



# Information Sheet

## Casual Register

### **I want to employ a casual, how can I access the casual register?**

There are key staff across the University who have access to the casual register, if you have an HR Hub (Divisions, Professions, Health Sciences & ECMS) then please contact them. If you don't please ask your Faculty Office who the best contact is.

### **Are casual staff on the register pre-screened?**

No, anyone can register on the casual register and you must ensure that before you employ anyone that you carry out due diligence in relation to reference checking. Although casuals are not covered by the recruitment procedure we would recommend you take up at least one reference from a previous line manager.

### **Can I employ a student?**

Yes you can employ a student, please be aware that international students often have work restrictions on their student visas especially during term times. Please contact [visa@adelaide.edu.au](mailto:visa@adelaide.edu.au) if you require advice.

### **How does the casual register differ from CASPA?**

The casual register is to enable visibility of people interested in casual work, CASPA is the system which manages casual contracts and timesheets. You cannot make an offer to a casual employee via Page Up.