3. ***(only applicable to students)***

All casual professional staff who are students of the University are required to work in minimum three (3)

- If the timesheet validator does not approve the timesheet by Wednesday at 5pm, the timesheet will escalate to the next approver.
- If the timesheet is approved after Thursday at 11:59pm, the payment will be made in the following pay cycle.
- If a timesheet is pushed back by the timesheet validator, then you will need to amend the timesheet and re-submit the whole timesheet for approval.

You will need to check for exceptions once you have submitted your timesheet. Exceptions can flag