		What is the offer status?			
		Inflight		Accepted	
I want to….	**Because of incorrect…**	**Pending action from an Approver**	**Pending action from the prospective casual**	**Pending Onboarding**	**Onboarded & Active**
Terminate the engagement	**Employee ID / Duplicate**	Instruct the Approver to Withdraw the offer and CC to initiate a new offer	Instruct the casual to either decline the offer or take no action, allowing it to lapse. Alternatively, choose the "Modify & Resend" option and change some contractual details, sending it to the approver for withdrawal. (Note, the original offer will lapse as soon as the option is chosen)	If the incorrectly created ID will not be used for any other purposes, HR can terminate the engagement and ID and the area can start again with the correct ID. Consider: if no payment has yet been paid against the other ID and it is not associated with a student record, it may be appropriate to continue with this 'incorrectly' created one, if easier.	If no payment has yet been paid against the incorrect ID and it will not be used for any other purposes, area can terminate the engagement and HR can decommission the ID, before the area starts again with the correct ID. Consider: if no payment has yet been paid against the other ID and it is not associated with a student record, it may be appropriate to continue with this 'incorrectly' created one, if easier.
	Start Date	Instruct the Approver to Push Back the offer to the CC so that it can be amended	Navigate to "Manage Inflight Offer", select "Modify & Resend" option and make the necessary changes (note, the original offer will lapse as soon as they choose to modify) Alternatively, instruct the casual to "Request More Information" and follow steps above to amend.	If the offer starts earlier than intended, no action is required - casual should not claim payment for work which has not been undertaken. Otherwise, if it starts later, a new engagement will need to be initiated, approved and accepted.	
	End Date			N/A - the Engagement end date should not be edited while the offer is in status Pending Onboarding.	If the offer ends earlier than intended, a new engagement will need to be initiated, approved and accepted. Otherwise, if it ends later, the engagement can be terminated via "Manage Existing Engagements". Alternatively, take no action - casual should not claim payment for work which has not been undertaken.
	Hours/Sessions Estimate			No action is required: - casual should not claim payment for work which has not been undertaken, and this scenario is specifically handled in their engagement offer. - however, if required, casual can claim over the estimate.	
	Person not wanting a casual engagement	Instruct the Approver to Withdraw the offer	Instruct the casual to either decline the offer or take no action, allowing it to lapse Alternatively, choose the "Modify & Resend" option and change some contractual details, sending it to the approver for withdrawal. (Note, the original offer will lapse as soon as the option is chosen)	N/A	N/A
	I want to terminate Engagement early	N/A	N/A	N/A	Casual Coordinator to action Termination through "Manage Existing Casual". These should only come to HR if the effective date needs to be backdated. In this scenario, the CC should still action the termination in CAPS SSO and notify HR to amend the effective date. Before actioning the termination, ensure that casual has submitted all outstanding timesheets.
Change the engagement details	**Supervisor**	Instruct the Approver to Push Back the offer to the CC so that it can be amended	Navigate to "Manage Inflight Offer", select "Modify & Resend" option and make the necessary changes (note, the original offer will lapse as soon as they choose to modify) Alternatively, instruct the casual to "Request More Information" and follow steps above to amend.	N/A - the Engagement details should not and cannot be edited while the offer is in status Pending Onboarding.	Navigate to "Manage Existing Engagements" and submit a change that you wish to make
	Timesheet Validator				
	Account Code				