

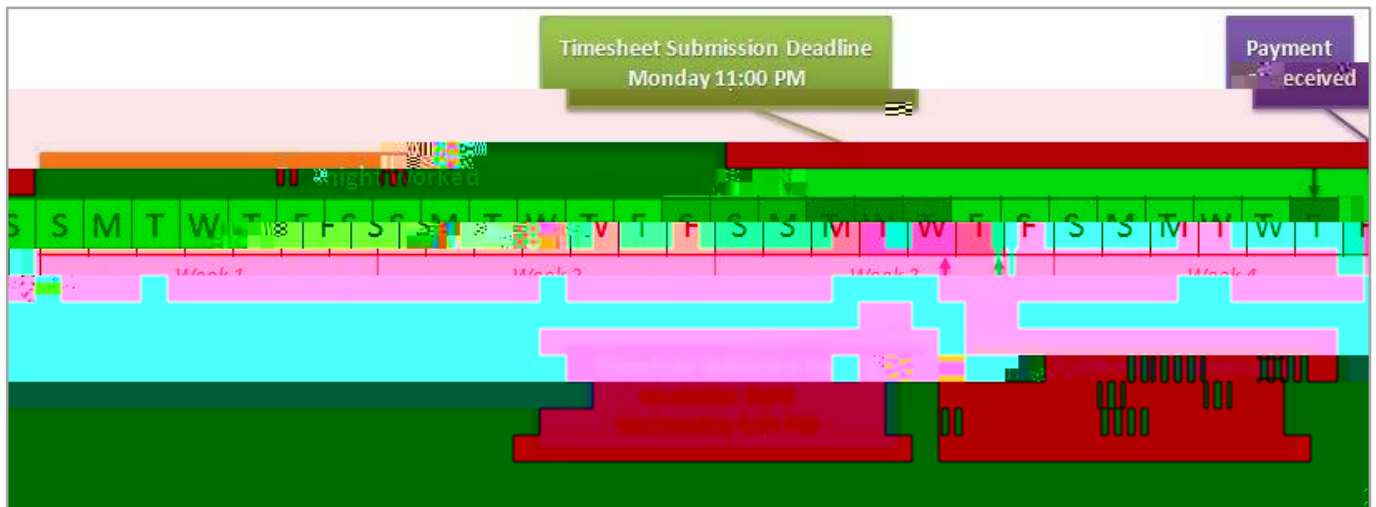
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## Introduction

Casual English Language Teachers (ELT) need to submit timesheets every fortnight that accurately reflect the number of hours worked during that fortnight. Timesheets are submitted via the Timesheet tile in Staff Services Online (SSO).

Payment follows the cycle detailed below, with payments generally made one pay period in arrears.

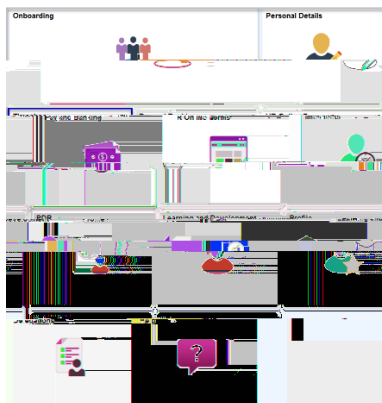


The timesheet will default to the previous pay period. It is possible to update a timesheet while it is in the status of Saved, Needs Approval, Approved, or Pushed Back.

If you are working across multiple engagements, e.g. casual ELT and casual Academic, you will need to submit one timesheet for each different engagement. Each engagement operates independently, so there is a separate approval and a separate pay process for each engagement.

## Procedure

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

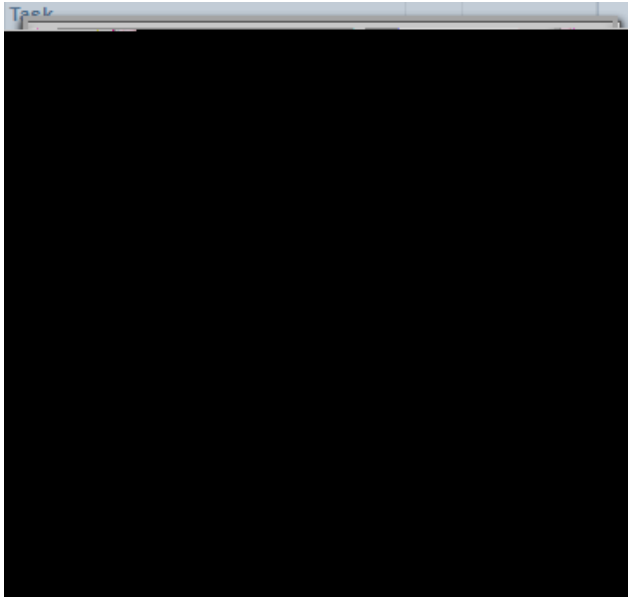


Note: The layout of your tiles may be different, but you should be able to find the Timesheet tile amongst them.





8. Select the Task that is relevant to the work in which you participated.

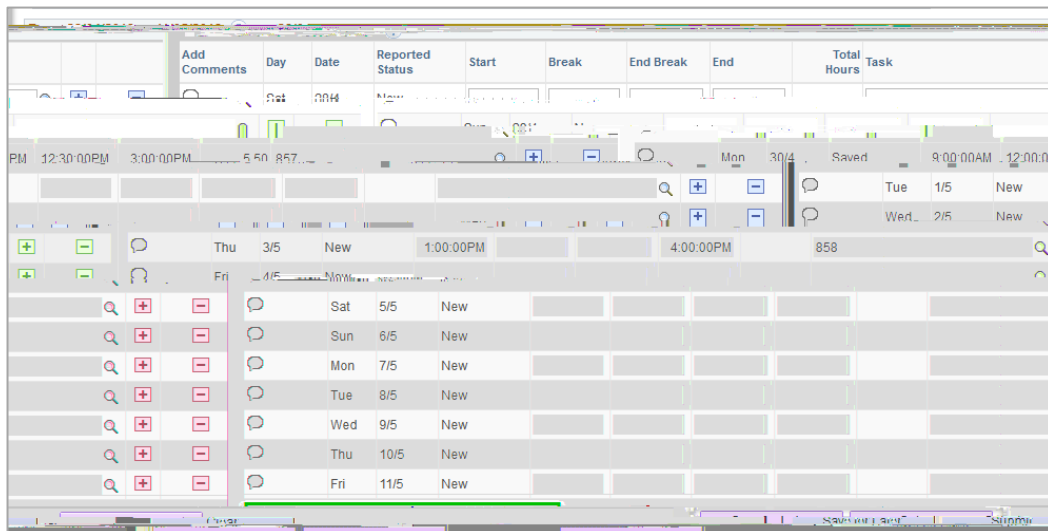


9. Once you have entered in the correct times and task, you can click on Save for Later . The number of hours that you have worked for each day during the pay period will be displayed .

You can use the Save for Later button to progressively enter in the times that you have worked for the pay period. 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.

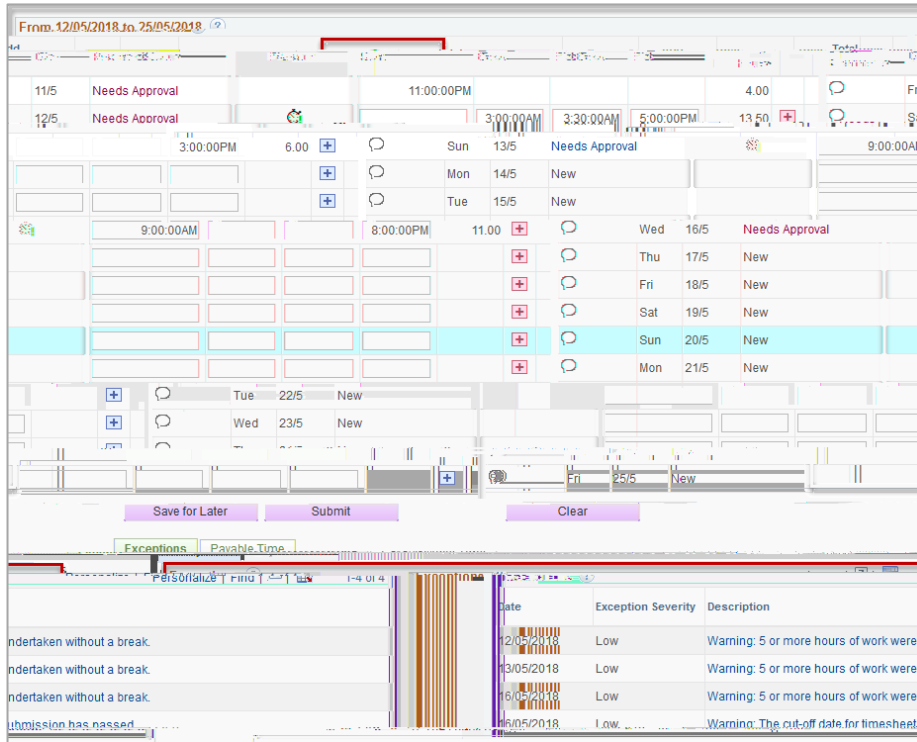
When you have completed filling in the hours that you have worked for the pay period, review the timesheet, then click Submit .



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 or in the exception column, next to the details of each day.



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

High severity exceptions can be submitted however a Timesheet Validator cannot approve a timesheet with a High severity exception. The timesheet will be pushed back to you for re-work. Therefore it is important that you correct and resubmit your timesheet immediately to clear the high exception to avoid a delay in payment.

