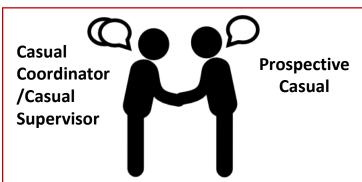
Casual Citizenship & Work Rights Check Process



Before casual engagement -

- Confirm with Prospective Casual employee that they have valid work rights to work in Australia and sight visa evidence.
- If unsure, send in your queries to visa@adelaide.edu.au
- Initiate a casual engagement only when you are confident of Prospective Casual employee's work rights validity.

<u>After engagement commences</u>, if Casual does not hold valid work rights—

- Escalate it to Casual's Supervisor, Head of School/ Branch Head.
- Terminate engagement with immediate effect.



On-boarding-

- Casual employee enters citizenship, visa and passport details in SSO.
- Attach supporting documents as proof of their work rights including any bridging visas.
- Complete all on-boarding tasks.



Before casual engagement -

 Answer queries and provide more information to Casual Coordinators

After engagement commences-

- Run reports on a, daily basis for VEVO check purposes, weekly for spot checking (e.g. offers of subsequent contract(s)), and quarterly to ensure existing casual staff still have appropriate work rights
 (e.g. bridging visa holders)
- If a casual does not hold valid work rights, communicate it to Casual Coordinator.

Casual Staff on Bridging Visa

- CASPA Contracts can be created up to 3 months duration to coincide with the validity of the VEVO check. If the contract needs to continue, CCs amend end date on contract.
- CAPS Engagements can be created up to <u>desired duration</u> (3+ months). HR team will run reports to ensure casual staff continue to hold legal work rights. If not, they will communicate it to CC.