

Supervisor Quick Guide- Approving Casual Timesheets

Purpose: This guide provides an overview for supervisors required to approval casual timesheets.

- If you supervise casual staff, you are required to validate the hours or academic sessions undertaken by the casual staff during each fortnight.
- If a casual staff member's timesheet is not approved by **Wednesday**, **1:00pm** they **will not receive their pay in that pay cycle** and they will have to wait for a further fortnight before they receive their pay.
- If payment does not occur due to missed approval deadlines, you will be responsible for discussing this with your casual staff.
- Supervisors will receive an email on **Friday 8:00pm** for each timesheet submitted by casual staff prior to the fortnightly submission cut-off time.
- Reminder emails will be generated at **1:00pm on Tuesday** for each outstanding timesheet that has not been actioned.
- A final reminder email will be sent for each unattended timesheet **3 hours** with a similar email sent to the affected casual staff member prior to the final cut-off.
- Supervisors cannot amend a timesheet that has been submitted to them for approval. If the casual staff member has entered incorrect details, the supervisor must mark the timesheet claim for return to the casual staff member to make the necessary alterations and resubmit.

The following provides an overview of the validation process:

Step	Action											
1.	Open the email advising you of timesheet approval required and select the link to process the request.											
1.	Open the email advising y My workbox section of the of outstanding tasks. This	Dr Sue Nguy Ryan Tyler H Please revie Review and This approve Submitted t Date Worked 26 May 2020 Help resour instructiona staff. Online Adm the staff p is usefu	mesheet approval required an ren, las submitted a casual timesheet which requires y w and approve this using the following link: approve timesheet claims for Ryan Tyler. al will be escalated if not actioned by 18 May 202 imesheet claims: Line of work LAWS 3080 Student Assessment (Exam) Standard Assessment ces for approving casual timesheets include the ti I video. For further assistance with this request, p ministration with Appian boortal (https://my.unisa.edu.a al to check to ensure all casual y workbox wy forms are viewable by using the link below.	id select your approval 1 1:00 pm <u>Time</u> claimed 1 (20 mins) imesheet app please contac	the lin Comment roval quick tyour local	Status Pending Approval guide and an casual support (home.aspx) yment have) provides a summary been attended to.					
	,	Approve casu	al timesheet for Ryan Tyler									
	 Select the "Appr 	ove cası	al timesheet" link provided	to proc	ess the	request.						

ер	Action												
	The Approve casi	Approve casual timesheet screen will be displayed.											
	Note:												
	icon denotes pre-jilled timesneet entries that have been ealted by the casual employe												
	Icon denotes regular timesheet entries												
	+ Ic	lcon denotes casual staff comment has been included. Select the icon to read the note.											
	Loon denotes an entry that has been marked for return by the approver.												
	🥦 Icon denotes pre-filled timesheet entries												
	News Tasks (10)	Records	Renor	ts Actions	Prisca Test - Annia								
		necorab	Thepot										
	University of South Australia	Ap		e casual timesheet									
	Save Changes	Payr	nent cla	ims									
	Reassign Task	To retu	rn a <mark>claim,</mark> :	select the checkbox for the associated line and click the Mark for Return	button prior to Appro	iving							
			Date	Line of work	Claim	Rate	Total	Note	State				
			16 Mar	EDUC 3061 Workshop (Timetabled) Class 20743	3 hrs	\$125.73	\$377.19		<u>۵</u>				
			05 Mar	EDUC 5156 Tutoring (Timetabled) + RDQ Class 20946	3 hrs	\$150.34	\$451.03		4				
			18 Mar	EDUC 2051 Student Assessment (Assignment 1) Standard	5 (50 mins)	\$50.18	\$41.81	+	Ø				
			18 Mar	EDUC 2051 Student Assessment (Assignment 1) Standard	2 (20	\$50.18	\$16.73		Ø				
				Duplicate pay claim entry exists in this grid.	mins)								
		Mark											
									Approve				
	Beview t	he claims	subm	itted Validation messages are highligh	ted in red (on the a	rid						
	 Review the claims submitted, validation messages are nignighted in red on the grid. If no changes are required, select Approve. 												
	• If changes are required, select the checkbox for the associated line(s), enter the reason for return,												
	select Mark for Return and then Approve.												
	• Validate	the confi	rmatio	on message displayed.									
	All pay claim items will be approved except												
	those marked for return. Are you sure you want to proceed?												
	Yes No												
	All timesheet reco	ords with	Retur	ned status will be returned to casual st	aff membe	r for an	nendme	ent. Ar	nended				
	timesheets can be	e re-subn	nitted	prior to the final cut-off date for approv	/al.								