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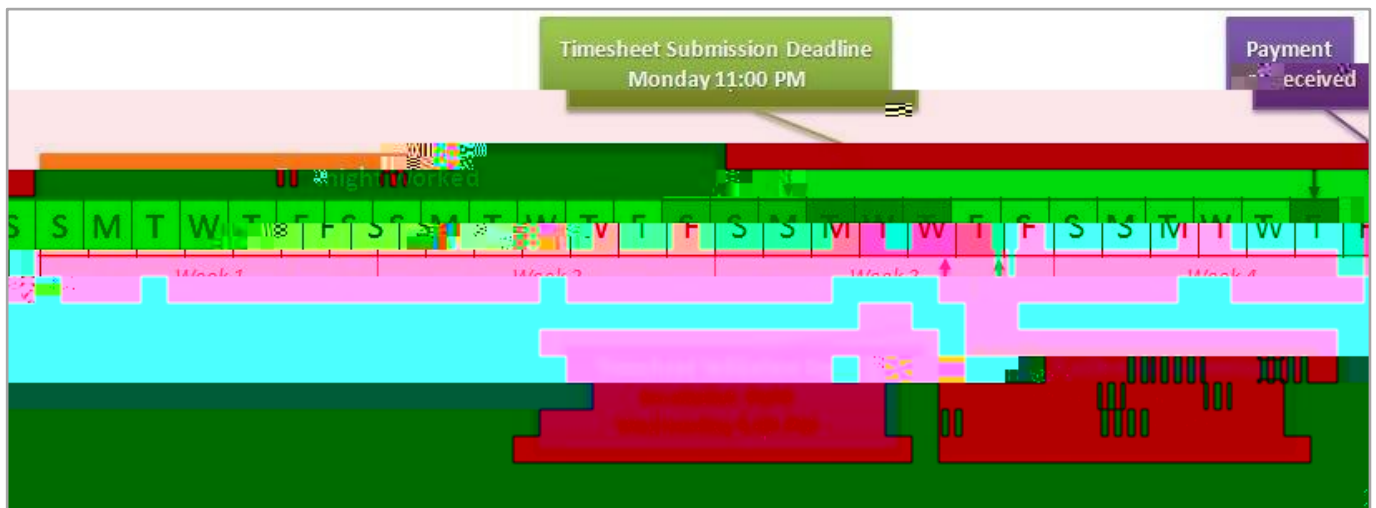
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Introduction

Academic Clinicians in the School of Animal and Veterinary Sciences who work within clinics are required to submit timesheets to claim their after hours on-call and call-out activities.

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 Academic and casual Professional, 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.

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8. 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](#).

[High severity exceptions](#) can be submitted however a Timesheet Validator cannot approve a timesheet with a [High](#)

