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.

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 or 9385 1706.

UNIPASS

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

Step 1: Log in to 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
HOW TO SUBMIT YOUR CASUAL PAY CLAIM ON myUNSW

**Step 1:** Log in to 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.

**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.

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

**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 overtype 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**

**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.