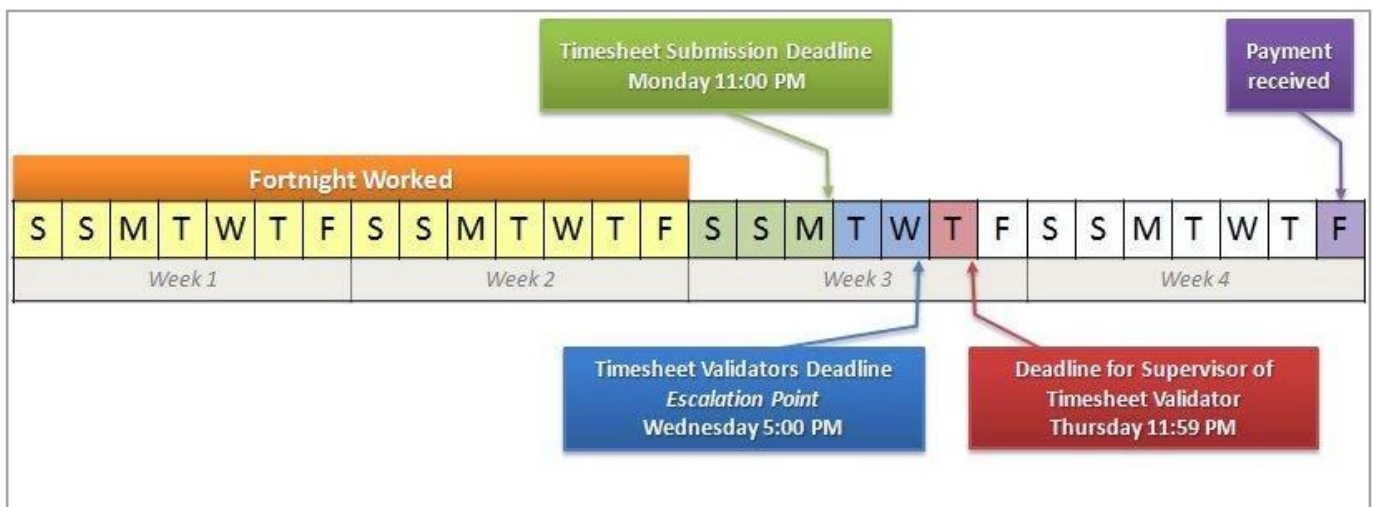


# Submit a Timesheet in CAPS: Casual ELT

## Introduction

Casual English Language Teachers (ELT) 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.

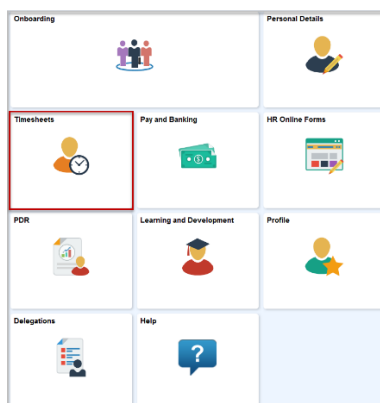


The timesheet will default to the previous pay-period. It is possible to update a timesheet while it is in the status of **Saved**, **Needs Approval**, **Approved**, or **Pushed Back**.

If you are working across multiple engagements, e.g. casual ELT 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.

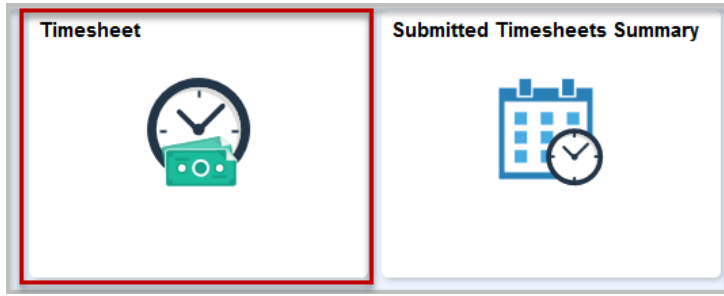
## Procedure

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.

- 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 | 1-2 of 2

Select Job [P]

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

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

Timesheet

**Elt Casual** Employee ID 1225131 Contract Number 0001

Casual English Language Teach Employee Record 0 Activity Training

Select Another Timesheet

\*View By Calendar Period [v]

\*Date 23/06/2018 [B] [R]

Previous Period Next Period

Next Job

Reported Hours 0.00

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

Timesheet

**Elt Casual** Employee ID 1225131 Contract Number 0002

Casual Employee (Prof Staff) Employee Record 1 Activity Testing

Select Another Timesheet

\*View By Calendar Period [v]

\*Date 23/06/2018 [B] [R]

Previous Period Next Period

Previous Job

Reported Hours 0.00

- Enter in the times that you worked during the fortnight on the appropriate dates. It is mandatory to enter in a **Start** and an **End** time; there is also the option to enter in your break start time and end time.

**Timesheet**

**Elt Casual** Employee ID 1225131 Contract Number 0001  
 Casual English Language Teach Employee Record 0 Activity Training

Select Another Timesheet

\*View By Calendar Period Previous Period Next Period  
 \*Date 28/04/2018 Reported Hours 5.50

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

Add Comments	Day	Date	Reported Status	Start	Break	End Break	End	Total Hours	Task
	Sat	28/4	New						
	Sun	29/4	New						
	Mon	30/4	Saved	9:00:00AM	12:00:00PM	12:30:00PM	3:00:00PM	5.50	857
	Tue	1/5	New						
	Wed	2/5	New						
	Thu	3/5	New	1:00:00PM			4:00:00PM		858

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

	Wed	4/4	New						
	Thu	5/4	Saved	9am		12pm	12:30pm	3:00pm	5.50
	Fri	6/4	New	9:00		12:00	12:30	15:00	
	Sat	7/4	New						

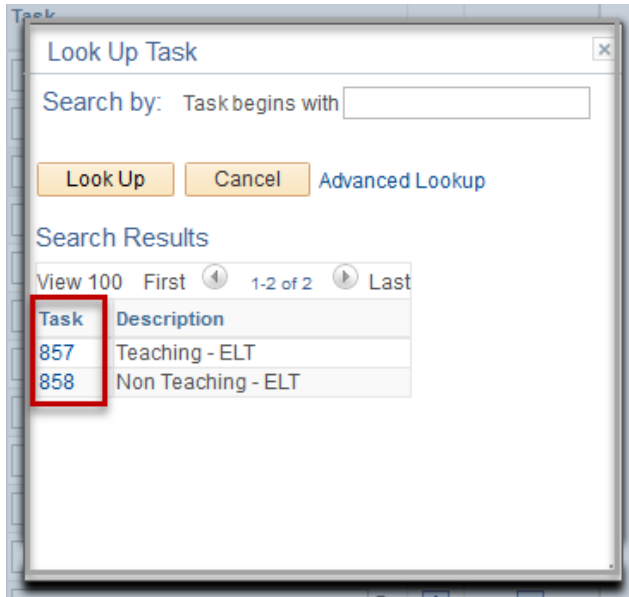
- Click the look up icon under **Task**.

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

Add Comments	Day	Date	Reported Status	Start	Break	End Break	End	Total Hours	Task
	Sat	28/4	New						
	Sun	29/4	New						
	Mon	30/4	New	9:00:00AM	12:00:00PM	12:30:00PM	3:00:00PM		
	Tue	1/5	New						
	Wed	2/5	New						
	Thu	3/5	New						
	Fri	4/5	New						
	Sat	5/5	New						
	Sun	6/5	New						
	Mon	7/5	New						
	Tue	8/5	New						
	Wed	9/5	New						
	Thu	10/5	New						
	Fri	11/5	New						

Save for Later Submit Clear

- Select the **Task** that is relevant to the work in which you participated.



- Once you have entered in the correct times and task, you can click on **Save for Later**. The number of hours that you have worked for each day during the pay period will be displayed.

You can use the **Save for Later** button to progressively enter in the times that you have worked for the pay period. **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.

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

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

Add Comments	Day	Date	Reported Status	Start	Break	End Break	End	Total Hours	Task
<input type="text"/>	Sat	28/4	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	Sun	29/4	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	Mon	30/4	Saved	9:00:00AM	12:00:00PM	12:30:00PM	3:00:00PM	5.50	857
<input type="text"/>	Tue	1/5	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	Wed	2/5	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	Thu	3/5	New	1:00:00PM	<input type="text"/>	<input type="text"/>	4:00:00PM		858
<input type="text"/>	Fri	4/5	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	Sat	5/5	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	Sun	6/5	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	Mon	7/5	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	Tue	8/5	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	Wed	9/5	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	Thu	10/5	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	Fri	11/5	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

## 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 or in the exception column, next to the details of each day.

The screenshot displays a timesheet interface for the period from 12/05/2018 to 25/05/2018. The main grid has columns for 'Add Comments', 'Day', 'Date', 'Reported Status', 'Exception', 'Start', 'Break', 'End Break', 'End', and 'Total Hours'. A red box highlights the 'Exception' column, which contains warning icons for several days. Below the grid, there are buttons for 'Save for Later', 'Submit', and 'Clear'. At the bottom, there are tabs for 'Exceptions' and 'Payable Time'. The 'Exceptions' tab is active, showing a table with columns for 'Date', 'Exception Severity', and 'Description'. A red box highlights this table, which lists four exceptions, all with a 'Low' severity.

Date	Exception Severity	Description
12/05/2018	Low	Warning: 5 or more hours of work were undertaken without a break.
13/05/2018	Low	Warning: 5 or more hours of work were undertaken without a break.
16/05/2018	Low	Warning: 5 or more hours of work were undertaken without a break.
16/05/2018	Low	Warning: The cut-off date for timesheet submission has passed.

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.

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

Enter the **start** time on the date that you worked

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

Click **Save for Later** to progressively enter in time over the fortnight

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

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

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

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

If you have multiple engagements, the **Previous Job** or **Next job** will be displayed here to navigate between them.

Select the **Task** that you were doing on that day

- Teaching - ELT
- Non Teaching - ELT

Use the + or - buttons to add or delete a row

Enter in the **end** time for the date that you worked

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

Contract Number 0001  
Activity Training

Elt Casual  
Casual English Language Teach

Select Another Timesheet

\*View By Calendar Period  
\*Date 12/05/2018

Reported Hours 0.00

Previous Period Next Period

Next Job

From 12/05/2018 to 25/05/2018

Add Comments	Day	Date	Reported Status	Start	Break	End Break	End	Total Hours	Task
	Sat	12/5	New						
	Sun	13/5	New						
	Mon	14/5	New						
	Tue	15/5	New						
	Wed	16/5	New						
	Thu	17/5	New						
	Fri	18/5	New						
	Sat	19/5	New						
	Sun	20/5	New						
	Mon	21/5	New						
	Tue	22/5	New						
	Wed	23/5	New						
	Thu	24/5	New						
	Fri	25/5	New						

Save for Later Submit Clear

Exceptions Payable Time

Exceptions

Date Exception Severity

1 of 1

## Contact Us

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