**Purpose:** This information sheet presents an overview of CASPA, outlines the responsibilities of the casual staff members and provides links to support.

**What is CASPA?**

CASPA is a fully automated and integrated online system for managing casual staff contracts and timesheets in accordance with the [Enterprise Agreement 2014 - 2017](https://www.adelaide.edu.au/hr/policies/enterprise-agreement/).

**Casual Staff Contracts**

Prospective casual staff members will receive an Offer of Employment via email and will be required to follow the link in the email and authenticate themselves in the CASPA system. They can then view the details of their casual contract and accept the Offer of Employment online.

**Casual Staff Timesheets**

Depending on how the contract is set up, a casual staff member may be required to submit fortnightly timesheets. If they are required to submit timesheets to claim payment, casual staff can generate and access timesheets via the Unified staff portal, and then submit their timesheet for validation by the Timesheet Validator(s). Saved timesheets can be accessed via the BPW worklist.

Casual staff who are not required to submit timesheets will have a set pattern of work defined in their casual academic contract. Supervisors can advise whom the casual staff would need to notify should there be any deviation from their normal fortnightly pattern of work (eg. sessions not worked or additional sessions undertaken) in order to enable payment to be adjusted accordingly.

Note: Casual staff cannot choose whether they will need to manage their own timesheets or not, as the contract type and timesheet requirements are determined by the School or Branch when the contract is issued. If you are unsure about whether you are required to submit fortnightly timesheets, please speak with your Supervisor or the Contract Coordinator who is listed as the contact person at the top of your casual contract.

**Staff Services Online**

The CASPA system is used for administering casual contracts and timesheets. The following services are available in Staff Services Online (SSO):

- Add/update bank account and split distributions
- Update or personal details
- View Payslips

**Further Assistance and Support**

**Local Support**

Contract Coordinators and Finance Managers in Faculties and Divisions can offer information or guidance.

**CASPA Website**

The Casual Employment Online (CASPA) website offers the following resources:

- A comprehensive Toolkit
- Quick Reference Guides and Online Tutorials for all categories of CASPA users
- CASPA FAQ’s.

**HR Service Centre**

If you require any further information or clarification, please contact the HR Service Centre on ext 31111 or email hrservicecentre@adelaide.edu.au.