Casual
Academic
Scheduling &
Payments

The following guide describes how to enter and submit a timesheet in the Casual Academic Scheduling and Payment (CASP) system.

The following Casual Academic cohorts enter timesheets in CASP :

- Casual Academic **Researchers.**
- Casual Academics working in **FHMRI Sleep Health.**
- Casual Academics working in the **Yungkurrinthi Tutorial Program.**
- Casual Academics working in the **Deputy Vice-Chancellor (Students)** portfolio.

1. To enter a timesheet, select the **Casual Academic Scheduling and Payments** icon from your Okta dashboard.
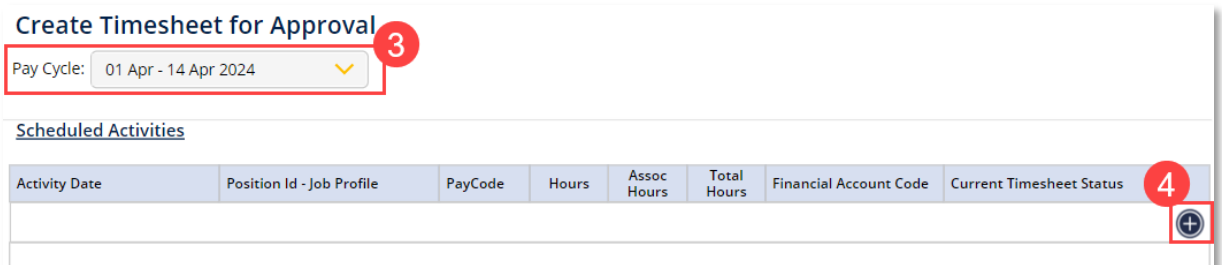

CASP: Casual Academic...
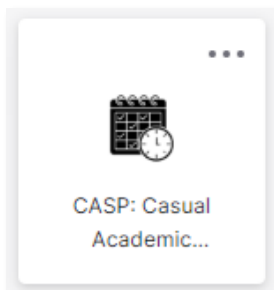
2. Select **Enter My Timesheet**.

Welcome to Casual Academic Scheduling and Payments (CASP)

I need to...

Enter My Timesheet
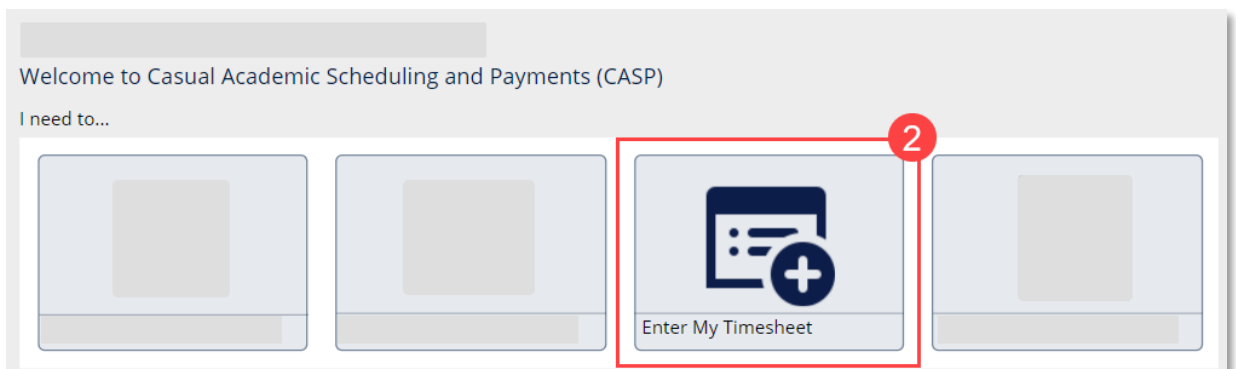
3. Select the applicable **Pay Cycle**.

4. Click the **+ icon** to insert a row. The + icon allows you to insert multiple rows in one timesheet.

5. Select the **date worked** under **Activity Date**.

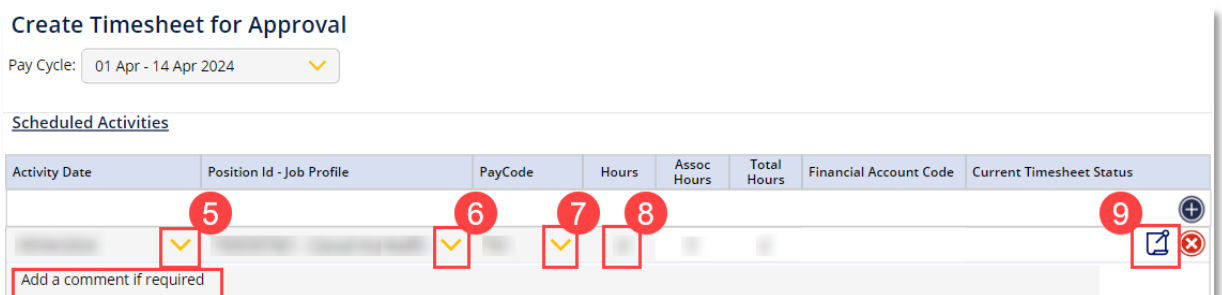6. The **Position Number** will auto-populate under '**Position Id – Job Profile**'.

ℹ️ If you hold multiple academic jobs, select the applicable position number. Once selected, the account number will default.

7. Select the **Paycode** for your session.

8. Enter the **Hours** worked. If applicable, any associated hours will auto-populate. See the Enterprise Agreement for descriptors of duties and payment codes.

9. Click the **Note icon** to add a comment if required.

ℹ️ **Yungkurrinthi staff** must enter the topic number in the comments box against each individual row.

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10. Click **Submit for Approval**, once you have entered all payment details in the pay cycle.

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

Add a comment if required

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

11. Confirm your timesheet submission by clicking **Save**. An email will be sent to your Timesheet Approver, prompting them to approve it.
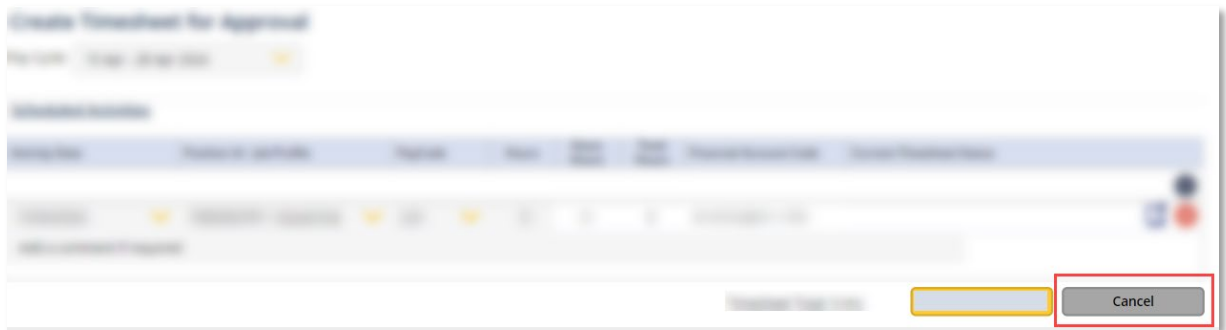

Confirmation Required

Upon Save, this Timetable will be submitted for your Supervisor approval.

Save   Cancel

HELPFUL TIP
The Cancel Button

Before proceeding with the instructions, it is important to know that the Cancel button also acts as a 'back' button. It will return you to the previous screen when selected.

If you have any unsaved changes in the Create Timesheet screen the system will prompt you to complete the task before exiting.

Warning - Unsaved Changes

You have unsaved Changed or Deleted Records.

Please select an action to Save or Discard the changes.

Save & Continue   Discard & Exit