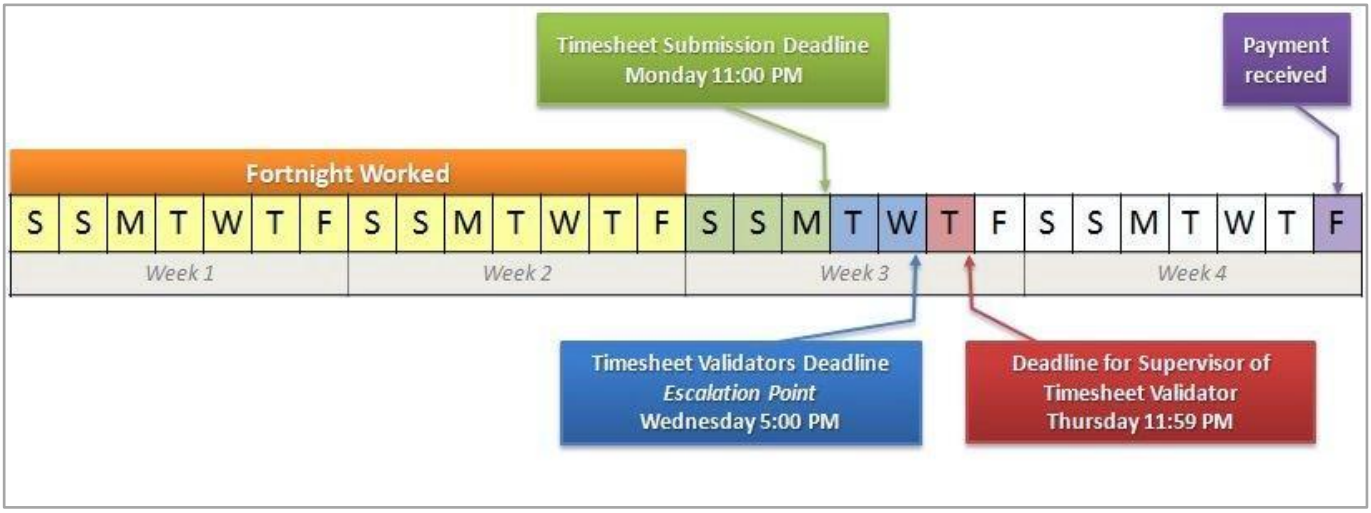
Human Resources

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**.

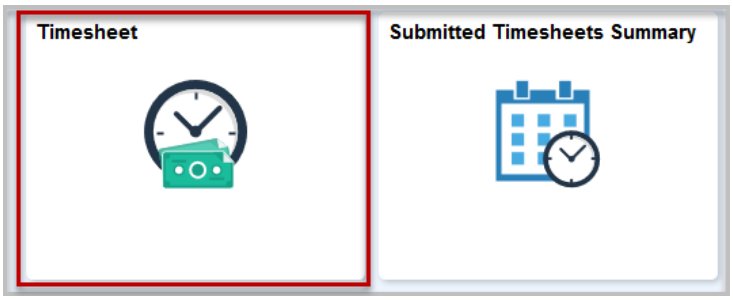
If you are working across multiple engagements, e.g. casual ELT and casual Academic, you will need to submit one timesheet for each different engagement. Each engagement operates independently, so there is a separate approval and a separate pay process for each engagement.

Procedure

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

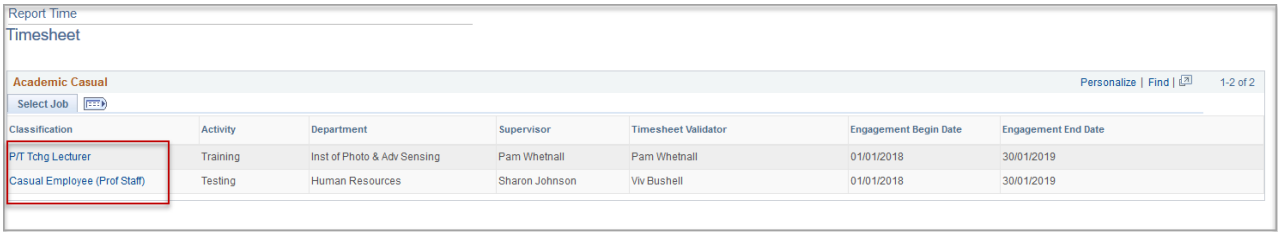
Note: The layout of your tiles may be different, but you should be able to find the Timesheet tile amongst them.

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

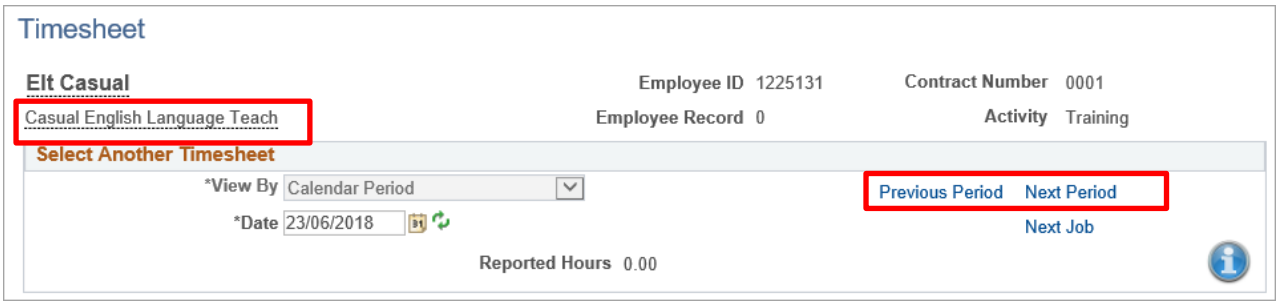


If you have only one engagement, clicking **Timesheet** will open the timesheet.

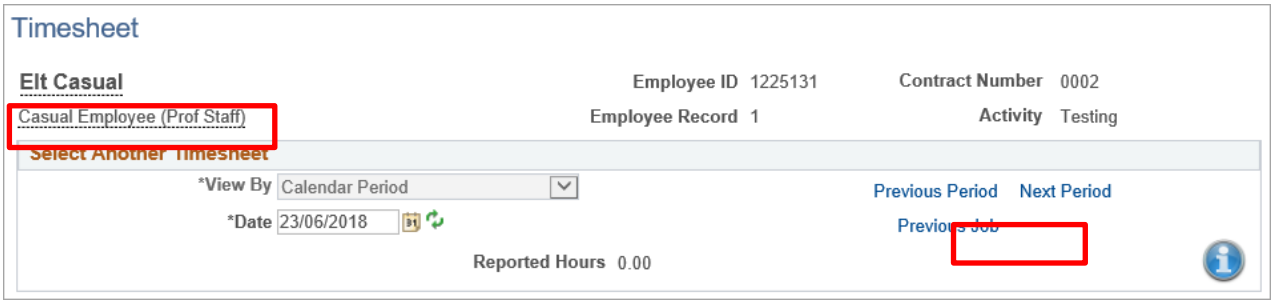
If you have multiple engagements, you will then see a list of your engagements. Click on the name of the engagement (in blue) you want enter your sessions into.



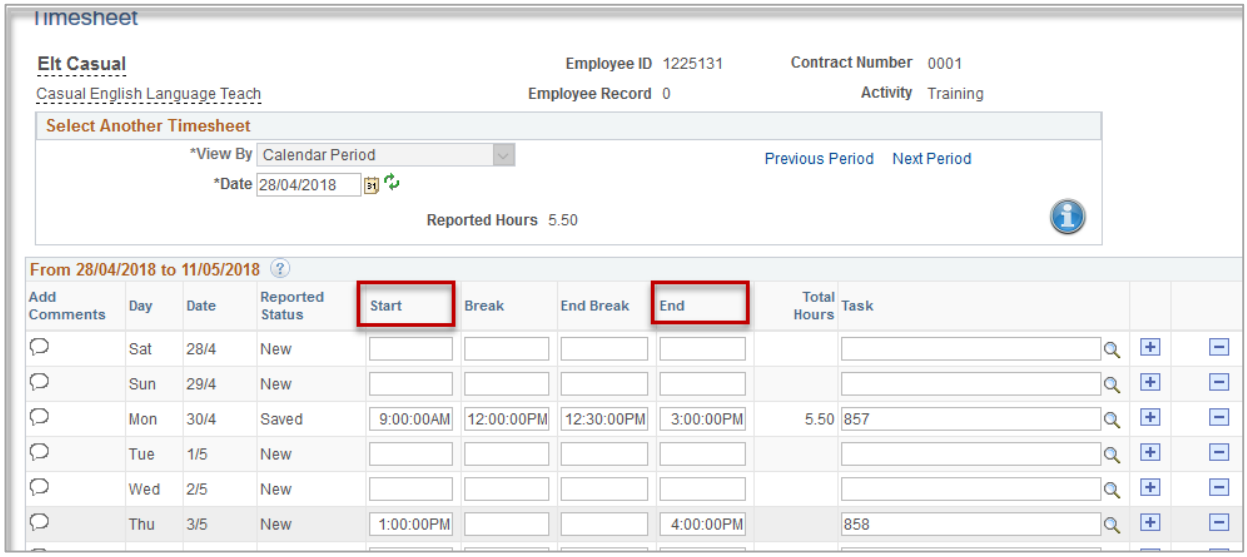
3. The timesheet will open for the previous pay period. You can navigate through different pay periods using the **Previous Period** and **Next Period** buttons.



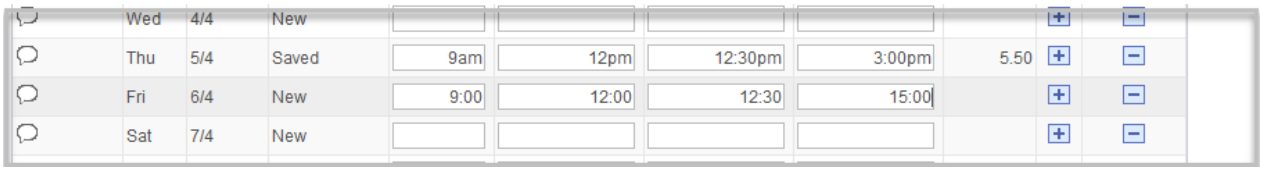
4. Clicking **Next Job** and **Previous Job** navigates between different engagements of the same pay-period.



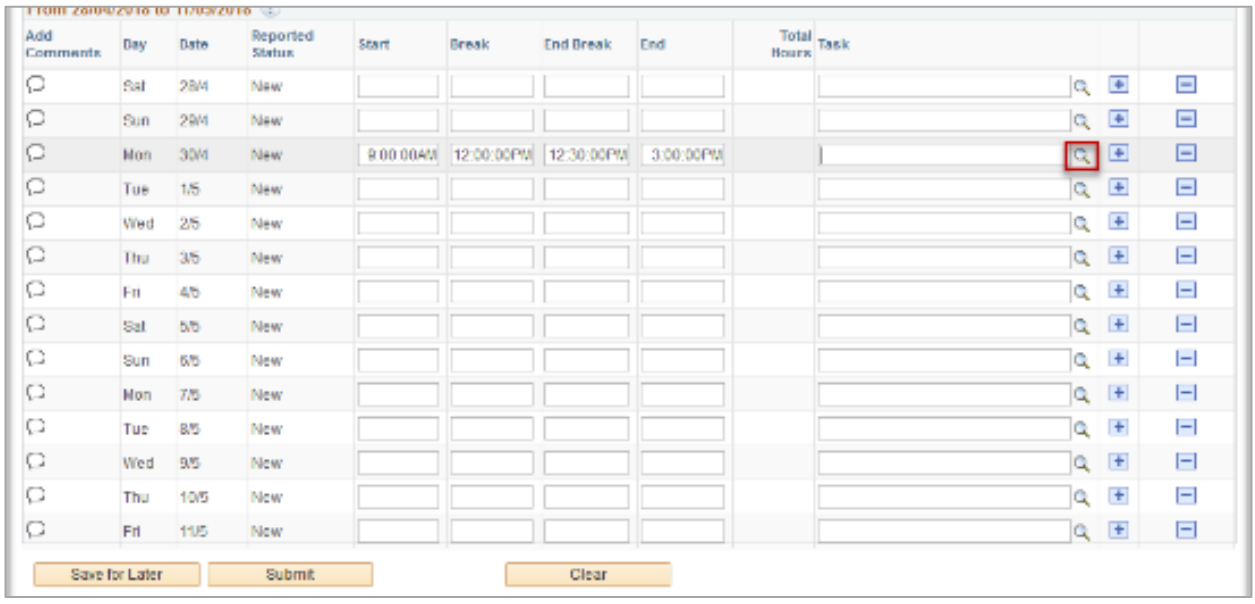
5. Enter in the times that you worked during the fortnight on the appropriate dates. It is mandatory to enter in a **Start** and an **End** time; there is also the option to enter in your break start time and end time.



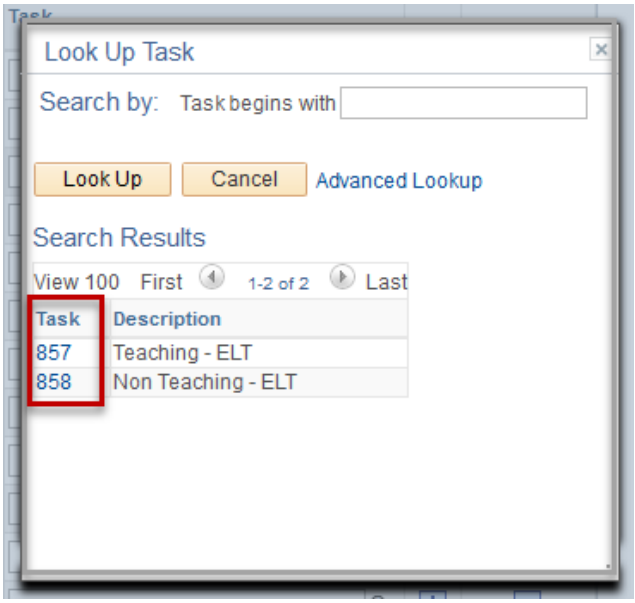
6. Times can be entered in using 24hr format or by using AM and PM.



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



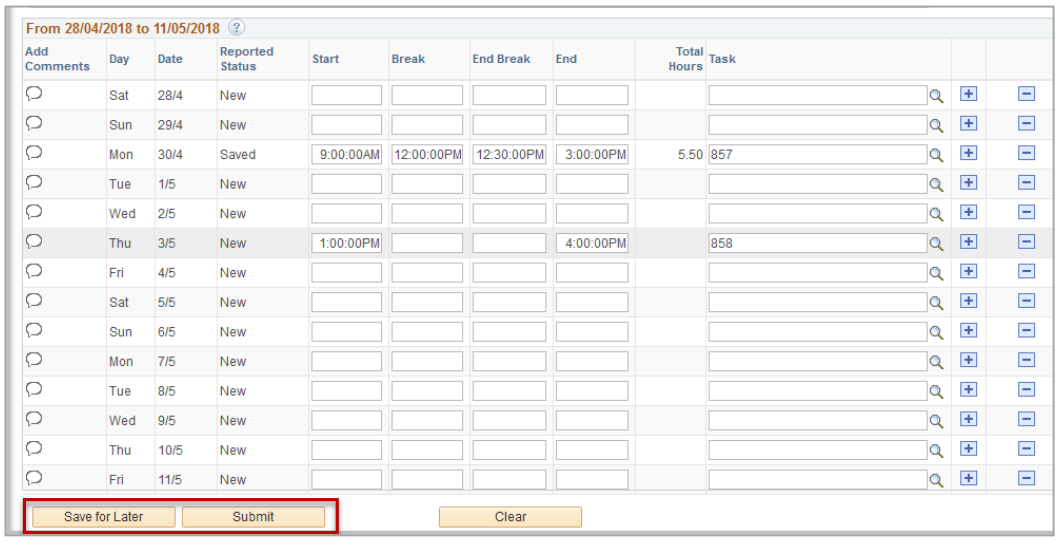
8. Select the **Task** that is relevant to the work in which you participated.



9. 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.

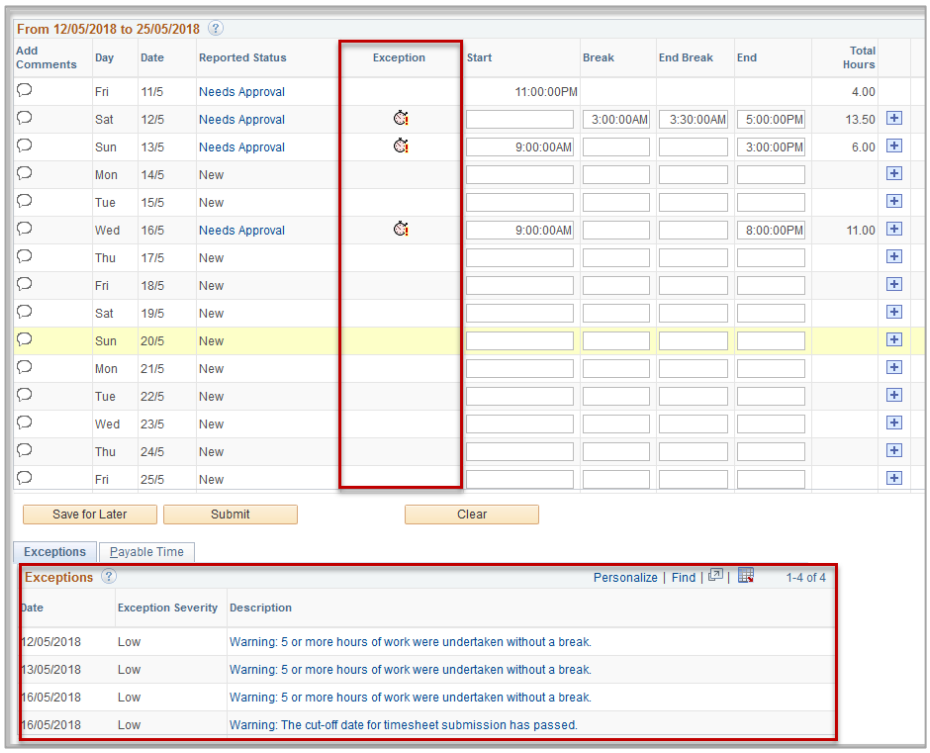
   When you have completed filling in the hours that you have worked for the pay period, review the timesheet, then click **Submit**.



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.



   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 **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

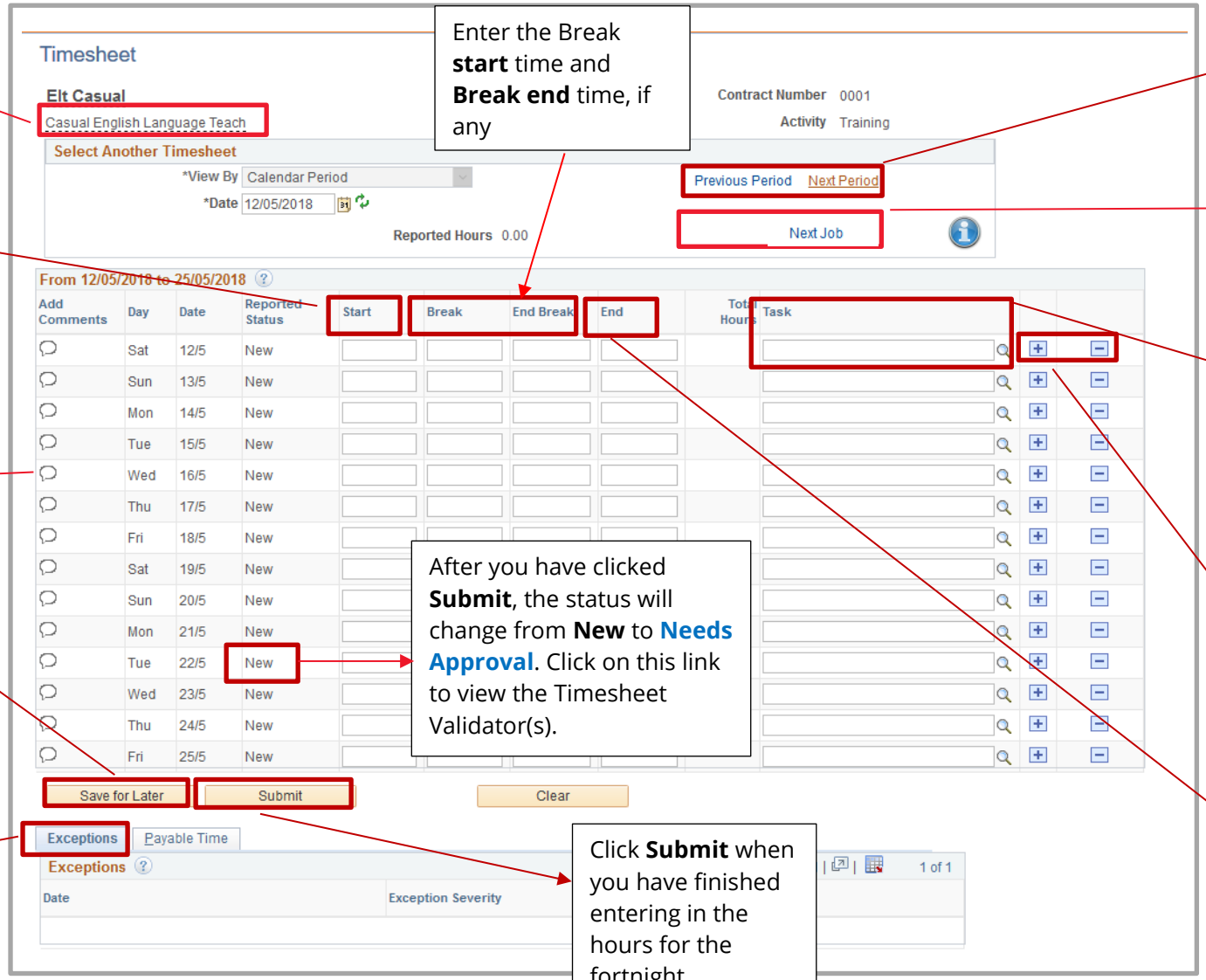
- Teaching – ELT
- Non Teaching - ELT

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).

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



Contact Us

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