

CAPS Checklist

Initiate a new Casual Engagement: Professional

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	Professional				
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					
Classification	HEO Level:				
Salary Step					
Hourly Rate					
Estimated Total 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 4: Casual Professional Staff Rates of Pay