

Amend an Academic Schedule in CAPS

Introduction

The Academic Schedule contains the details of the course, task, number of sessions and pay rate for the engagement. If the casual staff member has taken on a new combination of task and course, above their original engagement, with the same timesheet validator and supervisor, this will need to be recorded in the Academic Schedule.

An example of this would be if the casual staff member has covered a lecture for another staff member who was off sick.

Procedure

1. From the CAPS SSO dashboard click the Casual Engagement tile, then click the Amend Academic Schedule tile.



2. Search for the casual

Amend Academic Schedule

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Engagement ID begins with

Employee ID begins with


First Name begins with

Last Name begins with

Preferred First Name begins with

Schedule Status =

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

The easiest way to search is using the Employee ID number, but you can also search using the name or status.

3. Open the **Academic Schedule**.

Amend Academic Schedule

Engagement ID 126
Engagement Status Offer Integrated

Employee ID [redacted] Empl Record 2 Contract Number 0012

Casual Engagement Details

Engagement Type: Academic Professional English Language Teacher

Start Date 01/12/2017 Activity Testing timesheets
End Date 01/12/2018

Function Code Teaching only function
Appropriate Qualifications Held? Yes No

Department 5250 School of Economics
Supervisor 1000406 Anthony Coates
Timesheet Validator 1020274 Moses Arulampalam
Total Estimated Cost (incl. oncost) \$9,033.07

Work will be undertaken in: South Australia

4. Click the **+** icon to add a new line.

Added to the Schedule:	Status	Task	Course	Task Rate \$	Overridden	Total Number of Sessions	Estimated Total Incl On Costs
1 01/12/2017	Approved	Basic Lecture	ABORIG 28	\$187.83	<input type="checkbox"/>	35.0	\$7,587.78
2 01/12/2017	Approved	High Level Marking	ABORIG 0015	\$62.61	<input type="checkbox"/>	20.0	\$1,445.29

5. Enter the details of the new schedule and click **Submit**.

Added to the Schedule:	Status	Task	Course	Task Rate \$	Overridden	Total Number of Sessions	Estimated Total Incl On Costs
1 01/12/2017	Approved	Basic Lecture	ABORIG 28	\$187.83	<input type="checkbox"/>	35.0	\$7,587.78
2 01/12/2017	Approved	High Level Marking	ABORIG 0015	\$62.61	<input type="checkbox"/>	20.0	\$1,445.29
3 20/04/2018	New	Standard Marking	ABORIG 30	\$45.94	<input type="checkbox"/>	10	

6. Click **Yes** to confirm the new schedule.

Once submitted the schedule will workflow to the Approver for review.

Message

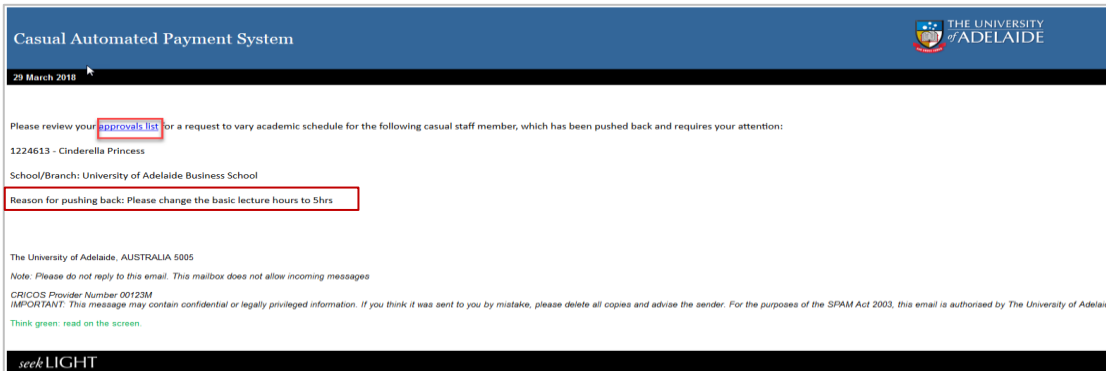
Are you sure you want to change the Academic Schedule? (29300,304)

Note that the request will be sent to the relevant Approver for review.

Pushed back Academic Schedule

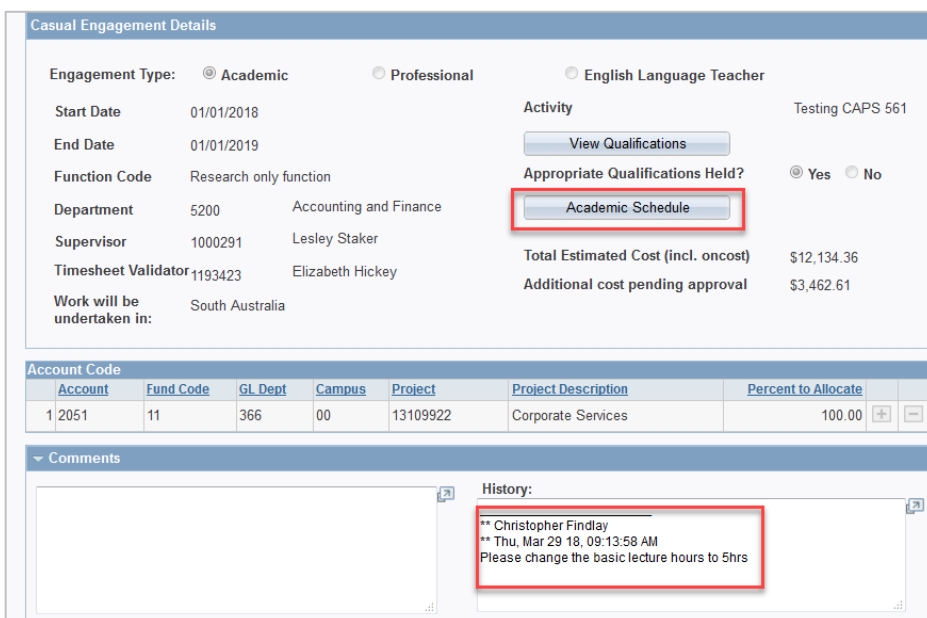
If the approver pushed back the schedule the Casual Coordinator will receive a notification email containing the reason for the pushback and action to be taken.

1. Click the **Approvals list** link.



2. Follow the steps above to amend the schedule and submit the changes.

Note: The details of the change required are also displayed in the History field.



3. The amended schedule will return to the Approver for review and approval.

Contact Us

For further support or questions, please contact the HR Service Centre on +61 8 8313 1111 or hrservicecentre@adelaide.edu.au