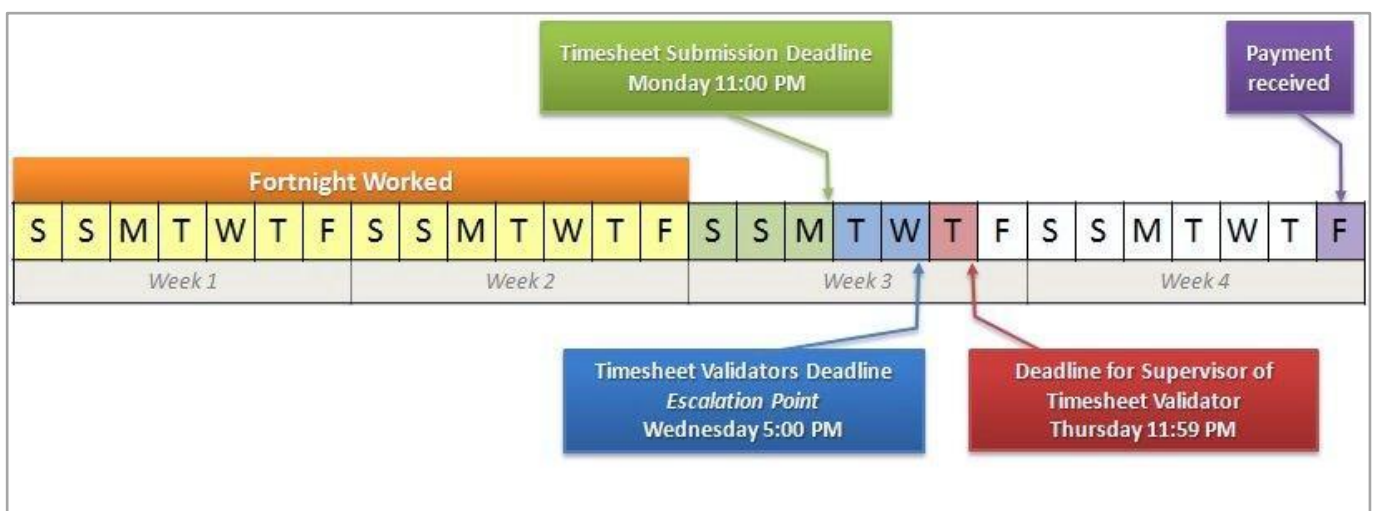


Submit a Timesheet in CAPS: Casual Academic

Introduction

Casual Academic staff need to submit timesheets every fortnight that accurately reflect the number of sessions 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.

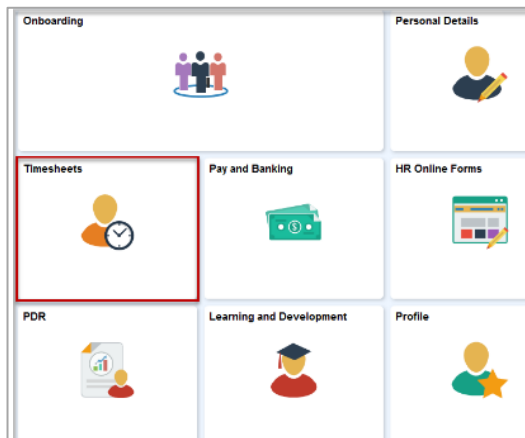


The timesheet will default to the previous pay-period. It is possible to update a timesheet while it is in the status of **Saved**, **Needs Approval**, **Approved**, or **Pushed Back**.

If you are working across multiple engagements e.g. casual Academic and casual Professional, 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.

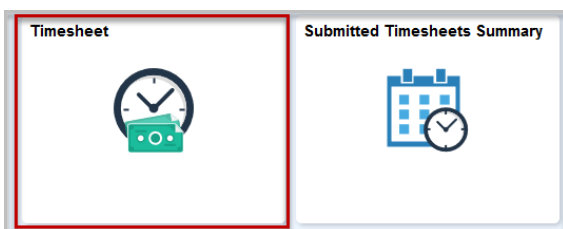
Procedure

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) you want enter your sessions into.

Report Time _____
Timesheet

Academic Casual Personalize | Find | £2 1-2 of 2

Select Job P/T

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

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

Timesheet

Academic Casual Employee ID 1225133 Contract Number 0001

P/T Tchg Lecturer Employee Record 0 Activity Training

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 28/04/2018 Next Job

Reported Hours 19.00 ?

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

Task	Sat 28/4	Sun 29/4	Mon 30/4	Tue 1/5	Wed 2/5	Thu 3/5	Fri 4/5	Sat 5/5	Sun 6/5	Mon 7/5	Tue 8/5	Wed 9/5	Thu 10/5	Fri 11/5	Total	Course
Basic Lecture			2.00	1.00	4.00	1.50				3.00	4.00	3.50			19.00	ACCTFIN 3500

Save for Later Submit

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

The screenshot shows the 'Timesheet' page for an 'Academic Casual' employee. At the top, it displays 'Employee ID 1225133' and 'Contract Number 0001'. Below this, there are buttons for 'Previous Period' and 'Next Period', with the 'Next Job' button highlighted in a red box. A 'Reported Hours' field shows '19.00'. The main part of the interface is a grid for the period 'From Saturday 28/04/2018 to Friday 11/05/2018'. The grid has columns for each day of the week and rows for different tasks. The 'Basic Lecture' task is selected, and the grid shows reported hours for each day: Sat 2.00, Sun 1.00, Mon 4.00, Tue 1.50, Wed 3.00, Thu 4.00, Fri 3.50. The total reported hours are 19.00. Below the grid, there are buttons for 'Save for Later' and 'Submit', and a 'Reported Time Status' section with a table showing the status 'Needs Approval' for the date 30/04/2018.

- Use the drop-down arrow to select the appropriate **Task**. Only the tasks that you have been engaged to work in will be displayed.

This screenshot shows the same 'Timesheet' page, but with the 'Task' dropdown menu open. The menu lists four options: 'Basic Lecture', 'Developed Lecture', 'Normal/Standard Tutorial', and 'Repeat Tutorial'. The 'Basic Lecture' option is highlighted in blue. The grid below the menu is currently empty, and the 'Reported Hours' field shows '0.00'.

- For each task, enter the number of sessions that you worked. The minimum number of sessions is 1 and increases in increments of 0.5 up to a maximum of 24 sessions.

This screenshot shows the 'Timesheet' grid with a red box highlighting the input fields for the number of sessions. The grid is for the period 'From Saturday 28/04/2018 to Friday 11/05/2018'. The 'Basic Lecture' task is selected, and the grid shows the following session counts: Sat 2.00, Sun 1.00, Mon 4.00, Tue 1.50, Wed 3.00, Thu 4.00, Fri 3.50. The total reported hours are 19.00.

- Select the **Course** using the look-up icon **or** by entering in the **Subject Area Code** and **Catalogue Number** (e.g. ACCTFIN 3500). You will only be able to select from the courses you have been engaged to work in. Note, the course will auto populate unless you teach multiple courses for the selected task.

This screenshot shows the 'Timesheet' grid with the course 'ACCTFIN 3500' selected in the 'Total Course' column. The grid is for the period 'From Saturday 28/04/2018 to Friday 11/05/2018'. The 'Basic Lecture' task is selected, and the grid shows the following session counts: Sat 2.00, Sun 1.00, Mon 4.00, Tue 1.50, Wed 3.00, Thu 4.00, Fri 3.50. The total reported hours are 19.00. The course 'ACCTFIN 3500' is highlighted in a red box.

- Click **Save for Later** if you are entering in the sessions that you worked progressively. Click **Submit** if you have completed entering in data for the fortnight. **Save for Later** does not submit the timesheet for approval. To retrieve a saved timesheet at a later date you can navigate back through the **Timesheet** tile in SSO.

Reported Hours: 0.00

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

Task	Sat 28/4	Sun 29/4	Mon 30/4	Tue 1/5	Wed 2/5	Thu 3/5	Fri 4/5	Sat 5/5	Sun 6/5	Mon 7/5	Tue 8/5	Wed 9/5	Thu 10/5	Fri 11/5	Total	Course
Basic Lecture			2.00	1.00	4.00	1.50					4.00	3.50				ACCTFIN 3500

Buttons: Save for Later, Submit

Reported Time Status | Exceptions | Payable Time

- If you have more than one engagement, rather than return to the home page, you can click on **Previous Job** or **Next Job** to move between timesheets and enter in the details of your other engagement. You need to submit the details on each separate timesheet for each separate engagement.

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.

Date: 28/04/2018 | Reported Hours: 18.75

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

Task	Sat 28/4	Sun 29/4	Mon 30/4	Tue 1/5	Wed 2/5	Thu 3/5	Fri 4/5	Sat 5/5	Sun 6/5	Mon 7/5	Tue 8/5	Wed 9/5	Thu 10/5	Fri 11/5	Total	Course
Basic Lecture			2.00	1.00	4.00	1.50				2.75	4.00	3.50			18.75	ACCTFIN 3500

Buttons: Save for Later, Submit

Reported Time Status | **Exceptions** | Payable Time

Exceptions: 1 of 1

Date	Exception Severity	Description
07/05/2018	High	Sessions can only be paid if claimed in 0.5 increments. Please correct before proceeding.

Buttons: Acknowledge Exceptions

Timesheets can still be submitted, approved and paid 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.

Details of which engagement, you are entering in details for, will be displayed here.

View By and **Date** give you options to change which pay period you are viewing.

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

If you have multiple engagements, you will see **Previous Job** or **Next Job** here, so that you can move easily between timesheets

Select the **Task** that you were involved in using the drop-down arrow

You can add an extra line by clicking the + and - buttons

Click **Submit** when you have finished entering in the sessions for the fortnight.

Click **Save for Later** to progressively enter in your sessions over the fortnight.

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

Check any **Exceptions** by clicking this tab after you have clicked **Submit**

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

Use the Search Icon to find the appropriate **Course**

Timesheet

Academic Casual Employee ID 1225133 Contract Number 0001
 P/T Tchgr Lecturer Employee Record 0 Activity Training

Select Another Timesheet

*View By Calendar Period Previous Period Next Period
 *Date 28/04/2018 Next Job

Reported Hours 19.00

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

Task	Sat 28/4	Sun 29/4	Mon 30/4	Tue 1/5	Wed 2/5	Thu 3/5	Fri 4/5	Sat 5/5	Sun 6/5	Mon 7/5	Tue 8/5	Wed 9/5	Thu 10/5	Fri 11/5	Total	Course
Basic Lecture			2.00	1.00	4.00	1.50				3.00	4.00	3.50			19.00	ACCTFIN 3500

Save for Later Submit

Reported Time Status Exceptions Payable Time

Reported Time Status Personalize Find 1-7 of 7

Date	Reported Status	Total	TRC	Description	Add Comments
30/04/2018	Needs Approval	2.00	800	Basic Lecture	

Contact Us

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