

# Change a Timesheet Validator in CAPS

## Introduction

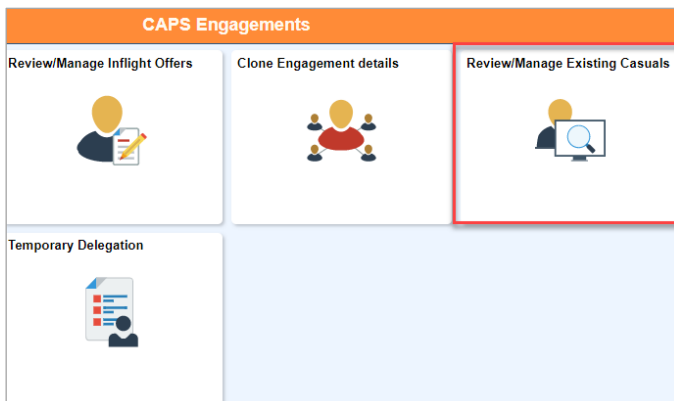
Casual Coordinators can amend the following from the **Review & Manage Existing Casual Engagements** tile once the casual staff member has completed the onboarding process:

- Account Code
- Supervisor
- Timesheet Validator

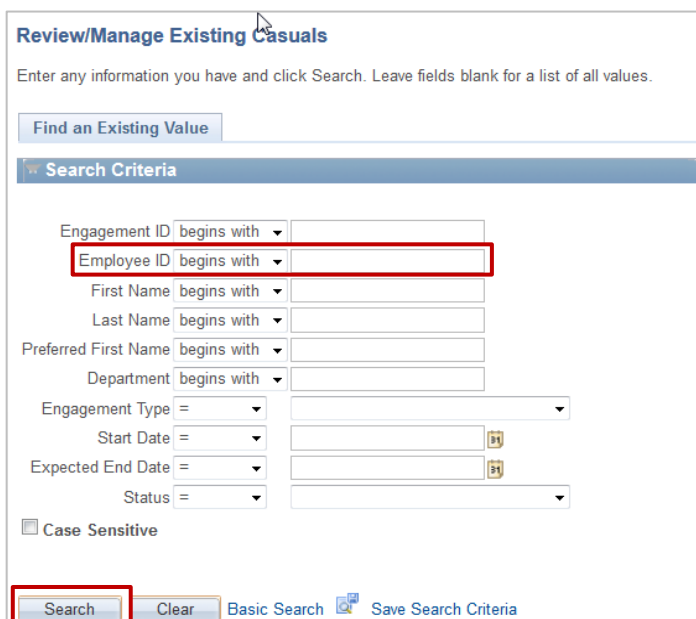
The request for the termination of an engagement is also managed in this section.

## Procedure

1. Click on the **Review/Manage Existing Casuals** tile. (The screenshot below is not current)



2. Search for the casual staff member using the Employee ID field or name.



The screenshot shows the 'Review/Manage Existing Casuals' search form. The 'Employee ID begins with' field is highlighted with a red border. The form includes a search criteria section with various fields for searching by engagement ID, employee ID, first name, last name, preferred first name, department, engagement type, start date, expected end date, and status. A 'Search' button is also highlighted with a red border.

**Note:** You can also search using the status field or just click on Search to reveal the full list of casuals.

3. Select **Change Timesheet Validator**.

**Review & Manage Existing Casual Engagements**

Engagement ID 125  
Engagement Status Offer Integrated

Employee ID [redacted] Empl Record 4 Contract Number 0007

**Casual Engagement Details**

Engagement Type:  Academic  Professional  English Language Teacher

Start Date 06/12/2017 Activity testing clone  
End Date 06/12/2018 [View Qualifications](#)

Function Code Teaching only function Appropriate Qualifications Held?  Yes  No  
Department 2140 EC&MS Infrastructure [Academic Schedule](#)

Supervisor 1000265 Allan Perry  
Timesheet Validator 1000040 Donald Creighton Total Estimated Cost (incl. oncost) \$4,930.75

[Timesheet Validator Changes](#)

Work will be undertaken in: South Australia

Account	Fund Code	GL Dept	Campus	Project	Project Description	Percent to Allocate
12021	33	366	00	13109922	Corporate Services	100.00

[Add File Attachment](#)

**Engagement Initiation**

Status: **Approved**

Action

Approved  
Sophia Carson  
CAPS Engagmint Appr by CASDA  
13/12/17 - 10:39 AM

[Change Account Code](#) [Change Supervisor](#) [Change Timesheet Validator](#) [Request Termination](#)

4. Select the **Effective Date of Change**.
5. Search for the new Timesheet validator using the lookup icon.
6. Click **Submit**

**Change Timesheet Validator**

Effective Date of Change 29/03/2018

New Timesheet Validator [input]

[Submit](#)

**Note:** There is no approval process required. Ensure that the casual is informed of the change. An email will be sent to both the new and previous Timesheet Validator notifying them of the change.

## 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)