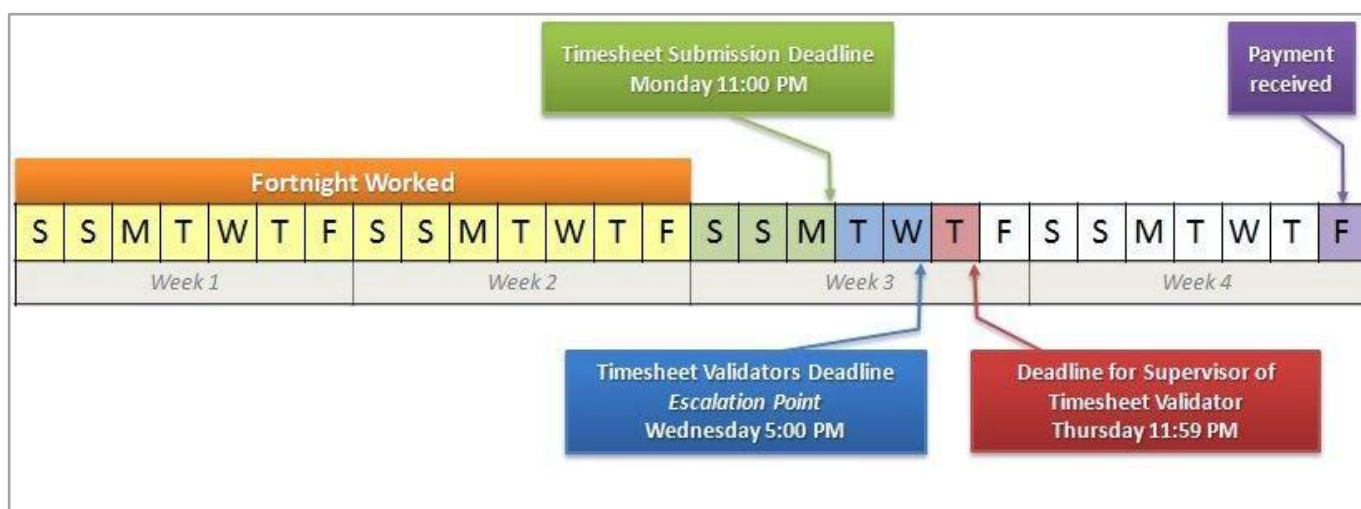


Submit a Timesheet in CAPS: Casual Professional

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.

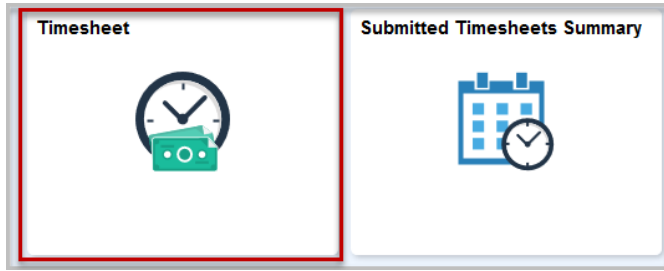
Procedure

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.

Report Time
Timesheet

Academic Casual Personalize | Find | 1-2 of 2

Select Job

Classification	Activity	Department	Supervisor	Timesheet Validator	Engagement Begin Date	Engagement End Date
P/T Tchg Lecturer	Training	Inst of Photo & Adv Sensing	Pam Whetnall	Pam Whetnall	01/01/2018	30/01/2019
Casual Employee (Prof Staff)	Testing	Human Resources	Sharon Johnson	Viv Bushell	01/01/2018	30/01/2019

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

Timesheet

Professional Casual Employee ID 1225132 Contract Number 0001
Casual Employee (Prof Staff) Employee Record 0 Activity Training

Select Another Timesheet

*View By Calendar Period **Previous Period** Next Period

*Date 28/04/2018 Next Job

Reported Hours 0.00

From 28/04/2018 to 11/05/2018

Add Comments	Day	Date	Reported Status	Start	Break	End Break	End	Total Hours		
	Sat	28/4	New						+	-
	Sun	29/4	New						+	-
	Mon	30/4	New						+	-
	Tue	1/5	New						+	-

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

Timesheet

Professional Casual Employee ID 1225132 Contract Number 0001
Casual Employee (Prof Staff) Employee Record 0 Activity Training

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 28/04/2018 **Next Job**

Reported Hours 0.00

From 28/04/2018 to 11/05/2018

Add Comments	Day	Date	Reported Status	Start	Break	End Break	End	Total Hours		
	Sat	28/4	New						+	-
	Sun	29/4	New						+	-
	Mon	30/4	New						+	-
	Tue	1/5	New						+	-

- 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.

Timesheet

Professional Casual Employee ID 1225132 Contract Number 0001
 Casual Employee (Prof Staff) Employee Record 0 Activity Training

Select Another Timesheet

*View By Previous Period Next Period
 *Date

Reported Hours 12.00

From 31/03/2018 to 13/04/2018

Add Comments	Day	Date	Reported Status	Start	Break	End Break	End	Total Hours		
	Sat	31/3	New						<input type="button" value="+"/>	<input type="button" value="-"/>
	Sun	1/4	New						<input type="button" value="+"/>	<input type="button" value="-"/>
	Mon	2/4	New						<input type="button" value="+"/>	<input type="button" value="-"/>
	Tue	3/4	New						<input type="button" value="+"/>	<input type="button" value="-"/>
	Wed	4/4	New						<input type="button" value="+"/>	<input type="button" value="-"/>
	Thu	5/4	Saved	9:00:00AM	12:00:00PM	12:30:00PM	3:00:00PM	5.50	<input type="button" value="+"/>	<input type="button" value="-"/>
	Fri	6/4	New						<input type="button" value="+"/>	<input type="button" value="-"/>
	Sat	7/4	New						<input type="button" value="+"/>	<input type="button" value="-"/>
	Sun	8/4	New						<input type="button" value="+"/>	<input type="button" value="-"/>
	Mon	9/4	Saved	9:00:00AM			12:00:00PM	3.00	<input type="button" value="+"/>	<input type="button" value="-"/>
	Tue	10/4	New						<input type="button" value="+"/>	<input type="button" value="-"/>
	Wed	11/4	New						<input type="button" value="+"/>	<input type="button" value="-"/>
	Thu	12/4	New						<input type="button" value="+"/>	<input type="button" value="-"/>
	Fri	13/4	Saved	11:00:00PM				2.00	<input type="button" value="+"/>	<input type="button" value="-"/>
	Sat	14/4	Saved		1:00:00AM	1:30:00AM	3:00:00AM	1.50	<input type="button" value="+"/>	<input type="button" value="-"/>

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

	Wed	4/4	New						<input type="button" value="+"/>	<input type="button" value="-"/>
	Thu	5/4	Saved	9am	12pm	12:30pm	3:00pm	5.50	<input type="button" value="+"/>	<input type="button" value="-"/>
	Fri	6/4	New	9:00	12:00	12:30	15:00		<input type="button" value="+"/>	<input type="button" value="-"/>
	Sat	7/4	New						<input type="button" value="+"/>	<input type="button" value="-"/>

- 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.

	Wed	4/4	New						<input type="button" value="+"/>	<input type="button" value="-"/>
	Thu	5/4	Saved	9:00:00AM	12:00:00PM	12:30:00PM	3:00:00PM	5.50	<input type="button" value="+"/>	<input type="button" value="-"/>
	Fri	6/4	New						<input type="button" value="+"/>	<input type="button" value="-"/>
	Sat	7/4	New						<input type="button" value="+"/>	<input type="button" value="-"/>
	Sun	8/4	New						<input type="button" value="+"/>	<input type="button" value="-"/>
	Mon	9/4	New						<input type="button" value="+"/>	<input type="button" value="-"/>
	Tue	10/4	New						<input type="button" value="+"/>	<input type="button" value="-"/>
	Wed	11/4	New						<input type="button" value="+"/>	<input type="button" value="-"/>
	Thu	12/4	New						<input type="button" value="+"/>	<input type="button" value="-"/>
	Fri	13/4	Saved	11:00:00PM				2.00	<input type="button" value="+"/>	<input type="button" value="-"/>
	Sat	14/4	Saved		1:00:00AM	1:30:00AM	3:00:00AM	1.50	<input type="button" value="+"/>	<input type="button" value="-"/>

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

Exceptions

- 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.

Date	Exception Severity	Description
12/05/2018	Low	Warning: 5 or more hours of work were undertaken without a break.
13/05/2018	Low	Warning: 5 or more hours of work were undertaken without a break.
16/05/2018	Low	Warning: 5 or more hours of work were undertaken without a break.
16/05/2018	Low	Warning: The cut-off date for timesheet submission has passed.

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.

From 31/03/2016 to 13/04/2016

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.

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 28/04/2018 BY ↻

Reported Hours 0.00

From 28/04/2018 to 11/05/2018 ?

Add Comments	Day	Date	Reported Status	Start	Break	End Break	End	Total Hours		
	Sat	28/4	New						+	-
	Sun	29/4	New						+	-
	Mon	30/4	New						+	-
	Tue	1/5	New						+	-
	Wed	2/5	New						+	-
	Thu	3/5	New						+	-
	Fri	4/5	New						+	-
	Sat	5/5	New						+	-
	Sun	6/5	New						+	-
	Mon	7/5	New						+	-
	Tue	8/5	New						+	-
	Wed	9/5	New						+	-
	Thu	10/5	New						+	-
	Fri	11/5	New	11:00pm					+	-

Save for Later Submit Clear

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

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 28/04/2018 BY ↻

Reported Hours 0.00

From 28/04/2018 to 11/05/2018 ?

Add Comments	Day	Date	Reported Status	Start	Break	End Break	End	Total Hours		
	Sat	28/4	New						+	-
	Sun	29/4	New						+	-
	Mon	30/4	New						+	-
	Tue	1/5	New						+	-
	Wed	2/5	New						+	-
	Thu	3/5	New						+	-
	Fri	4/5	New						+	-
	Sat	5/5	New						+	-
	Sun	6/5	New						+	-
	Mon	7/5	New						+	-
	Tue	8/5	New						+	-
	Wed	9/5	New						+	-
	Thu	10/5	New						+	-
	Fri	11/5	New	11:00pm					+	-

Save for Later Submit Clear

- 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.

Select Another Timesheet

*View By: Calendar Period ▼ Previous Period Next Period

*Date: 12/05/2018 🗓️ 🔄

Reported Hours 17.50 📘

From 12/05/2018 to 25/05/2018 ?

Add Comments	Day	Date	Reported Status	Start	Break	End Break	End	Total Hours		
🗨️	Fri	11/5	Saved	11:00:00PM				4.00		[-]
🗨️	Sat	12/5	Saved		3:00:00AM	3:30:00AM	5:00:00PM	13.50	[+]	[-]
🗨️	Sun	13/5	New						[+]	[-]
🗨️	Mon	14/5	New						[+]	[-]
🗨️	Tue	15/5	New						[+]	[-]
🗨️	Wed	16/5	New						[+]	[-]
🗨️	Thu	17/5	New						[+]	[-]
🗨️	Fri	18/5	New						[+]	[-]
🗨️	Sat	19/5	New						[+]	[-]
🗨️	Sun	20/5	New						[+]	[-]
🗨️	Mon	21/5	New						[+]	[-]
🗨️	Tue	22/5	New						[+]	[-]
🗨️	Wed	23/5	New						[+]	[-]
🗨️	Thu	24/5	New						[+]	[-]
🗨️	Fri	25/5	New						[+]	[-]

Save for Later
Submit
Clear

Submit a timesheet in CAPS: for a Professional casual

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

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

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 **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