

## Casual Academic (Teaching) Pay Claim Guidelines

### Replacing Timesheets in MyHR

To submit casual hours for payment, Casual Academic (Teaching) staff will need to submit a Pay Claim by logging into MyHR.

The Pay Claim process replaces the previous Timesheet process.

Note: If you have multiple appointments with the University, for example a professional staff appointment in addition to your appointment as a teaching academic you may still need to submit both a Timesheet and a Pay Claim for each relevant employee number.

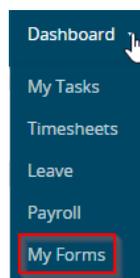
### Completing a pay claim

**Step 1:** Select the correct employee number which relates to the appointment you are submitting a pay claim for. Use the Employee Selector to display a list of your appointments.

For more details visit: [MyHR Overview](#)



**Step 2:** Select My Forms under the Dashboard menu.



**Step 3:** Select [+ Add](#) and the Pay Claim form followed by Next.

FOLDER FILTER: Select a folder to filter forms...  
FORM: Pay claim (PS532.1)  
Next Cancel

The pay claim form is divided into 3 parts, *Current Pay Period*, *Contract Details* and *Pay Claim Details*.

**Current Pay Period** – Displays the start and end date for the current pay period. A pay claim for the next pay period cannot be generated prior to the Thursday pay day.

Note: You can submit a pay claim for any date prior to the end date of the current period as long as this date is within your contract period.

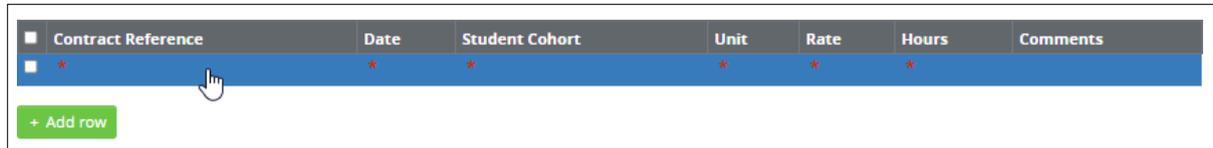
If your contract has concluded and you no longer have access to MyHR please complete a manual pay claim form available on the [HR Services website](#).

**Contract Details** – Displays all your current contracts and remaining hours to claim against. Note, any variation will be added to your original contract and not displayed separately.

**Pay Claim Details** – Section where you make your pay claim.

**Step 4:** Check the pay claim period and your contract details. The current pay period will be shown but you are able to make a pay claim for any date prior to the end date of the current period as long as this date is within your contract period.

**Step 5:** Select the Contract Reference field which will take you to a new page to enter the pay claim details for each rate, unit, student cohort combination as per your contract.

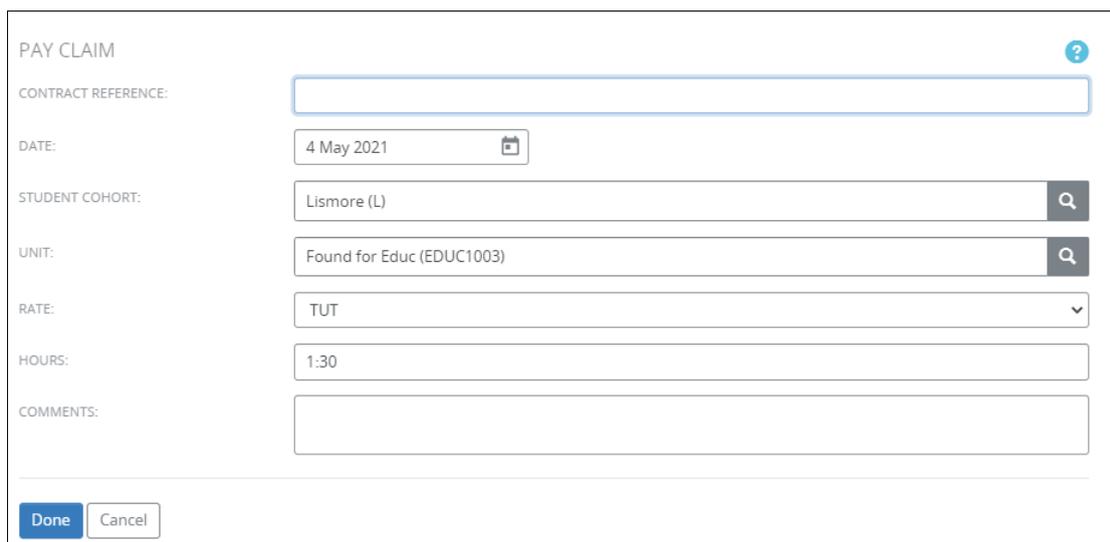


Contract Reference	Date	Student Cohort	Unit	Rate	Hours	Comments
*	*	*	*	*	*	

+ Add row

**! Be sure to copy your contract reference for pasting in the pay claim**

**Step 6:** Enter details in all fields on the form then select Done when complete. You will be able to add further claims by selecting the +Add row button as per above.



PAY CLAIM

CONTRACT REFERENCE:

DATE: 4 May 2021

STUDENT COHORT: Lismore (L)

UNIT: Found for Educ (EDUC1003)

RATE: TUT

HOURS: 1:30

COMMENTS:

Done Cancel

Click Next Page to calculate new remaining hours

Page 1 of 2

« Previous

Next »

Submit

Save

**Step 7:** Once all details for your claim have been entered, select either “Next” or “Save” which will validate the entered pay claim data against your contract details. If any errors have been made, for example, you have selected a rate which does not exist in your Contract Details, an error will be displayed at the top of the page.

**! “Save” will also enable you to return to your pay claim at a later time.**

**Step 8:** Once all errors have been cleared you will be able to Submit your pay claim for approval. Select ‘next’ to validate and then submit to see remaining hours, or submit on first page which will

also update remaining hours. Once your pay claim has been approved you will receive an email to advise.

Contract Details - Updated remaining hours

Contracts

Contract Reference	Date From	Date To	Student Cohort	Unit	Rate	Detail	Contract Hours	Remaining Hours
	18/02/2021	31/07/2021	SCU Online (OL)	CS: Science I (EDUC2004)	OTH	null	10	3
	18/02/2021	31/07/2021	SCU Online (OL)	CS: Science II (EDUC3004)	OTH	null	10	2
	18/02/2021	31/07/2021	Lismore (L)	Found for Educ (EDUC1003)	TUT	Tutorial	20	9

### To recall a submitted or review approved pay claim

To see a previously submitted pay claim go to Forms then select All. A Status of Pending will indicate the pay claim is not yet submitted and can be completed and submitted.

My Forms

+ Add

Pending All

Show 10 entries

FILTER:

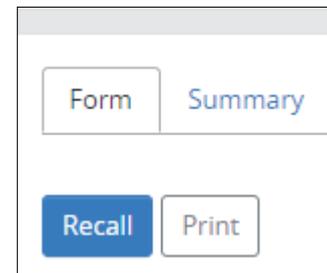
Raised Date	Form Name	For	Status	Last Updated
21/05/2021	Pay claim		Pending	
14/05/2021	Pay claim		Send	19/05/2021 12:45:51

Showing 1 to 2 of 2 entries

< 1 >

Any pay claim which has been submitted, but not yet approved, is able to be recalled by selecting the form and then selecting Recall at the top left. Once recalled you are able to amend and resubmit.

You will also find approved pay claims in this section and will be able to see what was previously submitted under the Pay claim details section.



### For assistance

If you require assistance with the Pay Claim process please contact the **HR Services Casual Contract support team**:

Call 02 6620 3667

Email [hr@scu.edu.au](mailto:hr@scu.edu.au)