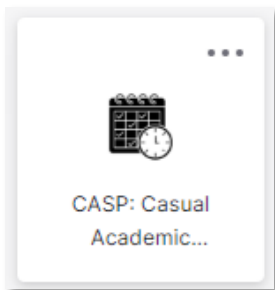Casual
Academic
Scheduling &
Payments

The CASP system allows timesheets to be claimed up to 6 months in the past. For any hours worked that are greater than 6 months old please contact Payroll Services.
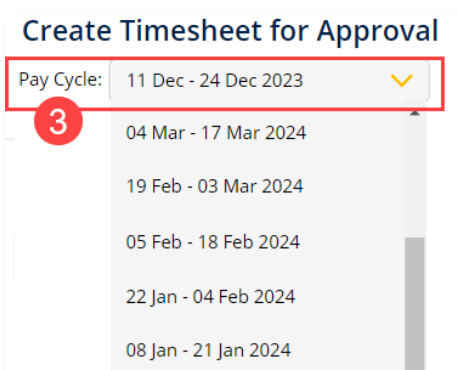
1. Select the **Casual Academic Scheduling and Payments** icon from your Okta dashboard.

CASP: Casual
Academic...

2. Select **Enter My Timesheet**.

Welcome to Casual Academic Scheduling and Payments (CASP)

I need to...
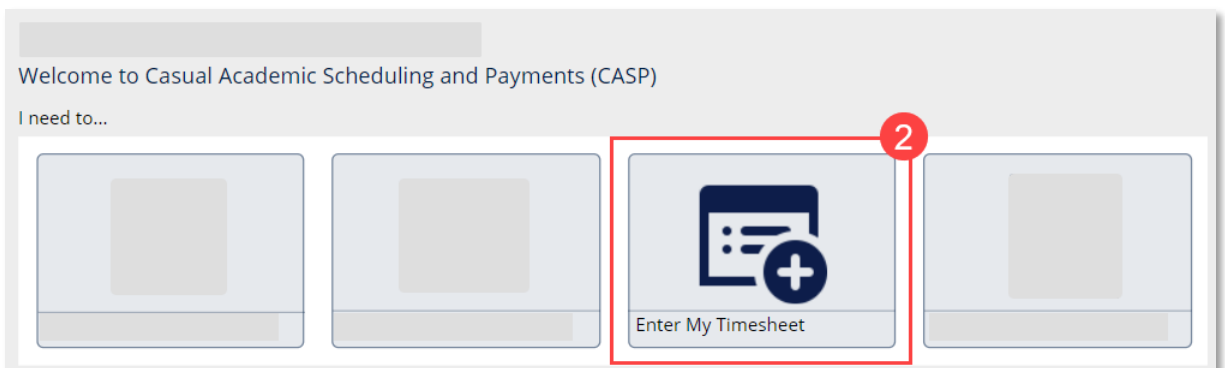
Enter My Timesheet

3. Select the applicable **Pay Cycle**. The timesheet will display any previously claimed hours.

Create Timesheet for Approval

Pay Cycle: 11 Dec - 24 Dec 2023

04 Mar - 17 Mar 2024

19 Feb - 03 Mar 2024

05 Feb - 18 Feb 2024

22 Jan - 04 Feb 2024

08 Jan - 21 Jan 2024

4. Click the **+ icon** and enter any **new payment details**.

Create Timesheet for Approval

Pay Cycle:

Scheduled Activities

Activity Date	Position Id - Job Profile	PayCode	Hours	Assoc Hours	Total Hours	Financial Account Code	Current Timesheet Status

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

Create Timesheet for Approval

Pay Cycle:

Scheduled Activities

Activity Date	Position Id - Job Profile	PayCode	Hours	Assoc Hours	Total Hours	Financial Account Code	Current Timesheet Status

Add a comment if required

Timesheet Total: Hrs   **Submit for Approval**   Cancel

ℹ Individual timesheet entries may have a different Timesheet Status. If you add new hours to a timesheet that has previous hours claimed, the statuses displayed will be:
  − **Submitted to Payroll on the old records; and**
  − **Timesheet Entry Submitted for Approval on the new record.**