

# Recording Overtime FAQs

## What are the major changes to how I record overtime and on-call?

The main differences are:

- Overtime/on-call is now recorded in Staff Services Online (SSO).
- TOIL will not be handled through the system.
- On-call is now to be recorded as total hours per day, rather than start & end times.
- In the new process, overtime/on-call will now be approved once only, by your manager. Then, the approved hours are work-flowed directly through to the payroll system. This replaces a process where Associate Director was the second approver.

## How do I record my TOIL?

This will need to be tracked directly with your manager.

## Has how I record on-call changed?

Yes. Previously on-call was recorded based on start and end times. In the new SSO timesheet, you need to record the total hours worked against the day they were worked on.

## What if I work multiple types of overtime or on-call on one day?

You can enter multiple types of overtime per day by adding extra lines and choosing the relevant type of overtime or on-call from the dropdown list.

## How do I enter overtime worked over midnight?

All overtime is now entered against a specific day worked. If you work over midnight you will need to record the start time and hours on one day and the end time and hours on the next day.

## What happens if I work overtime or on-call on a Public holiday?

All overtime and on-call is now entered against a specific day worked. If your overtime hours include a Public Holiday, still record the hours worked and type of overtime against that day and the system will calculate it based on the public holiday conditions.

## How do I record breaks taken during unplanned overtime?

Previously, breaks during unplanned overtime could be recorded on the manual timesheet.

In the SSO timesheet there are no fields for entering break times for unplanned overtime. To accurately show your hours worked, you'll need to record the hours before your break on one line and the hours worked after your break on a separate line.

## How do I charge overtime or on-call worked to a specific client? (recharge)

If you need to allocate the charge to a specific client, enter their project code in the project ID field. Either choose from the lookup list of project codes or enter the code manually (if known).

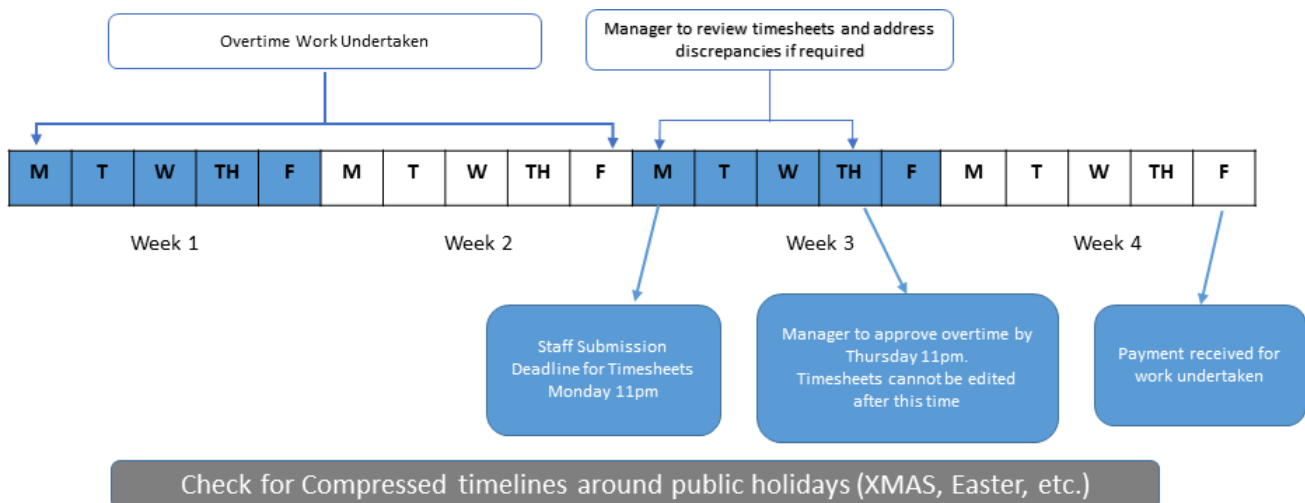
If you do not enter a project code, the work will be charged to the default project code that your substantive salary is paid from.

## Have deadlines for timesheet submission changed?

Yes. Currently you have two weeks to submit your overtime and on-call timesheet after work undertaken.

With the SSO timesheets, the approval time now aligns with the pay period. Timesheets need to be submitted by 11pm on the Monday after payday. This allows 3 days for manager approval, and for the overtime to be paid in the next pay.

Timesheets can be backdated to the time worked.



## How do I record overtime worked prior to the GoLive of the new timesheet system?

If you have overtime worked prior to the 22nd July that hasn't been entered into the TS On-Call and Overtime Pay Sheet, please enter as soon as possible so that requests may be approved and processed before the decommissioning of this system on 4th August 2017.

## What happens if I make a mistake?

If there are any discrepancies either acknowledged by yourself or your Manager, you will need to contact the HR Service Centre (HRSC) to obtain an Overtime amendment form, as this will need to be managed outside of the system. For more information see the Quick Reference Guide Timesheet Discrepancies.

## How do I know that my timesheet has been approved?

You will receive an email notification once the timesheet has been approved by your manager.

## Contact Us

For further support or questions, please contact the Service Centre on +61 8 8313 1111 or [hrservicecentre@adelaide.edu.au](mailto:hrservicecentre@adelaide.edu.au)