Later Submit Clear

Exceptions Payable Time

Exceptions Personalize Find 1 of 1

Date Exception Severity

Update Exception

Return to Select Employee

Return to Timesheets Pending Approval

- If the timesheets are correct, tick the **Select** box next to the entry and click **Approve**.

Note: You cannot deny or push back incorrect completed timesheets, please refer to the Quick Reference Guide “*Timesheet Discrepancy*”.

Approve Review

Timesheets Pending Approval | View Exceptions

Employee Selection

Change Time in View

Start Date 08/05/2017 End Date 07/07/2017

Employees For Mariam Youssef Personalize Find View All First 1 of 1 Last

Select	Last Name	First Name	Employee ID	Empl Record	Total Payable Hours	Total Payable Amount	Exception
<input checked="" type="checkbox"/>	[redacted]	[redacted]	[redacted]	0	13.75	880.06	

Select All Deselect All

Approve Deny Push Back

- Once you have approved the timesheet, the payable status will change to Approved.

Payable Time

Payable Time Viewing Option

By TRC and Status Total Estimated Gross \$1,179.09 AUD

By TRC, Status and Day

Show In Detail View Full Detail

Payable Time Personalize Find 1-5 of 5

Description	Payable Status	Quantity	Type	Estimated Gross
Overtime - Time and Half	Approved	6.00 Hours		\$372.87
Overtime - Double Time	Approved	7.00 Hours		\$580.02
On Call - (7.5%)	Approved	34.00 Hours		\$105.65
On Call - (10%)	Approved	22.00 Hours		\$91.15
Meal Allowance ALL	Approved	1.00 Units		\$29.40

Contact Us

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