**Purpose:** This information sheet presents an overview of CASPA, outlines the responsibilities of the Contract Coordinator role and provides links to training and support.

**Casual Employment and CASPA**

Casual staff are engaged by the hour and paid on an hourly basis to work on an ad hoc or irregular basis for a given work period. Prospective casual staff must accept an approved Offer of Casual Employment before they officially commence undertaking work in the University. Hours or sessions worked by the casual must be recorded, submitted and validated in order for payment to be made.

Casual Employment Online (CASPA) provides an electronic method of creating and managing contracts and timesheets for casual staff. It is comprised of two components:

- The **Contract Management** component enables staff to initiate the creation of a new offer of employment online and submit for approval by a delegated authority and acceptance by the prospective casual staff member.
- The **Timesheet Management** component allows a timesheet to be completed online and submitted for validation and subsequent payment.

Automated workflow checks timesheets against contracts and requests approval of contracts and validation of timesheets via email, with escalations if not actioned. Once accepted, contract data is auto-populated into the PeopleSoft HRIS. Validated timesheet information will be auto-populated into the HR payroll system and the casual employee will be paid via the fortnightly pay run.

The CASPA system enables users to conform to University of Adelaide policies for employing casual staff and to employ staff in accordance with the **Enterprise Agreement 2014 - 2017**. Please refer to this Agreement for details about conditions of casual employment.

**Contract Coordinator Responsibilities**

Contract Coordinator responsibilities may vary depending on local area requirements, however the general responsibilities of the role are as follows:

- Contract Coordinators are one of the key users of the CASPA system. They are the **first level support to other CASPA users in their local area** including Contract Initiators, Budget Approvers, Contract Approvers, Timesheet Validators and casual staff. Therefore, it is important that they understand the end-to-end process of contract creation, approval, acceptance, amendment and timesheets by undertaking formal training (see below).
- Contract Coordinators may be expected to **initiate contracts** in CASPA, or to **manage contracts** that have been initiated by other staff and must be finalised before the casual contract can commence. Speak with your manager to discuss your local responsibilities and processes.
- If a casual staff member or Timesheet Validator experience issues with submitting or validating timesheets, or issues regarding missed or incorrect payment, the Contract Coordinator is the first level of support. Contract Coordinators are therefore expected to **become familiar with the Casual Timesheet Submission and Validation deadlines** and to understand the impact of timesheets being submitted or validated after the published deadlines. Please be aware that some areas of the University may set internal deadlines requiring earlier submission of timesheets in order to better facilitate timely payment.
- Any staffing changes that affect Contract Coordinator roles must be communicated to a User List Coordinators (usually located in the Faculty or Division office).

**CASPA Training**

Comprehensive training is available to all Contract Coordinators and is delivered across two sessions:

- **Contract Management** (pre-requisite)
- **Timesheet Management**

The training provides an understanding of the end to end process to help Contract Coordinators support Contract Initiators, Budget Approvers, Contract Approvers, Timesheet Validators and casual staff. Detailed User Guides are provided to staff members attending the training sessions.

Contract Coordinator training sessions are scheduled on a monthly basis. If the currently scheduled sessions are not convenient, please re-visit the website at a later date or contact **IT Training** to make alternate arrangements.
Where to Access CASPA

There are two interfaces that Contract Coordinators will interact with in managing Casual Employment Online:

- **Contract and Timesheet Management** is accessible via the Casual Employment Online (CASPA) link in the University staff portal, Unified. This is where users can initiate contracts, generate timesheets or view submitted timesheets.

- **Workflow Task Inbox** is accessible via the “Organise” panel of the Unified homepage. This is a workflow management tool used by the CASPA system to enable users to view tasks requiring their action, for example contracts that have been pushed back or timesheets that must be reviewed or validated.

Further Assistance and Support

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.

Contract Coordinator Mailing List

All staff identified as Contract Coordinators in the HR system are automatically included in a mailing list. Human Resources issues emails to this group to inform Contract Coordinators about important updates and information regarding the CASPA system and processes.

Local Support

Many areas of the University have multiple Contract Coordinators providing local area support; Contract Coordinators and Finance Managers in Faculties and Divisions can also offer information or guidance.

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.