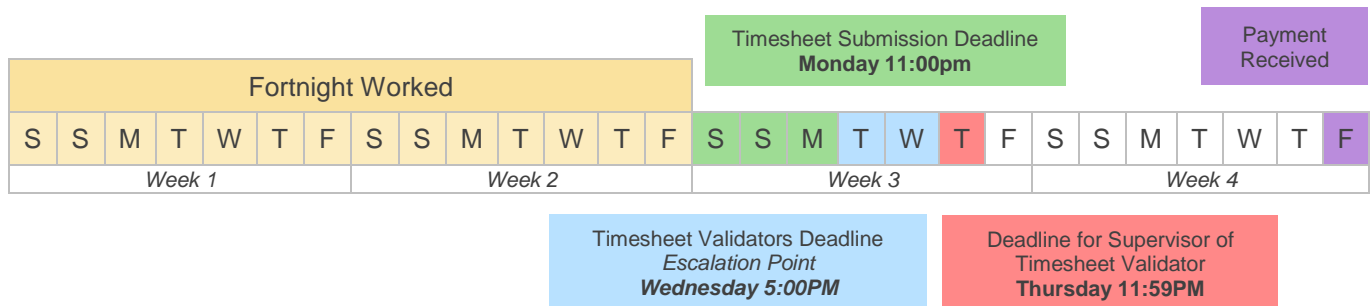# Submit a Timesheet in CAPS: Casual Professional

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.

Timesheet Submission Deadline **Monday 11:00pm**

Payment Received

Fortnight Worked																												
S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F
Week 1							*Week 2*							*Week 3*							*Week 4*						

Timesheet Validators Deadline
Escalation Point
Wednesday 5:00PM

Deadline for Supervisor of Timesheet Validator
Thursday 11:59PM

Important: There are periods when Payroll run compressed pay periods (e.g. during end of year closedown). During these periods the timesheet submission and validation deadlines are brought forward and detailed here.

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, or Pushed Back. Timesheets with the status of Approved can only be updated before it's been paid.

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.

Contents

Timesheet

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

Professional Casual

Casual Employee (Prof Staff)

Employee ID

Employee Record 1

Contract Number 002

Activity Research Assistant

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

Select Another Timesheet

*View By Calendar Period ∨   Copy Previous Timesheet   Previous Period   Next Period

*Date 23/09/2023   Next Job

Reported Hours / Sessions 0.00

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

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

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

From 23/09/2023 to 06/10/2023 ⓘ

Add Comments	Day	Date	Reported Status	Start	Break	End Break	End	Total Hours		
💬	Sat	23/9	New						➕	➖
💬	Sun	24/9	New						➕	➖
💬	Mon	25/9	New	9am	12pm	12:30pm	3pm		➕	➖
💬	Tue	26/9	New	9:00	12:00	12:30	15:00		➕	➖
💬	Wed	27/9	New						➕	➖
💬	Thu	28/9	New						➕	➖
💬	Fri	29/9	New						➕	➖
💬	Sat	30/9	New						➕	➖
💬	Sun	1/10	New						➕	➖
💬	Mon	2/10	New						➕	➖
💬	Tue	3/10	New						➕	➖
💬	Wed	4/10	New						➕	➖
💬	Thu	5/10	New						➕	➖
💬	Fri	6/10	New						➕	➖

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

Enter the end time of the date on which you worked.

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

Timesheets saved in draft mode won't be paid until submitted.

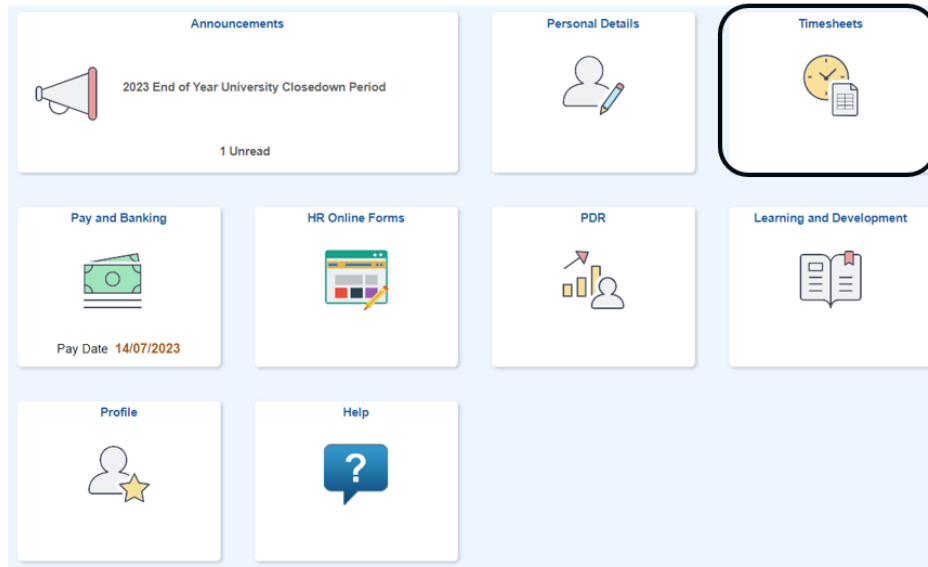After you have clicked **Submit**, the status will change from **New** to **Needs Approval**. Click on this link to view the Timesheet Validator(s).

Save for Later   Submit   Clear

Exceptions   Payable Time

Exceptions ⓘ

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

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

Procedure

## 1. Log in to Staff Services Online (SSO)

Click on the **Timesheets** tile and then click on the **Timesheet** tile to display the **Timesheet Details**:

Announcements	Personal Details	Timesheets
2023 End of Year University Closedown Period / 1 Unread		
Pay and Banking / Pay Date **14/07/2023**	HR Online Forms	PDR	Learning and Development
Profile	Help		

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 to enter your hours into.

Timesheet	Finalised Timesheets - Summary
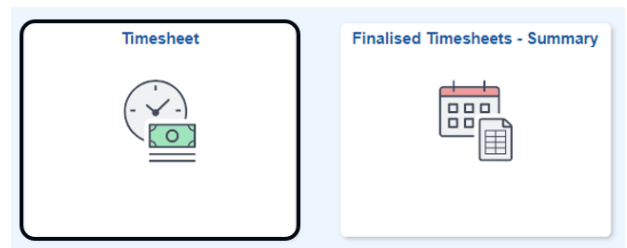
Report Time
Timesheet

Professional Casual   Personalize
Select Job

Classification	Activity	Department	Supervisor	Timesheet Validator	Engagement Begin Date	Engagement End Date
Casual Employee (Prof Staff)	Research Assistant	Management Office	Thomas Wanner	Thomas Wanner	03/07/2023	29/12/2023
P/T Tchg Lecturer	EDUC S2 23	School of Education	Amy Robinson	Maria Pinna	17/07/2023	24/11/2023
Casual Employee (Prof Staff)	RA T.Wanner 23	Management Office	Thomas Wanner	Thomas Wanner	03/07/2023	29/12/2023

2. Enter the times worked during the fortnight

It is mandatory to enter a **Start** time and an **End** time; there is also the option to enter your break start and end time.

- For a break of an hour or less: The **Break** and **End Break** fields should be used to enter the break.
- For breaks greater than an hour: The **+** should be used to enter an additional row for an additional attendance (as a break cannot be greater than an hour).
- For additional attendances on the same day use the **+** to add an additional row.

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

From 23/09/2023 to 06/10/2023

Add Comments	Day	Date	Reported Status	Start	Break	End Break	End	Total Hours		
💬	Sat	23/9	New						+	−
💬	Sun	24/9	New						+	−
💬	Mon	25/9	New	9am	12pm	12:30pm	3pm		+	−
💬	Tue	26/9	New	9:00	12:00	12:30	15:00		+	−
💬	Wed	27/9	New						+	−

3. Complete location field *(only applicable to students)*

All casual professional staff who are students of the University are required to work in minimum three (3) consecutive hour blocks. One (1) hour of work can performed if the staff member is on campus either as a student or as a staff member for a total of three (3) hours or more per day (Clause 3.11.3.5 Enterprise Agreement).

In order to be paid correctly, students must enter the location for each day prior to timesheet submission and the location must be the same for all entries for that day. The location may be one of the following options in the drop-down menu:

- On Campus 3 hours per day
- On Campus less than 3 hours per day
- Not on Campus

Time on campus includes time working elsewhere for the University and any activities connected to being a student. This includes but is not limited to attending lectures, tutorials, seminars, studying and research where the student is on campus.

*Example - Alex is a student who works as a research assistant. On Monday 25/9 they work for one (1) hour between 8am – 9am, then attend two hours of lectures. They will fill out their timesheet as commencing work at 8am and finishing work at 9am. Alex will select "**On campus 3 hrs or more p/day**" in the location field on the timesheet as they have been on campus for 1 hour of work and 2 hours of lectures. They will be paid a minimum engagement of 1 hour for Monday 25/9.*

Add Comments	Day	Date	Reported Status	Start	Break	End Break	End	Total Hours	Location (per day)		
💬	Sat	23/9	New						⌄	➕	➖
💬	Sun	24/9	New						⌄	➕	➖
💬	Mon	25/9	Needs Approval	08:00:00			09:00:00	1.00	On campus 3hrs or more p/day ⌄	➕	➖
💬	Tue	26/9	Needs Approval	09:00:00			10:00:00	1.00	On campus less than 3hrs p/day ⌄	➕	➖
💬	Wed	27/9	Needs Approval	10:00:00			11:00:00	1.00	Not on campus ⌄	➕	➖
💬	Thu	28/9	New						⌄	➕	➖

From 23/09/2023 to 06/10/2023 ?

If the location field is filled out incorrectly, the following error message will appear. You will need to correct the error in the location field before you submit the timesheet.

Message

Location is required and must be the same across all time entries for a day. (29100,97)

Location for each day must be entered prior to timesheet submission. Location must be the same across all time entries for that day.

OK

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4. Save for Later

Once you have entered the correct times and locations, you can click on **Save for Later**. The number of hours you have worked 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.

5. Submit

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

Once a timesheet is submitted, the timesheet validator will be prompted to review the timesheet.

- If the timesheet validator approves the timesheet by Wednesday at 5pm, the payment will be processed within the next pay cycle.

- If the timesheet validator does not approve the timesheet by Wednesday at 5pm, the timesheet will escalate to the next approver.
- If the timesheet is approved after Thursday at 11:59pm, the payment will be made in the following pay cycle.
- If a timesheet is pushed back by the timesheet validator, then you will need to amend the timesheet and re-submit the whole timesheet for approval.

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.
- 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.

Exceptions	Payable Time					
Date	**Exception ID**	**Exception Source**	**Status**	**Exception Severity**	**Description**	**Comment**
07/08/2023	UOAX0101	Timesheet	Unresolved	Low	Reminder: Has the meal break been recorded?	
08/08/2023	UOAX0102	Timesheet	Unresolved	Low	Warning: The cut-off date for timesheet submission has passed.	

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

1. Enter your start time as normal.
2. If you have your break or finish your shift on a day different from the start date, enter the time on the following day.

🗨	Fri	29/9	Needs Approval	23:00:00				2.00	➕	➖
🗨	Sat	30/9	Needs Approval		01:00:00	01:30:00	03:00:00	1.50	➕	➖

Entering one shift that ends and another shift that commences on the same day

1. Enter the first shift's start, break and end times.

2. Then select the **+** symbol. An additional row will appear for that day. Enter the time of the second shift.

🗨	Mon	25/9	Needs Approval	01:00:00	06:00:00	07:00:00	10:00:00	8.00	➕	➖
🗨			Needs Approval	18:00:00			23:00:00	5.00	➕	➖

3. If the second shift finishes on the following day, add the second shift's break (if applicable) and end times on the following day.

🗨	Tue	26/9	Needs Approval	01:00:00	06:00:00	07:00:00	10:00:00	8.00	➕	➖
🗨			Needs Approval	22:00:00				3.00	➕	➖
🗨	Wed	27/9	Needs Approval		01:00:00	02:00:00	06:00:00	4.00	➕	➖

Entering one shift that runs over two pay periods

1. Enter your start time as normal. Make sure you click **Save for later** to save your data.
2. Click on **Next Period** at the top of the timesheet page.

Timesheet

Professional Casual
Casual Employee (Prof Staff)

Employee ID
Employee Record 1

Contract Number 002
Activity Research Assistant

Select Another Timesheet

*View By Calendar Period ∨   Copy Previous Timesheet   Previous Period   Next Period

*Date 29/07/2023 📅 ↻   Next Job

Reported Hours / Sessions 0.00

From 29/07/2023 to 11/08/2023 ?

Add Comments	Day	Date	Reported Status	Start	Break	End Break	End	Total Hours		
💬	Sat	29/7	New						➕	➖
💬	Sun	30/7	New						➕	➖
💬	Mon	31/7	New						➕	➖
💬	Tue	1/8	New						➕	➖
💬	Wed	2/8	New						➕	➖
💬	Thu	3/8	New						➕	➖
💬	Fri	4/8	New						➕	➖
💬	Sat	5/8	New						➕	➖
💬	Sun	6/8	New						➕	➖
💬	Mon	7/8	New						➕	➖
💬	Tue	8/8	New						➕	➖
💬	Wed	9/8	New						➕	➖
💬	Thu	10/8	New						➕	➖
💬	Fri	11/8	Saved	23:00:00					➕	➖

Save for Later	Submit	Clear

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.

From 12/08/2023 to 25/08/2023 ?

Add Comments	Day	Date	Reported Status	Start	Break	End Break	End	Total Hours		
💬	Fri	11/8	Saved	23:00:00				4.00		➖
💬	Sat	12/8	Saved		03:00:00	03:30:00	17:00:00	13.50	➕	➖
💬	Sun	13/8	New						➕	➖

Further enquiries

Please contact the HR Service Centre 831 31111 or email HR Service Centre