# 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
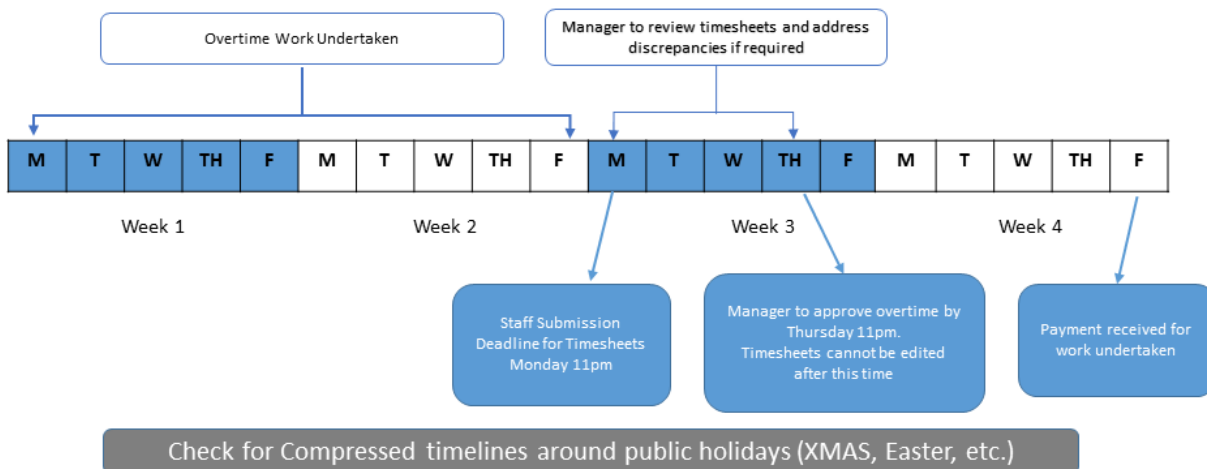
Procedure

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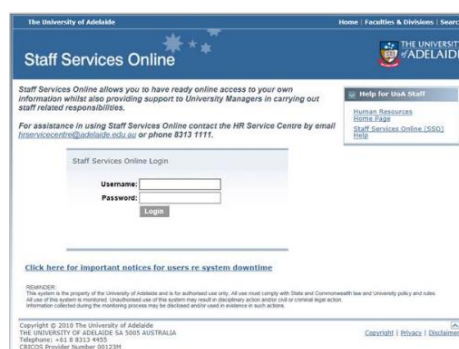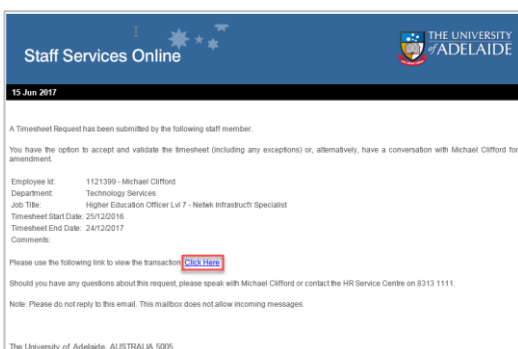
2. You can also view timesheets by clicking on the **Timesheet Management** tile in the Manager SSO. The number on the tile indicates the number of 'Employees' that have submitted timesheets.


3. 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:

   a. If the timesheet is correct you can tick the **Select** box and click **Approve**, OR

   b. Click on the employee's last name to view more details in the Approval Details page.
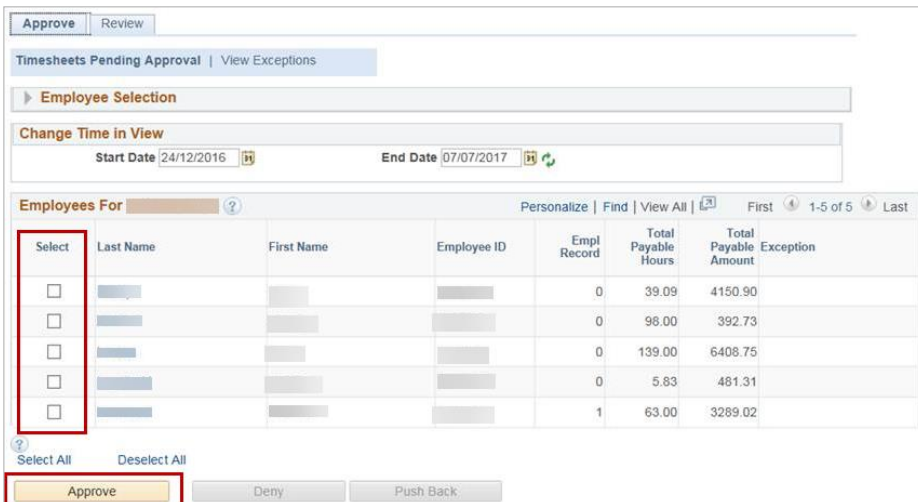
4. In the Approval Details page you have options to:

   a. **Review Comments** entered by the employee (these can include project information, job numbers, etc.)

   b. Click **View Timesheet** to open the timesheet and view more details, including the type of overtime and actual hours worked, see step 5.

   c. Click **Return to Approval Summary** to go back to the summary approval page.
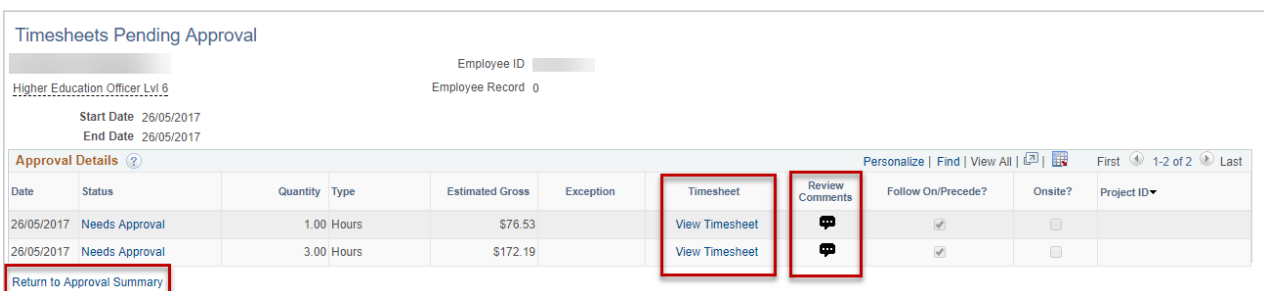
5. The Timesheet page shows all of the overtime details, including the type of overtime or oncall worked, start and end times, breaks, total hours and project codes etc.

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

6. 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*".

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

Contact Us

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