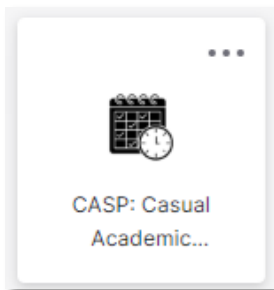


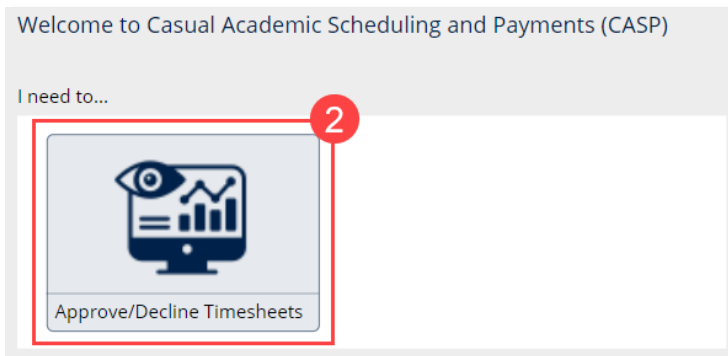
The following guide describes how a **Timesheet Approver** can approve or decline timesheets in the Casual Academic Scheduling and Payment (CASP) system.

**IMPORTANT:** Please raise a support request in Service One if you do not already have access to approve timesheets. This is critical to ensure casuals are paid accurately and on time.

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



2. Select **Approve/Decline Timesheets** to view timesheets that have been submitted for approval.



3. Select the **Timesheet** by clicking on the applicable row.

View Timesheets For Approval

Select a Casual & PayCycle to view Timesheet details

Pay Cycle	Casual Name	Position Id	Job Profile	Current Timesheet Status	Pay Cycle Cut-Off Date
16 Oct - 29 Oct 2023			Casual Academic - FHMRI Sleep Health	Timesheet Entry Submitted for Approval	27/10/2023
11 Dec - 24 Dec 2023			Casual Academic - FHMRI Sleep Health	Timesheet Entry Submitted for Approval	22/12/2023
22 Jan - 04 Feb 2024			Casual Academic - FHMRI Sleep Health	Timesheet Entry Submitted for Approval	02/02/2024
05 Feb - 18 Feb 2024			Casual Academic - FHMRI Sleep Health	Timesheet Entry Submitted for Approval	16/02/2024


4. When a timesheet has been selected the **Timesheet Details** table will update.

**View Timesheets For Approval**  
Select a Casual & PayCycle to view Timesheet details

Pay Cycle	Casual Name	Position Id	Job Profile	Current Timesheet Status	Pay Cycle Cut-Off Date
16 Oct - 29 Oct 2023			Casual Academic - FHMRI Sleep Health	Timesheet Entry Submitted for Approval	27/10/2023
11 Dec - 24 Dec 2023			Casual Academic - FHMRI Sleep Health	Timesheet Entry Submitted for Approval	22/12/2023
22 Jan - 04 Feb 2024			Casual Academic - FHMRI Sleep Health	Timesheet Entry Submitted for Approval	02/02/2024
05 Feb - 18 Feb 2024			Casual Academic - FHMRI Sleep Health	Timesheet Entry Submitted for Approval	16/02/2024

**Timesheet Details**

Activity Date	Pay Code	Scheduled Hrs	Associated Hrs	Total Hrs	Status	Financial Account Code	Submission Comment
25/10/2023			0		Timesheet Entry Submitted for Approval		
26/10/2023			0		Timesheet Entry Submitted for Approval		

5. If required, the account code can be overwritten. To change the account code, select the **edit icon**  against the applicable row and enter the new account number into the text box. The format must be 01.123.12345.1101

6. Check that the timesheet details are accurate and select **Approve Timesheet**. A confirmation pop-up will appear, click **Confirm** to approve. The timesheet will be saved as approved and will disappear from the View Timesheets For Approval screen.

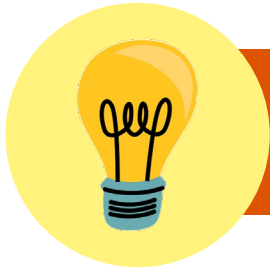
**Timesheet Details**

Activity Date	Pay Code	Scheduled Hrs	Associated Hrs	Total Hrs	Status	Financial Account Code	Submission Comment
25/10/2023			0		Timesheet Entry Submitted for Approval		
26/10/2023			0		Timesheet Entry Submitted for Approval		

7. To reject a timesheet and send it back to the requestor select **Decline Timesheet**. A confirmation pop-up will appear, enter a reason and click **Decline** to reject. An email will be sent to the casual indicating the declination.

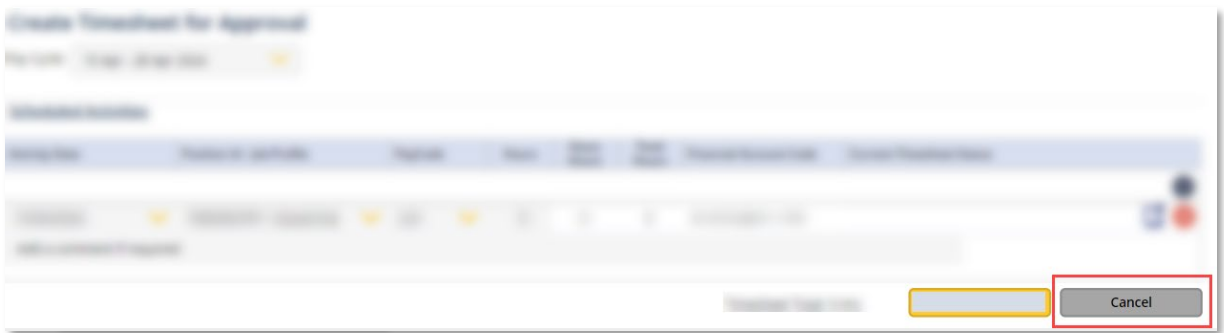
**Confirmation Required**

Please confirm you want to Decline the selected timesheet for [redacted] for the pay Period: 19 Feb - 03 Mar 2024. Please note that the full timesheet will be declined and a reason/comment will need to be provided.

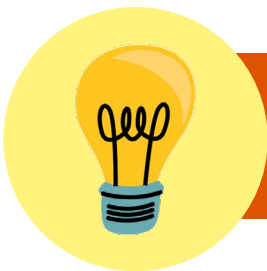


## HELPFUL TIP The Cancel Button

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 View Timesheets For Approval screen the system will prompt you to complete the task before exiting.



## HELPFUL TIP Account Codes

If the account code has been input with the incorrect format the system will display the error "Financial Account Code not selected/input correctly".

Review the account code and update accordingly.