

CAPS Checklist

Initiate a new Casual Engagement: Academic

What you need to know					
Staff member information					
Where to get this information: employee, Hiring Manager, or PeopleSoft HCM					
Employee ID / Student ID					
First Name					
Middle Name					
Last Name					
Preferred First Name					
Other or Previous Last Name					
Date of Birth					
Telephone					
Email address					
Does he/she have relevant working rights?	Yes	No – do not proceed with engagement until working rights are confirmed.			
Casual Engagement Details					
Engagement Type	Academic				
Start Date					
End Date					
Function Code	<input type="checkbox"/> Teaching only function	<input type="checkbox"/> Research only function	<input type="checkbox"/> Other function		
HR Department					
Supervisor EmplID & Name					
Timesheet Validator:	EmplID	Name	Job	Department	Supervisor
Work will be undertaken in	<input type="checkbox"/> SA <input type="checkbox"/> ACT <input type="checkbox"/> NSW <input type="checkbox"/> NT <input type="checkbox"/> QLD <input type="checkbox"/> TAS <input type="checkbox"/> VIC <input type="checkbox"/> WA				
Activity					
Qualifications					
If no appropriate Qualifications held, the Equivalent AQF Level	<input type="checkbox"/> Bachelor Degree <input type="checkbox"/> Bachelor Honours Degree <input type="checkbox"/> Graduate Certificate		<input type="checkbox"/> Graduate Diploma <input type="checkbox"/> Doctoral Degree <input type="checkbox"/> Masters Degree		
Document to upload to justify the Equivalent AQF Level					

Academic Schedule

Where to get this information: [Hiring Manager or Enterprise Agreement](#)

Task	Course Subject Area & Catalogue Number	Task Rate \$	Rate Override	Total Number of Sessions

Account Code Details

Where to get this information: [Hiring Manager or Local Finance Officer](#)

Account	Fund code	GL Dept	Campus	Project	Project Description	%	NOTE: Valid combinations required.

For your records - Engagement ID:

CAPS Resources

- Enterprise Agreement 2017 – 2021 (<https://www.adelaide.edu.au/hr/docs/secure/enterprise-agreement.pdf>)
- Schedule 2: Casual Academic Staff Rates of Pay