University of South Australia

Casual Timesheet Guide

This guide provides casual staff members with an overview of how to enter and submit timesheets.

Casual staff will be required to submit a timesheet for all worked performed.

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 offers of work.

Casual staff will receive a timesheet approved email confirming the timesheets that have been 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 this alert up with your casual administrator as unapproved timesheets will result to missed payment.

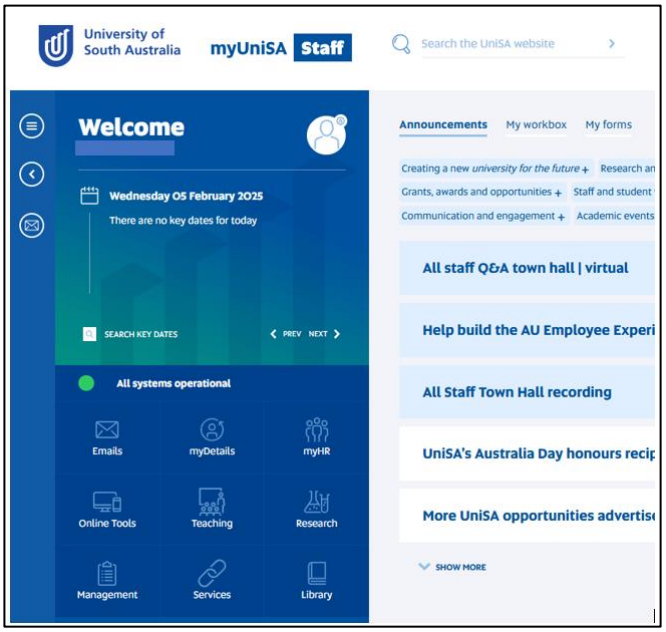
Returned timesheet entries will need to be addressed prior to the approval cut off time to be included in that pay cycle. If not attended, they will be rolled over to the next pay period and will need to be addressed before a new timesheet can be submitted.

If you need further support, please contact your local casual administration team who will be able to assist you. You can find their details on your Casual Offer of Work welcome email.

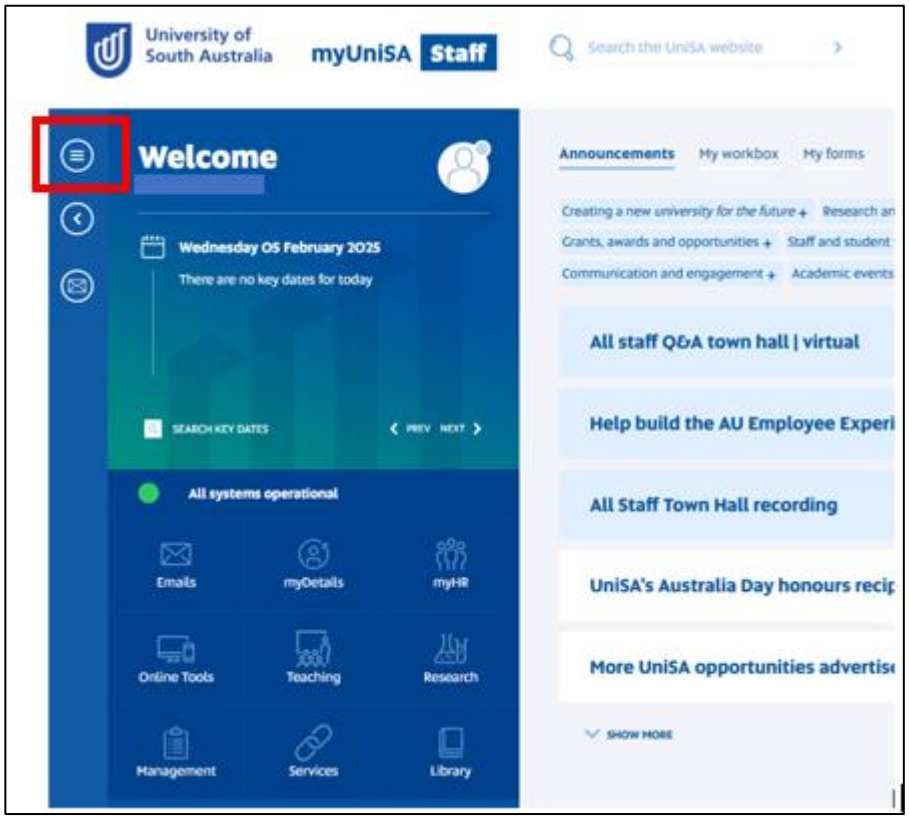
A. Timesheet entry and submission

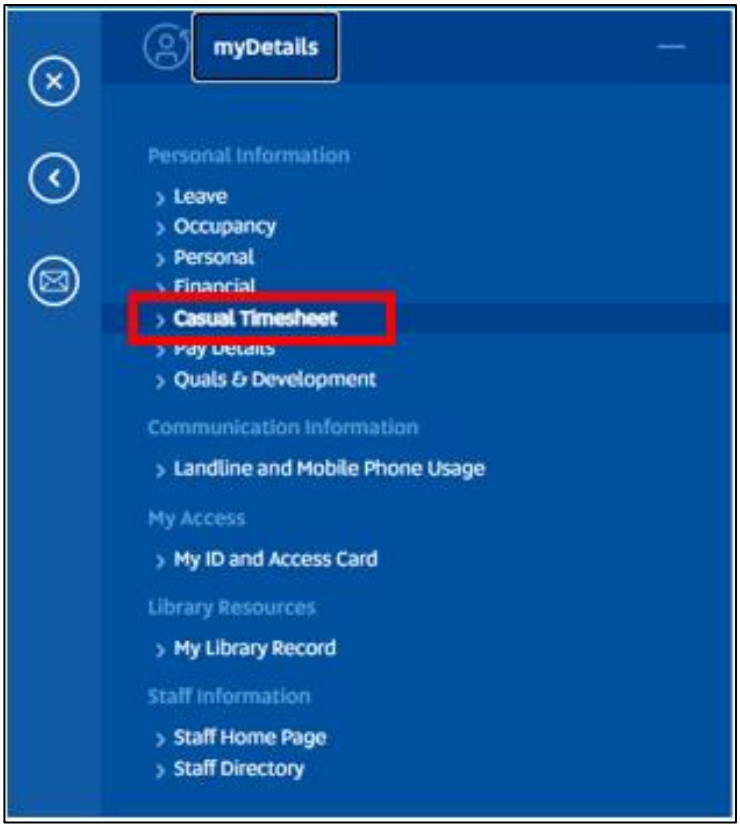
1. Log in to the staff portal by opening an internet browser and click "Home" to navigate to the home intranet page. You can type the address in the address bar: https://my.unisa.edu.au/Staff/Portal/

   The staff portal is displayed in the top left-hand corner of the page.

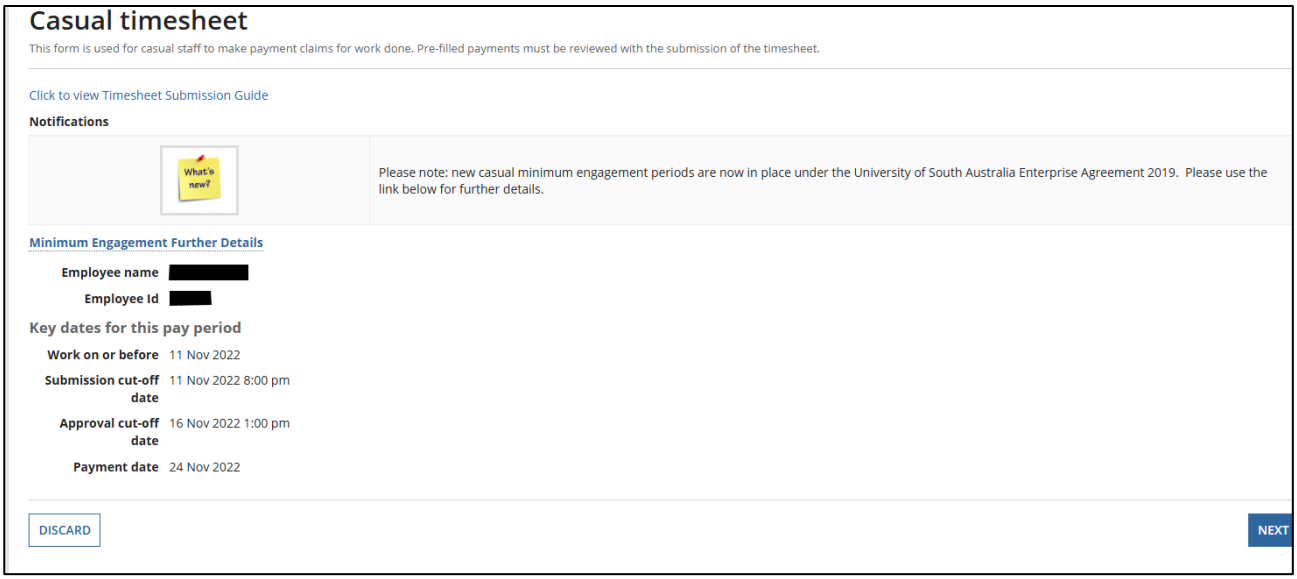


2. To submit a timesheet, click on the menu button in the top left-hand side and select *Casual Timesheet*.



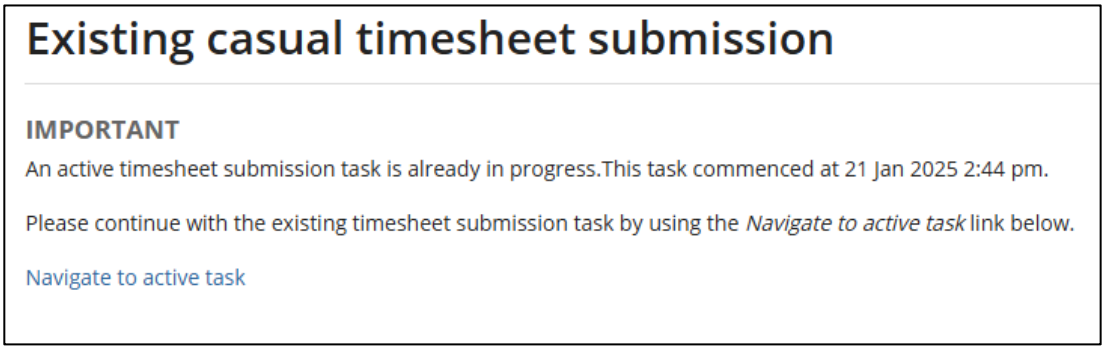


3. The Casual timesheet information page is displayed



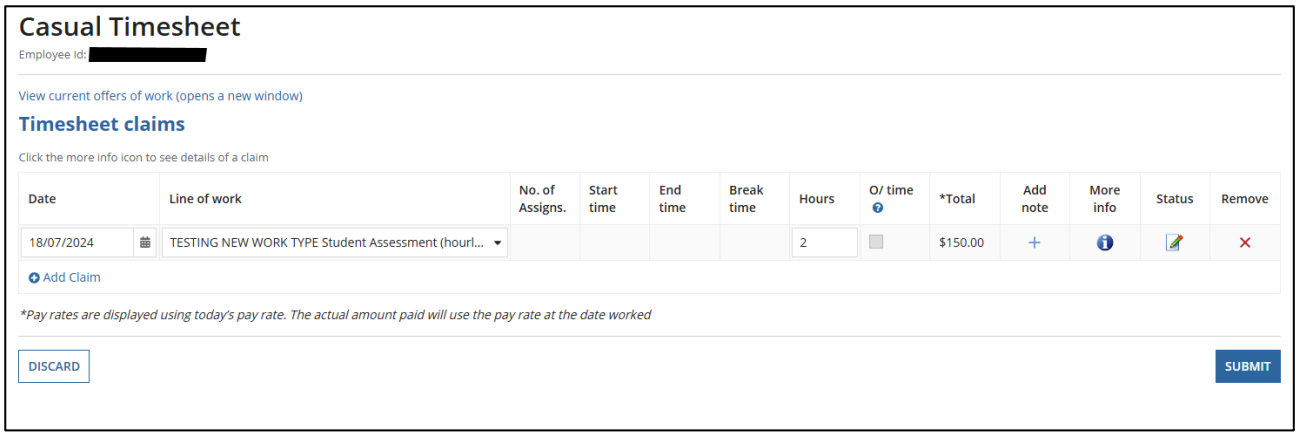
- Review the key dates and select Next to proceed or Discard to exit the timesheet

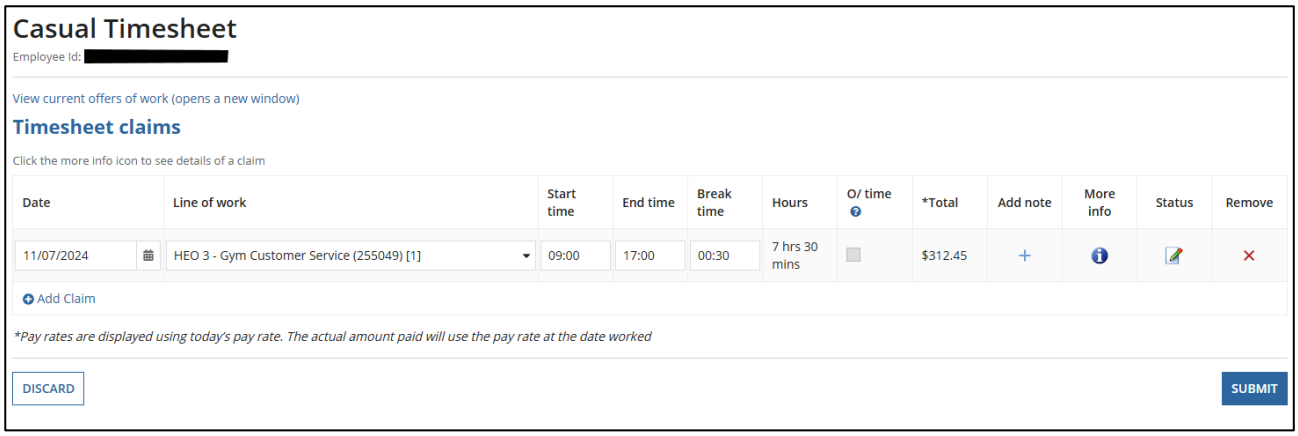
Note: If a previously opened and un-submitted timesheet task exists, the following page is displayed



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

4. The Casual timesheet entry page is displayed. For casual staff with both professional and academic offers of work, 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.





- Select Add claim to add a new payment claim

5. A payment claim entry row is displayed.

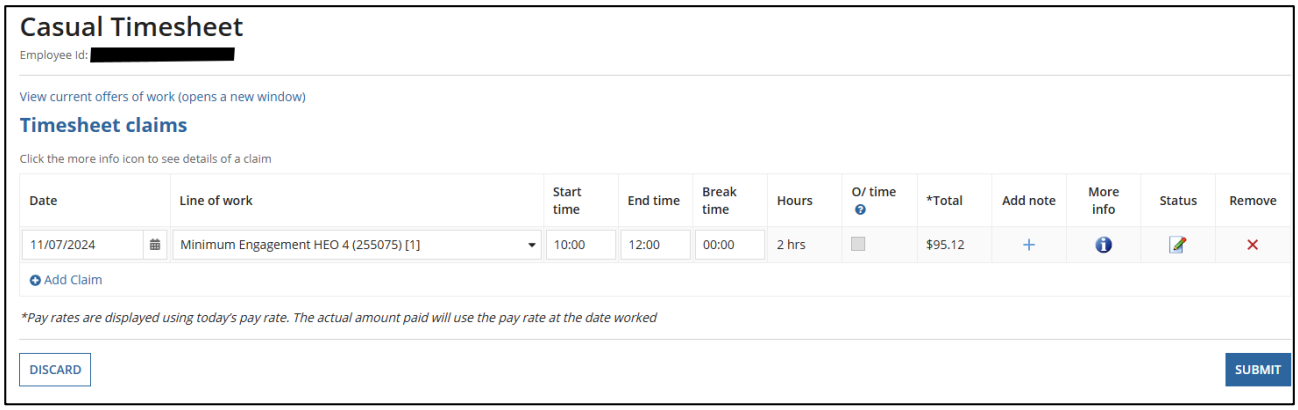
Note: Any timesheet entry validation errors will be displayed in line with the field being entered to enforce accurate data input

Enter the date worked.

- Select the appropriate work from the Line of work drop down. Only the lines of work within the date worked are shown in the drop down.
- Enter Start time, End time and length of Break for professional offers of work OR Hours worked on the enabled field for academic offers of work.
- If you need to send a note to your Supervisor, select the Add note icon. Select the More info icon to view more contract offer of work details on the line of work entered such as contract supervisor and remaining hours worked.

6. The University of South Australia Enterprise Agreement 2023 (the Agreement) includes minimum engagement periods for casual staff members. The *Minimum Engagement* Line of Work needs to be set up in the Casual Offer of Work in ordered to be claimed. If it is not, contact the Casual Admin Team to resolve.

7. To claim for minimum engagement periods, enter the details of the work performed.



8. To submit your timesheet, select the Submit button.

- 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.

9. Review the timesheet confirmation page displayed and select Finish to complete the submission process

Casual timesheet submission confirmed

Employee name [redacted]

Employee Id [redacted]

Pay date 24 Nov 2022

The casual timesheet was succesfully submitted, an email confirmation has been sent to ITU-AppianTest@unisa.edu.au

Select this link to review your current in-progress timesheet claims.

To track the status of the submitted timesheets, use the Click here to view timesheet status link.

10. Timesheet entries can be returned 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.

Info: [BPI] Casual timesheet submitted

IA admin@bpi-test.unisa.edu.au on behalf of [redacted] <ITU-AppianTest@unisa.edu.au>
To [redacted]

[redacted]

Your timesheet claims have been successfully submitted for approval.

Please review your current in-progress timesheet claims by using the following link:
Review timesheet claims for [redacted]

Time submitted: 21 Jan 2025 2:58 pm
Submission cut-off time: 11 Nov 2022 8:00 pm
Date to be paid: 24 Nov 2022

Timesheet claims currently submitted:

Date Worked	Line of work	Time claimed	Comment	Status
18 Jul 2024	TESTING NEW WORK TYPE Student Assessment (hourly rate) Complex Assessment	2 hrs		Submitted

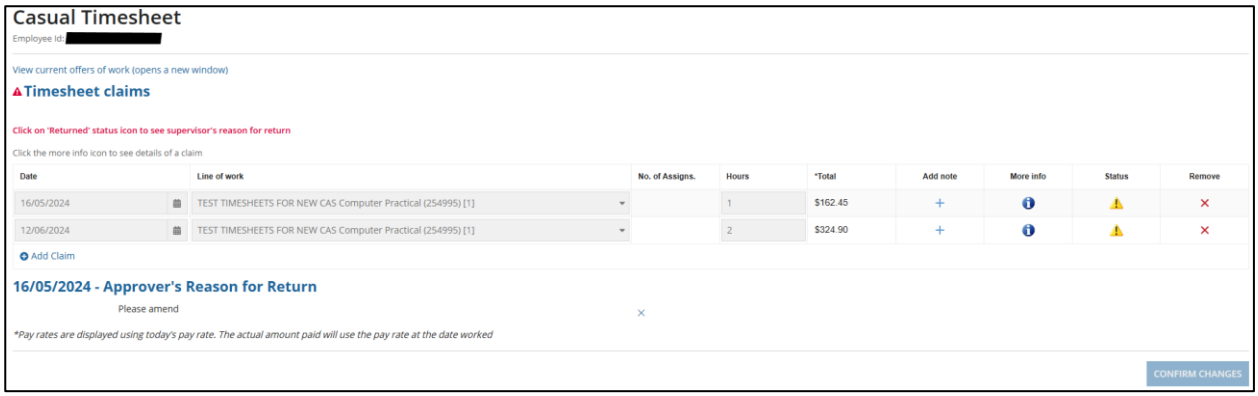
For further assistance with this request, please contact your local casual support staff.

Online Administration with Appian

Online Administration: Anywhere, Anytime, Any Device. Look for the UniSA Forms app in your mobile app store.

Select the task to process your request.

11. The Returned timesheet screen is displayed



Review the reason for return by selecting the Returned status icon.

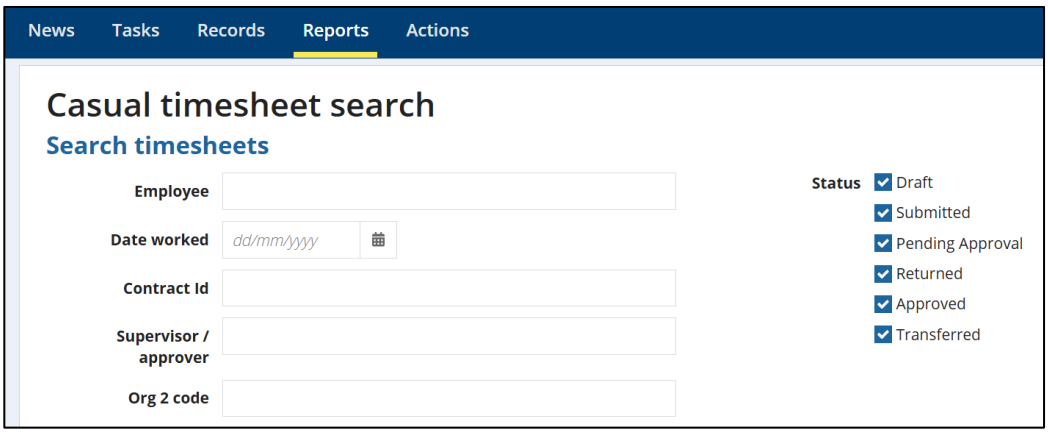
- Make the necessary amendments by either editing or deleting the timesheet entry. If there are no changes to the line of work details, Add note to send an explanation note to your supervisor.
- Select Confirm Changes to resubmit the changes to your supervisor.

B. Viewing previous timesheets

To view previously submitted timesheet records, navigate to Casual Employment webpage.

Under the *Additional Resources for Casual Staff* section, select *Search Current and Historical Timesheets* or alternatively, click on the below link. (https://bpi.unisa.edu.au/suite/tempo/reports/view/2brUcg)

The Timesheets search page is displayed



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.

Related Documents/Resources

The University of South Australia Enterprise Agreement 2023
AskPTC Casual topics
Casual Employment Webpage
Payroll Calendar
Appian- Actions Tab
Appian Mobile App Configuration
How to Access Appian