Casual Staff Time and Attendance Procedure

Section 1 - Audience and Scope

(1) This procedure applies to and should be understood by all casual staff employed under the University's Enterprise Agreements, except where otherwise stated, and staff who are responsible for administering, supervising or approving casual staff timesheets.

Section 2 - Introduction

(2) The University requires compliance with the obligations of the various Enterprise Agreements in place, as amended from time to time. The University is committed to ensuring casual staff are paid in accordance with the terms of the applicable Enterprise Agreements.

Section 3 - Purpose

(3) This procedure outlines the steps required of casual staff to record hours of work.

(4) This procedure must be read in conjunction with the Casual Staff Time and Attendance Policy.

Section 4 - Timesheets

Submission of Timesheets

(5) Timesheets must be completed by casual staff and submitted via HROnline on a fortnightly basis.

(6) Supervisors must clearly and explicitly advise their casual staff of the cut-off time for submission of timesheets to allow for approval (as per Clause 11).

Casual Professional Staff Timesheets

(7) Casual professional staff timesheets will record all actual hours and specified days/dates of work, including any University requested and approved overtime for the preceding fortnightly period.

Casual Academic Staff Timesheets

(8) Casual academic staff timesheets will record all activities of work and the days/dates these activities were performed for the preceding fortnightly period.

Casual Teaching Staff Timesheets

(9) Casual teaching staff timesheets will record all normal activities of work. Where casual teaching staff have performed University requested and approved overtime, they must contact Human Resource Services to notify them of the approved overtime that has been worked. Human Resource Services will provide further instruction on how to claim overtime at this time.

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Minimum Periods of Engagement

(10) Where a casual staff member has not worked the minimum period of engagement, the actual period of engagement must be entered in the Timesheet. Human Resource Services will adjust the payment to reflect the appropriate Minimum Period of Engagement as outlined in Section 5 of the Casual Staff Time and Attendance Policy.

Approval of Timesheets

(11) Supervisors or timesheet approvers must approve Timesheets in HROnline by no later than 4.00 pm on Friday of an off-pay week to allow for payment in the next pay cycle. The deadline for approval may be brought forward where a University Holiday or Public Holiday is within the pay period.

(12) Before approving, supervisors or timesheet approvers must ensure that:

a. the correct timesheet has been used by the staff member;
b. professional casual staff members timesheets accurately reflect the hours, days and dates of the time worked;
c. academic / teaching casual staff members timesheets accurately reflect the activities performed for each date; and
d. claims for overtime meet the requirements of the Casual Staff Time and Attendance Policy.

(13) Where any of the above requirements have not been met by the casual staff member, the timesheet must be returned to the casual staff member for correction, and then resubmitted for approval. Where overtime claims do not meet policy requirements the casual staff member must be given an appropriate explanation as to why the overtime will not be approved.

Section 5 - Training

(14) The following training must be completed in accordance with the Casual Staff Time and Attendance Policy, and is available on Discover:

a. Timesheet Awareness: Casual Staff.
b. Timesheet Awareness: Supervisors and Approvers.

Section 6 - Definitions

(15) In the context of this document:

a. “Timesheet” means the electronic timesheet that records hours of work, activities worked, and overtime, and is available within HROnline.

Status and Details

Status	Current
Effective Date	25th March 2026
Review Date	25th March 2031
Approval Authority	University Secretary
Approval Date	25th March 2026
Expiry Date	Not Applicable
Responsible Executive	Martin Sainsbury Chief People and Culture Officer martin.sainsbury@newcastle.edu.au
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Glossary Terms and Definitions

"University" - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

"Academic staff" - A person employed as an academic staff member or appointed as an academic honorary appointee (including adjunct, clinical conjoint, visiting, honorary and conjoint appointments), but does not include persons who are employed solely as teachers or professional staff.

"Staff" - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.

"Supervisor" - Staff members with direct supervisory responsibility for other staff within the workplace (a Supervisor may also be member of Senior Management, with duties as an Officer as defined in the Work Health and Safety Act 2011, or any replacing legislation).