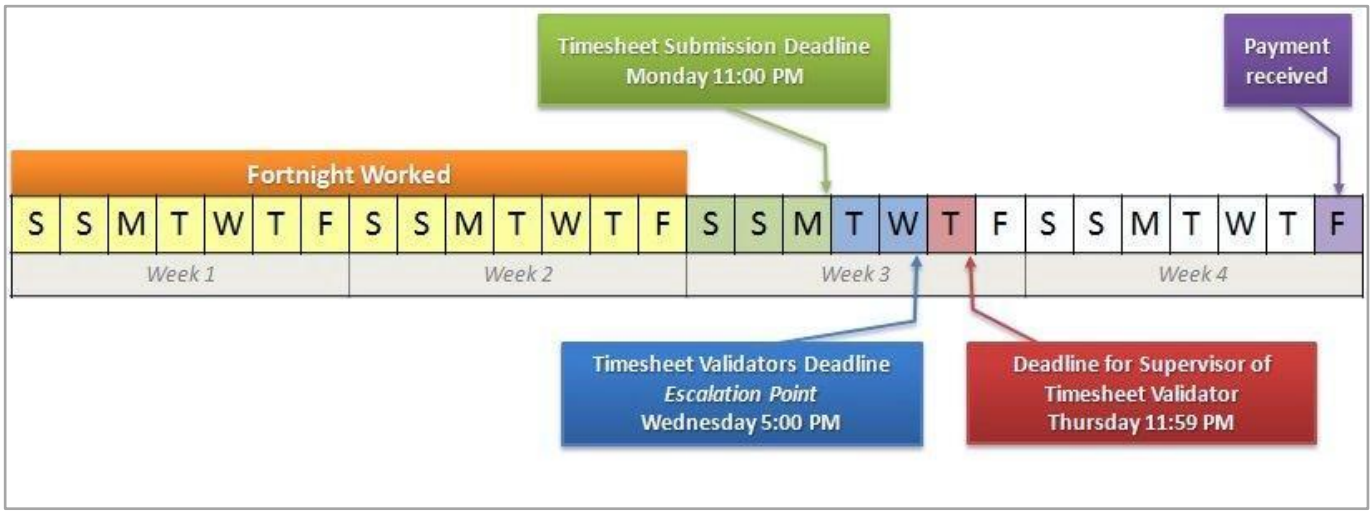
Submit a Timesheet in CAPS: Casual Academic

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.

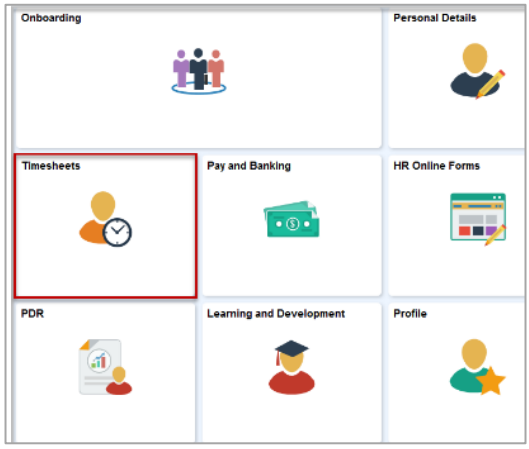


The timesheet will default to the previous pay-period. It is possible to update a timesheet while it is in the status of **Saved**, **Needs Approval**, **Approved**, or **Pushed Back**.

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.

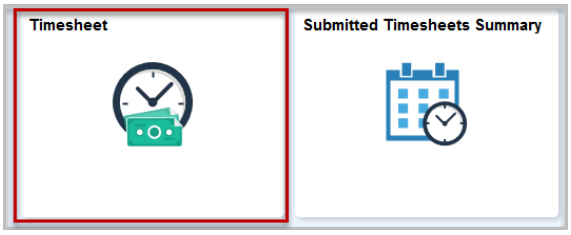
Procedure

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



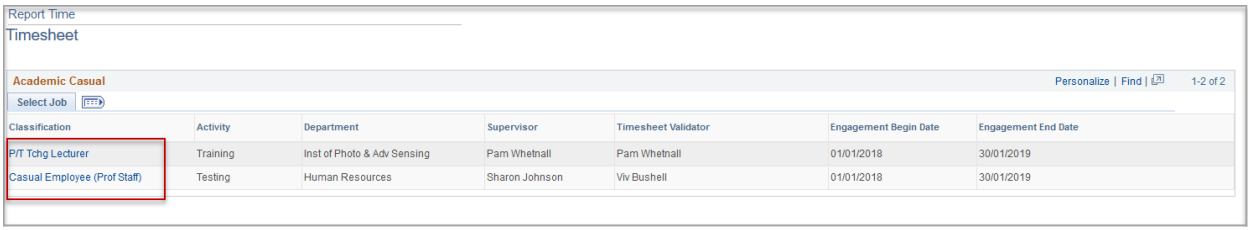
> **Note:** The layout of your tiles may be different, but you should be able to find the Timesheet tile amongst them.

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

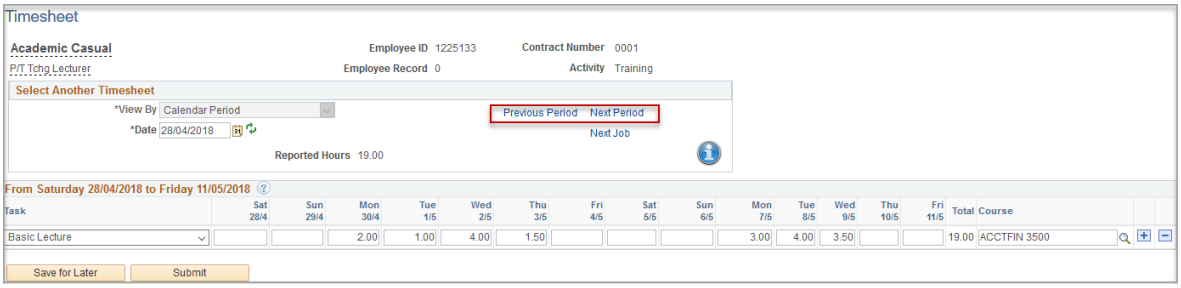


If you have only one engagement, clicking **Timesheet** will open the timesheet.

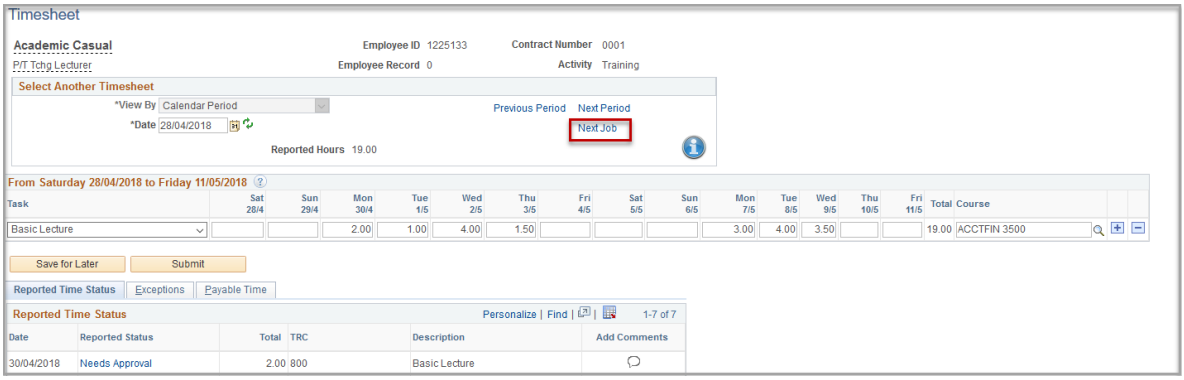
If you have multiple engagements, you will then see a list of your engagements. Click on the name of the engagement (in blue) you want enter your sessions into.



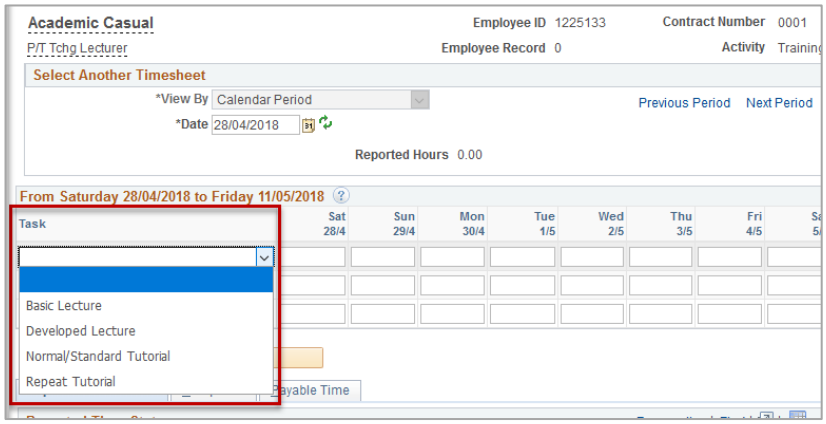
3. The timesheet will open to the previous pay period. You can navigate through different pay periods using the **Previous Period** and **Next Period** buttons.



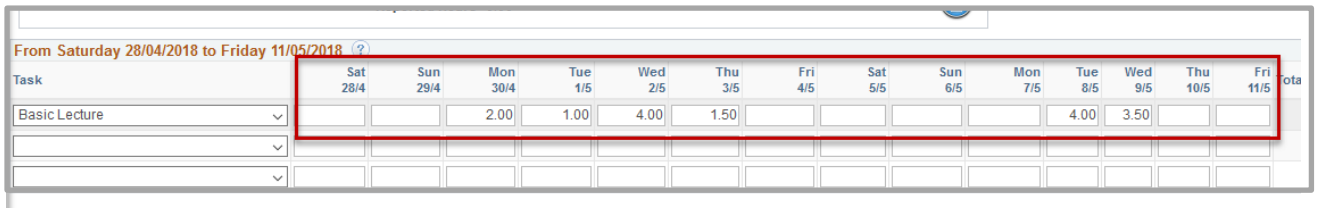
4. Clicking **Next Job** and **Previous Job** navigates between different engagements of the same pay-period.



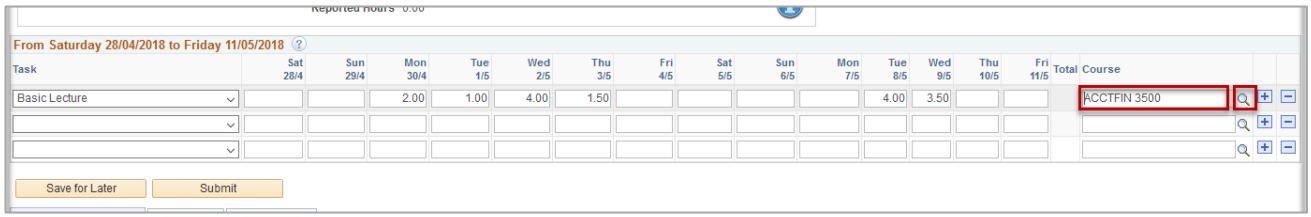
5. Use the drop-down arrow to select the appropriate **Task.** Only the tasks that you have been engaged to work in will be displayed.



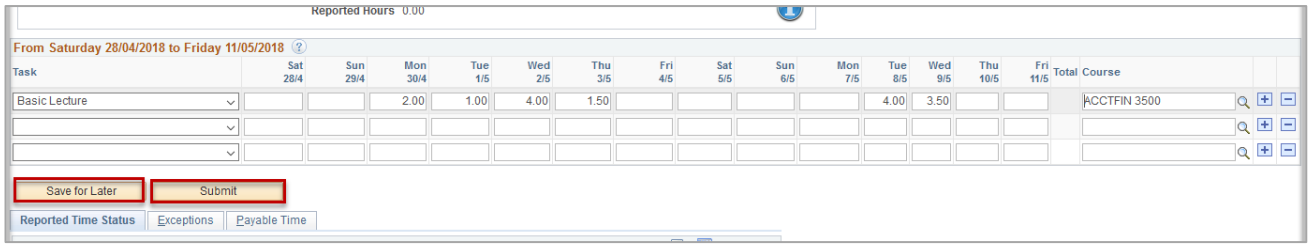
6. For each task, enter the number of sessions that you worked. The minimum number of sessions is 1 and increases in increments of 0.5 up to a maximum of 24 sessions.



7. 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.



8. 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.

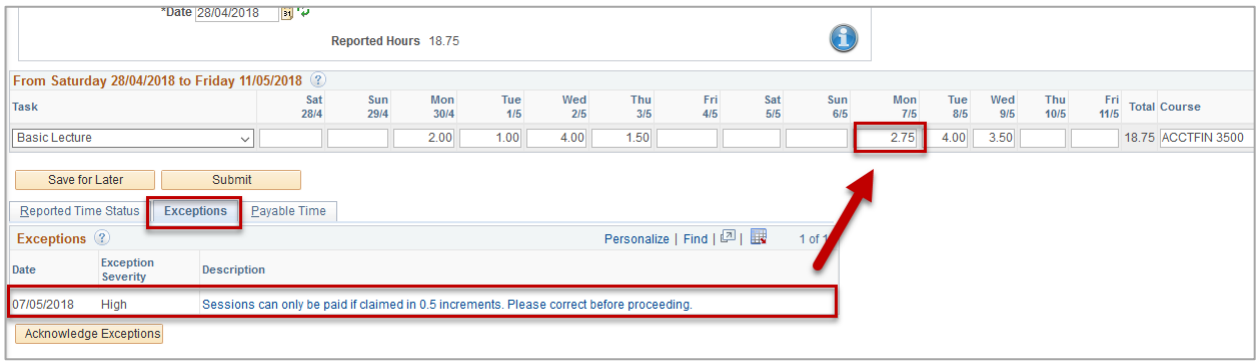


9. If you have more than one engagement, rather than return to the home page, you can click on **Previous Job** or **Next Job** to move between timesheets and enter in the details of your other engagement. You need to submit the details on each separate timesheet for each separate engagement.

Exceptions

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.



   Timesheets can still be submitted, approved and paid when there are **Low** severity exceptions.

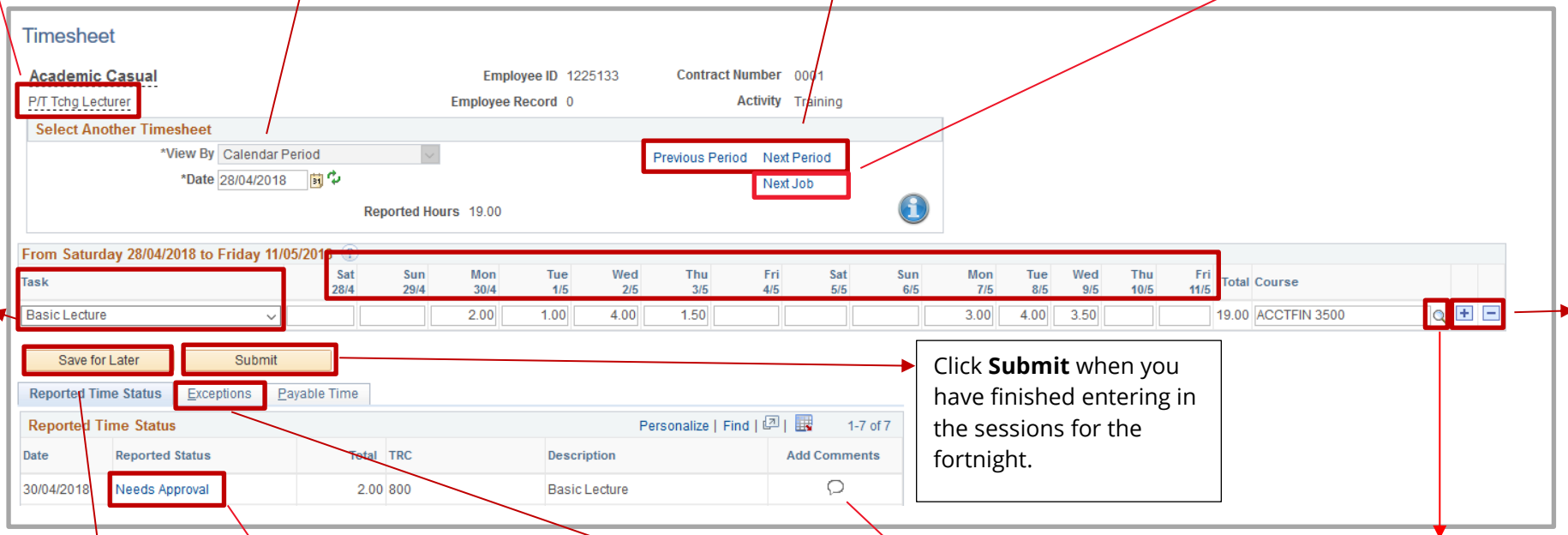
   High severity exceptions can be submitted however a Timesheet Validator cannot approve a timesheet with a **High** severity exception. The timesheet will be pushed back to you for re-work. Therefore, it is important that you correct and resubmit your timesheet immediately to clear the high exception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

Contact Us

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