

CAPS Casual Worked Time Actual (Course Level) Report

Introduction

This guide describes the steps of how to run **the CAPS Casual Worked Time Planned vs Actual (Course Level)** report. This report includes information about Academic casual staff members only.

The purpose of this report is to show the total accumulative worked time by course where the engagement start or end date occurs within the selected year.

The values available for selection in the drop down lists will be determined by the user's security access.

Courses are listed as the combination of Subject Area Code and Catalogue Number e.g. PUB HLTH 7003.

The report can be run for:

- An individual course
- Multiple courses
- All displayed courses

Procedure

Log in to BI <https://bi.adelaide.edu.au>

1. To Navigate to CAPS Reporting, click **My home**.



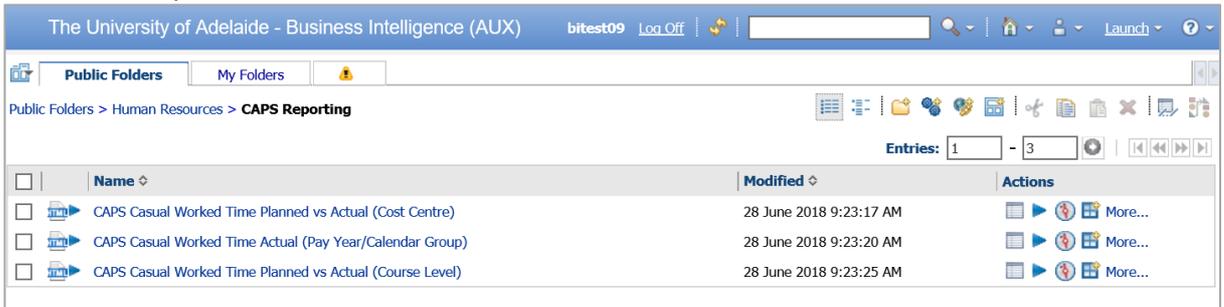
2. Click **Human Resources** folder.



3. Click **CAPS Reporting**



4. Select the report **CAPS Casual Worked Time Planned vs Actual (Course Level)**



5. Select the required report criteria.

6. Choose the **Calendar Year** (i.e. the year the budget is being prepared for) using the drop down list (mandatory).

7. Select the relevant **Faculty/Division** (mandatory).

8. To refine the search select the **School/Branch** and **Cost Centre**. The **Course Level** box will then be populated based on this criteria.

9. Click **FINISH** to run the report.

CAPS CASUAL WORKED TIME PLANNED VS ACTUAL (COURSE LEVEL)

Calendar Year: 2018

Total accumulative worked time by course where the engagement start or end date occurs within the selected year.

Faculty/Division: Faculty of Professions

School/Branch: Professions Faculty Admin

Cost Centre: 500 - Professions Faculty Office

Course Level:

[Select all](#) [Deselect all](#)

When the **Course Level** information is displayed you can use the **Select all** link or click on an individual course.

CANCEL
FINISH

10. The report will be generated based on the selections within steps 6-9 and shows total accumulative worked time by course.

CAPS Casual Worked Time Planned vs Actual (Course Level)									
Faculty of Professions School/Branch: Professns Student Support Hub All Cost Centres (subject to security) Calendar Year: 2018 Course Level: ABORIG 29 Period End Date: 06/07/2018 Run Date: 16/07/2018									
Engagement									
Course	GL Department	Name	Contract Num	Person ID	Rcd	HR Dept ID	Begin Date	Expected End Date	Onboarding
ABORIG 29	530 - Professns Student Support Hub		0004		3	4020	01/02/2018	01/12/2018	Complete
Overall - Total									
Accounting Distribution						Engagement Sessions / Hours			
Effective Date	Project ID	Project Desc	Account	% Split	Task	Actual	Planned	Remaining	
31/03/2018	15020000	Employability	2051	100	Dental Tutorial Grade B	6	25	19	
						6	25	19	
Engagement Dollar Value									
Base Salary	Overtime	On Cost	Total Actual \$ (Incl. On Cost)	Planned	Remaining				
1,509.18	0.00	232.72	1,741.90	7,087.96	5,346.06				
1,509.18	0.00	232.72	1,741.90	7,087.96	5,346.06				

11. Click  (Return) to return to the **CAPS Reporting** page.

REPORT CONTENT COMPARISON

Planned v Actual (Cost Centre) Detail		CAPS Casual Worked Time Planned vs Actual (Course Level)	
Group	Item	Group	Item
Engagement	Faculty/Division	Engagement	Course
	School/Branch		GL Department
	Cost Centre		Name
	Name		Contract Num
	Contract Num		Person ID
	Person ID		Rcd
	Rcd		HR Dept ID
	HR Dept ID		Begin Date
	Grade		Expected End Date
	Step		Onboarding
	Engagement Type		
	Reports To/Supervisor		
	Timesheet Validator		
	Begin Date		
	Expected End Date		
	Onboarding		
Accounting Distribution	Effective Date	Accounting Distribution	Effective Date
	Project ID		Project ID
	Project Desc		Project Desc
	FI Dept ID		Account
	Account		% Split
	% Split		Task
	Task / Activity		
	Course		
Engagement Sessions / Hours	Actual	Engagement Sessions / Hours	Actual
	Planned		Planned
	Remaining		Remaining
Engagement Dollar Value	Base Salary	Engagement Dollar Value	Base Salary
	Overtime		Overtime
	On Cost		On Cost
	Total Actual \$ (Incl. On Cost)		Total Actual \$ (Incl. On Cost)
	Planned		Planned
	Remaining		Remaining

Contact Us

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