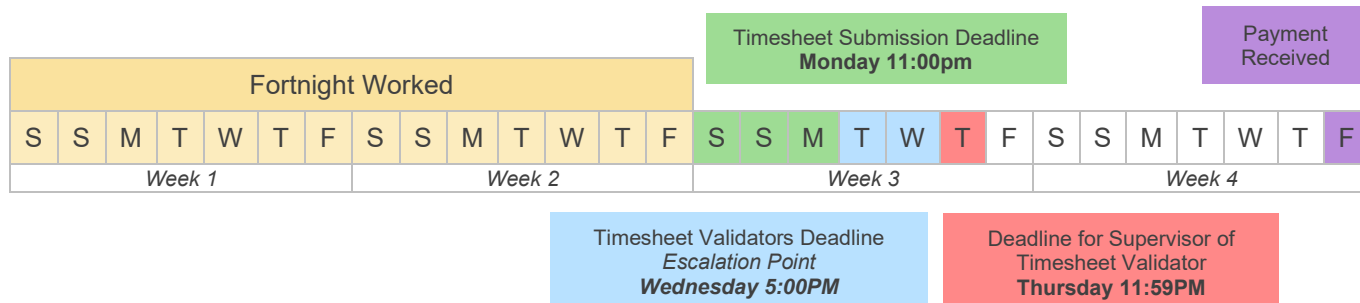


Submit a Timesheet in CAPS: Casual ELT

Introduction

Casual English Language Teachers (ELT) staff need to submit timesheets every fortnight that accurately reflect the number of hours 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.



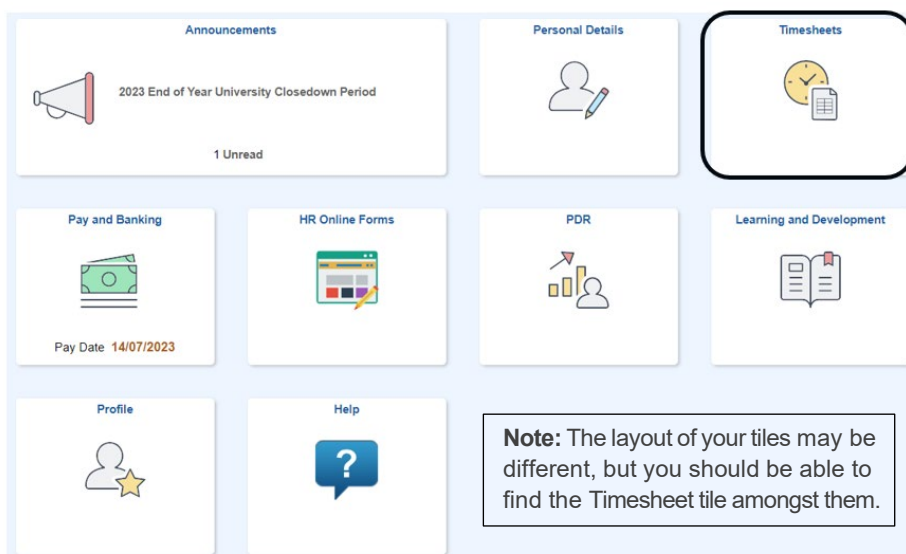
Important: There are periods when Payroll run compressed pay periods (e.g. during end of year closedown). During these periods the timesheet submission and validation deadlines are brought forward and detailed [here](#).

If you are working across multiple work schedules e.g. casual ELT and casual Academic, 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

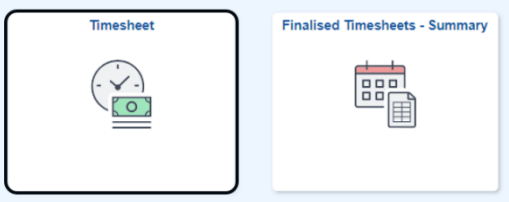
1. Log in to [Staff Services Online](#) (SSO)

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



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 hours 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 Tchgr 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

- 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.
- 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.
- 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. Times can be entered using 24-hour format or by using AM and PM.
- Click the lookup icon under **task** to select the task that is relevant to the work in which you participated.

Look Up Task ✕

Search by: Task begins with

Look Up

Cancel

Advanced Lookup

Search Results

View 100 First 1-2 of 2 Last

Task	Description
857	Teaching - ELT
858	Non Teaching - ELT

Natasha

Casual English Language Teach

Employee ID

Number 0031

Employee Record 6

Activity GEAP

Select Another Timesheet

*View By Calendar Period

Copy Previous Timesheet

Previous Period

Next Period

*Date 10/08/2024

Previous Job

Next Job

Reported Hours / Sessions 10.50

From 10/08/2024 to 23/08/2024 ?										
Add Comments	Day	Date	Reported Status	Start	Break	End Break	End	Total Hours	Task	
	Sat	10/8	New							🔍 + -
	Sun	11/8	Saved	9:00:00AM	12:00:00PM	12:30:00PM	5:00:00PM	7.50	857	🔍 + -
	Mon	12/8	New							🔍 + -
	Tue	13/8	New							🔍 + -
	Wed	14/8	New							🔍 + -
	Thu	15/8	Saved	2:00:00PM			5:00:00PM	3.00	857	🔍 + -
	Fri	16/8	New	9:00	13:00	13:30	17:00		857	🔍 + -
	Sat	17/8	New							🔍 + -
	Sun	18/8	New							🔍 + -
	Mon	19/8	New							🔍 + -
	Tue	20/8	New							
	Wed	21/8	New							
	Thu	22/8	New							
	Fri	23/8	New							

Save for Later

Submit

Clear

3. Save for Later

Once you have entered the correct times and task, 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.

4. 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.

Multiple Work Schedules



If you are working across multiple work schedules (e.g. casual ELT and casual Academic), 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.

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.

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, 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.

Exceptions		Payable Time				
Exceptions ?		Personalize Find   1-2 of 2				
Date	Exception ID	Exception Source	Status	Exception Severity	Description	Comment
07/08/2023	UOAX0101	Timesheet	Unresolved	Low	Reminder: Has the meal break been recorded?	<input type="text"/>
08/08/2023	UOAX0102	Timesheet	Unresolved	Low	Warning: The cut-off date for timesheet submission has passed.	<input type="text"/>

Further enquiries

Please contact the HR Service Centre 831 31111 or email [HR Service Centre](#)