

Viewing and Actioning Your Offer

You've been offered a casual engagement at the University of Adelaide! Congratulations!

If you require assistance with viewing and actioning your casual offer, this guide will step you through the process.

- You will receive an offer via email with a link to the details of the engagement.
- You should record your acceptance by following link provided in email within 7 days of receiving it.
- Information like tax file number and bank account, qualifications, visa, citizenship details need to be submitted online after offer acceptance through the onboarding process.

You might like to refer to [the CAPS website](#) the first time you use the new system.

New Casual Staff

Read the email

The email contains Important information on actioning your offer and when the offer expires. Find the code and the link in the email.

Click the link and login

As this is your first casual engagement fill in your last name, date of birth in format DD/MM/YYYY and enter the code that was in the email.

FOR ACTION: CASUAL PROFESSIONAL WORK

Dear Sarah

We are pleased to offer you work as a casual professional staff member from 29 August 2024 in the School of Humanities.

Acceptance

To view and record your response to this offer please [follow this link](#). You will be required to enter this security code 5570 into the online form as prompted. This offer will expire within 7 calendar days from the date of this email.

If you have any enquiries, please contact the HR Service Centre on (08) 8313 1111 or hrservicecentre@adelaide.edu.au.

Yours sincerely,

Human Resources

Please note: This email does not form part of your contract of employment or constitute a firm advance commitment to continuing work.

The University of Adelaide, AUSTRALIA 5005

Note: Please do not reply to this email. This mailbox does not allow incoming messages.

Action your offer

You will be prompted to review and accept two separate documents:

- your contract of employment; and
- your work schedule.

Once you have reviewed the document(s), tick that you have read, understood and accept the terms and conditions and click **Submit**. You do not need to enter a comment.

If you need more information

First enter a comment in the field explaining what information you need and why. This will be sent to Human Resources, and they may contact you via phone or email with the information you've requested. Click **Request More Information**.

If you want to decline

First, enter a comment in the field explaining why you're declining. Then, click **I Decline**.

If you have an existing contract with the University, your contract of employment will not be affected.

Offer of Casual Employment

Congratulations you have received an offer as a casual staff member commencing 1 September 2024.

The terms and conditions of this offer of employment are set out in the following document dated 20 August 2024 from Human Resources:
[Casual Academic Contract of Employment](#)

This offer of employment is valid for seven (7) calendar days from the date of the offer. Unless otherwise agreed in writing, the offer of employment is deemed withdrawn if not accepted within such time frame, or such further time as agreed in writing by the University.

Please indicate that you have understood and accept the terms and conditions contained within the Casual Contract of Employment by ticking the following checkbox.

Once you have accepted, you will receive an email with a copy of the documents for your records and instructions on how to complete Onboarding. Please Note: You will not be able to submit timesheets or receive payment until you have completed all the required tasks.

☐ I have read, understood and accept the terms and conditions of the University's offer of employment.

Work Schedule

You have been offered a schedule of work as an academic staff member in School of Public Health.

Details of the work to be performed are set out in the following document dated 20 August 2024 from Human Resources:
[Casual Academic Work Schedule](#)

Please indicate that you are happy to accept the offer of work and the terms by ticking the following checkbox.

☐ I accept the offer of work outlined in the Casual Academic Work Schedule

Please Note

If you have any questions or you believe any details are incorrect, please select 'Request More Information'. This will send a request back to the School/Faculty delegate to review and act accordingly. Please ensure you provide detailed information in the 'Your Comment' box to ensure an appropriate response.

Please only select 'I Decline' if you no longer wish to take up this schedule of work with the University.

Your Comment:

Submit

Request More Information

I Decline

What's next if I accept?

You will receive separate emails confirming your acceptance of the contract of employment and work schedule, and attaching a PDF copy of each document. There will also be a list of action items for you to complete, including:

- setting up your University password so you can access the systems you need to do your work
- instructions to complete onboarding activities before commencing work including providing personal, contact and payroll information, and evidence of your working rights and qualifications.

All casuals are required to complete their onboarding the first time they receive an offer in CAPS. For assistance on how to complete your CAPS Onboarding, please visit the [CAPS Website](#).

Existing Casual Staff

Read the email, click the link and login

The email contains Important information on actioning your offer and when the offer expires. As you are an existing casual staff member use your University of Adelaide ID number and password to login. If you've forgotten your ID number or password? Go to [Password Manager](#) to resolve this.

Action your offer

To action a new work schedule, you will be prompted to review and accept your work schedule. Once you have reviewed the document(s), tick that you have read, understood and accept the terms and conditions and click **Submit**. You do not need to enter a comment.


If you need more information

First enter a comment in the field explaining what information you need and why. This will be sent to Human Resources, and they may contact you via phone or email with the information you've requested. Click **Request More Information**.

If you want to decline

First, enter a comment in the field explaining why you're declining. Then, click **I Decline**.

If you have an existing contract with the University, your contract of employment will not be affected.

THE UNIVERSITY
of ADELAIDE

21 Aug 2024

**FOR ACTION: CASUAL
ACADEMIC WORK**

Dear Callum

We are pleased to offer you work as a casual academic staff member from 9 September 2024 in the School of Allied Health Science and Practice.

Acceptance

To view and record your response to this offer please [follow this link](#). You will be required to enter this security code 9430 into the online form as prompted. This offer will expire within 7 calendar days from the date of this email.

If you have any enquiries, please contact the HR Service Centre on (08) 8313 1111 or hrservicecentre@adelaide.edu.au.

Yours sincerely,

Human Resources

Please note: This email does not form part of your contract of employment or constitute a firm advance commitment to continuing work.

Work Schedule

You have been offered a schedule of work as a professional staff member (HEO Level 4) in School of Biological Sciences.

Details of the work to be performed are set out in the following document dated 20 August 2024 from Human Resources:
[Casual Professional Work Schedule](#)

Please indicate that you are happy to accept the offer of work and the terms by ticking the following checkbox.

☐ I accept the offer of work outlined in the Casual Professional Work Schedule

Please Note

If you have any questions or you believe any details are incorrect, please select 'Request More Information'. This will send a request back to the School/Faculty delegate to review and act accordingly. Please ensure you provide detailed information in the 'Your Comment' box to ensure an appropriate response.

Please only select 'I Decline' if you no longer wish to take up this schedule of work with the University.

Your Comment:

Submit

Request More Information

I Decline

What's next if I accept?

You'll receive another email which will confirm that we've received your acceptance and contain a copy of your work schedule.

Further enquiries

Please contact the HR Service Centre 831 31111 or email [HR Service Centre](#).