Approve or Push Back Timesheets in CAPS

Introduction

The casual staff member will complete their timesheets in Staff Services Online (SSO). As the Timesheet Validator, you will need to review and approve the timesheets before Wednesday 5pm, to ensure they do not escalate to your supervisor (see Timesheet Payroll Cycle). If they escalate, your supervisor will have until Thursday 11pm to approve them.

Important: There are periods when Payroll run compressed pay periods (e.g. during end of year closedown). During these periods the timesheet submission and validation deadlines are brought forward and detailed <u>here</u>.

Push Back Timesheet

Timesheets should only be pushed back if, the validator is aware the information is inaccurate or there are discrepancies that require rectification. If the Casual Staff has worked the hours submitted on the timesheet, timesheets **should not** be pushed back due to minimum engagement requirements not being met, or where budgeted hours are exceeded. In these instances, the Timesheet Validator should approve the timesheet and have the supervisor discuss these issues with the Casual Staff.

If a timesheet needs to be pushed back the validator must provide a comment in the timesheet outlining the reason for the push back.

	Timesheet Submission Deadline **Monday 11:00pm**							Payment Received for work undertaken	

Fortnight Worked																												
S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F
Week 1							*Week 2*							*Week 3*							*Week 4*						

Timesheet Validator receives notification email ***Tuesday Morning***	Timesheet Validation Deadline ***Wednesday 5:00PM***	Escalated Timesheet Validation Deadline **Thursday 11:59PM**
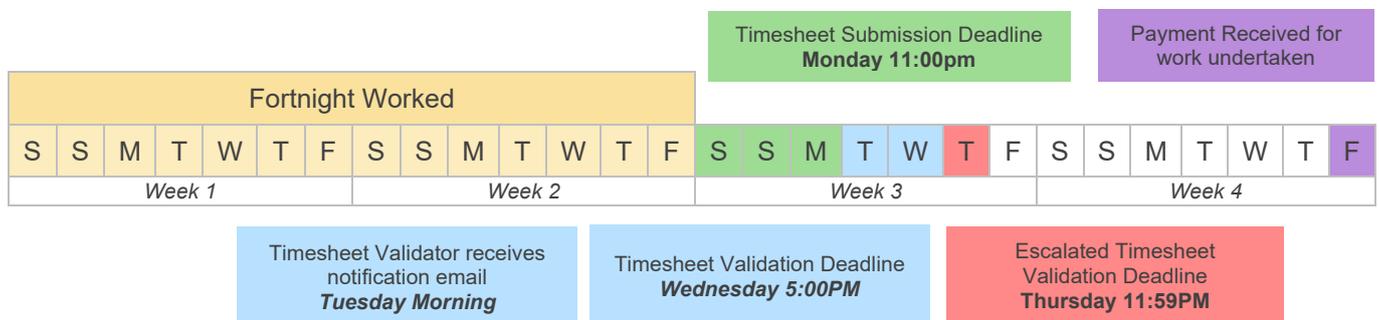
Explanation of the **Reported Status**:

- **Needs Approval**: Timesheet pending approval from the Timesheet Validator
- **Approved**: Timesheet approved by the Timesheet Validator
- **Approval in Process**: Timesheet entries assigned to another person for approval (e.g. after having escalated to your supervisor)

Contents

Procedure

1. When a casual staff member submits their timesheet by COB on Monday of a non-pay week, you will receive a notification email on the following Tuesday morning (refer to submission and validation deadlines during compressed pay periods).
2. Click the **Timesheet Management Hub** link in the email. This will open to show the Approval page in the CAPS section of SSO.
3. You can also view timesheets requiring approval by logging into SSO, selecting **CAPS SSO**, clicking the tile and then the **Timesheet Management** tile. The number on the tile indicates the number of casual staff members who have submitted timesheets.
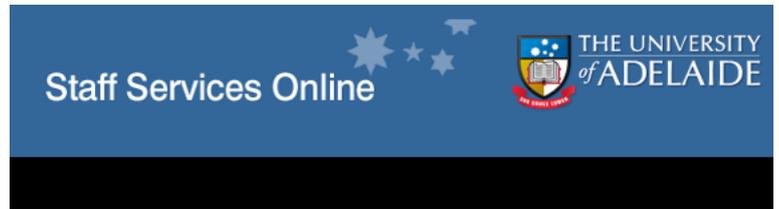
Please review your Timesheet Management hub for casual timesheets submitted for approval.

You have the option to validate the timesheet (including any exceptions) or, alternatively, push it back to the casual staff member for amendment. Please ensure to provide reason for push-back in the comments.

If the timesheet is not visible in your pending approval list, it may have escalated to your supervisor. In such cases, your supervisor has the option to validate the timesheet or push it back to the casual staff member.

Should you have any enquiries relating to this matter, please contact the HR Service Centre on 8313 1111 or hrservicecentre@adelaide.edu.au.
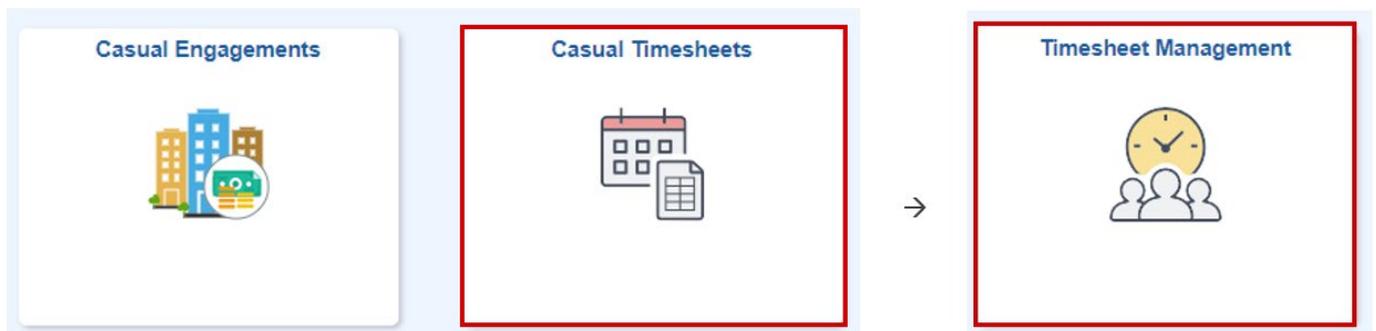
4. Timesheet validators must approve the timesheet by **Wednesday 5pm** to ensure timely payment. If not approved by the deadline, the timesheet will escalate to the next approver.
5. **Important note:** Timesheets not approved by the deadline, will result in the staff member not being paid in the next fortnightly pay cycle.
6. A summary page showing a list of employees with timesheets submitted for approval will be displayed. For each staff member's timesheet, you will see the total number of hours/sessions that have been submitted for approval. From this page click on the employee's last name to view the Timesheet.
7. The Timesheet page for Professional and ELT engagements shows all the details of the time worked, including start and end times, breaks if taken, total hours, any exceptions and comments. The Timesheet page for academic engagements shows sessions worked and any exceptions and comments.
8. See below for details and further options available for each type of timesheet:
   - Academic casual timesheet
   - Professional casual timesheet
   - ELT casual timesheet

Casual Minimum Engagement

Minimum engagement rules apply to casual staff as part of the *University of Adelaide Enterprise Agreement 2023 - 2025*.

Where a staff member works less than the minimum engagement period, they will be entitled to be paid as if the minimum period has been worked (including penalty rates).

For more information on how to manage issues around minimum engagement, including where a staff member has claimed less than the minimum engagement period on their timesheet, please refer to the resources available on the University's website here, or contact your Human Resource Advisor.

Timesheet Example: Academic Casual Engagement

Open the **Exceptions** tab to see and acknowledge the details of the exceptions.

Please note: you will not be able to approve the timesheet until you have done that.

The **Date** defaults to the start of pay fortnight (here referred to as "Calendar Period") in which the earliest claimed time falls.

You can use the **Previous Week** & **Next Week** navigation to change the pay fortnight. To select a different employee, use the **Previous** & **Next Employee** links.

Minimum Engagement:

Academic staff = two (2) hours across the day.

Further details here.

The **Reported Time Status** will open by default.

Tick the **Select** box to either Approve or Push Back the timesheet.

If there is more than one row, you can choose to click on **Select All** for Approval.

CAPS Timesheets — **Timesheet Management Hub**

Timesheet

P/T Tchg Lecturer

Employee ID _____ t Number 0017

Employee Record 7 _____ Activity

Select Another Timesheet

*View By Calendar Period

*Date 23/09/2023

Previous Period   Next Period
Previous Employee Next Employee

Reported Hours / Sessions 2.00

From Saturday 23/09/2023 to Friday 06/10/2023 ⓘ

Task	Sat 23/9	Sun 24/9	Mon 25/9	Tue 26/9	Wed 27/9	Thu 28/9	Fri 29/9	Sat 30/9	Sun 1/10	Mon 2/10	Tue 3/10	Wed 4/10	Thu 5/10	Fri 6/10	Total
Normal/Standard Tutorial													2.00		2.00

Reported Time Status   Exceptions   Payable Time

Reported Time Status

Personalize | Find | ⤢ | ▦   1 of 1

Select	Date	Reported Status	Total	TRC	Description	Add Comments	Exception
☐	05/10/2023	Needs Approval	2.00	806	Normal/Standard Tutorial	💬	⏱

Approval

| Select All | Deselect All | Approve | Deny | Push Back |

Return to Select Employee

Return to Select Employee takes you back the employee selection screen.

If the casual had entered a comment the comments icon would change to: 💬

The stopwatch icon indicates that there are exceptions that need to be reviewed in the Exceptions tab.

Timesheet Example: Professional Casual (Only One University Engagement)

The **Date** defaults to the start of pay fortnight (here referred to as "Calendar Period") in which the earliest claimed time falls.

You can either tick all of the select boxes or **Select All** to action the timesheet.

Review or add comments. If the casual enters a comment the comments icon changes to 💬

< CAPS Timesheets

Timesheet Management Hub

Timesheet

	Employee ID	t Number 0001
Casual Employee (Prof Staff)	Employee Record 0	Activity Student Ambassador

Select Another Timesheet

*View By Calendar Period ⌄

*Date 17/06/2023 📅 ↻

Previous Period   Next Period
Previous Employee   Next Employee

Reported Hours / Sessions 1.50

You can use the **Previous Week** & **Next Week** navigation to change the week. To select a different employee use the **Previous** & **Next Employee** links.

Reported time on or before 06/10/2023 is for a prior period.

From 17/06/2023 to 30/06/2023 ⓘ

Select	Add Comments	Day	Date	Reported Status	Start	Break	End Break	End	Total Hours
☐	💬	Sat	17/6	New					
☐	💬	Sun	18/6	New					
☐	💬	Mon	19/6	New					
☐	💬	Tue	20/6	New					
☐	💬	Wed	21/6	New					
☐	💬	Thu	22/6	New					
☐	💬	Fri	23/6	New					
☐	💬	Sat	24/6	New					
☐	💬	Sun	25/6	New					
☐	💬	Mon	26/6	New					
☐	💬	Tue	27/6	New					
☐	💬	Wed	28/6	New					
☐	💬	Thu	29/6	New					
☐	💬	Fri	30/6	Needs Approval	10:00:00AM			11:30:00AM	1.50

Approval

Select All	Deselect All	Approve	Deny	Push Back

Exceptions | Payable Time

Exceptions ⓘ

Personalize | Find | ⧉ | 🔣   1 of 1

Date	Exception Severity

Acknowledge Exception

Return to Select Employee

Return to Select Employee takes you back the employee selection screen.

Minimum Engagement:

Professional staff = three (3) consecutive hours for each attendance.

Further details here.

Timesheet Example: Professional Casual (Students or Staff with Multiple University Engagements)

The **Date** defaults to the start of pay fortnight (here referred to as "Calendar Period") in which the earliest claimed time falls.

CAPS Timesheets

Timesheet Management Hub

» Timesheet

Casual Employee (Prof Staff)

Employee ID

Number 0007

Employee Record 2

Activity Admin Officer

Select Another Timesheet

*View By Calendar Period

Previous Period   Next Period

*Date 12/08/2023

Reported Hours / Sessions 3.00

You can either tick all of the select boxes or **Select All** to action the timesheet.

You can use the **Previous Week** & **Next Week** navigation to change the week.

From 12/08/2023 to 25/08/2023 ?

Select	Add Comments	Day	Date	Reported Status	Start	Break	End Break	End	Total Hours	Location (per day)
☐	💬	Sat	12/8	New						
☐	💬	Sun	13/8	New						
☐	💬	Mon	14/8	Needs Approval	10:00:00			11:00:00	1.00	Not on campus
☐	💬	Tue	15/8	Needs Approval	10:00:00			11:00:00	1.00	On campus less than 3hrs p/day
☐	💬	Wed	16/8	Needs Approval	10:00:00			11:00:00	1.00	On campus 3hrs or more p/day
☐	💬	Thu	17/8	New						
☐	💬	Fri	18/8	New						
☐	💬	Sat	19/8	New						
☐	💬	Sun	20/8	New						
☐	💬	Mon	21/8	New						
☐	💬	Tue	22/8	New						
☐	💬	Wed	23/8	New						
☐	💬	Thu	24/8	New						
☐	💬	Fri	25/8	New						

Review or add comments. If the casual had entered a comment the comments icon would change to 💬

Timesheets of staff with multiple engagements or who are students have the location for each day.

Minimum Engagement

Professional staff, who are students or have multiple engagements, have a minimum engagement of 1 hour per day if they have been on campus for a total of 3hrs or more as a student/staff member. Otherwise, the minimum engagement is three consecutive hours for each attendance.

Approval

| Select All | Deselect All | | Approve | Deny | Push Back |

Timesheet Example: ELT Engagement

The **Date** defaults to the start of pay fortnight (here referred to as "Calendar Period") in which the earliest claimed time falls.

You can either tick all of the select boxes or **Select All** to action the timesheet.

Review or add comments. If the casual had entered a comment the comments icon would change to 💬

Exceptions are listed for review and acknowledgment.

You can use the **Previous Week** & **Next Week** navigation to change the week. To select a different employee it is better to use the **Return to Select Employee** link and not the **Previous** & **Next Employee** links.

Return to Select Employee takes you back the employee selection screen.

< CAPS Timesheets — Timesheet Management Hub

» Timesheet

Casual English Language Teach

Employee ID
Employee Record 3

Number 0003
Activity GEAP Term

Select Another Timesheet

*View By Calendar Period
*Date 07/10/2023

Previous Period   Next Period
Next Employee

Reported Hours / Sessions 18.00

From 07/10/2023 to 20/10/2023 ?

Select	Add Comments	Day	Date	Reported Status	Start	Break	End Break	End	Total Hours	Task
☐	💬	Sat	7/10	New						
☐	💬	Sun	8/10	New						
☐	💬	Mon	9/10	Needs Approval	1:00:00PM			5:00:00PM	4.00	857
☐	💬			Needs Approval	5:30:00PM			6:00:00PM	0.50	858
☐	💬	Tue	10/10	Needs Approval	1:00:00PM			5:00:00PM	4.00	857
☐	💬			Needs Approval	5:30:00PM			6:00:00PM	0.50	858
☐	💬	Wed	11/10	New						
☐	💬	Thu	12/10	New						
☐	💬	Fri	13/10	New						
☐	💬	Sat	14/10	New						
☐	💬	Sun	15/10	New						
☐	💬	Mon	16/10	Needs Approval	1:00:00PM			5:00:00PM	4.00	857
☐	💬			Needs Approval	5:30:00PM			6:00:00PM	0.50	858
☐	💬	Tue	17/10	Needs Approval	1:00:00PM			5:00:00PM	4.00	857
☐	💬			Needs Approval	5:30:00PM			6:00:00PM	0.50	858

Approval

Select All   Deselect All   Approve   Deny   Push Back

Exceptions | Payable Time

Exceptions ?

Personalize | Find | 📄 | 🖼   1 of 1

Date	Exception Severity

Acknowledge Exception

Return to Select Employee

Exceptions

If a timesheet has exceptions you will need to review these and action accordingly. If the exception is low and does not need to be followed up, you can tick the **Allow** box and click on **Acknowledge Exceptions**. You can then **approve** the timesheet.

High severity exceptions require a change to the timesheet; you need to **Push Back** the timesheet to the casual for amendment e.g. "*Sessions can only be paid if claimed in 0.5 increments*."

To see more information on the exception click on the **Description**

Payable Time

For any approved timesheet, a breakdown of payable hours will be displayed in the **Payable Time** tab following a process run on Thursday of a non-pay week. If a timesheet is approved and paid, any amendments must be made via the offline timesheet amendment forms.

Explanation of the **Payable Status**:

- **Estimated** = Submitted time has been run through a set of calculation rules
- **Sent to Payroll** = Payable time and any applicable penalties are ready to be paid in the next pay run
- **Distributed** = Timesheet has been paid.

The example shown is for an Academic engagement:

Further enquiries

Please contact the HR Service Centre 831 31111 or email HR Service Centre