

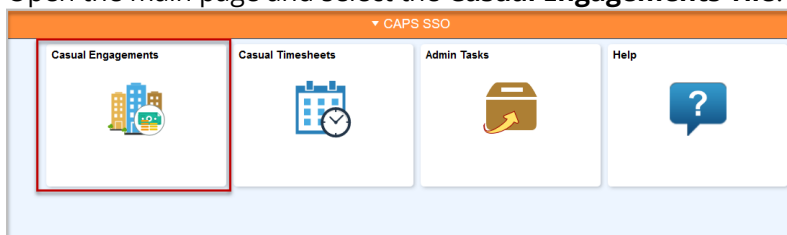
Initiate an Academic Casual Engagement in CAPS

Introduction

New Academic casual engagements need to be initiated on the system and follow a different process to that of initiating a Professional or an ELT casual engagement.

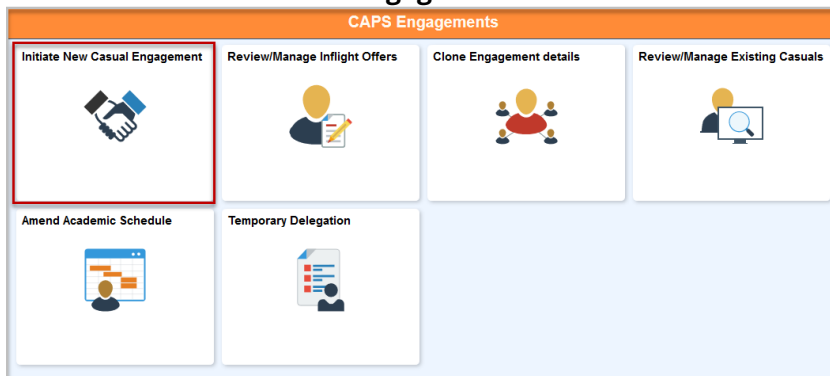
Procedure

1. Open the main page and select the **Casual Engagements Tile**.



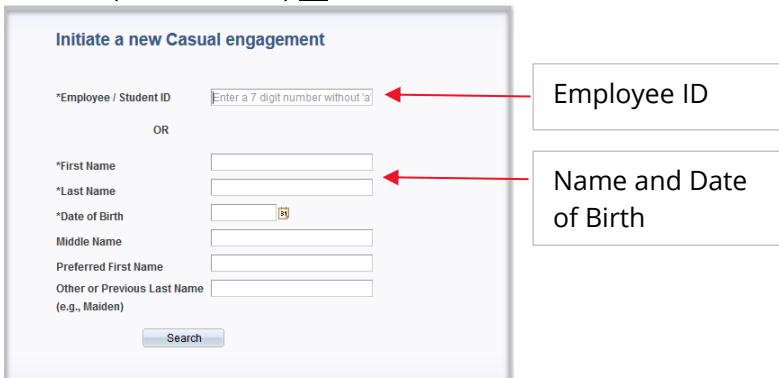
Note, ensure you have all relevant information prior to initiating the casual engagement as a partially completed request is **unable to be saved** for later action.

2. Select **Initiate New Casual Engagement**



Prior to initiating the casual engagement you may wish to use the CAPS Engagement Checklist available on the CAPS website.

3. **Search** to check if the person already exists in the system. You can search by their University ID number (without the a) **or** enter in their name and date of birth. Then click **Search**.



Initiate a new Casual engagement

*Employee / Student ID Employee ID

OR

*First Name

*Last Name Name and Date of Birth

*Date of Birth

Middle Name

Preferred First Name

Other or Previous Last Name

- The Search will display matches to either the University ID number or to their personal details. If the person already exists in the system, you will be able to select the **initiate** button.

The screenshot shows the search results table with the following data:

Employee / Student ID	First Name	Middle Name	Last Name	Preferred First Name	Telephone	Email Address	Action
1 1000498	Moira	Jane	Groves		08 8384 7709	moira.groves@DISABLED.DISABLED	Initiate

- If the person does not exist you will be able select **create a new person** to add them into the system.

The screenshot shows the search results area with the message: "No Results matching the search criteria". The "Create a new person" button is highlighted in red.

- Both initiating and creating a new person will take you to **Engagement Details** page. Enter in the email address and phone number of the person you are initiating.

The screenshot shows the 'Engagement Details' page for William Schwarz. The 'Email Type' and 'Phone Type' dropdowns are highlighted in red.

- In the **Casual Engagement Details** section, select **Academic**. This will display the following details;

The screenshot shows the 'Casual Engagement Details' section with 'Academic' selected. A red arrow points from the 'Academic' radio button to the 'Activity' field.

- Enter in the details of the;
- Start and End date
 - Function Code
 - Department
 - Supervisor
 - Timesheet Validator

8. Select **Yes** or **No** under **Appropriate Qualification** held. If entering **No**, the equivalent AQF level information needs to be completed.

9. Click on **Academic Schedule** to open up the pop-up window where you can enter in the details of the engagement.

Use the drop-down arrow and look-up to find and complete the **Task** and **Course**.

Type in the **Total Number of sessions**

10. Use the **+** to add in another row where you can add more tasks to the engagement.

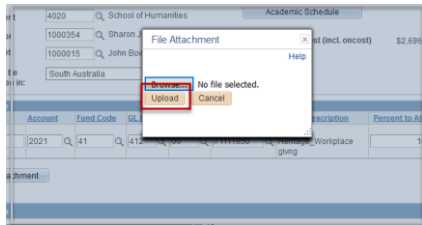
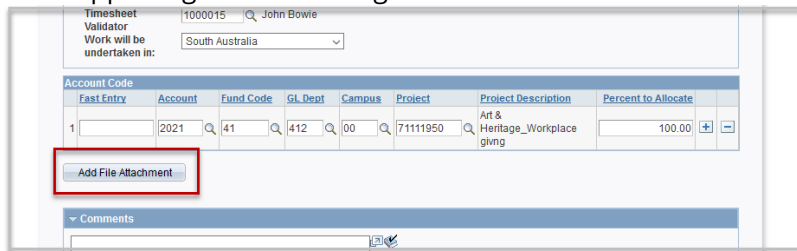
Click **OK**, when you have completed all the details.

11. A Total Estimated Cost will now be displayed under the Academic Schedule in the Casual Engagement details section.

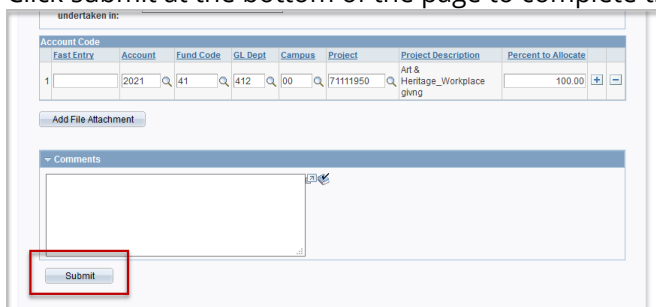
12. In the **Account Code** section, enter in the **Fast Entry** details or use the look-up tool to complete the **Account, Fund Code, GL Dept, Campus** and **Project** sections.

The **project description** will automatically generate based on the project code you enter.

13. Add supporting evidence using the **Add File Attachment** button under **Account Code**.



14. Click submit at the bottom of the page to complete the initiation of the academic engagement.



Contact Us

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