

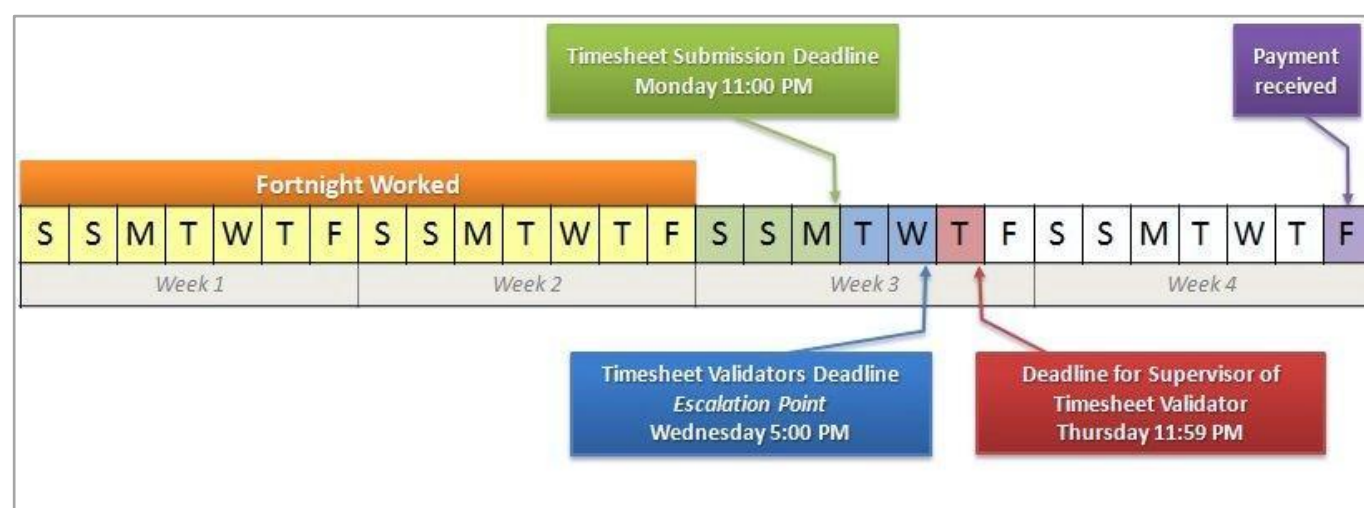
# Submit a Timesheet in CAPS: Clinicians in Animal and Veterinary Sciences

## Introduction

Academic Clinicians in the **School of Animal and Veterinary Sciences** who work within clinics are required to submit timesheets to claim their **after hours on-call and call-out** activities.

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.

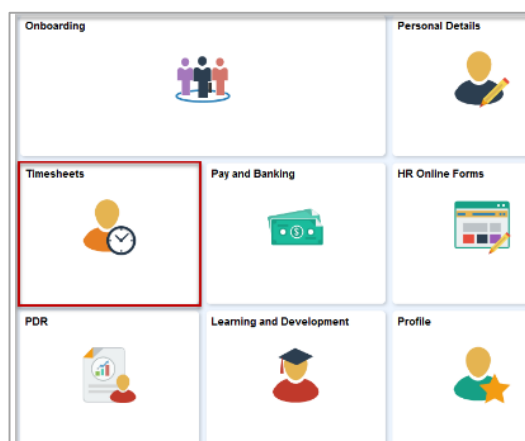


The timesheet will default to the previous pay-period. It is possible to update a timesheet while it is in the status of **Saved**, **Needs Approval**, **Approved**, or **Pushed Back**.

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.

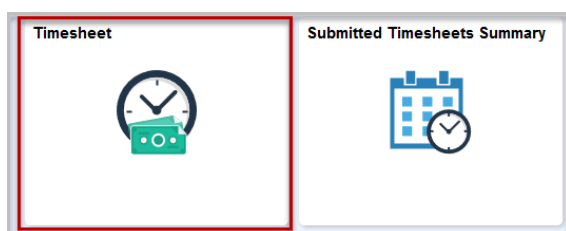
## Procedure

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.

Report Time						
Timesheet						
Academic Casual						
Select Job <span>PTT</span> <span>Personalize</span> <span>Find</span> <span>1-2 of 2</span>						
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

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.

Timesheet

Academic Casual

Employee ID 1225133 Number 0001

P/T Tchg Lecturer Employee Record 0 Activity Training

Select Another Timesheet

\*View By: Calendar Period

\*Date: 28/04/2018

Reported Hours: 19.00

Previous Period Next Period

Next Job

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

Task	Sat 28/4	Sun 29/4	Mon 30/4	Tue 1/5	Wed 2/5	Thu 3/5	Fri 4/5	Sat 5/5	Sun 6/5	Mon 7/5	Tue 8/5	Wed 9/5	Thu 10/5	Fri 11/5	Total	Course
Basic Lecture			2.00	1.00	4.00	1.50				3.00	4.00	3.50			19.00	ACCTFIN 3500

Save for Later Submit

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

Timesheet

Academic Casual Employee ID 1225133 : Number 0001  
P/T Tchg Lecturer Employee Record 0 Activity Training

Select Another Timesheet

\*View By: Calendar Period Previous Period Next Period  
\*Date: 28/04/2018 Next Job

Reported Hours 19.00

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

Task	Sat 28/4	Sun 29/4	Mon 30/4	Tue 1/5	Wed 2/5	Thu 3/5	Fri 4/5	Sat 5/5	Sun 6/5	Mon 7/5	Tue 8/5	Wed 9/5	Thu 10/5	Fri 11/5	Total	Course
Basic Lecture			2.00	1.00	4.00	1.50				3.00	4.00	3.50			19.00	ACCTFIN 3500

Save for Later Submit

Reported Time Status Exceptions Payable Time

Reported Time Status Personalize Find 1-7 of 7

Date	Reported Status	Total	TRC	Description	Add Comments
30/04/2018	Needs Approval	2.00	800	Basic Lecture	

- Use the drop-down arrow to select the appropriate **Task** as follows:
  - Other Academic Teaching Activity to be used for **Call Outs** @ \$100/session:
    - 1 session claimed = 1 hour of call-out. 1 hour minimum, increase in increments of .5
  - Other Academic Non-Teaching Activity to be used for **On Call** @ \$50/session:
    - 1 session claimed = 1 on-call shift. An out of hours on-call shift is one of the following:
      - Friday - night
      - Saturday - day
      - Saturday - night
      - Sunday - day
      - Sunday - night
      - Weekday - night only
      - Public holiday - day
      - Public holiday - night

Casual Non Tchg/Resch Academic Employee Record 4 Activity After Hours

Select Another Timesheet

\*View By: Calendar Period Previous Period Next Period  
\*Date: 21/07/2018

Reported Hours / Sessions 0.00

From Saturday 21/07/2018 to Friday 03/08/2018

Task	Sat 21/7	Sun 22/7	Mon 23/7	Tue 24/7	Wed 25/7	Thu 26/7	Fri 27/7	Sat 28/7
Other Acad Activity Teaching								
Other Acad Activity Non Teaching								

- 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.

From Saturday 21/07/2018 to Friday 03/08/2018

Task	Sat 21/7	Sun 22/7	Mon 23/7	Tue 24/7	Wed 25/7	Thu 26/7	Fri 27/7	Sat 28/7	Sun 29/7	Mon 30/7	Tue 31/7	Wed 1/8	Thu 2/8	Fri 3/8	Total	Course
Other Acad Activity Teaching			2		2											OTHER
Other Acad Activity Non Teaching				1	1	1			3							OTHER

Note, the course will auto populate to OTHER.

- 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.

From Saturday 21/07/2018 to Friday 03/08/2018

Task	Sat 21/7	Sun 22/7	Mon 23/7	Tue 24/7	Wed 25/7	Thu 26/7	Fri 27/7	Sat 28/7	Sun 29/7	Mon 30/7	Tue 31/7	Wed 1/8	Thu 2/8	Fri 3/8	Total	Course
Other Acad Activity Teaching			2		2											OTHER
Other Acad Activity Non Teaching				1	1	1			3							OTHER

Save for Later Submit

- 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

- 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.

The screenshot shows the CAPS timesheet interface. At the top, the date is set to 28/04/2018 and the reported hours are 18.75. Below this is a table for the period from Saturday 28/04/2018 to Friday 11/05/2018. The table has columns for each day and a total column. The task 'Other Acad Activity Teaching' is selected, and the hours for each day are entered: Sat 28/4 (0.00), Sun 29/4 (0.00), Mon 30/4 (2.00), Tue 1/5 (1.00), Wed 2/5 (4.00), Thu 3/5 (1.50), Fri 4/5 (0.00), Sat 5/5 (0.00), Sun 6/5 (0.00), Mon 7/5 (2.75), Tue 8/5 (4.00), Wed 9/5 (3.50), Thu 10/5 (0.00), and Fri 11/5 (0.00). The total hours are 18.75, and the course is ACCTFIN 3500. Below the table are buttons for 'Save for Later' and 'Submit'. Under the 'Exceptions' tab, there is a table with one exception: Date 07/05/2018, Exception Severity High, and Description 'Sessions can only be paid if claimed in 0.5 increments. Please correct before proceeding.' A red arrow points from the '2.75' value in the Mon 7/5 column to the exception entry.

Task	Sat 28/4	Sun 29/4	Mon 30/4	Tue 1/5	Wed 2/5	Thu 3/5	Fri 4/5	Sat 5/5	Sun 6/5	Mon 7/5	Tue 8/5	Wed 9/5	Thu 10/5	Fri 11/5	Total	Course
Other Acad Activity Teaching			2.00	1.00	4.00	1.50				2.75	4.00	3.50			18.75	ACCTFIN 3500

Date	Exception Severity	Description
07/05/2018	High	Sessions can only be paid if claimed in 0.5 increments. Please correct before proceeding.

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.

**Timesheet**

**Academic Casual**  
P/T Tchgr Lecturer

Employee ID 1225133    Number 0001  
Employee Record 0    Activity Training

Select Another Timesheet

\*View By: Calendar Period  
\*Date: 28/04/2018

Reported Hours: 19.00

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

Task	Sat 28/4	Sun 29/4	Mon 30/4	Tue 1/5	Wed 2/5	Thu 3/5	Fri 4/5	Sat 5/5	Sun 6/5	Mon 7/5	Tue 8/5	Wed 9/5	Thu 10/5	Fri 11/5	Total	Course
Other Acad Activity Teaching			2.00	1.00	4.00	1.50				3.00	4.00	3.50			19.00	ACCTFIN 3500

Buttons: Save for Later, Submit

Tabs: Reported Time Status, Exceptions, Payable Time

**Reported Time Status**

Date	Reported Status	Total	TRC	Description	Add Comments
30/04/2018	Needs Approval	2.00	800	Basic Lecture	

**Annotations:**

- 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
- 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.
- You can add an extra line by clicking the + and - buttons
- 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](mailto:hrservicecentre@adelaide.edu.au)