

Resubmit a Pushed back engagement in CAPS

Introduction

In-flight engagements that have been pushed back by an approver need to be amended and re-submitted for approval.

Procedure

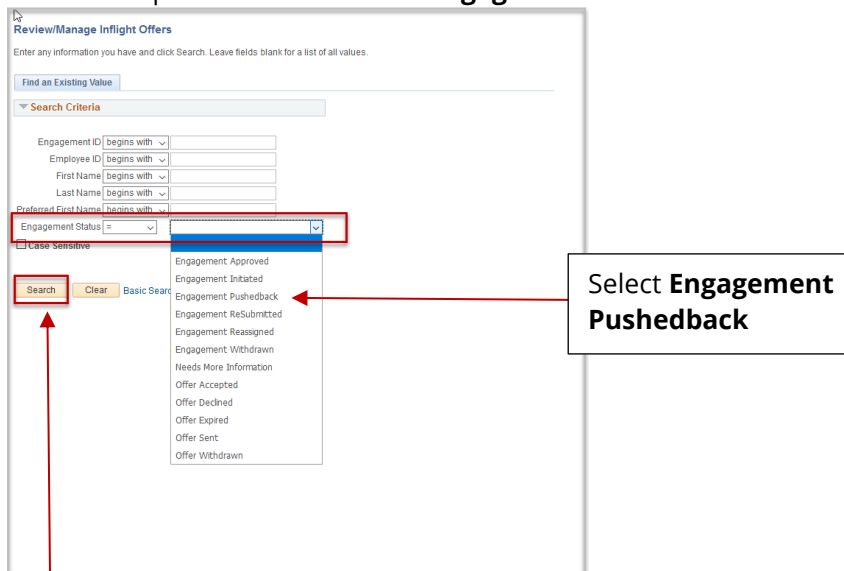
When an approver pushes an engagement back, an email with details of the pushback will be sent to the generic HR hub email address or, for departments without a HR hub, it will be sent to the Casual Coordinator.

A list of all engagements with an **Engagement Pushback** status can also be accessed through the link in the e-mail notification or using the Search function under **Review/Manage Inflight Offers**.

1. Select **Review/Manage Inflight Offers**

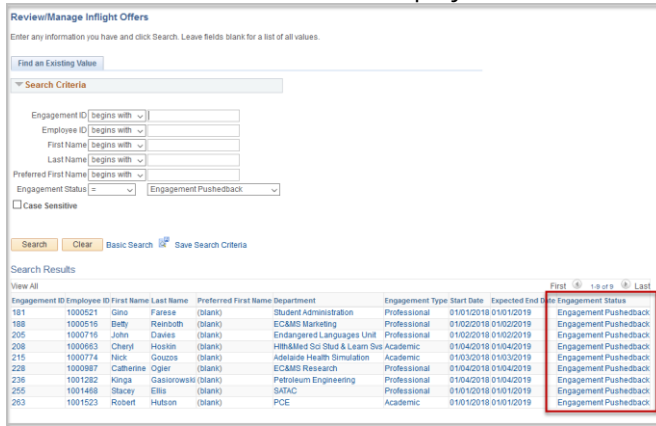


2. Use the drop-down arrow next to **Engagement Status** to find and select **Engagement Pushedback**

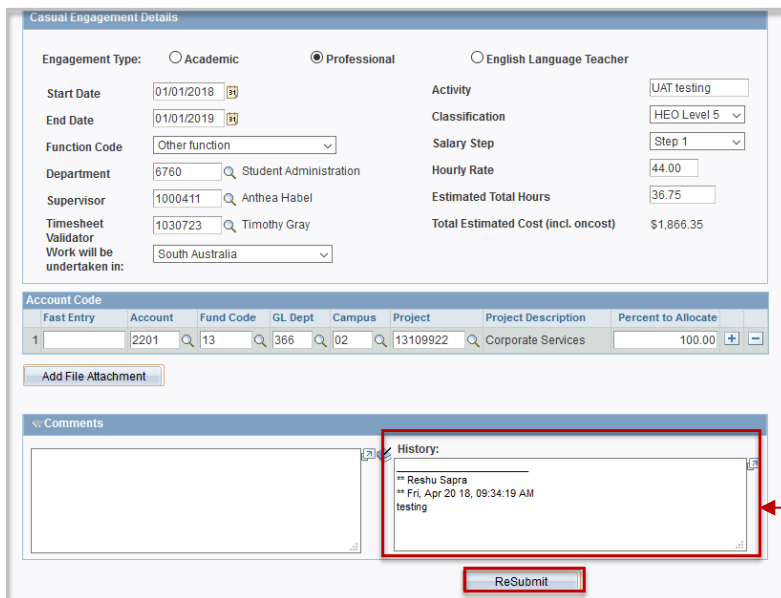


Then click **Search**

3. A list of the Pushbacks will be displayed



4. You can view details of the pushback by clicking on an engagement and looking at the engagement details.



Details can be changed depending on why the engagement has been pushed back

Details of why the engagement was pushed back can be found in **History** or in the email sent by the approver to the generic email address.

When you have edited and made the necessary changes click on **Resubmit**. The engagement will be sent back to be re-approved or resubmitted to the casual staff member if no changes were made.

5. Advise the casual staff member of the outcome and that the original offer link is invalid and they will need to accept the offer from the revised link.

Contact Us

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