



THE UNIVERSITY
of ADELAIDE

CASUAL ENGAGEMENT: USER GUIDE FOR CASUAL SUPERVISORS



TABLE OF CONTENTS

1. CASUAL EMPLOYMENT	3
2. CASUAL ENGAGEMENT PROCESS	3
3. CASUAL ENGAGEMENT AMENDMENT	3
4. CASUAL TIMESHEET VALIDATION	3
4.1 Exceeded Hours Timesheet Approval	4
4.2 Timesheet Escalation.....	4
4.3 Temporary Delegation of Timesheet Delegation Tasks.....	4
5. IT ACCESS FOR CASUAL STAFF.....	5
6. WORKING WITH CHILDREN'S CHECKS (WWCC)/PRESCRIBED ENGAGEMENTS	5
7. WORKING RIGHTS.....	5
8. ACADEMIC STAFF QUALIFICATIONS.....	6
9. CASUAL CAMPAIGNS AND ADVERTISING OF CASUAL ROLES	6
9.1 Advertising Type	6
9.2 Application Review.....	6
9.3 Unsuccessful Candidates	6
10. LEAVE ENTITLEMENT.....	7
11. TERMINATION OF CASUAL CONTRACT.....	7
12. FURTHER TIPS FOR SUPERVISORS TO CONSIDER.....	7
13. HIRING MANAGER/CASUAL SUPERVISOR CHECKLIST.....	8
14. WHERE TO GET SUPPORT?.....	8
15. WORDS OF REFERENCE	9

1. 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.

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.

2. CASUAL ENGAGEMENT PROCESS

1. The Hiring Manager/Casual Supervisor must submit by email a completed [Casual Staff Contract 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).
4. An auto generated email will be sent to prospective casual staff with a link containing their Offer of Casual Employment.
5. Prospective casual staff must within **7 days** from the date of the email containing the offer link:
 - a) verify their identity to gain access to the CAPS system
 - b) carefully review all details of the offer
 - c) complete onboarding tasks

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

3. CASUAL ENGAGEMENT AMENDMENT

Once the casual staff member has completed onboarding, the changes that can be made to the contract are:

- account code
- supervisor
- timesheet validator
- further task/course combinations can be added to an **existing academic engagement** 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.
- complete the [Casual Staff Contract 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.

4. 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 'over claim' the estimated total hours on the casual contract, 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 casual contract.

4.1 Exceeded Hours Timesheet Approval

- a) Timesheet Validator must contact the Supervisor to confirm exceeded hours claimed by casual staff.
- b) Supervisor must inform the Timesheet Validator if casual staff exceed estimated hours on contract.
- 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 if any timesheets have not yet been validated.
- 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 (ie. overtime, work performed across midnight or on public holidays).
 - must push back as soon as possible, if the work claimed on the timesheet is inaccurate, and review or add comments as to why the timesheet is being pushed back for rework and resubmission. The timesheet validator cannot change the submitted timesheet.
 - when going on leave, set up a Temporary Delegation to assign your tasks to another person while you are absent.

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.

4.2 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.

4.3 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](#).

5. 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 (eg. staff, student or other), will continue to use the same 7-digit ID number previously allocated.

6. WORKING WITH CHILDREN CHECKS (WWCC)/PRESCRIBED ENGAGEMENTS

The casual supervisor must:

- identify whether an engagement is prescribed (requires a Working with Children Check) and ensure prospective casual staff have a current Working with Children Check.
- prescribed position is defined as a person who works, or is likely to work with children and 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.
- refer to the [Risk Assessment Tool](#) for support in identifying whether Working with Children Checks are required.
- working with Children Checks must be applied for by prospective casual staff 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 contract unless a Working with Children Check has been provided.

7. 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 and sight visa evidence or Australian citizenship evidence. If they are unable to prove their working rights, the engagement should not be initiated.

The following guides will help navigate through the VISA process:

- [Casual Citizenship & Work Rights Check Process](#)
- [Visa Work Limitations - Student & Working Holiday Visas](#)

Important: For prospective casual staff who do not have working rights, the HR Operations Team will not create the casual contract unless a copy of the individuals' passport and visa have been provided.

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

8. 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 contracts, 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.
- where prospective casual staff do not hold relevant qualifications, they will need to be [assessed and equivalence demonstrated](#) by completion of an [Academic Staff Equivalence Assessment Form](#). For further information, refer to the [AQF Levels](#).

9. 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 (ie. 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 at talentacq@adelaide.edu.au.

9.1 Advertising Type

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

- **Internal Careers Page:** <https://www.adelaide.edu.au/jobs/jobs-at-adelaide/internal-roles>
- **External Careers Page:** <https://careers.adelaide.edu.au/cw/en/listing/>
- **Blind Advert:** advertising within local area

9.2 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 Contract Staff Request Form](#) – for completion by the Hiring Manager/Casual Supervisor. Please use this form only to ensure consistency across all faculties and to streamline contract processing deadlines and eliminate delays.

9.3 Unsuccessful Candidates

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

10. 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.

Subject to availability, 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 – Other'.

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).

11. TERMINATION OF CASUAL CONTRACT

IT access for casual staff is disabled **one month** after the end date specified on a casual engagement. This allows time for submission of any final timesheets and for casual staffs to download their final pay slips from [Staff Services Online \(SSO\)](#).

The disabling of IT access occurs without notification to casual staff or the School/Branch.

Unless another relationship is in place (e.g. Titleholder or Visitor), access to the following services will be disabled:

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

Note: If casual staff are enrolled as a University of Adelaide student, the end date of a casual engagement will not impact their IT access.

If unpaid work is expected to be undertaken between casual engagement periods, a [visitor form](#) will need to be submitted to enable IT access to continue during this period.

Casual employment may be terminated prior to the expected end date by either casual staff or by the Hiring Manager/Casual Supervisor, provided that reasonable notice has been provided. Early termination of casual contract can be requested by emailing [HR Operations](#).

12. FURTHER TIPS FOR SUPERVISORS TO CONSIDER

- Casual staff should not commence work without a contract in place. Working without an active contract creates a risk to casual staff and the University.
- Contracts should only be issued for the dates the work is required to be performed.
- Issuing contracts for periods beyond actual work dates may distort the term of engagement and other implications.
- Creating new casual contracts for the purpose of increasing the number of hours/sessions will impact the casual assessment process. If additional hours/sessions are required, the contract will need to be amended. Refer to Section 3: Casual Engagement Amendment for information.
- It is recommended that if the hours/sessions on the contract have been worked and paid, and the same task is still required with the contract period, casual staff should request permission from their supervisor to continue working and claiming hours/sessions on the existing casual contract until its end date.
- 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](#).

13. HIRING MANAGER/CASUAL SUPERVISOR CHECKLIST

- ✓ Ensure casual staff accept the contract 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](#).
- ✓ Are casual staff aware of how to submit their casual timesheet promptly at the completion of any fortnight worked.

14. 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 requested by Hiring Managers/Casual Supervisors via the [On Line Casual Contract Request Form](#).
- Amendment and terminations of contracts.
- Coordinates faculty casual campaigns supported by ITDS.

HR ADVISORY

Your [HR Advisor](#) is responsible for:

- 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.

15. 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.

End.