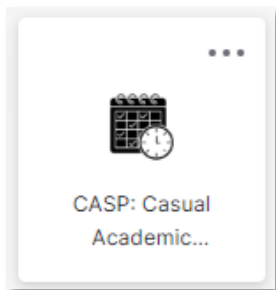
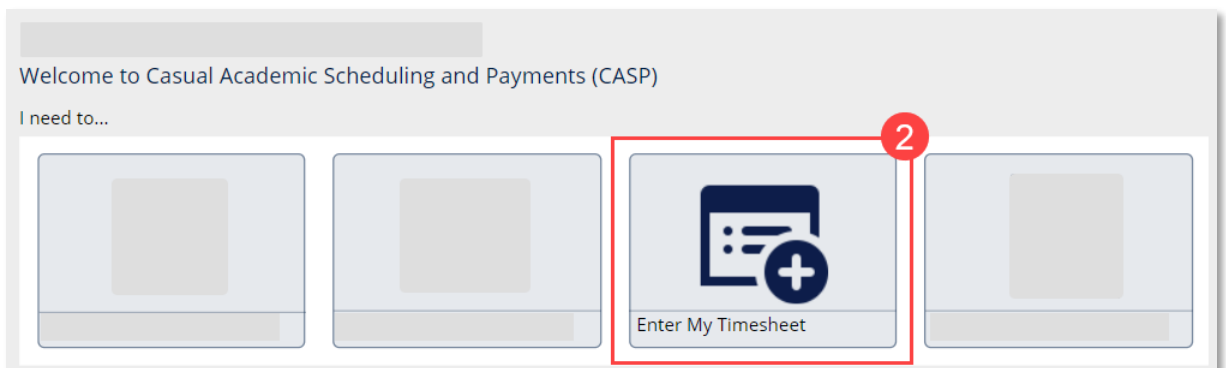


The CASP system allows the entry of negative timesheets if an overpayment occurs. To amend an overpayment, follow the steps below.

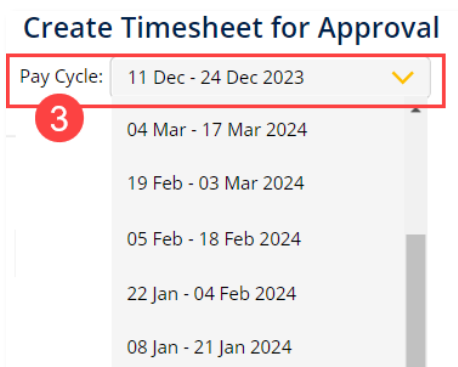
1. Select the **Casual Academic Scheduling and Payments** icon from your Okta dashboard.



2. Select **Enter My Timesheet**.



3. Select the **Pay Cycle** in which the overpayment occurred.



How to amend hours if you have been overpaid



Casual
Academic
Scheduling &
Payments

The timesheet will display with a **Submitted to Payroll** status and will be locked.

Create Timesheet for Approval

Pay Cycle: 15 Apr - 28 Apr 2024

Scheduled Activities

Activity Date	Position Id - Job Profile	PayCode	Hours	Assoc Hours	Total Hours	Financial Account Code	Current Timesheet Status
							Submitted to Payroll
							Submitted to Payroll
17/04/2024	Casual Academic - FHMRI Sleep Health	TA1	3	0	3		Submitted to Payroll

Timesheet Total: 19 Hrs Submit for Approval Cancel

4. To edit the record, click the **+** icon and enter the negative adjustment in the new row.

i In the example below, the overpayment of 1 hour for TA1 on the 17/04/24 has been rectified by entering a -1 timesheet.

Create Timesheet for Approval

Pay Cycle: 15 Apr - 28 Apr 2024

Scheduled Activities

Activity Date	Position Id - Job Profile	PayCode	Hours	Assoc Hours	Total Hours	Financial Account Code	Current Timesheet Status
							Submitted to Payroll
							Submitted to Payroll
17/04/2024	Casual Academic - FHMRI Sleep Health	TA1	3	0	3		Submitted to Payroll
17/04/2024	Casual Academic - FHMRI Sleep Health	TA1	-1	0	-1		Submitted to Payroll

Timesheet Total: 18 Hrs Submit for Approval Cancel

5. Click **Submit for Approval** and then **Save**.

Create Timesheet for Approval

Pay Cycle: 15 Apr - 28 Apr 2024

Scheduled Activities

Activity Date	Position Id - Job Profile	PayCode	Hours	Assoc Hours	Total Hours	Financial Account Code	Current Timesheet Status
17/04/2024	Casual Academic - FHMRI Sleep Health	TA1	3	0	3		Submitted to Payroll
17/04/2024	Casual Academic - FHMRI Sleep Health	TA1	-1	0	-1		Submitted to Payroll

Timesheet Total: 18 Hrs Submit for Approval Cancel