Timesheet - How to Recall and Resubmit a Timesheet

Please Note:
Once you submit a timesheet, you can only recall and edit it if it has not yet been approved by your manager.

Conditions:

• For approved days – reducing hours:
If your timesheet for a specific day has already been approved and you need to reduce the hours (e.g., you applied for longer hours than you actually worked), Please inform your Business Manager and request it by submitting a form to Payroll.

• For approved days – adding hours or missed days:
If your timesheet has been approved and you later realise you need to submit additional hours, or if you missed submitting hours for a prior pay period, these can be claimed in any future timesheet submission from "Casual Relief Days - Prior Periods" section.

Please Note:
It is essential to submit your timesheet for the current pay period on time.

• If you miss submitting your timesheet, it may result in a delayed pay or your pay being taxed at the marginal rate for your tax bracket.

1 Navigate to your Timesheet page and Select the timesheet period you would like to edit.

Select Timesheet

Full list   Add Timesheet

UNAPPROVED TIMESHEETS: 02/06/2025 → 08/06/2025 (Submitted) | TEACH PT Teachers PT   ⌄

June 2, 2025 — June 8, 2025

Submitted for approval

Daily   Detailed   Period   Summary   ⚙

Casual Relief - Teaching

This section records any additional Casual Relief shifts worked, please select the Date, Time type *(Casual Relief shift)* and enter the start and stop times, and school location. You may add a comment if you wish.
You may also enter your regular permanent part time hours if you wish to record them in this section.

Date	Relief Day Type	Units Claimed	Location	Comments
Mon 2nd Jun	Casual Relief - Half Day	01:00	Arndell Anglican College	
Thu 5th Jun	Casual Relief - Full Day	01:00	Danebank School	
Fri 6th Jun	Casual Relief - Full Day	01:00	Arndell Anglican College	

Set as default   Recall

2 Scroll to the bottom of the page and click **Recall**.

Submitted for approval

Daily   Detailed   Period   Summary   ⚙

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Casual Relief Days - Prior Periods

This section is to submit any relief days from previous periods not previously claimed.
Select from Half Day or Full Day casual relief, enter the number of units (1 for Full day, max 2 for Half day) and enter the School location, a reason and comment for the late submission.

No timesheet lines for this section.

Set as default   Recall

3 A pop-up message will appear in the right corner of your screen confirming your timesheet can now be edited. You may delete, add a new row, or make changes as needed.

June 2, 2025 - June 8, 2025
Timesheet is incomplete

✓ Timesheet recalled ✕

Daily **Detailed** Period Summary ⚙

Casual Relief - Teaching   Add

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Click 'Add' to add a new timesheet line.

Reset   Validate

4 Once recalling your timesheet, the **Recall** button will change to **Validate**, and a **Reset** button will appear if you wish to completely delete your timesheet and start over

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Reset   Validate

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5 As an example, let's delete an entry

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Reset   Validate

6 Click "Delete"

DATE:	Fri 6th Jun ⌄
RELIEF DAY TYPE:	Casual Relief - Full Day ⌄
UNITS CLAIMED:	01:00
LOCATION:	Arndell Anglican College 🔍
COMMENTS:	

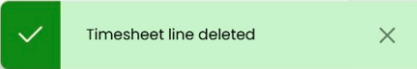Delete   Cancel   Save & Copy   Save & New   Save & Validate   Save

7 Click "Timesheet line deleted"

June 2, 2025 — June 8, 2025
Timesheet is incomplete

✓ Timesheet line deleted ✕

Daily **Detailed** Period Summary ⚙

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Reset   Validate

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8 You can now validate your timesheet again and resubmit it for your approver's approval.

Daily **Detailed** Period Summary ⚙

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Reset   Validate

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9 Click "Submit"

Daily **Detailed** Period Summary ⚙

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Click 'Add' to add a new timesheet line.

Reset   Set as default   Submit

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10 Click "Submit"

Processed Timesheet for 02/06/2025 to 08/06/2025

ℹ This request will be sent to the recipient

DETAILS: Timesheet for TEACHUSER, Theresa (Employee No 13532, English Teacher) For 02/06/2025 to 08/06/2025 Ruleset: TEACH PT Teachers PT

SEND TO: Mary TeachManager (tmanager)   🔍

MESSAGE:

Cancel   Submit

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