



Timesheet Validation and Minimum Engagement Summary Sheet

Purpose

This summary sheet covers the key themes covered in the Casual Engagement Essentials: Timesheet Validation and Minimum Engagement Session.

Time and Attendance Record Keeping

When reviewing timesheets and determining if you should approve or pushback the timesheet, ask yourself the below question:

Does the time, date, and activity recorded on the timesheet accurately reflect the actual time, date, and activity performed?

If your answer is yes, you should approve the timesheet as it is and follow up with the casual staff member with any concerns about schedules or performance.

Timesheet Validator Responsibilities (this includes escalated timesheets)

- Validate hours/sessions worked against the work claimed on the casual timesheet.
- Approve timesheets according to the [Timesheet submission and Validation Deadlines](#).
- Where possible, set up a [temporary delegation](#) for periods of planned or unplanned leave.

Timesheet Validation

You MAY need to pushback a timesheet in the following situations

Inability to Validate Hours: The hours cannot be confirmed because neither the supervisor nor the casual staff member can validate when or what hours were worked.

Incorrect Engagement Reporting: The hours have been reported under the wrong engagement.

Incorrect Activity Type: The activity type reported is incorrect (e.g., "Other Required Academic Activity" instead of "Marking").

Submission Error: Errors in reporting hours, such as reporting hours on a public holiday or weekend when work was performed on a different date. You suspect an entry error such as 100 hours when it should have been 10 hours.

You should NOT push back a timesheet in the following situations

Exceeding Estimated Hours: Casual staff members claiming additional hours beyond the initially estimated hours (e.g., claiming an extra three (3) hours of marking).

Minimum Engagement: Casual staff members have not followed a direction to work the minimum hours required to meet engagement requirements.

Escalated Timesheets: You have had a timesheet escalated to you and you do not know who the casual staff member is.

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Strategies to manage Minimum Engagement

- **Direct their schedule:** At the start of an engagement, schedule casual staff members in a way that meets minimum engagement requirements. This can be communicated via email. E.g. direct casual academics to perform self-directed tasks (such as marking) for at least two (2) hours in a day.
- **Communicate Requirements:** Ensure that both you and the casual clearly understand the minimum engagement requirements. Utilise the fact sheets available here: [Salary and Pay Rates | Human Resources | University of Adelaide.](#)
- **Proactive Check-ins:** Regularly check in with new casual staff members or those who have previously not adhered to directions.
- **Consult HR:** Contact your Local HR Advisor for guidance on handling performance management meetings, especially if there are concerns about repeated non-compliance to a scheduling direction.

The minimum engagement rules are automated in CAPS. Where the rules have not been met, CAPS will automatically prompt a top up payment

- Where required by the Enterprise Agreement, CAPS will look at other engagements and casual staff member declarations for the purposes of assessing minimum engagement.
- As the timesheet validator you do not need to do this assessment.
- You should not ask your casual staff member to change their reported hours to meet minimum engagement requirements.
- If you ask casual staff members to change their reported hours to meet minimum engagement requirements this could result in an overpayment.
- You should not pushback timesheets that do not meet minimum engagement hours due to budget concerns.

[Minimum Engagement Information Sheet](#)

[Casual Professional Minimum Engagement Information Sheet](#)

[Casual Academic Minimum Engagement Information Sheet](#)

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