



THE UNIVERSITY
of ADELAIDE

Casual Engagement: User Guide for Casual Supervisors



CASUAL EMPLOYMENT

Casual employment means employment on an hourly basis. Casual staff are paid:

- a loading
- the hourly rate appropriate to the classification level of the work undertaken.

Refer to the [Enterprise Agreement](#) for casual employment information. Refer to the [Casual Academic Staff Guide to the Enterprise Agreement 2023-2025](#) for more information on casual academic activity types

The Casual Supervisor is usually the Hiring Manager and is responsible for providing the required information to the HR Operations Team in order for them to initiate the casual engagement.

CASUAL ENGAGEMENT PROCESS

1. The Hiring Manager/Casual Supervisor must submit by email a completed [Casual Request Form](#) to [HR Operations](#).
2. Casual staff and titleholders can be timesheet validators but not supervisors.
3. After the Engagement Approver authorises a casual engagement in CAPS (Casual Automated Payment System):
 - a. An auto generated email will be sent to prospective casual staff with a link to a page containing their:
 - Offer of Casual Employment; and
 - proposed Work Schedule
4. Prospective casual staff must within **7 days** from the date of the email containing the offer link:
 - verify their identity to gain access to the CAPS system
 - carefully review all details of the offers
 - complete onboarding tasks

Note: For offers to be re-sent, prospective casual staff should e-mail the [HR Operations](#) team.

CASUAL WORK SCHEDULE AMENDMENT

Once the casual staff member has completed onboarding, complete the [Casual Request Form](#) with the required amendments, indicating in the 'Comments' column which contract the changes relate to and email through to the [HR Operations](#) team. The changes that can be made to the Work Schedule are:

- account code
- supervisor
- timesheet validator
- further task/course combinations can be added to an **existing Work Schedule** in addition to the ones that the casual staff member was originally engaged for. Only new combinations of task and/or course may be added.

CASUAL TIMESHEET VALIDATION

1. The timesheet validator is the person who has full oversight of the casual hours/sessions worked. This person can be different from the supervisor.
2. CAPS System will allow casual staff to claim in excess of the estimated total hours on the casual Work Schedule but it is up to the validator to confirm prior to approval.
3. It is important to note that the total estimated hours/sessions are indicative only and may be subject to change. If the School or Branch wants casual staff to do more than the indicative total hours of work, the casual's supervisor must authorise the extra work before casual staff start the extra the work.

Note: Timesheet Validator is not known to casual staff in the Work Schedule.

Exceeded Hours Timesheet Approval

- a) The Timesheet Validator must contact the Supervisor to confirm the hours claimed by casual staff that have exceeded the limit.
- b) The supervisor must inform the Timesheet Validator if casual staff exceed estimated hours on the Work Schedule
- c) The timesheet validator will then receive:
 - a system generated email prompt early on Tuesday morning to log into [Staff Services Online \(SSO\)](#) and validate the hours/sessions worked against what is submitted on the timesheets.
 - a system generated reminder email on the following day for any outstanding timesheets requiring validation.
- d) The timesheet validator:
 - is not expected to consider the budget implications of the work claimed as this is authorised at the time that the engagement is approved.
 - must confirm before **5.00pm** Wednesday that the work claimed by casual staff was in fact undertaken, including exceptions (i.e. overtime, work performed across midnight or on public holidays).
 - must pushback the timesheet as soon as possible if the claimed work is inaccurate. Review the timesheet and add comments explaining why it is being sent back for rework and resubmission. The timesheet validator does not have the ability to modify the submitted timesheet.

Casual staff must submit timesheets through CAPS SSO before the [fortnightly deadline](#) and prior to the end of the contract.

Please refer to the [Quick Reference Guide: How to Approve or Push Back Timesheets](#) for instructions on approving and pushing back timesheets.

Timesheet Escalation

If a timesheet is not validated within the [defined timeframe](#), the system will send an auto-generated email to the timesheet validator's supervisor.

The supervisor must then either:

- validate the timesheet on behalf of the timesheet validator.
- push it back to casual staff for resubmission.

Please refer to the [Quick Reference Guide: How to Approve or Push Back Timesheets](#) for instructions on approving and pushing back timesheets.

Temporary Delegation of Timesheet Validation Tasks

Temporary delegations can be set up to allow timesheet validation tasks to be actioned by another person in the case of planned/unplanned absences. Timesheet validators are encouraged to use this function proactively **prior to commencing leave**.

A timesheet validator can temporarily transfer their timesheet validator responsibilities to another person in the following ways:

- where the timesheet validator also has formal HR or Finance delegation responsibilities that they are transferring, this can be done using the Temporary Delegation eForm. For information on how to complete this, please visit the [Temporary Delegation Transfer \(eForm\) website](#).
- for timesheet validators that do not have any HR or Finance delegation responsibilities, the temporary timesheet validation reassignment can occur using the Staff Services Online (SSO) proxy functionality. For information on how to complete this, please view the [SSO Delegation \(Proxy\) Information Sheet](#) or the [Quick Reference Guide: SSO - Create Temporary Delegation](#).

IT ACCESS FOR CASUAL STAFF

Once a casual engagement has been approved and accepted, casual staff are allocated a staff ID number and an email address.

Casual staff who have been identified as having a previous relationship with the University (e.g. staff, student or other), will continue to use the same 7-digit ID number previously allocated.

WORKING WITH CHILDREN CHECKS (WWCC) & PRESCRIBED ENGAGEMENTS

The casual supervisor must:

- refer to the [Risk Assessment Tool](#) for support in identifying whether Working with Children Checks are required
- identify whether an engagement is prescribed (requires a Working with Children Check) and ensure prospective casual staff have a current Working with Children Check prior to commencement.
- prescribed position is defined as a person who works or is likely to work with children. Further information can be found on the University [Working With Children](#) webpage. A prescribed position in South Australia must have a current South Australian Working with Children Check unless:
 - they fall into working 7 days or less exemption;
 - they live interstate, hold a check in that state and working an event in South Australia for less than 10 consecutive days.
- the University is committed to providing a safe environment for the protection and wellbeing of children and vulnerable people. Refer to the [Employment Screening Procedure](#) for guidance and requirements to work with children.

The prospective casual staff member must apply for a working with Children Checks via www.sa.gov.au.

If a Working with Children Check is required as a part of prospective casual staff employment, the University will normally reimburse these costs on commencement of employment, dependent on local area processes. Casual staff can also claim these costs through their tax returns.

Important: For prescribed casual engagement, the HR Operations Team will not create the casual engagement until a current Working with Children Check has been provided.

WORKING RIGHTS

Prior to initiating the casual engagement, the casual supervisor must confirm that prospective casual staff have valid work rights to work in Australia.

Where supervisors have indicated current visa requirements, HR Operations will initiate a VEVO check to verify working rights and restrictions.

Important: For prospective casual staff who do not have working rights, the HR Operations Team will not create the casual engagement until working rights have been confirmed.

Any questions regarding working rights and visas can be directed to visa@adelaide.edu.au.

ACADEMIC STAFF QUALIFICATIONS

The University has a responsibility to ensure that all students receive a quality learning experience across all its teaching locations and delivery models.

The casual supervisor must:

- ensure that for academic engagements prospective casual staff are qualified in the relevant discipline or seek approval from the Head of School for prospective casual staff to be employed at the requested classification level. Refer to the [Academic Staff Qualifications](#) page to assess whether prospective casual staff hold the appropriate qualifications.

- If prospective casual staff do not hold the relevant qualifications, they must undergo an [assessment](#) to demonstrate equivalence by completing an [Academic Staff Equivalence Assessment Form](#). For additional information, please refer to the [AQF Levels](#).

CASUAL CAMPAIGNS AND ADVERTISING OF CASUAL ROLES

- A **casual campaign** can be initiated via the HR Operations Team to advertise casual vacancies.
- Local areas may request to advertise for new multiple casual vacancies (i.e. casual teaching staff).
- Outside of casual campaigns, if casual staff are required but an individual cannot be identified, local areas can advertise for prospective casual staff via the [Talent Acquisition Team](#).

Advertising Type

Confirm with your [HR Officer](#) what type of advertising is required:

- [Internal Careers Page](#)
- [External Careers Page](#)
- **Blind Advert:** Advertising within local area

Application Review

On closing of the advert, your HR Officer will email you the following for review:

- application data (Page-Up application, resume and associated documents in pdf format via Box link).
- applicant list (Applicant data exported from Page-Up in excel format).
- [Casual Request Form](#) – This form must be completed by the Hiring Manager or Casual Supervisor. Please use this form to ensure consistency across all faculties, streamline contract processing, and work schedule deadlines, and eliminate delays.

Unsuccessful Candidates

Due to the high volume of applications received during casual campaigns only successful candidates will be contacted after the advertising closing date.

LEAVE ENTITLEMENT

The **family and domestic violence leave entitlement** for all staff members will increase to 10 days of paid leave per year as of 1 February 2023.

Casual staff submit a timesheet in SSO for the hours/sessions that would have been worked in the fortnight during which they took leave, indicating via comments that the daily entry is for 'Special Leave – Family and Domestic Violence'.

Your role:

- provide information on the available support, including the [Employee Assistance Program](#).
- ensure that the Special Leave - Other is consistent with the [leave entitlement](#).
- that the leave entry on the timesheet has been appropriately recorded (casual staff).

TERMINATION OF CASUAL ENGAGEMENTS

The following IT access for casual staff will continue for the duration of their casual contract:

- computers on campus
- @adelaide email address
- access to calendar
- access to staff only websites
- access to online services and internet

Note: The end date of a casual Work Schedule will not impact their IT access.

Casual employment may be terminated by either casual staff or by the Hiring Manager/Casual Supervisor, provided that reasonable notice has been provided. Termination of casual work schedule can be requested by emailing [HR Operations](#).

FURTHER TIPS FOR SUPERVISORS TO CONSIDER

- Casual staff should not commence work without a Work Schedule in place. Working without an active Work Schedule creates a risk to casual staff and the University.
- Work Schedules should only be issued when work is required to be performed.
- Issuing Work Schedules for periods beyond actual work dates may impact the term of engagement and other implications.
- It is recommended that if the hours/sessions on the Work Schedule have been worked and paid, and the same task is still required within the timeframe, casual staff should request permission from their supervisor to continue working and claiming hours/sessions on the existing casual Work Schedule.
- It is important that timesheets are validated and submitted on time for the timesheet to be included for assessment purposes. Further information is available on the [CAPS deadlines webpage](#).

HIRING MANAGER/CASUAL SUPERVISOR CHECKLIST

- ✓ Ensure casual staff accept offers prior to the start date.
- ✓ Ensure casual staff have completed all onboarding tasks before they commence work. This includes citizenship, bank account, taxation, superannuation and any necessary work clearances.
- ✓ Prepare [induction agenda](#).
- ✓ [Complete new starter access forms](#).
- ✓ Ensure casual staff aware of how to submit their casual timesheet promptly at the completion of any fortnight worked.

WHERE TO GET SUPPORT?

HR WEBSITE

The [CAPS](#) website provides Hiring Managers/Casual Supervisors with Quick Reference Guides and information relating to casual staff contracts.

HR SERVICE CENTRE

[HR Service Centre team](#) is responsible for answering general enquiries and assisting with self-service support, specified personal 'how to' questions, and triaging of inquiries where specific HR expertise is required.

- Call (08) 831 31111 between the hours of 8:30am and 5:00pm.
- Complete an [online enquiry form](#).

HR OPERATIONS

The [HR Operations](#) team is responsible for:

- Create casual contracts and work schedules requested by Hiring Managers/Casual Supervisors via the [Casual Request Form](#).
- Amendment and terminations of engagements.
- Coordinates faculty casual campaigns supported by ITDS.

HR ADVISORY

Your [HR Advisor](#) is available to support you with:

- Performance management
- Staff complaints
- Position re-classification
- Specialist HR advice
- Enterprise agreement and policy advice

HR QUALITY AND COMPLIANCE

The [HR Quality and Compliance](#) team is responsible for:

- Working with Children Checks
- Prescribed Positions

You can also visit the [HR FAQs](#) which will also assist you in finding an answer to your query.

WORDS OF REFERENCE

Prescribed Position

A prescribed position is defined as a person who works, or is likely to work, with children. The legislation which governs these positions is the [Child Safety \(Prohibited Persons\) Act 2016](#).

Casual Automated Payment System (CAPS)

A fully automated and integrated online system supporting processes that are associated with the engagement and payment of the University's casual workforce.

Casual Supervisor/Hiring Manager

The Hiring Manager/Casual Supervisor is responsible for providing the required information to the HR Operations Team in order for them to initiate a casual engagement. The Hiring Manager/Casual Supervisor is also responsible for the allocation of duties for the casual staff member.

Timesheet Validator

The timesheet validator is responsible for validating the hours/sessions worked against what is submitted on a casual timesheet.

Staff Services Online (SSO)

An online, self-service tool which allows casual staff to have access to view pay slips, view and edit personal details, view and edit banking details and submit timesheets.