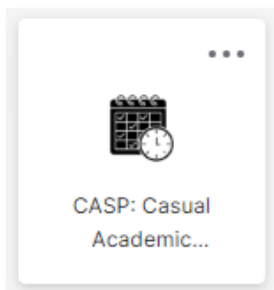


The following guide describes how to view, edit or delete a submitted timesheet in the Casual Academic Scheduling and Payment (CASP) system.

The following Casual Academic cohorts enter timesheets in CASP :

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

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



2. Select **View My Timesheets** to view, edit or delete your timesheet.



The next screen will show you a record of your timesheet history and display the status of each timesheet. Your timesheets will display based on the pay period. Each position number will be displayed if you hold multiple positions.





3. Select the **Edit icon** next to the applicable pay period to Edit a timesheet.

- i Timesheet statuses:**
- **Timesheet Entry Submitted for Approval:** The timesheet is with your Timesheet Approver.
 - **Timesheet Entry Approved:** The timesheet has been approved.
 - **Timesheet Entry Declined:** Your Timesheet Approver has declined your timesheet. Note the reason given and amend and resubmit if required.
 - **Submitted to Payroll:** Your timesheet has been sent to Payroll for payment.

View my Timesheets

Select a Timesheet to view Schedule details

Cancel

Pay Period	Position	Cut-off Date	Timesheet Status	Comment
15 Apr - 28 Apr 2024	Casual Academic - DVCS	26-04-2024	Timesheet Entry Submitted for Approval	
15 Apr - 28 Apr 2024	Casual Academic - FHMRI Sleep Health	26-04-2024	Timesheet Entry Submitted for Approval	
18 Mar - 31 Mar 2024	Casual Academic - DVCS	27-03-2024	Timesheet Entry Submitted for Approval	
18 Mar - 31 Mar 2024	Casual Academic - FHMRI Sleep Health	27-03-2024	Timesheet Entry Submitted for Approval	











4. Rows can be edited, added or deleted. To edit the timesheet, change the details on any row. To add a row click the **+ icon**. To delete a row, select the **X icon**. To submit any changes click **Submit for Approval** and **Save**.

i Hover over the notes icon to view any comments left by your supervisor.

Create Timesheet for Approval

Pay Cycle: 05 Feb - 18 Feb 2024

Scheduled Activities

Activity Date	Position Id - Job Profile	PayCode	Hours	Assoc Hours	Total Hours	Financial Account Code	Current Timesheet Status
February 5, 2024	Casual Academic - FHMRI Sleep Health						Timesheet Entry Submitted for Approval  
February 10, 2024	Casual Academic - DVCS						Timesheet Entry Submitted for Approval  
February 12, 2024	Casual Academic - FHMRI Sleep Health						Timesheet Entry Submitted for Approval  
February 13, 2024	Casual Academic - DVCS						Timesheet Entry Submitted for Approval  
February 14, 2024	Casual Academic - DVCS						Timesheet Entry Submitted for Approval  

Timesheet Total: Hrs 