

# 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.

x	The University of Adelaide	Home   Faculties & Divisions   Searc
Staff Services Online	Staff Services Online	
5 Jun 2017	Staff Services Online allows you to have ready online access to your own information whilst also providing support to University Managers in carrying out staff related responsibilities.	Help for tloA Stall Human Resources
Timesheet Request has been submitted by the following staff member.	For assistance in using Staff Services Online contact the HR Service Centre by email https://cocentre@actelaide.edu.au or phone 8313 1111.	Home Fage Staff Services Online (SSO) Holp
bu have the option to accept and validation the timesheek (including any exceptions) or, alternatively, have a convensation with Michael Cliftod for minimized. Engloyee 4: 1121396-Michael Cliftod Engloyee postments: Technology Services Ab Title: Higher Education Officer Lift 7-Netak Initiativiti? Specialist Timesheet Bull Claims 22102016 Commention:	Staff Services Online Login Username Passwot Licen	
ease use the following link to view the transaction Click Here	Click here for important notices for users re system downtime	
rould you have any questions about this request, please speak with Michael Califord or contact the HR Service Centre on 8313 1111. Site: Please do not repty to this email. This mailbox does not allow incoming messages.	Instances. The scalars is the property of the University of Astisulae and is for authorized use only, with state and Commo All use of the spaties is marking it stratubioned use of the spatien new result in playednew, picko active of the comme liquid as instances of the stratubioned in the stratubioned use of the spatient operation of the stratubioned of the stratubioned instances of the stratubioned in the stratubioned use of the spatient operation of the stratubioned of the stratubioned in the stratubioned of the stratu	mesulth lear and University policy and rules. Ion
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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.

	✓ Manager SSO	
My Team	eForm Approval	Absence Management
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Timesheet Management	PDR Approval	Learning and Development
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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.

Employ	vee Selection						
Change Ti	me in View						
	Start Date 24/12/201	16 🕅	End Date 07/07/2017	H ¢			
Employee	s For	(2)		Personalize	Find   View All	Fir	rst 🛞 1-5 of 5 🛞 Lasi
Select	Last Name	First Name	Employee ID	Empl Record	Total Payable Hours	Total Payable Amount	Exception
				C	39.09	4150.90	
				c	98.00	392.73	
				0	139.00	6408.75	
				C	5.83	481.31	
				1	63.00	3289.02	

- 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.

Timesheets Pending Approval										
Employee ID										
Higher Education Officer Lvl 6 Employee Record 0										
	Start Date 26/05/2017									
	End Date 26/05/2017									
Approval Details (2)         Personalize   Find   View All   [2]   [2]         Finst (3) 1-2 of 2 (2) Las								First 🕙 1-2 of 2 🕑 Last		
Date	Status	Quantity	Туре	Estimated Gross	Exception	Timesheet	Review Comments	Follow On/Precede?	Onsite?	Project ID -
26/05/2017	Needs Approval	1.00	Hours	\$76.53		View Timesheet	φ	¢.		
26/05/2017	Needs Approval	3.00	Hours	\$172.19		View Timesheet	φ	ø		
Return to Ap	proval Summary									

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.

Onsite? Pro	
Dnsite? Pro	
Dnsite? Pro	
Onsite? Pro	
Dnsite? Pro	
Onsite? Pro	
	Project ID

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*".

Approve Review						
Timesheets Pending Approv	al   View Exceptions					
Employee Selection						
Change Time in View						
Start Date 08/05	5/2017 🛐 En	d Date 07/07/2017	ф.			
Employees For Mariam Y	oussef 🕐		Personalize	Find   View	All   🖾 🛛 F	First 🕚 1 of 1 🕑 Last
Select Last Name	First Name	Employee ID	Empl Record	Total Payable Hours	Total Payable Amount	Exception
			0	13.75	880.06	
? Select All Deselect All						
Approve	Deny Pu	ish Back				

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

Payable Time						
Payable Time Viewing Option	n					
By TRC and Status By TRC, Status and Day			Total Estima	ted Gross \$1,179.09	AUD	
Show In Detail	View	View Full Detail				
Payable Time 👔			Persona	lize   Find   💷   🔣	1-5 of 5	
Description	Payable Status	Quantity	Туре	Estima	ted 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