THE UNIVERSITY of ADELAIDE

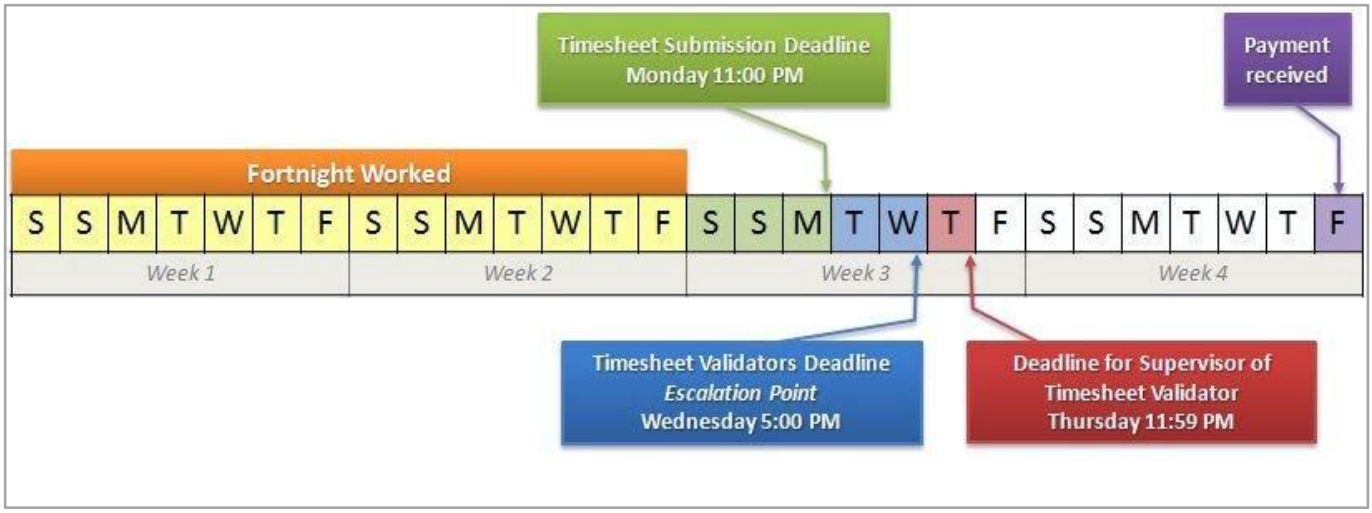
Human Resources

Submit a Timesheet in CAPS: Casual Professional

Introduction

Casual Professional staff need to submit timesheets every fortnight that accurately reflect the time worked during that fortnight. Timesheets are submitted via the **Timesheet** tile in Staff Services Online (SSO).

Payment follows the cycle detailed below, with payments generally made one pay period in arrears.



The timesheet will default to the previous pay-period. It is possible to update a timesheet while it is in the status of **Saved**, **Needs Approval**, **Approved**, or **Pushed Back**.

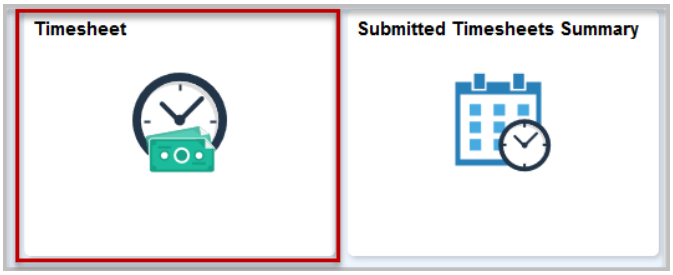
If you are working across multiple engagements e.g. casual Professional and casual Academic, you will need to submit one timesheet for each different engagement. Each engagement operates independently, so there is a separate approval and a separate pay process for each engagement.

Procedure

1. Log in to Staff Services Online (SSO) and click on the **Timesheets** tile.

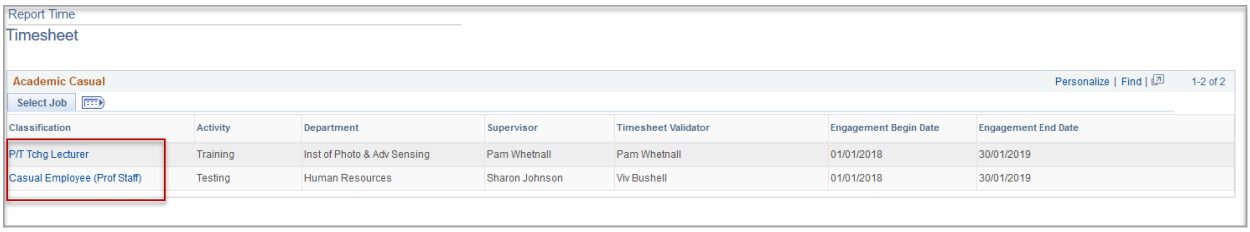
Note: The layout of your tiles may be different, but you should be able to find the Timesheet tile amongst them.

2. Click on the **Timesheet** tile to display the **Timesheet Details.**

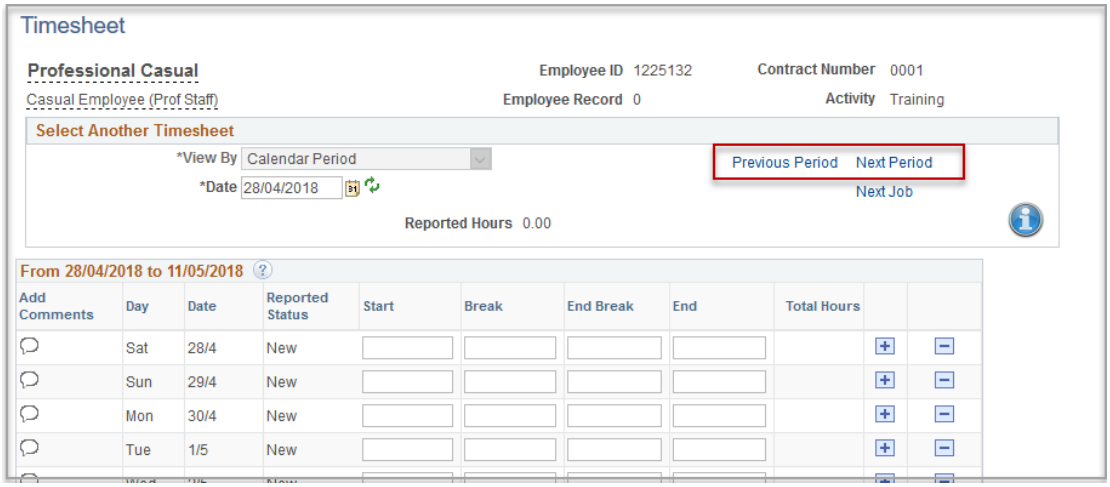


If you have only one engagement, clicking **Timesheet** will open the timesheet.

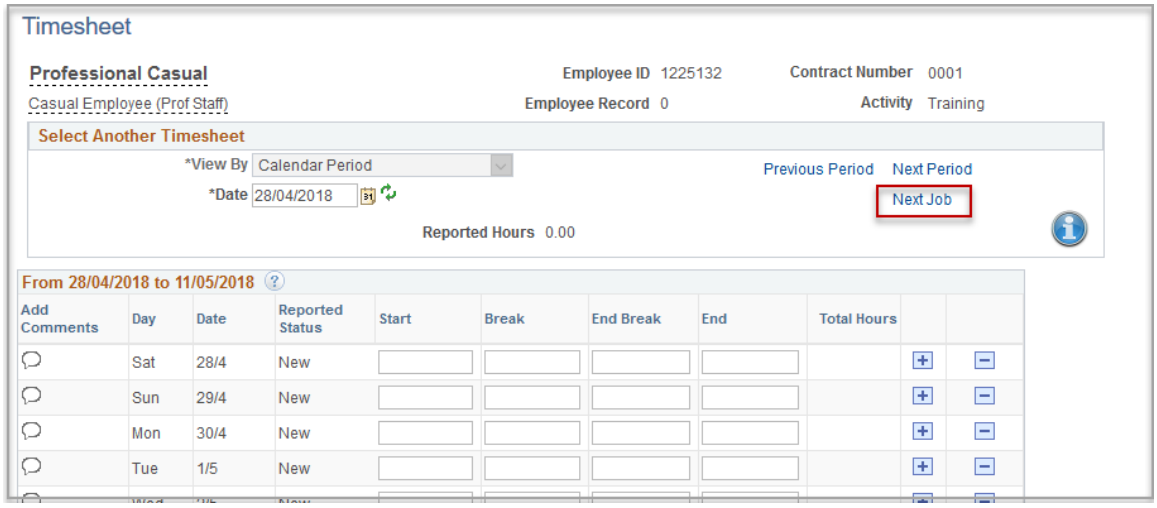
If you have multiple engagements, you will then see a list of your engagements. Click on the name of the engagement (in blue) that you want enter your hours into.



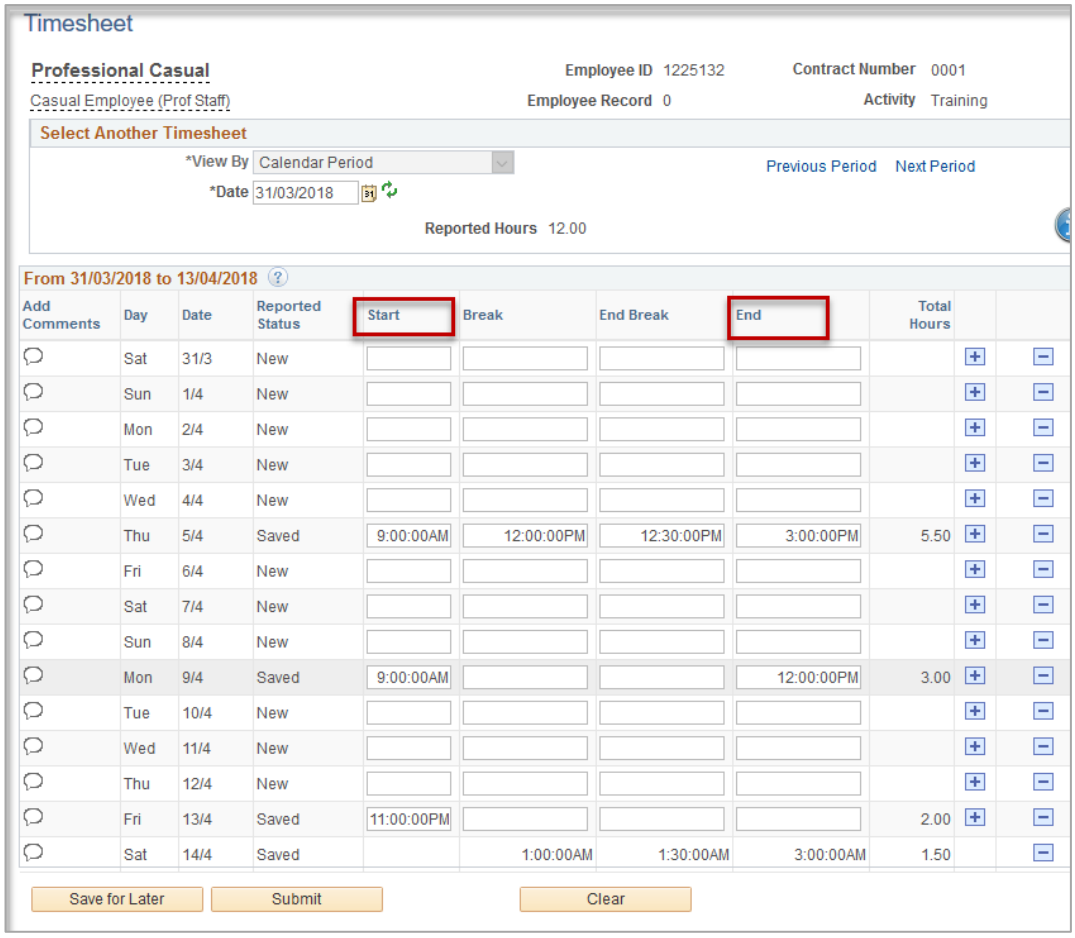
3. The timesheet will open for the previous pay period. You can navigate through different pay periods using the **Previous Period** and **Next Period** buttons.



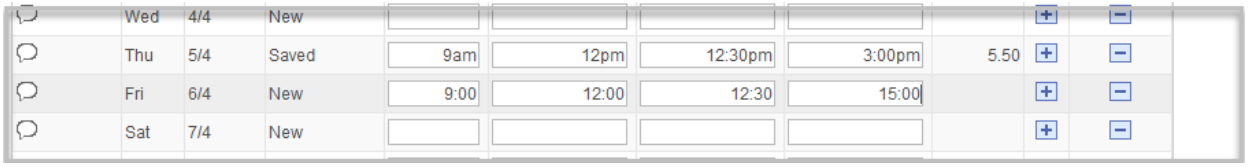
4. Clicking **Next Job** and **Previous Job** navigates between different engagements of the same pay-period.



5. Enter in the times worked during the fortnight on the appropriate dates. It is mandatory to enter in a **Start** time and an **End** time; there is also the option to enter in your break start and end time.

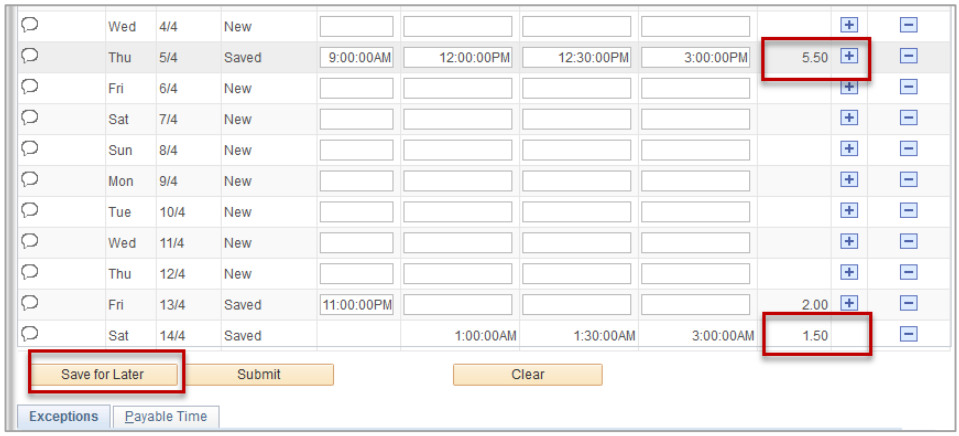


6. Times can be entered in using 24hr format or by using AM and PM.

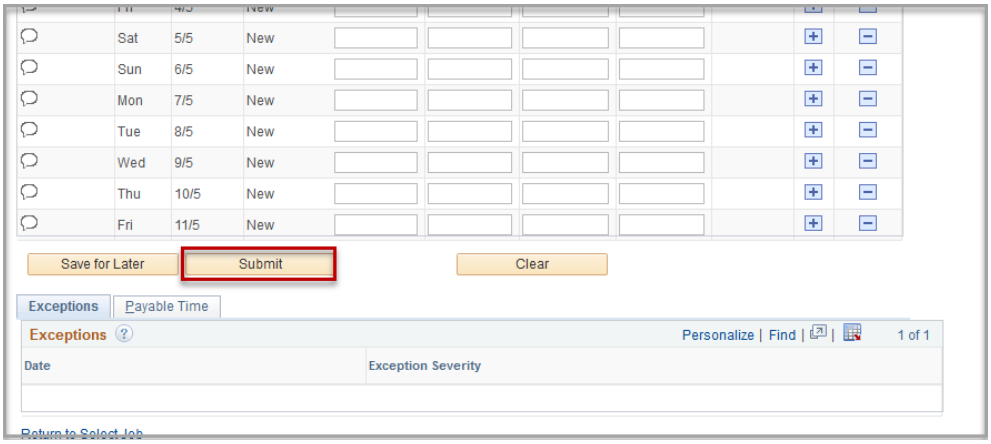


7. Once you have entered in the correct times, you can click on **Save for Later**. The number of hours that you have worked for each day during the pay period will be displayed.

   You can use the **Save for Later** button to progressively enter the times that you have worked for the pay period.



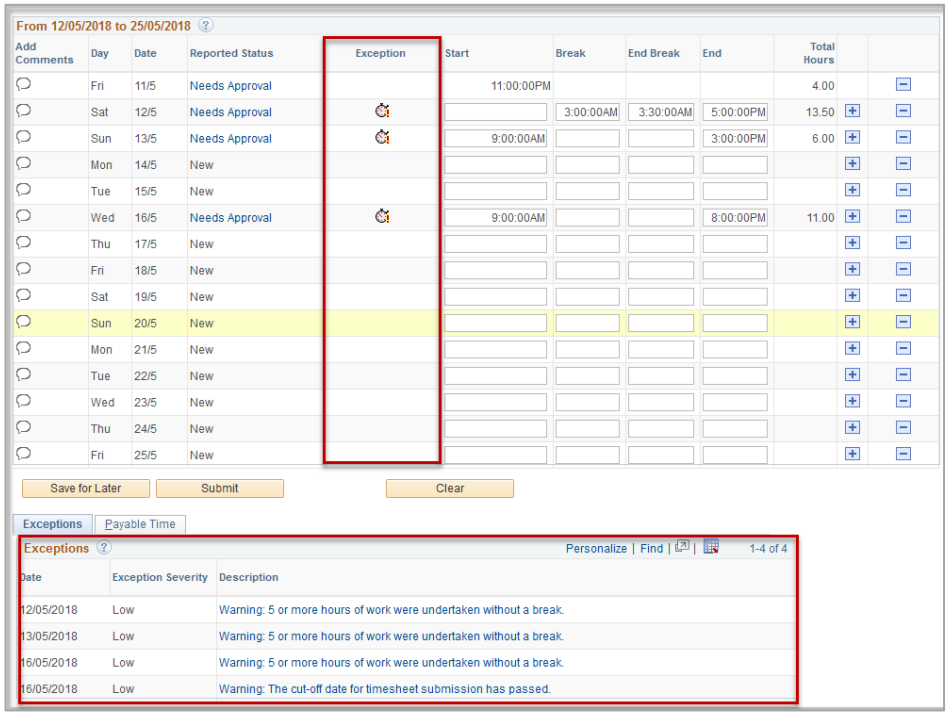
8. When you have completed filling in the hours that you have worked for the pay period, review the timesheet, then click **Submit**.



Exceptions

1. You will need to check for exceptions once you have submitted your timesheet. Exceptions can flag potential data entry errors, or problems with your submission.

   Exceptions are displayed under the **Exceptions** tab at the bottom of the page or in the exception column, next to the details of each day.



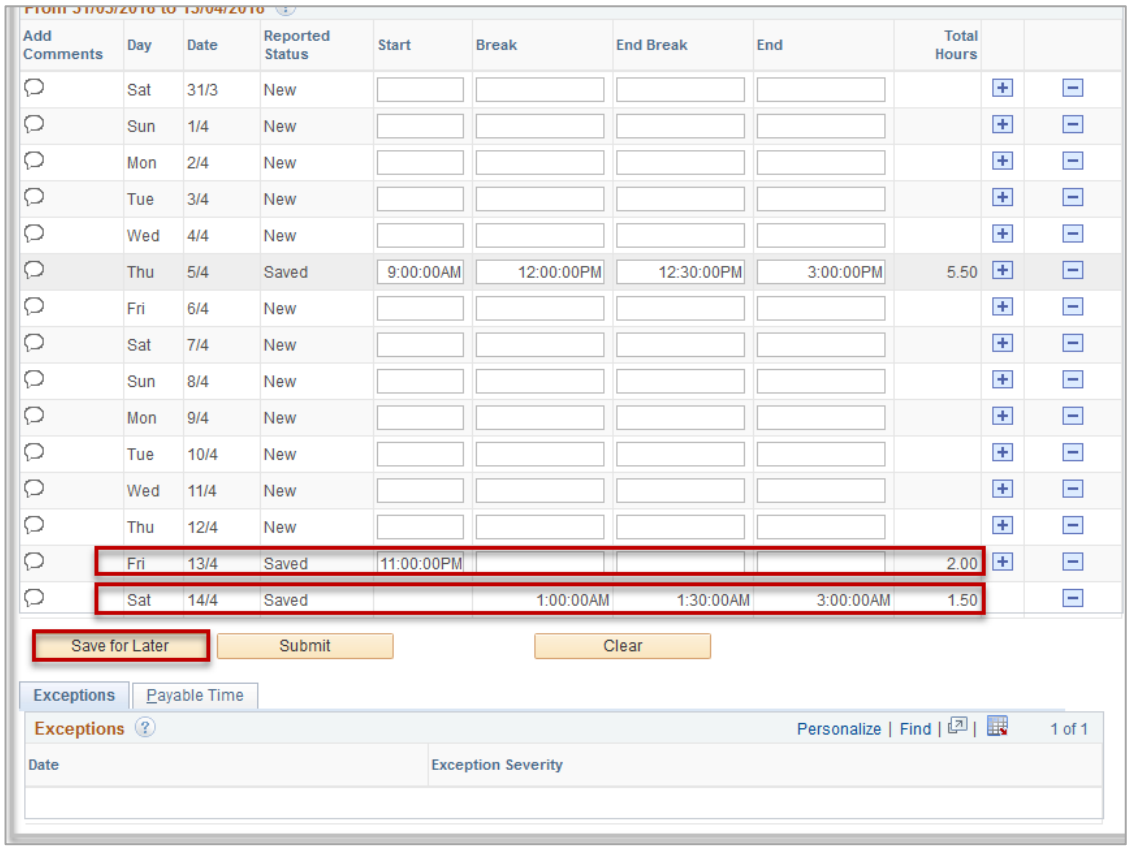
   Timesheets can still be submitted when there are **Low** severity exceptions

   High severity exceptions can be submitted however, a Timesheet Validator cannot approve a timesheet with a **High** severity exception. The timesheet will be pushed back to you for re-work. Therefore, it is important that you correct and resubmit your timesheet immediately to clear the high exception to avoid a delay in payment.

Entering one shift that runs over two days (i.e. an overnight shift).

1. Enter in your start time as normal.

2. If you have your break or you finish your shift on a day that is different to the start date, enter in the times on a new line.



Add Comments	Day	Date	Reported Status	Start	Break	End Break	End	Total Hours
	Sat	31/3	New					
	Sun	1/4	New					
	Mon	2/4	New					
	Tue	3/4	New					
	Wed	4/4	New					
	Thu	5/4	Saved	9:00:00AM	12:00:00PM	12:30:00PM	3:00:00PM	5.50
	Fri	6/4	New					
	Sat	7/4	New					
	Sun	8/4	New					
	Mon	9/4	New					
	Tue	10/4	New					
	Wed	11/4	New					
	Thu	12/4	New					
	Fri	13/4	Saved	11:00:00PM				2.00
	Sat	14/4	Saved		1:00:00AM	1:30:00AM	3:00:00AM	1.50

Save for Later | Submit | Clear

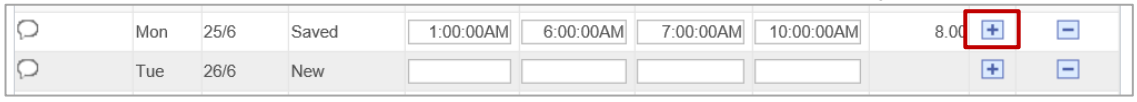
Exceptions | Payable Time

Exceptions — Personalize | Find | 1 of 1

Date	Exception Severity

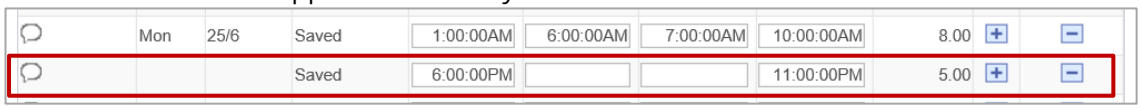
Entering one shift that end and another shift that commences on the same day.

1. Enter the start, break and end time of the first shift. Then select the + symbol



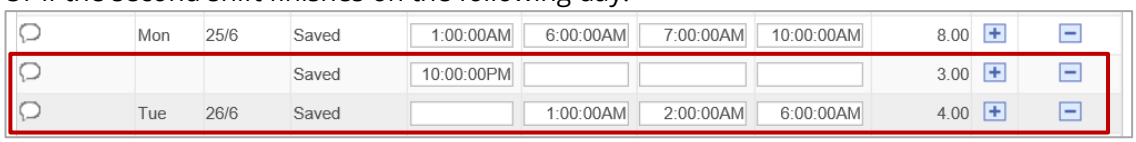
	Mon	25/6	Saved	1:00:00AM	6:00:00AM	7:00:00AM	10:00:00AM	8.00
	Tue	26/6	New					

2. An additional row will appear for that day. Enter the time of the second shift



	Mon	25/6	Saved	1:00:00AM	6:00:00AM	7:00:00AM	10:00:00AM	8.00
			Saved	6:00:00PM			11:00:00PM	5.00

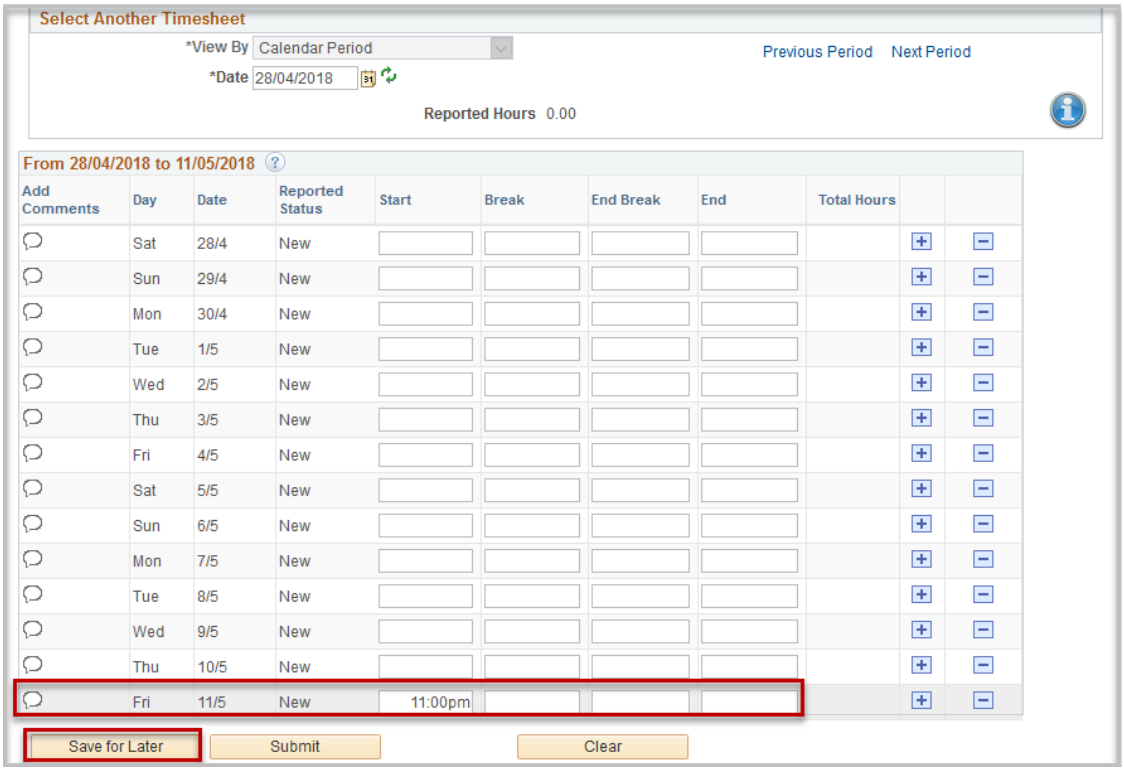
Or if the second shift finishes on the following day:



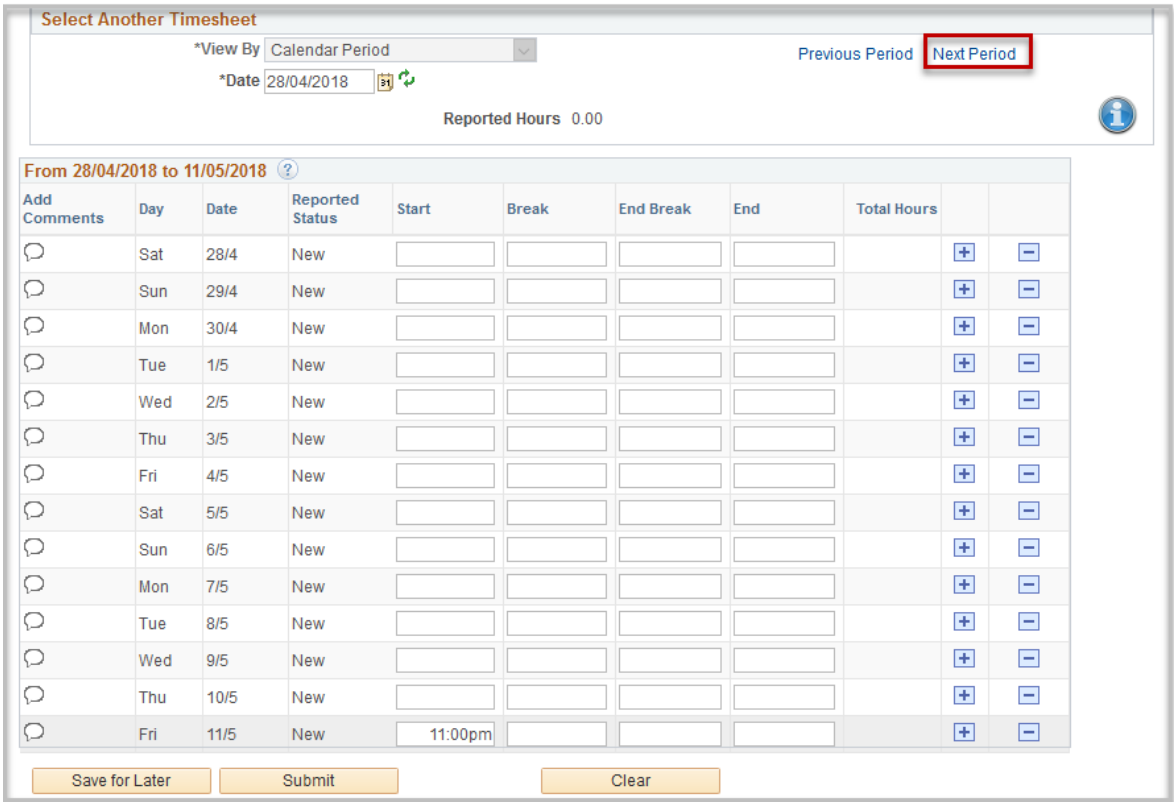
	Mon	25/6	Saved	1:00:00AM	6:00:00AM	7:00:00AM	10:00:00AM	8.00
			Saved	10:00:00PM				3.00
	Tue	26/6	Saved		1:00:00AM	2:00:00AM	6:00:00AM	4.00

Entering in one shift that runs over two pay periods.

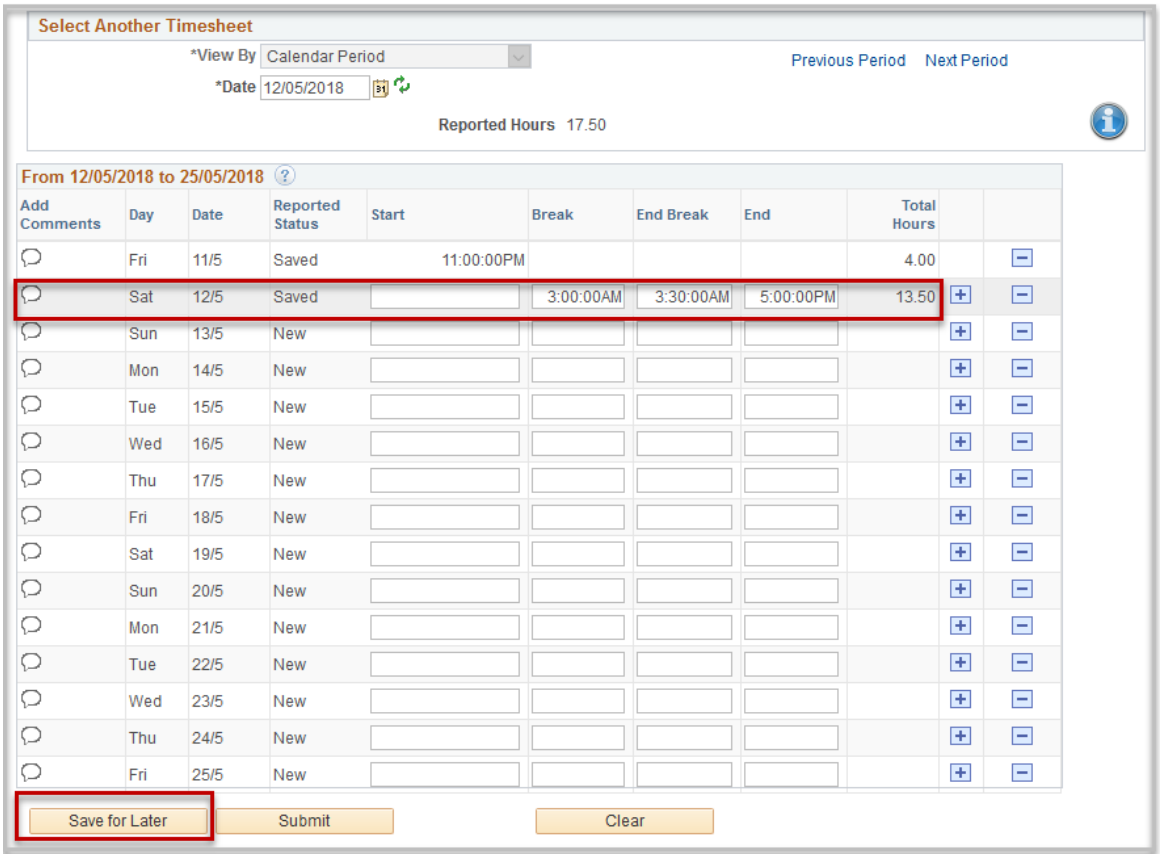
1. Enter in your start time as normal. Make sure that you click **Save for later** so that your data is saved.



2. Click on **Next Period** at the top of the timesheet page.



3. Your saved data from the previous day will have carried across, so that it is viewable at the top of the current pay period. You can then enter in your shift times as applicable. Click **Submit** when you are finished.



The details of the engagement you are entering in details for will be displayed here.

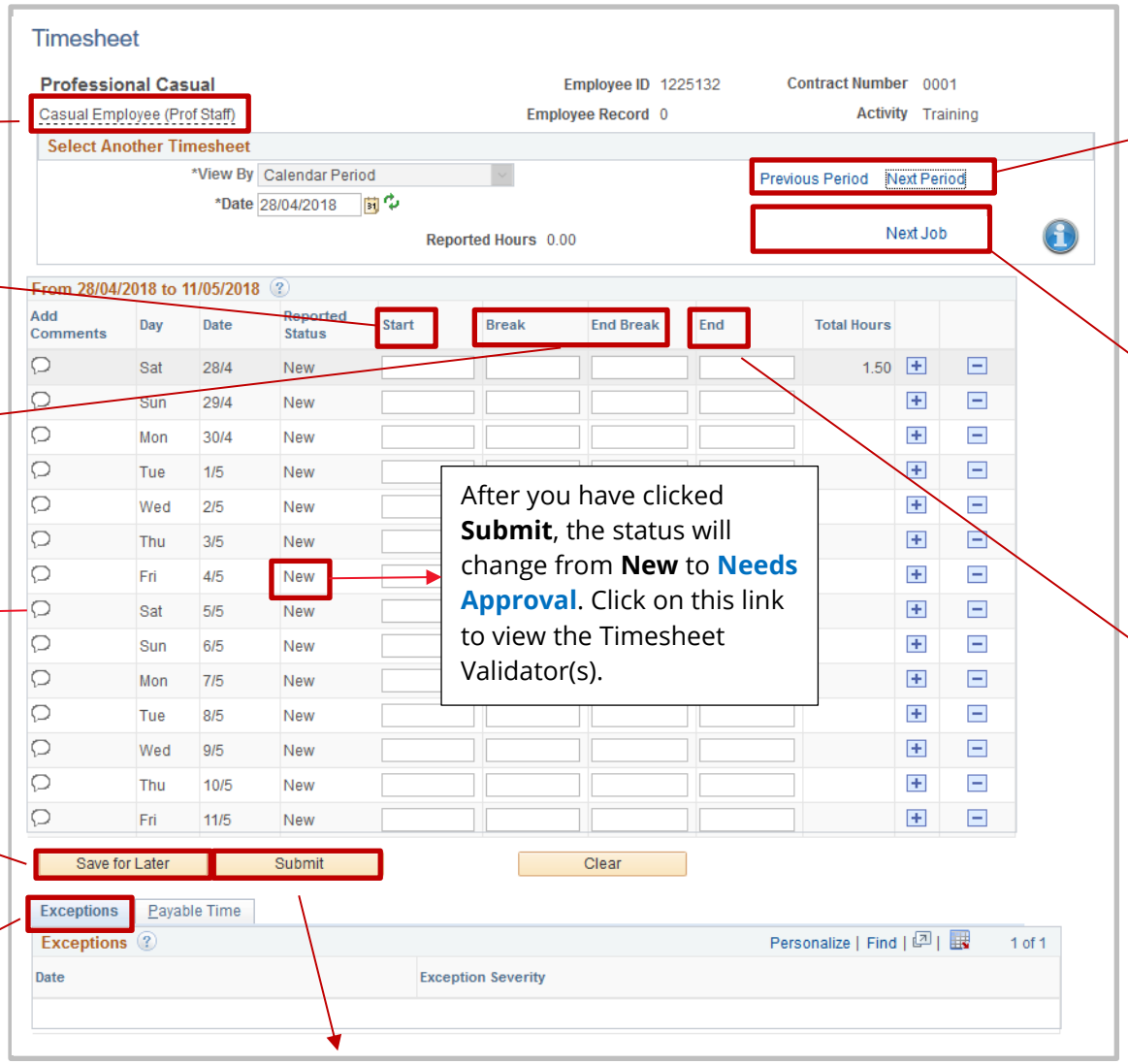
Enter the **start** time of the date on which you worked

Enter the Break **start** time and **Break end** time, if any

Click to enter a comment for any day, which the Timesheet Validator can view.

Click **Save for Later** to progressively enter in the times you have worked.

Check to see if there are **Exceptions** after you have submitted the



After you have clicked **Submit**, the status will change from **New** to **Needs Approval**. Click on this link to view the Timesheet Validator(s).

Click **Previous Period** or **Next Period** to view timesheets from different pay periods.

If you are employed over multiple engagements, you will see **Previous Job/Next job** displayed here so you can navigate between timesheets

Enter the end time of the date on which you worked

Click **Submit** when you have completed entering in the details of your worked hours for that time-period.

Contact Us

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