


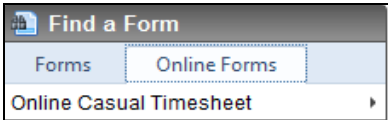
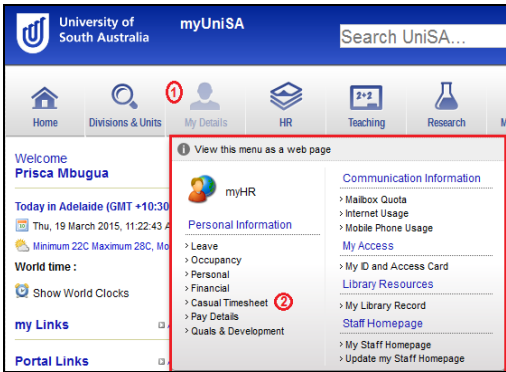
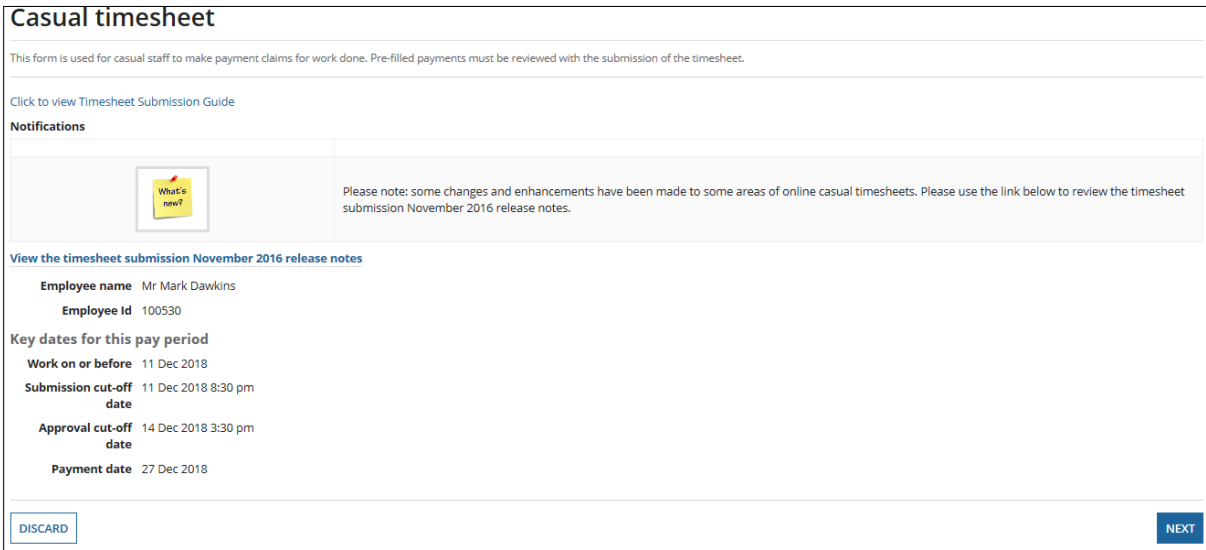
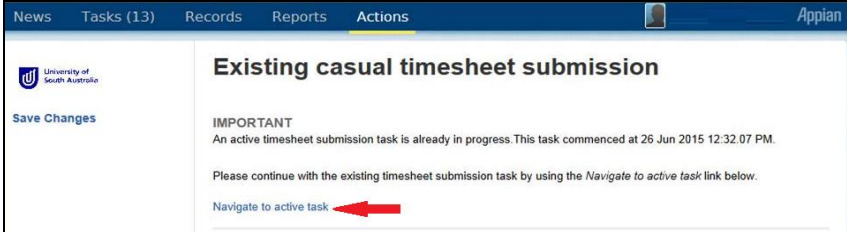
## Employee Quick Guide- Submitting Casual Timesheets




**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 <a href="https://my.unisa.edu.au/staff/portal/home.aspx">https://my.unisa.edu.au/staff/portal/home.aspx</a>.</p> <p>The <b>staff portal</b> is displayed</p> 

Step	Action
2	<p>To access your timesheet go to <b>Find a Form</b> section in the staff portal.</p>  <ul style="list-style-type: none"> <li>Select <b>Online Forms</b> tab and click <b>Online Casual Timesheet</b> link.</li> </ul> <p>You can also access your timesheet by navigating to <b>My Details</b> tab and then selecting <b>Casual Timesheet</b> link.</p> 
3	<p>The <b>Casual timesheet information page</b> is displayed</p>  <ul style="list-style-type: none"> <li>Review the key dates and select <b>Next</b> to proceed or <b>Discard</b> to exit the timesheet</li> </ul> <p><b>Note: If a previously opened and un-submitted timesheet task exists, the following page is displayed</b></p>  <ul style="list-style-type: none"> <li>Select <b>Navigate to active task</b> to access your existing timesheet submission task.</li> </ul>

Step	Action																																																																						
4	<p>Depending with the casual contract type i.e. Professional (time of day) contract or Academic contract, the <b>Casual timesheet entry page</b> is displayed.</p> <p><i>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.</i></p> <p><b>Note:</b></p> <div> Icon denotes pre-filled timesheet entries-Previously Autopay</div> <div> icon denotes regular timesheet entries</div> <div> Icon denotes any returned timesheet entries returned by the approver in the previous pay period.</div> <div><div><div><div>News</div><div>Tasks (10)</div><div>Records</div><div>Reports</div><div>Actions</div></div><div><div><div><div>CELEBRATING 25 YEARS</div><div>University of South Australia</div></div><div>Save Changes</div></div><div><div><div><div><div>Casual Timesheet - Time of Day</div><div>Enter date worked, Contract Line, start and end times and break time by selecting "+Add Claim" and completing the entry line.</div><div>Payment Claims</div><div><a href="#">Click to view current contracts</a></div><div>Ensure date worked is within the contract line limits, click the more info icon to see details of a claim</div><table><thead><tr><th>Date</th><th>Contract Details</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>09/11/201</td><td>ITU Senior Information Technologist</td><td>9:00</td><td>17:00</td><td>0:30</td><td>\$527.93</td><td>+</td><td></td><td></td><td></td></tr><tr><td>2/10/2015</td><td>ITU Senior Information Technologist</td><td>9:00</td><td>17:00</td><td>0:30</td><td>\$527.93</td><td>+</td><td></td><td></td><td></td></tr></tbody></table><div>+Add Claim</div><div>Discard</div><div>Submit</div></div></div></div></div><div>Time of Day casual timesheet entry page</div></div><div><div><div><div>News</div><div>Tasks (49)</div><div>Records</div><div>Reports</div><div>Actions</div></div><div><div><div><div>University of South Australia</div><div>Save Changes</div></div><div><div><div><div>Casual timesheet</div><div>Employee Id: 127486, Prisca Mbugua claim period ending 26 Mar 2015.</div><div>Payment claims</div><div><a href="#">Click to view current contracts</a></div><table><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>16/03/201</td><td>EDUC 3061 Workshop (Timetabled) Class 20743</td><td></td><td>2</td><td>\$125.73</td><td>\$251.46</td><td>+</td><td></td><td></td><td></td></tr><tr><td>05/03/201</td><td>EDUC 5156 Tutoring (Timetabled) + RDQ Class 20946</td><td></td><td>3</td><td>\$150.34</td><td>\$451.03</td><td>+</td><td></td><td></td><td></td></tr><tr><td>19/03/201</td><td>EDUC 5156 Tutoring (Timetabled) + RDQ Class 20946</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><div>+Add Claim</div><div>Discard</div><div>Submit</div></div></div></div></div><div>Academic casual timesheet entry page</div></div><div><div><div>Select <b>Add claim</b> to add a new payment claim</div></div></div></div></div></div></div>	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	+				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	+			
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	+																																																																	
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	+																																																																	

Step

Action

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*

Date	Line of work	Start Time hh:mm	End Time hh:mm	Breaks hh:mm	Claim Value	Add Note	Status	More Info	Remove
02/02/201	CMK Media Officer HEO 7	9:00	11:00	0:30	\$76.27	+			

Time of day timesheet entry row

Date	Line of work	No. of Assigns.	Hours	Rate	Total	Add note	Status	More info	Remove
26/03/201	EDUC 3061 Other Academic Activity		3	\$150.34	\$451.03	+			

Academic timesheet entry row

- 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.

6

Effective on and from 18 July 2019, the *University of South Australia Enterprise Agreement 2019* (the Agreement) includes minimum engagement periods for casual staff members.

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

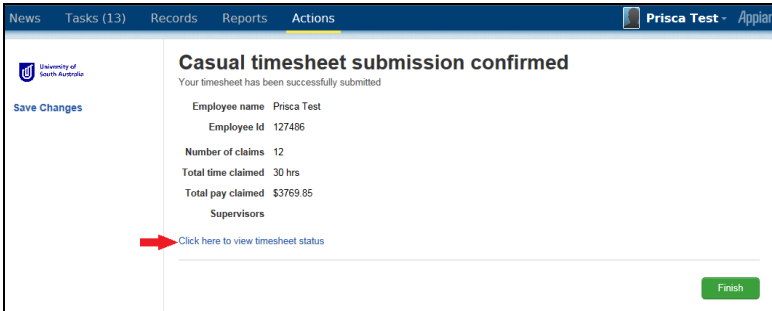
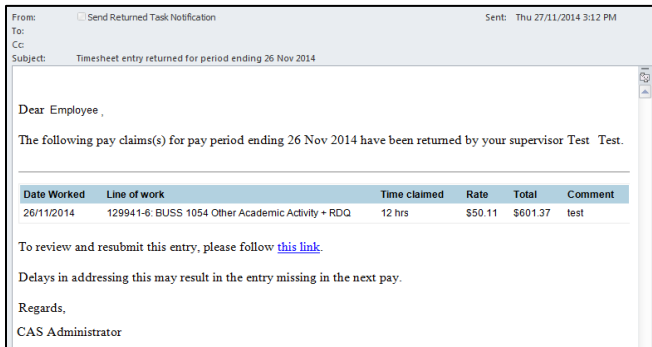
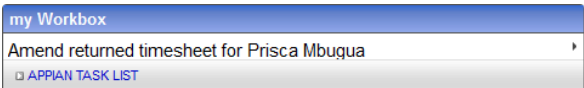
Date	Line of work	Start time	End time	Break time	Hours	*Total	Add note	More info	Status	Remove
01/07/2019	Group Fitness Instructor - City East HEO 3	09:00	10:00	00:00	1 hr	\$38.74	+			

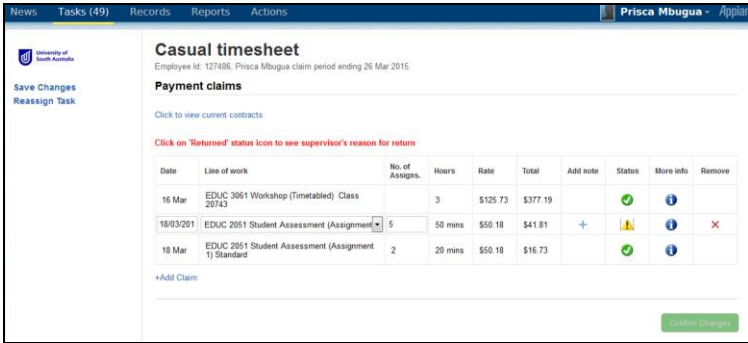
Regular timesheet entry row

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.

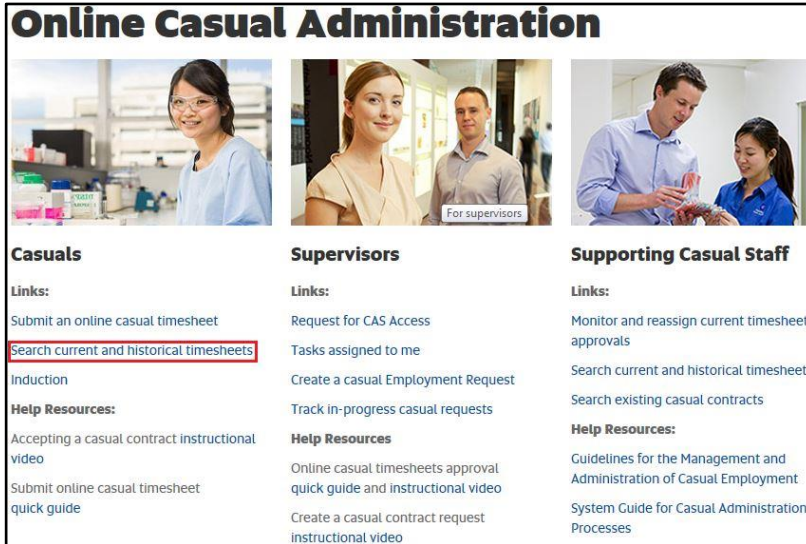
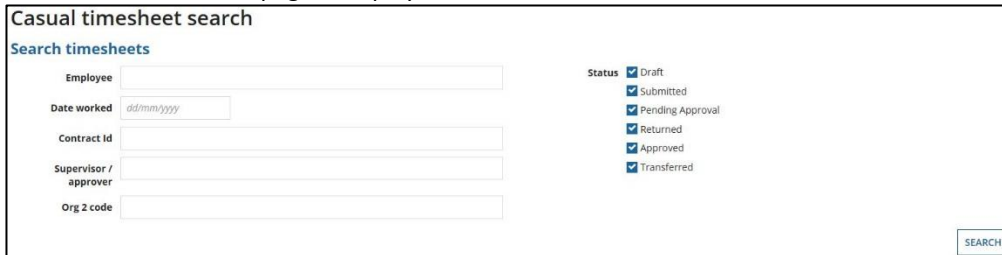
Date	Line of work	Start time	End time	Break time	Hours	*Total	Add note	More info	Status	Remove
01/07/2019	Group Fitness Instructor - City East HEO 3	09:00	10:00	00:00	1 hr	\$38.74	+			
01/07/2019	Minimum Engagement Claim: Group Fit...	10:00	12:00	00:00	2 hrs	\$77.48	+			

Regular and additional timesheet entry row for minimum engagement claim

Step	Action
7	<p>To submit your timesheet, select the <b>Submit</b> button.</p> <ul style="list-style-type: none"> <li>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</li> <li>Submitted timesheets can still be edited or deleted prior to the submission cut off time.</li> <li>After the approval cut off all time sheets' status will be changed to <b>Pending Approval</b> and forwarded to your supervisor for approval.</li> </ul>
8	<p>Review the timesheet confirmation page displayed and select <b>Finish</b> to complete the submission process</p>  <ul style="list-style-type: none"> <li>To track the status of the submitted timesheets, use the <b>Click here to view timesheet status</b> link.</li> </ul>
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>  <p><b>My workbox</b> section of the staff portal (<a href="https://my.unisa.edu.au/staff/portal/home.aspx">https://my.unisa.edu.au/staff/portal/home.aspx</a>) also provides a summary of any outstanding tasks. <b>This is useful to check to ensure you have no outstanding Returned tasks.</b></p>  <ul style="list-style-type: none"> <li>Select the task to process you request.</li> </ul>

Step	Action
10	<p>The <b>Returned timesheet screen</b> is displayed</p>  <ul style="list-style-type: none"> <li>Review the reason for return by selecting the <b>Returned</b> status icon.</li> <li>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.</li> <li>Select <b>Confirm Changes</b> to resubmit the changes to your supervisor.</li> </ul>

## 2. Viewing previous timesheets

Step	Action
1	<p>To view previously submitted timesheet records, navigate to <b>Online Casual Administration</b> (<a href="https://i.unisa.edu.au/cas">https://i.unisa.edu.au/cas</a>) page.</p> <div data-bbox="229 392 1038 934">  </div> <ul style="list-style-type: none"> <li>Select <b>Search current and historical time</b> or alternatively, click on the below link. (<a href="https://bpi.unisa.edu.au/suite/tempo/reports/view/2brUcg">https://bpi.unisa.edu.au/suite/tempo/reports/view/2brUcg</a>)</li> </ul> <p>The <b>Timesheets search</b> page is displayed</p> <div data-bbox="229 1104 1235 1357">  </div> <ul style="list-style-type: none"> <li>Most current timesheet entries will be presented.</li> <li>Use the filters provided to display timesheet records you wish to view.</li> <li>To search for a timesheet, enter any of the search criteria; and click on <b>Search</b> button.</li> <li>Timesheets that meet the search criteria will be displayed.</li> </ul>