

## Timesheet Discrepancies

## Introduction

Your employee will complete their overtime and on call timesheet in Staff Services Online (SSO). As their manager you will need to review and approve the timesheets.

If a timesheet has been entered incorrectly you cannot push back or deny the timesheets in SSO. You will need to work with your employee to amend the timesheet.

## **Procedure**

Manager & Employee discuss the amendments to be made to the timesheet.

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Employee contacts the HR Service Centre (HRSC) to get the Overtime Amendment form.

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Employee makes the necessary changes on the Overtime Amendment form, and submits it to HRSC.

4

HRSC forwards the Amendment form to Payroll. Payroll makes the Overtime changes in PeopleSoft.

5

Manager receives an email notification to approve the amended Timesheet.

## **Contact Us**

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