



Introduction

Casual Academic staff need to submit timesheets every fortnight that accurately reflect the number of sessions worked during that fortnight. Timesheets are submitted via the Timesheet tile in Staff Services Online (SSO).

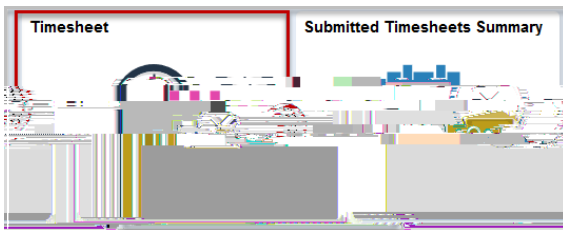
Procedure

1. Log in to Staff Services Online (SSO) and click on the Timesheets tile.



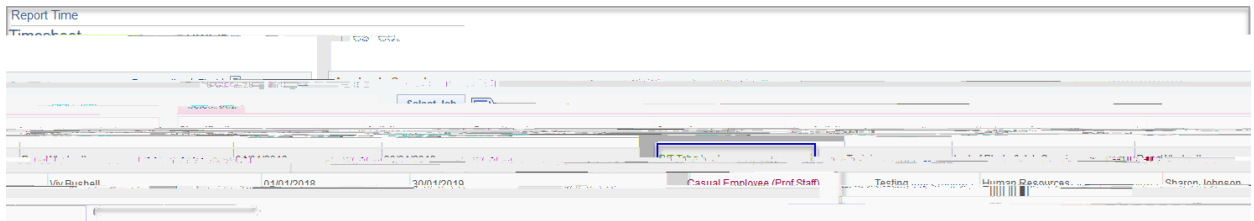
Note: The layout of your tiles may be different, but you should be able to find the Timesheet tile amongst them.

2. Click on the Timesheet tile to display the Timesheet Details .

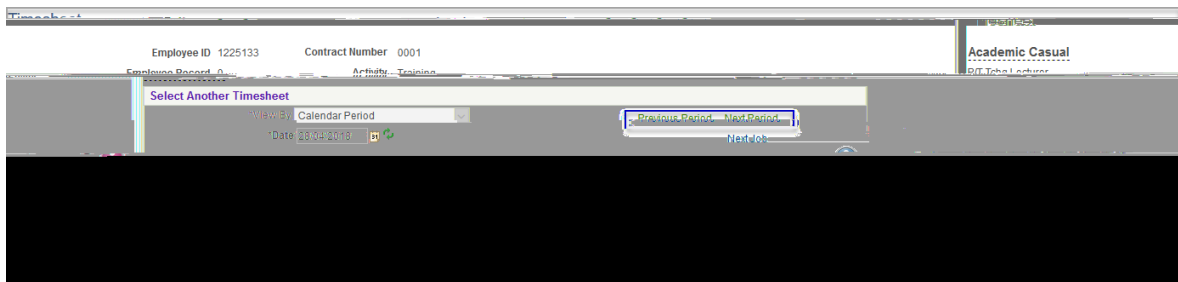


If you have only one engagement, clicking Timesheet will open the timesheet.

If you have multiple engagements, you will then see a list of your engagements. Click on the name of the engagement (in blue) you want enter your sessions into.



3. The time sheet will open to the previous pay period. You can navigate through different pay periods using the Previous Period and Next Period buttons.



8. Click **Save for Later** if you are entering in the sessions that you worked progressively. Click **Submit** if you have completed entering in data for the fortnight. **Save for Later** does not submit the timesheet for approval. To retrieve a saved timesheet at a later date you can navigate back through the **Timesheet** tile in SSO.

9. If you have more than one engagement, rather than return to the home page, you can click on **Previous Job** or **Next Job** to move between timesheets and enter in the details of your other engagement. You need to submit the details on each separate timesheet for each separate engagement.

Exceptions

1. You will need to check for exceptions once you have submitted your timesheet. Exceptions can flag potential data entry errors, or problems with your submission.

Exceptions are displayed under the **Exceptions** tab at the bottom of the page.

Timesheets can still be submitted, approved and paid when there are **Low severity exceptions**.

The screenshot shows the 'Timesheet' interface. At the top, there are navigation options: 'View By' (set to 'Calendar Period') and 'Date' (set to '28/04/2018'). There are buttons for 'Previous Period', 'Next Period', and 'Next Job'. Below this, a 'Reported Hours' section shows '19.00'. The main table has columns for days of the week and tasks. A task 'Basic Lecture' is selected, showing 2.00 hours reported. A callout box on the left says 'Select the Task that you were'. Another callout box at the top left says 'View By and Date give you options to change which pay period you are viewing.' A callout box at the top right says 'Click Previous Period or Next Period to view timesheets from different periods.' A callout box at the bottom right says 'Check any Exceptions by clicking this tab after you have clicked Submit'. The 'Exceptions' tab is highlighted in the interface.

Select the Task that you were

View By and Date give you options to change which pay period you are viewing.

Click Previous Period or Next Period to view timesheets from different periods.

Check any Exceptions by clicking this tab after you have clicked Submit

Contact Us

For further support or questions, please contact the HR Service Centre on +61 8 8313 1111 or hrservicecentre@adelaide.edu.au