

CAPS Casual Worked Time Actual (Pay Year/Calendar Group) Report

Introduction

This guide describes the steps to run the **CAPS Casual Worked Time Actual (Pay Year/Calendar Group)** report.

This report displays actuals following pay finalisation. Engagements, which span calendar years, will only be shown one calendar year at a time.

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

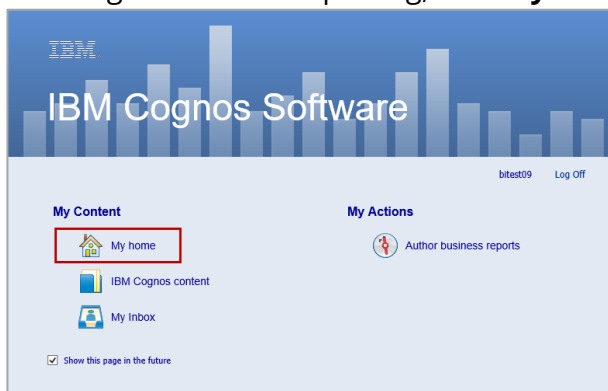
The report can be run for:

- An individual casual Staff member
- Multiple casual Staff members
- All displayed casual Staff members

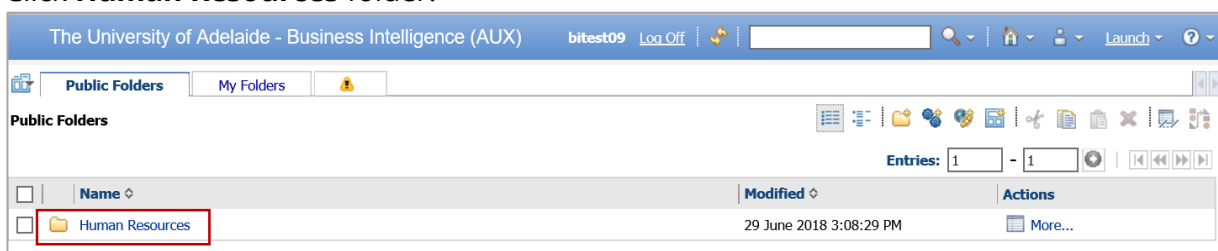
Procedure

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

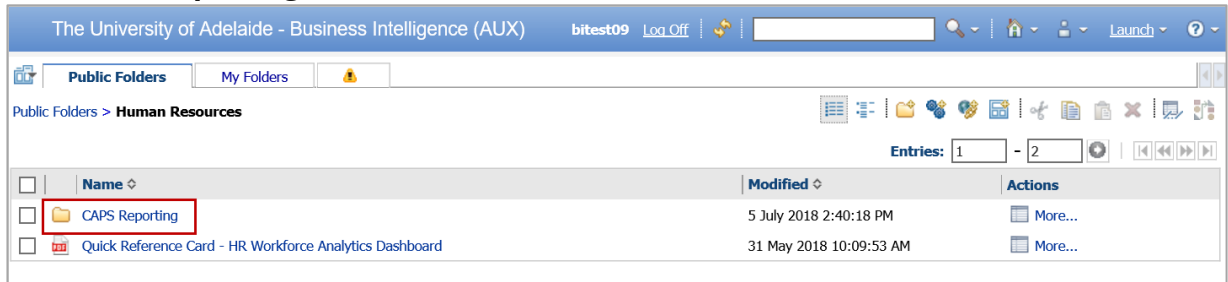
1. To Navigate to CAPS Reporting, click **My home**.



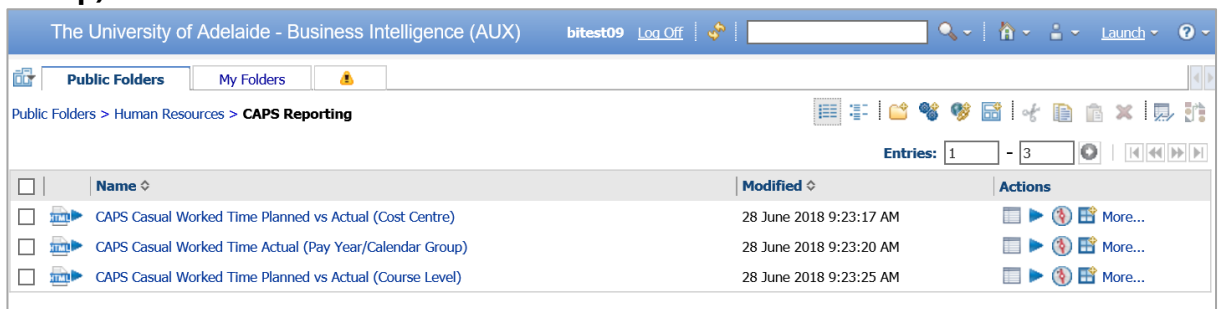
2. Click **Human Resources** folder.



3. Click **CAPS Reporting**



4. Select the report **CAPS Casual Worked Time Planned vs Actual (Pay Year/Calendar Group)**.



5. Select the required report parameters

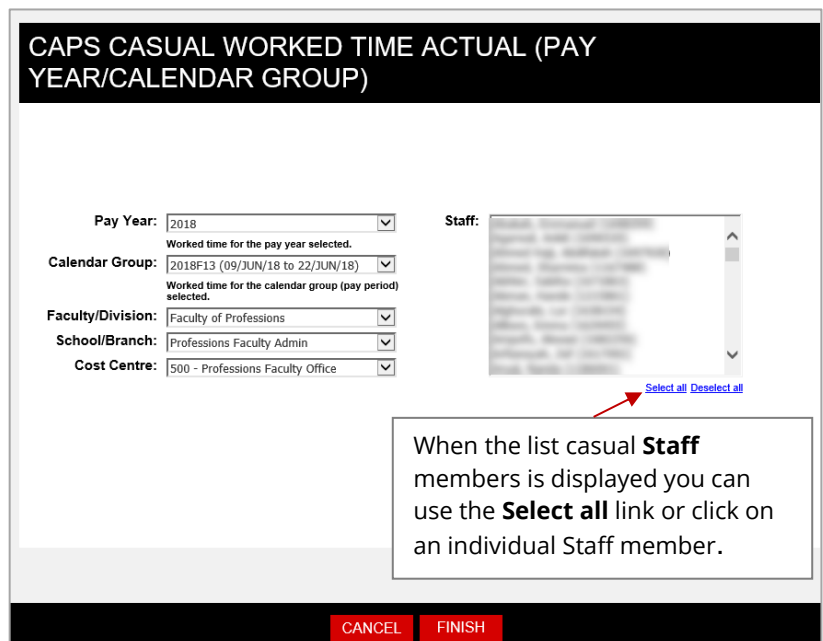
6. Select the Pay Year (mandatory).

7. Select the Calendar Group if required.

8. Select the Faculty/Division (mandatory).

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

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



11. The report will be generated based on the selections within steps 6-9. The data shows the actuals following pay finalisation.

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CAPS Casual Worked Time Actual (Pay Year/Calendar Group)


Pay Year: 2018
 All Calendar Groups
 Faculty of Professions
 All Schools/Branches (subject to security)
 All Cost Centres (subject to security)
 All Staff (subject to security)
 Run Date: 16/07/2018

Engagement														
Faculty/Division	School/Branch	Cost Centre	Name	Contract Num	Person ID	Rcd	HR Dept ID	Grade	Step	Engagement Type	Reports To/Supervisor	Timesheet Validator	Begin Date	Expected End Date
Faculty of Professions	Professns Student Support Hub	530 - Professns Student Support Hub		0004		3	4020	Casual Academic	1	Academic			01/02/2018	01/12/2018
Faculty of Professions	Professns Student Support Hub	530 - Professns Student Support Hub		0004		3	4020	Casual Academic	1	Academic			01/02/2018	01/12/2018
Faculty of Professions	Professns Student Support Hub	530 - Professns Student Support Hub		0004		3	4020	Casual Academic	1	Academic			01/02/2018	01/12/2018
Overall - Total														

- CAPS Casual Worked Time Actual (Pay Year/Calendar Group) bites09

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Accounting Distribution								Engagement Sessions / Hours				Engagement Dollar Value		
Calendar Group ID	Effective Date	Project ID	Project Desc	Account	% Split	Task / Activity	Course	Actual	Base Salary	Overtime	On Cost	Total Actual \$ (Incl. On Cost)		
2018F08	31/03/2018	15020000	Employability	2051	100	Dental Tutorial Grade A	ANAT SC 1102	1	218.72	0.00	33.73	252.45		
2018F10	31/03/2018	15020000	Employability	2051	100	Dental Tutorial Grade A	ANAT SC 1102	7	1,531.04	0.00	236.09	1,767.13		
2018F10	31/03/2018	15020000	Employability	2051	100	Dental Tutorial Grade B	ABORIG 29	6	1,509.18	0.00	232.72	1,741.90		
								14	3,258.94	0.00	602.54	3,761.48		

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

REPORT CONTENT COMPARISON

Planned v Actual (Cost Centre) Detail		CAPS Casual Worked Time Actual (Pay Year/Calendar Group)	
Group	Item	Group	Item
Engagement	Faculty/Division	Engagement	Faculty/Division
	School/Branch		School/Branch
	Cost Centre		Cost Centre
	Name		Name
	Contract Num		Contract Num
	Person ID		Person ID
	Rcd		Rcd
	HR Dept ID		HR Dept ID
	Grade		Grade
	Step		Step
	Engagement Type		Engagement Type
	Reports To/Supervisor		Reports To/Supervisor
	Timesheet Validator		Timesheet Validator
	Begin Date		Begin Date
	Expected End Date		Expected End Date
	Onboarding		
Accounting Distribution	Effective Date	Accounting Distribution	Calendar Group ID
	Project ID		Effective Date
	Project Desc		Project ID
	FI Dept ID		Project Desc
	Account		Account
	% Split		% Split
	Task / Activity		Task / Activity
	Course		Course
Engagement Sessions / Hours	Actual	Engagement Sessions / Hours	Actual
	Planned		
	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		
	Remaining		

Contact Us

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