

Employee Quick Guide- Submitting Casual Timesheets

Purpose: This guide provides an overview of how to enter and submit timesheets for a casual staff member.

- Casual staff will be required to submit a timesheet for all worked performed- **including former teaching autopay contracts** at the end of each fortnight.
- Timesheets must be submitted prior to the **Friday 8:00 pm** submission cut off time in order to be processed for payment in that pay cycle. Please review the [payroll calendar](#) for more detailed deadlines
- Casual staff will only need to submit a single timesheet even if they have multiple contracts.
- Casual staff will receive a timesheet approved email for timesheets approved prior to the approval cut off time on Wednesday **at 1:00 pm**.
- If your timesheet has not been actioned, you will receive an unattended timesheet alert **3 hours** prior to the final cut off. It is important to follow up with local school administrator as unapproved timesheets will result to missed payment.
- Returned timesheet entries will need to be address prior to the approval cut off time to be included in that pay cycle. If not attended, they will be rolled over to the next pay period and will need to be addressed before a new timesheet can be submitted.
- In case of any difficulties, kindly review the [Troubleshooting Guide](#) to help you identify and resolve problems.

1. Timesheet entry and Submission

Step	Action
1.	<p>Log in to the staff portal by navigating to https://my.unisa.edu.au/staff/portal/home.aspx.</p> <p>The staff portal is displayed</p> 

Step	Action
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2 To access your timesheet go to **Find a Form** section in the staff portal.

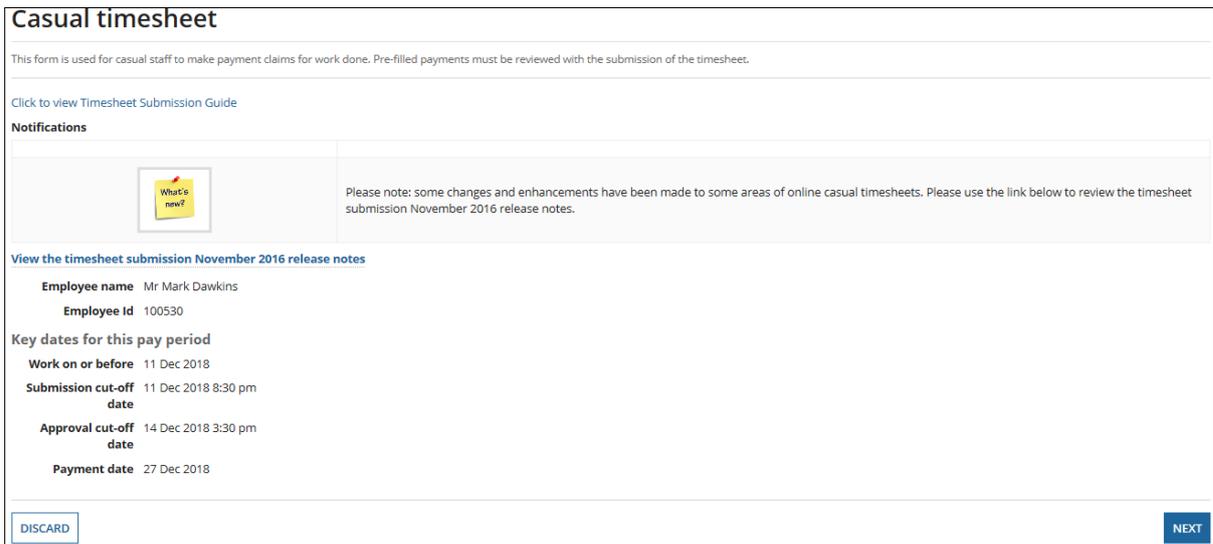


- Select **Online Forms** tab and click **Online Casual Timesheet** link.

You can also access your timesheet by navigating to **My Details** tab and then selecting **Casual Timesheet** link.

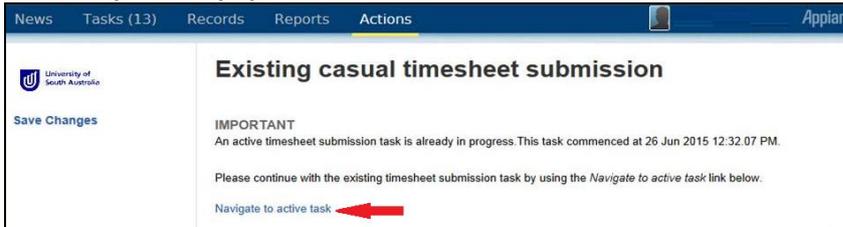


3 The **Casual timesheet information page** is displayed



- Review the key dates and select **Next** to proceed or **Discard** to exit the timesheet

Note: If a previously opened and un-submitted timesheet task exists, the following page is displayed



- Select **Navigate to active task** to access your existing timesheet submission task.

Step	Action
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4 Depending with the casual contract type i.e. Professional (time of day) contract or Academic contract, the **Casual timesheet entry page** is displayed.

For casual staff with both professional and academic contracts, the Time of Day timesheet entry page will be first displayed and upon submitting the professional timesheet, the Academic timesheet entry page will then be displayed.

Note:



Icon denotes pre-filled timesheet entries-Previously Autopay



Icon denotes regular timesheet entries



Icon denotes any returned timesheet entries returned by the approver in the previous pay period.

Casual Timesheet - Time of Day
Enter date worked, Contract Line, start and end times and break time by selecting "+Add Claim" and completing the entry line.

Payment Claims

Click to view current contracts

Ensure date worked is within the contract line limits, click the more info icon to see details of a claim

Date	Contract Details	Start Time hh:mm	End Time hh:mm	Breaks hh:mm	Claim Value	Add Note	Status	More Info	Remove
09/11/201	ITU Senior Information Technologist	9:00	17:00	0:30	\$527.93	+			
2/10/2015	ITU Senior Information Technologist	9:00	17:00	0:30	\$527.93	+			

+Add Claim

Discard Submit

Time of Day casual timesheet entry page

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

Payment claims

Click to view current contracts

Date	Line of work	No. of Assigns.	Hours	Rate	Total	Add note	Status	More info	Remove
16/03/201	EDUC 3061 Workshop (Timetabled) Class 20743		2	\$125.73	\$251.46	+			
05/03/201	EDUC 5156 Tutoring (Timetabled) + RDQ Class 20946		3	\$150.34	\$451.03	+			
19/03/201	EDUC 5156 Tutoring (Timetabled) + RDQ Class 20946		3	\$150.34	\$451.03	+			

+Add Claim

Discard Submit

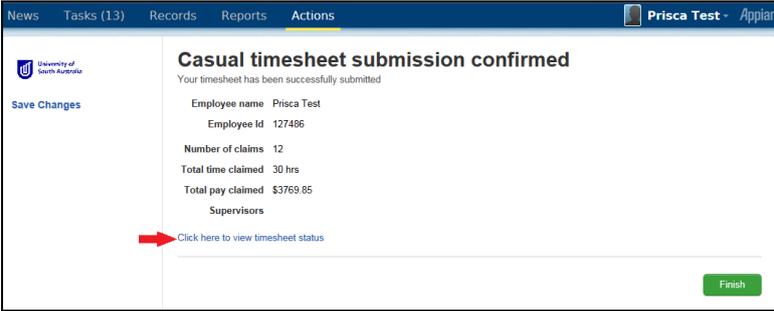
Academic casual timesheet entry page

- Select **Add claim** to add a new payment claim

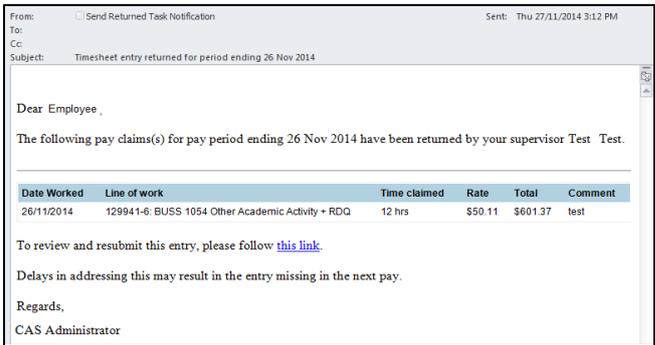
Step	Action																																																							
5	<p>A payment claim entry row is displayed.</p> <p>Note:</p> <p><i>Any timesheet entry validation errors will be displayed in line with the field being entered to enforce accurate data input</i></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Line of work</th> <th>Start Time hh:mm</th> <th>End Time hh:mm</th> <th>Breaks hh:mm</th> <th>Claim Value</th> <th>Add Note</th> <th>Status</th> <th>More Info</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>02/02/2019</td> <td>CMK Media Officer HEO 7</td> <td>9:00</td> <td>11:00</td> <td>0:30</td> <td>\$76.27</td> <td>+</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center;">Time of day timesheet entry row</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Line of work</th> <th>No. of Assigns.</th> <th>Hours</th> <th>Rate</th> <th>Total</th> <th>Add note</th> <th>Status</th> <th>More info</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>26/03/2019</td> <td>EDUC 3061 Other Academic Activity</td> <td></td> <td>3</td> <td>\$150.34</td> <td>\$451.03</td> <td>+</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center;">Academic timesheet entry row</p> <ul style="list-style-type: none"> • Enter the date worked. • Select Course /Project from the Line of work drop down. Only contract lines within the date worked are shown in the drop down. • Enter Start time, End time and length of Break for professional contracts OR Number of assignments marked or Hours worked on the enabled field for academic contracts. • Select the Add note icon send a note specific to the entry to the supervisor. • Select the More info icon to view more contract details on the line of work entered such as contract supervisor and remaining hours worked. 	Date	Line of work	Start Time hh:mm	End Time hh:mm	Breaks hh:mm	Claim Value	Add Note	Status	More Info	Remove	02/02/2019	CMK Media Officer HEO 7	9:00	11:00	0:30	\$76.27	+				Date	Line of work	No. of Assigns.	Hours	Rate	Total	Add note	Status	More info	Remove	26/03/2019	EDUC 3061 Other Academic Activity		3	\$150.34	\$451.03	+																		
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6	<p>Effective on and from 18 July 2019, the <i>University of South Australia Enterprise Agreement 2019</i> (the Agreement) includes minimum engagement periods for casual staff members.</p> <p>To claim for minimum engagement periods, enter the details of the work performed.</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Line of work</th> <th>Start time</th> <th>End time</th> <th>Break time</th> <th>Hours</th> <th>*Total</th> <th>Add note</th> <th>More info</th> <th>Status</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>01/07/2019</td> <td>Group Fitness Instructor - City East HEO 3</td> <td>09:00</td> <td>10:00</td> <td>00:00</td> <td>1 hr</td> <td>\$38.74</td> <td>+</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center;">Regular timesheet entry row</p> <p>Enter an additional claim for the prefixed Minimum Engagement line of work. Contact your local casual administrator if a minimum engagement row does not exist.</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Line of work</th> <th>Start time</th> <th>End time</th> <th>Break time</th> <th>Hours</th> <th>*Total</th> <th>Add note</th> <th>More info</th> <th>Status</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>01/07/2019</td> <td>Group Fitness Instructor - City East HEO 3</td> <td>09:00</td> <td>10:00</td> <td>00:00</td> <td>1 hr</td> <td>\$38.74</td> <td>+</td> <td></td> <td></td> <td></td> </tr> <tr> <td>01/07/2019</td> <td>Minimum Engagement Claim: Group Fit...</td> <td>10:00</td> <td>12:00</td> <td>00:00</td> <td>2 hrs</td> <td>\$77.48</td> <td>+</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center;">Regular and additional timesheet entry row for minimum engagement claim</p>	Date	Line of work	Start time	End time	Break time	Hours	*Total	Add note	More info	Status	Remove	01/07/2019	Group Fitness Instructor - City East HEO 3	09:00	10:00	00:00	1 hr	\$38.74	+				Date	Line of work	Start time	End time	Break time	Hours	*Total	Add note	More info	Status	Remove	01/07/2019	Group Fitness Instructor - City East HEO 3	09:00	10:00	00:00	1 hr	\$38.74	+				01/07/2019	Minimum Engagement Claim: Group Fit...	10:00	12:00	00:00	2 hrs	\$77.48	+			
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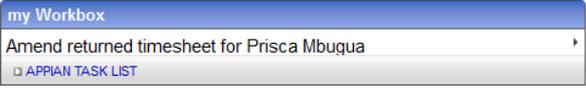
7	<p>To submit your timesheet, select the Submit button.</p> <ul style="list-style-type: none"> Any critical errors presented on the timesheet entry page as well as previously returned timesheet entries will need to be resolved before the timesheet can be submitted Submitted timesheets can still be edited or deleted prior to the submission cut off time. After the approval cut off all time sheets' status will be changed to Pending Approval and forwarded to your supervisor for approval.
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8	<p>Review the timesheet confirmation page displayed and select Finish to complete the submission process</p>  <ul style="list-style-type: none"> To track the status of the submitted timesheets, use the Click here to view timesheet status link.
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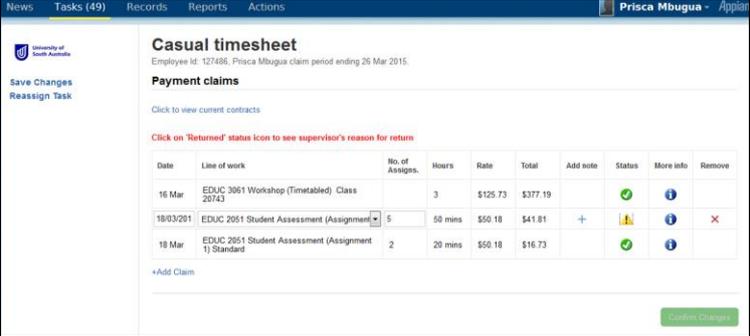
9	<p>Timesheet entries can be return by your supervisor for correction. To attend to one, open the email advising you of returned timesheet entry and select the link to process the request.</p>
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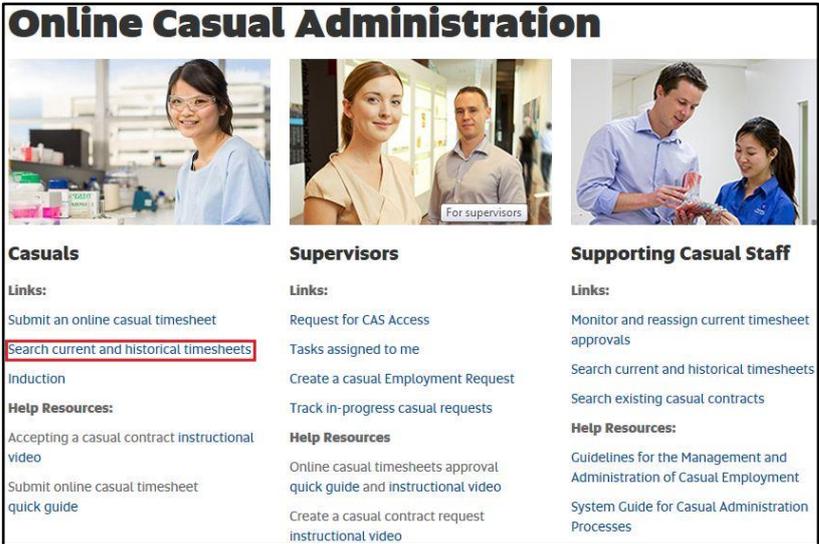
My workbox section of the staff portal (<https://my.unisa.edu.au/staff/portal/home.aspx>) also provides a summary of any outstanding tasks. **This is useful to check to ensure you have no outstanding Returned tasks.**



- Select the task to process you request.

Step	Action
10	<p>The Returned timesheet screen is displayed</p>  <ul style="list-style-type: none"> • Review the reason for return by selecting the Returned status icon. • Make the necessary amendments by either editing or deleting the timesheet entry. If there are no changes to the line of work details, Add note to send an explanation note to your approver. • Select Confirm Changes to resubmit the changes to your supervisor.

2. Viewing previous timesheets

Step	Action
1	<p>To view previously submitted timesheet records, navigate to Online Casual Administration (https://i.unisa.edu.au/cas) page.</p> <div data-bbox="231 392 1050 936" style="border: 1px solid black; padding: 5px;"> <h3 style="text-align: center;">Online Casual Administration</h3>  <p>Casuals</p> <p>Links:</p> <ul style="list-style-type: none"> Submit an online casual timesheet Search current and historical timesheets <p>Help Resources:</p> <ul style="list-style-type: none"> Accepting a casual contract instructional video Submit online casual timesheet quick guide <p>Supervisors</p> <p>Links:</p> <ul style="list-style-type: none"> Request for CAS Access Tasks assigned to me Create a casual Employment Request Track in-progress casual requests <p>Help Resources:</p> <ul style="list-style-type: none"> Online casual timesheets approval quick guide and instructional video Create a casual contract request instructional video <p>Supporting Casual Staff</p> <p>Links:</p> <ul style="list-style-type: none"> Monitor and reassign current timesheet approvals Search current and historical timesheets Search existing casual contracts <p>Help Resources:</p> <ul style="list-style-type: none"> Guidelines for the Management and Administration of Casual Employment System Guide for Casual Administration Processes </div> <ul style="list-style-type: none"> Select Search current and historical time or alternatively, click on the below link. (https://bpi.unisa.edu.au/suite/tempo/reports/view/2brUcg) <p>The Timesheets search page is displayed</p> <div data-bbox="231 1108 1246 1361" style="border: 1px solid black; padding: 5px;"> <p>Casual timesheet search</p> <p>Search timesheets</p> <p>Employee <input type="text"/></p> <p>Date worked <input type="text" value="dd/mm/yyyy"/></p> <p>Contract id <input type="text"/></p> <p>Supervisor / approver <input type="text"/></p> <p>Org 2 code <input type="text"/></p> <p>Status <input checked="" type="checkbox"/> Draft <input checked="" type="checkbox"/> Submitted <input checked="" type="checkbox"/> Pending Approval <input checked="" type="checkbox"/> Returned <input checked="" type="checkbox"/> Approved <input checked="" type="checkbox"/> Transferred</p> <p style="text-align: right;"><input type="button" value="SEARCH"/></p> </div> <ul style="list-style-type: none"> Most current timesheet entries will be presented. Use the filters provided to display timesheet records you wish to view. To search for a timesheet, enter any of the search criteria; and click on Search button. Timesheets that meet the search criteria will be displayed.