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](https://caps.adelaide.edu.au) the first time you use the new system.
Viewing and Actioning your Offer

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.

Offer of Casual Employment

19 June 2018

Dear Patrick,

I am pleased to offer you casual employment as a professional staff member (HEC Level 5, Step 4, compensated at $50.67/hour) in the Office of the Chief Operating Officer for the purpose of delivering the following activity: Admin Work. You will report to Mrs Daphne Zammit and be required to work between 8 and 100 hours over the course of your employment, unless otherwise agreed with the University. You will be advised of the exact date and time the work is to be delivered in due course.

Your employment will commence on 21 July 2018 and end on 20 July 2019, unless terminated earlier in accordance with clause 3.11.1.2 of the University's Employment Agreement (as amended or replaced). During the expected period of employment, there may be periods without duties and accordingly no payment.

The principal terms and conditions on which you are offered employment are set out in this email. If you wish to accept this offer, please record your acceptance by following the link within 15 days of the date of this email. Please enter this security code 7180 into the online form as prompted.

This offer of employment will expire if you do not accept it within 15 days of this email.

2. Click the link and login

Depending on if you’re an existing casual staff member or a new casual staff member

- 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.
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.
• **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**.

• **If you want to decline**

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

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**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)