

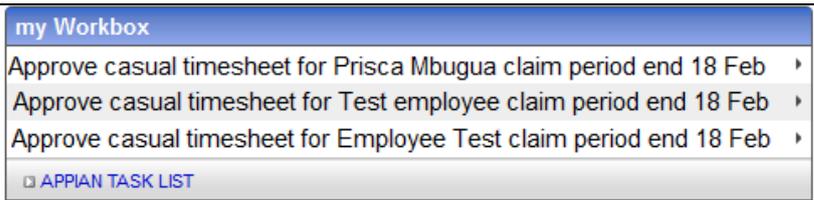


Supervisor Quick Guide- Approving Casual Timesheets

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.	<p>Open the email advising you of timesheet approval required and select the link to process the request.</p>  <p>My workbox section of the staff portal (https://my.unisa.edu.au/staff/portal/home.aspx) provides a summary of outstanding tasks. This is useful to check to ensure all casual claims for payment have been attended to.</p>  <ul style="list-style-type: none"> • Select the approval task link provided to process the request.

Step	Action
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2 The **Approve casual timesheet** screen will be displayed.

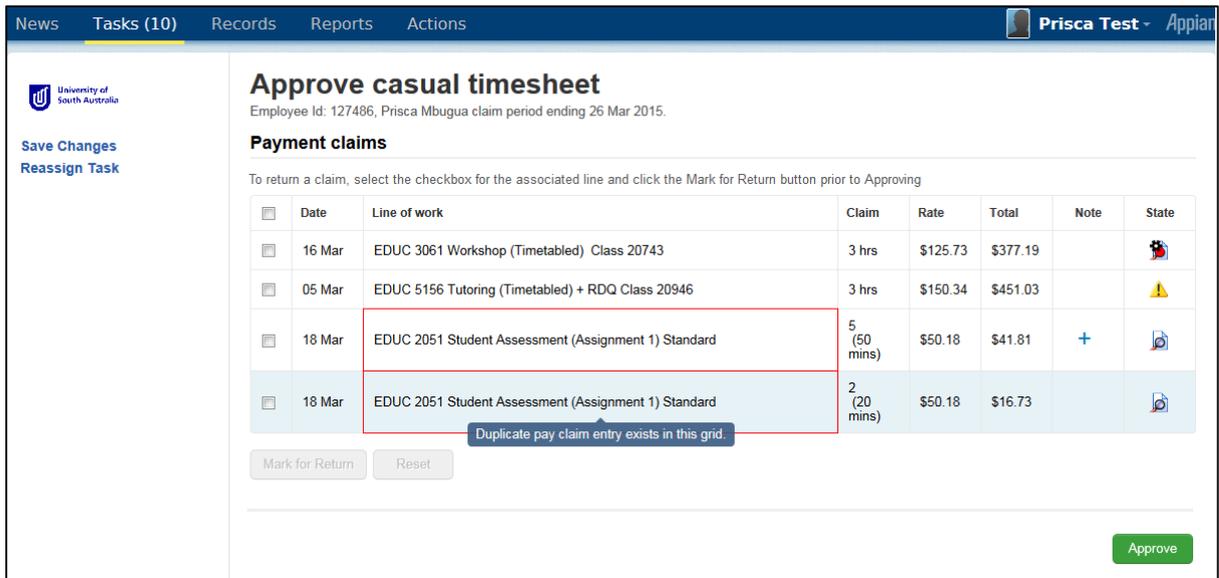
Note:

 Icon denotes pre-filled timesheet entries that have been edited by the casual employee.

 icon denotes regular timesheet entries

 Icon denotes casual staff comment has been included. Select the icon to read the note.

 Icon denotes an entry that has been marked for return by the approver.



News Tasks (10) Records Reports Actions Prisca Test - Appian

University of South Australia

Approve casual timesheet

Employee Id: 127486, Prisca Mbugua claim period ending 26 Mar 2015.

Payment claims

To return a claim, select the checkbox for the associated line and click the Mark for Return button prior to Approving

<input type="checkbox"/>	Date	Line of work	Claim	Rate	Total	Note	State
<input type="checkbox"/>	16 Mar	EDUC 3061 Workshop (Timetabled) Class 20743	3 hrs	\$125.73	\$377.19		
<input type="checkbox"/>	05 Mar	EDUC 5156 Tutoring (Timetabled) + RDQ Class 20946	3 hrs	\$150.34	\$451.03		
<input type="checkbox"/>	18 Mar	EDUC 2051 Student Assessment (Assignment 1) Standard	5 (50 mins)	\$50.18	\$41.81	+	
<input type="checkbox"/>	18 Mar	EDUC 2051 Student Assessment (Assignment 1) Standard	2 (20 mins)	\$50.18	\$16.73		

Duplicate pay claim entry exists in this grid.

Mark for Return Reset

Approve

- Review the claims submitted. Validation messages are highlighted 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, **Mark for Return** and then **Approve**.
- Validate the confirmation 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 records with **Returned status** will be returned to casual staff member for amendment. Amended timesheets can be re-submitted prior to the final cut-off date for approval.