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**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>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>. The <strong>staff portal</strong> is displayed.</td>
</tr>
</tbody>
</table>

![Staff portal screenshot](image-url)
<table>
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| 2    | To access your timesheet go to **Find a Form** section in the staff portal.  

- Select **Online Forms** tab and click **Online Casual Timesheet** link.  
You can also access your timesheet by navigating to **My Details** tab and then selecting **Casual Timesheet** link. |

| 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.
Depending with the casual contract type i.e. Professional (time of day) contract or Academic contract, the Casual timesheet entry page is displayed.

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.

Note:
- Icon denotes pre-filled timesheet entries - Previously Autopay
- Icon denotes regular timesheet entries
- Icon denotes any returned timesheet entries returned by the approver in the previous pay period.

- Select Add claim to add a new payment claim
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*

<table>
<thead>
<tr>
<th>Date</th>
<th>Line of work</th>
<th>No. of Assign.</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>02/02/2021</td>
<td>CMK Media Officer EEO 7</td>
<td>1</td>
<td>9.00</td>
<td>11.00</td>
<td>0.30</td>
<td>$76.27</td>
<td>+</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Time of day 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.

<table>
<thead>
<tr>
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<th>Add note</th>
<th>Status</th>
<th>More info</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>26/03/2021</td>
<td>EDUC 3061 Other Academic Activity</td>
<td>3</td>
<td>15.34</td>
<td>451.03</td>
<td></td>
<td>+</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Academic timesheet entry row**

6 | 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.

7 | Review the timesheet confirmation page displayed and select **Finish** to complete the submission process

- To track the status of the submitted timesheets, use the **Click here to view timesheet status** link.
Step | Action
--- | ---
8 | Timesheet entries can be returned by your supervisor for correction. To attend to one, open the email advising you of the returned timesheet entry and select the link to process the request.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time in (h)</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-09-01</td>
<td>20:30</td>
<td>From: Timesheet entry returned for period ending 28 Nov 2013</td>
</tr>
</tbody>
</table>

**Dear Employee,**
The following pay claim(s) for pay period ending 30 Nov 2013 have been returned by your supervisor: Test Test.

<table>
<thead>
<tr>
<th>Date</th>
<th>Work</th>
<th>Time in (h)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-09-01</td>
<td>Test</td>
<td>20:30</td>
<td>$300.11</td>
</tr>
</tbody>
</table>

To return and resubmit this entry, please follow the link.

Delays in addressing this may result in the entry missing in the next pay.

Regards,
CAS Administrator

**My workbox** section of the staff portal ([https://my.unisa.edu.au/staff/portal/home.aspx](https://my.unisa.edu.au/staff/portal/home.aspx)) also provides a summary of any outstanding tasks. **This is useful to check to ensure you have no outstanding Returned tasks.**

- Select the task to process your request.

9 | **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 a note to send an explanation note to your approver.
- Select **Confirm Changes** to resubmit the changes to your supervisor.
## 2. Viewing previous timesheets

<table>
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<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>To view previously submitted timesheet records, navigate to <strong>Online Casual Administration</strong> (<a href="https://i.unisa.edu.au/cas">https://i.unisa.edu.au/cas</a>) page.</td>
</tr>
</tbody>
</table>

- Select **Search current and historical time** or alternatively, click on the below link. ([https://bpi.unisa.edu.au/suite/tempo/reports/view/2brUcg](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.