

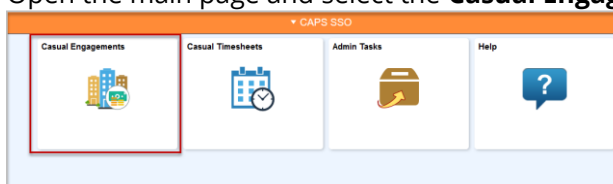
# Initiate a Professional Casual Engagement in CAPS

## Introduction

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

## Procedure

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



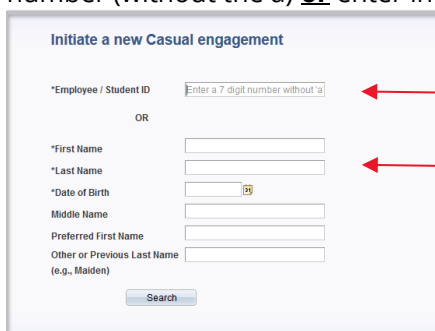
2. Select **Initiate New Casual Engagement**



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.

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

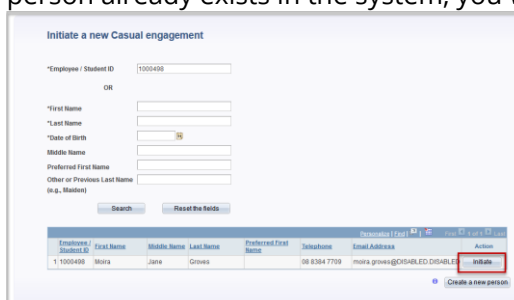
3. **Search** to check if the person already exists in the system. You can search by their University ID number (without the a) **or** enter in their name and date of birth. Then click **Search**.



Employee ID

Name and Date of Birth

4. 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.



Employee / Student ID	Last Name	Middle Name	Last Name	Preferred First Name	Telephone	Email Address	Action
1 1500499	Moira	Jane	Groves		08 8364 7799	moira.groves@COSHLEED.DISABLED	initiate

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

- 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.

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

Enter in the details of the;

- Start and End date
- Function Code
- Department
- Supervisor
- Timesheet Validator

- Under **Activity**, type in a description of the type of work the casual will be undertaking.

9. Select the Classification, and Salary Step using the drop down arrows and type in the Estimated Total Hours. The Hourly Rate will generate automatically.

10. 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.

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

12. Click submit at the bottom of the page to complete the initiation of the professional casual engagement.

## Contact Us

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