

# Viewing and Actioning your Offer

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

Need a hand with the steps for viewing and actioning? This guide will step you through the process of actioning the offer.

## **Have you actioned a casual engagement before (prior to June 2018)? Things are different now!**

If you've had a casual employment contract with the University before, you would have actioned this in a system called CASPA. The process in the new CAPS system (as of June 2018) is a bit different.

- You will receive Offer of Casual Employment via email setting out principal terms and conditions of employment with University of Adelaide.
- You should record your acceptance by following link provided in email within 15 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.

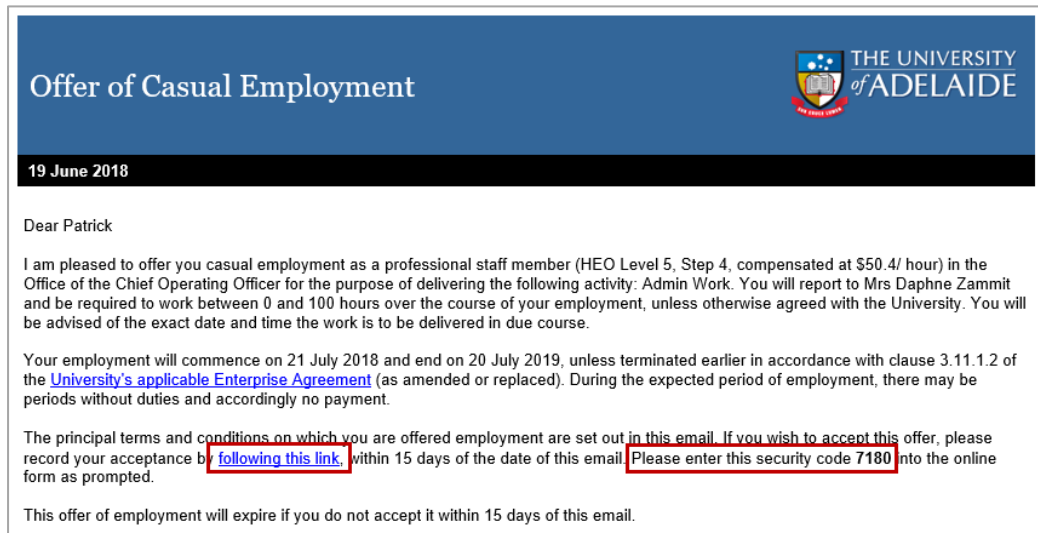
You might like to refer to the [CAPS website](#) the first time you use the new system.

## Process

### 1. Read the email

Important information about your offer and relevant info about employment at the University of Adelaide is in there.

Find the code and the link in the email.



### 2. Click the link and login

Depending on if you're are an existing casual staff member or a new casual staff member the screen you will be taken to will be different.

- If 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.
- If 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.

CAPS Engagement Acc... x

Secure | https://nonps-cpr.adelaide.edu.au/psc/hcm92cpr\_n

**Please Authenticate Yourself**

\*Last Name

\*Date of Birth

\*Authentication Code from Email

Submit

### 3. Action your engagement

- If you want to accept

Yay! Tick that you have read, understood and accept the terms and conditions and click **I Accept**, that's it! No need to enter a comment.

**Employment Acceptance Form**

Congratulations, you have received an offer of casual employment as a professional staff member (HEO Level 5) for the period between 21 July 2018 and 20 July 2019 in the Office of the Chief Operating Officer at the University of Adelaide. This employment is being offered for the purpose of delivering the following activity: Admin Work, whilst reporting to Mrs Daphne Zammit and working between 0 and 100 hours over the course of your employment, unless otherwise agreed with the University.

The terms and conditions of this offer of employment are set out in the attached document dated 19 June 2018 from Human Resources:  
[Offer of Casual Employment](#)

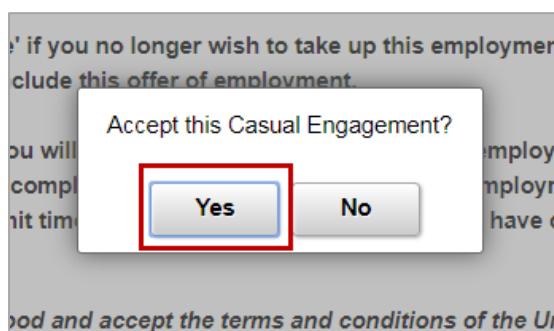
If you have questions relating to your employment, or you believe the employment details are incorrect, please select 'Request More Information'. This will send a request back to your School/Faculty delegate to review and act accordingly. Please ensure you provide detailed information in the Your Comment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

Please only select 'I Decline' if you no longer wish to take up this employment with the University, as this action will permanently conclude this offer of employment.

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

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

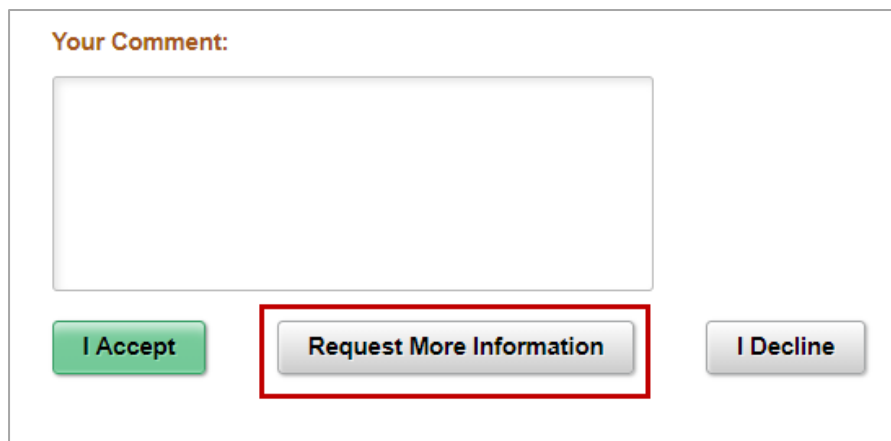
Your Comment:



- If you need more information

First enter a comment in the field explaining what information you need and why. This will be sent to Casual Coordinator, and they may contact you via phone or email with the information you've requested.

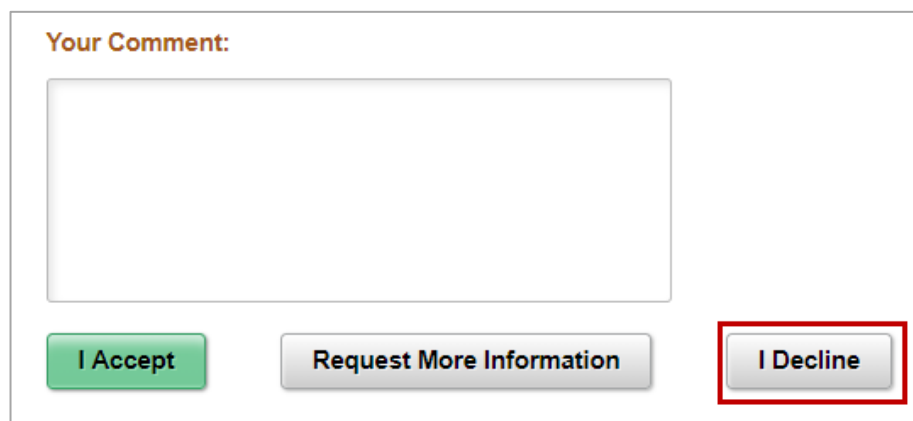
Click **Request More Information**.



The screenshot shows a form titled "Your Comment:" with a large empty text input field. Below the field are three buttons: "I Accept" (green), "Request More Information" (grey), and "I Decline" (grey). The "Request More Information" button is highlighted with a red rectangular border.

- If you want to decline

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



The screenshot shows a form titled "Your Comment:" with a large empty text input field. Below the field are three buttons: "I Accept" (green), "Request More Information" (grey), and "I Decline" (grey). The "I Decline" button is highlighted with a red rectangular border.

#### 4. What's next if I accept?

For **new casual staff members** you'll receive another email very soon which will confirm we've received your acceptance, and with a list of action items for you to complete ASAP, 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 by providing personal, contact and payroll information, as well as evidence of your working rights and qualifications.

**Note:** All casuals will be required to complete their onboarding the first time they receive an offer of engagement in CAPS.

For **existing casual staff members** where there is not a break of more than 30 days, you'll receive another email very soon which will confirm that we've received your acceptance, and have link to Staff Services Online (SSO) for you to review and update the following information:

- Personal details
- Contact information
- Payroll information like tax file number and bank account details
- Evidence of your working rights and qualifications.

**Note:** Prior to changeover to CAPS in June 2018, you would have done these as part of the offer acceptance process. In the new system, this happens later.

For assistance on how to complete your CAPS Onboarding task, please visit the [CAPS Website](#).

## 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)