# Submit a Timesheet in CAPS: Casual Academic

## Introduction

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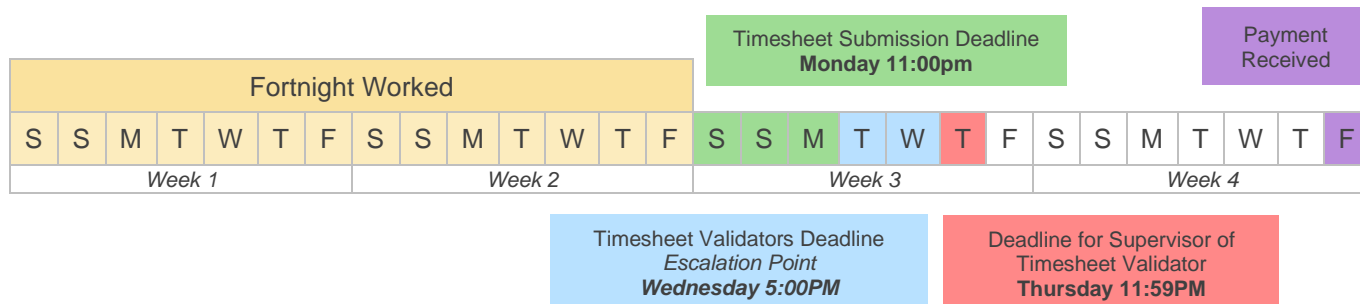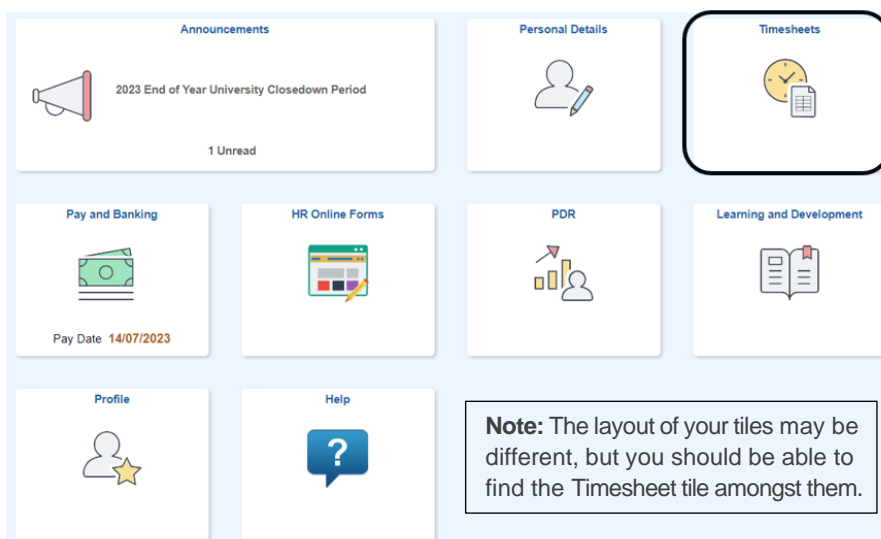


The timesheet will default to the previous pay-period. It is possible to update a timesheet while it is in the status of **Saved**, **Needs Approval**, **Approved**, or **Pushed Back**.

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

## 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**:



**Note:** The layout of your tiles may be different, but you should be able to find the Timesheet tile amongst them.
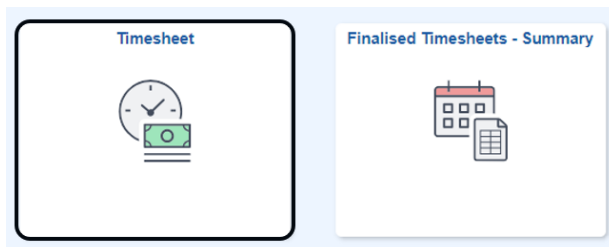
If you have only one work schedule, clicking **Timesheet** will open the timesheet.

If you have multiple work schedules, you will then see a list of your work schedules. Click on the name of the work schedule (in blue) that you want to enter your sessions into.



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 sessions worked during the fortnight

- The timesheet will open to the previous pay period. You can navigate through different pay periods using the **Previous Period** and **Next Period** buttons.
- Clicking **Next Job** and **Previous Job** navigates between different work schedules of the same pay period.
- Use the drop-down arrow to select the appropriate **task.** Only the tasks that you have been engaged to work in will be displayed.
  - 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.

- 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 a work schedule for. Note, the course will auto populate unless you teach multiple courses for the selected task.



## 3. Save for Later

If you are entering the sessions that you have worked progressively, you can click on **Save for Later** to progressively enter the sessions that you have worked for the pay period.

This does not submit the timesheet for approval. To retrieve a saved timesheet at a later date, you can navigate through the **timesheet** tile in SSO.

## 4. Submit

When you have completed filling in the sessions 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.

### Multiple Work Schedules

If you have more than one work schedule, 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 work schedule. You need to submit the details on each separate timesheet for each separate work schedule.

### 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.
- 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.



## Further enquiries

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