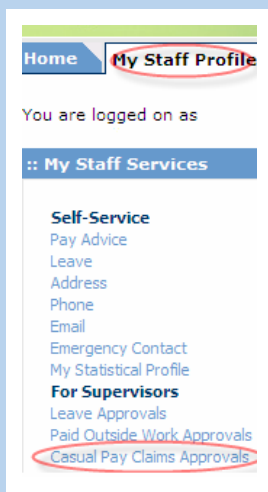


## CASUAL PAY CLAIMS FOR SUPERVISORS

If you are a Supervisor you will be required to approve or reject Casual Pay Claims via *myUNSW* instead of signing a SAL16 Timesheet.

You will be notified via email when an employee has submitted a Casual Pay Claim.



**Step 1:** Log in to [my.unsw.edu.au](http://my.unsw.edu.au) with your UniPass; select **Casual Pay Claims Approvals** under the **My Staff Profile** tab.

**Step 2:** All applications awaiting processing will be listed in summary.

**Step 3:** Select **View Details** next to the Casual Pay Claim to be processed.

- For each day check that the total hours is correct.
- To change the account from which the claim will be paid select **Override Account Details**.

**Step 4:** By selecting **Approve** or **Reject** an email will be generated to the employee informing them of your decision.

If you require Supervisor access please email [Salaries@unsw.edu.au](mailto:Salaries@unsw.edu.au)

EMPLOYEES CAN NOW ENTER THEIR CASUAL PAY CLAIMS ONLINE VIA MYUNSW. THIS REPLACES THE PAPER BASED SAL16 TIMESHEET.

### How the process works:

The Supervisor completes a SAL11 – Employment of Casual Professional and Technical Staff Form.

The Employee logs onto myUNSW submits their timesheet to their Supervisor for approval.

**\*\*Please allow 48 hours for the Payroll record to be setup before entering your first myUNSW claim.\*\***

Help is available at [salaries@unsw.edu.au](mailto:salaries@unsw.edu.au) or 9385 1706.

### UNI PASS

If you have forgotten your UniPass phone the Service Desk on 9385 1333 to have a new UniPass issued over the telephone.

# CASUAL PROFESSIONAL AND TECHNICAL PAY CLAIMS via myUNSW



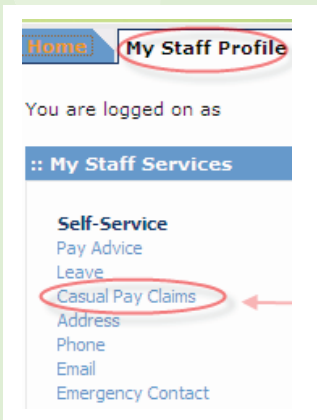
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Design: UNSW Design Studio



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# HOW TO SUBMIT YOUR CASUAL PAY CLAIM ON *my* UNSW



**Step 1:** Log in to [my.unsw.edu.au](http://my.unsw.edu.au) with your UniPass

**Step 2:** Navigate to **Staff Profile** tab

**Step 3:** Select **Casual Pay Claims** from the menu

Your active job record(s) are listed in The **Current Casual Pay Claims section.**

**Step 4:** Select **Add Pay Claim** beside the appropriate Employment Record number.

Employment Ref #	Job Title	Department	Start Date	End Date	Hours Worked
5	Clerk	Central			<a href="#">Add Pay Claim</a>
7	Clerk	Central			<a href="#">Add Pay Claim</a>
8	Clerk	School			<a href="#">Add Pay Claim</a>
11	Clerk	School			<a href="#">Add Pay Claim</a>

**Step 5:** For each shift worked enter the Date, Start Time and End Time. If your shift included a break select **Add another Row** and enter the Date, Start Time and End Time of the subsequent shift(s). For each new day, select **Add another Row** and so on.

Date	Day	Start Time	End Time	Hours Worked
1/10/2008	Tuesday	09:00	12:00	3:00
1/10/2008	Tuesday	13:00	17:00	4:00

Total Hours Claimed: 7:00

## Date and Time Format:

Date format is dd/mm/yyyy.

The calendar icon can be used to enter dates. Entries must be in 24 hours clock notation. If you make a mistake simply overwrite the incorrect entry. To remove a row completely, select Delete

**If you do not wish to submit your claim at this time select *Save* to retain the rows. Continue with *Add another Row* to add more claims.**

## Submitting your claim to your Supervisor for approval

**Step 6:** Select your Supervisor from the drop-down list and select *Submit Claim*.



## Confirmation Emails:

Your supervisor will receive an email informing them of your Casual Pay Claim. The Supervisor will then approve or reject the application via myUNSW. Once the Supervisor processes the application you will receive an email confirmation that the application has been "Approved" or "Rejected". Once approved the claim will be paid on the next available payday.