

CAPS Checklist

Initiate a new Casual Engagement: English Language Teacher

| | | | | | |
|---|--|--|-----|------------|------------|
| What you need to know | | | | | |
| Staff member information | | | | | |
| Where to get this information: casual 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 | English Language Teacher | | | | |
| Start Date | | | | | |
| End Date | | | | | |
| Function Code | 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 | | | | | |
| Estimated Total Teaching Hours | | | | | |
| Estimated Total Non-Teaching Hours | | | | | |

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 5: English Language Teachers – Salary and Conditions