

Request an early Termination in CAPS

Introduction

Before you complete this section ensure that the casual staff member is aware that the engagement is going to be terminated, the effective termination date and the reasons for the termination i.e changes to project/ funding etc.

Check that there are no outstanding timesheets and advise the casual that they will lose access to SSO from the termination date (unless they have another offer of engagement).

Procedure

1. Click on the **Review/Manage Existing Casuals** tile. (The screenshot below is not current)



2. Search for the casual staff member using the Employee ID field or name.

Review/Manage Existing Casuals

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Engagement ID begins with

Employee ID begins with

First Name begins with

Last Name begins with

Preferred First Name begins with

Department begins with

Engagement Type =

Start Date =

Expected End Date =

Status =

Case Sensitive

Note: You can also search using the status field or just click on Search to reveal the full list of casuals.

3. Select **Request Termination**.

Review & Manage Existing Casual Engagements

Employee ID [redacted] Empl Record 4 Contract Number 0007 Engagement ID 125 Engagement Status Offer Integrated

Casual Engagement Details

Engagement Type: Academic Professional English Language Teacher

Start Date 06/12/2017 End Date 06/12/2018 Activity testing clone

Function Code Teaching only function Appropriate Qualifications Held? Yes No

Department 2140 EC&MS Infrastructure Academic Schedule

Supervisor 1000265 Allan Perry Total Estimated Cost (incl. oncost) \$4,930.75

Timesheet Validator 1000040 Donald Creighton Timesheet Validator Changes

Work will be undertaken in: South Australia

Account	Fund Code	GL Dept	Campus	Project	Project Description	Percent to Allocate
1 2021	33	366	00	13109922	Corporate Services	100.00

Add File Attachment

Engagement Initiation

Status: **Approved**

Action

Approved
Sophia Carson
CAPS Engagmnt Appr by CASDA
13/12/17 - 10:39 AM

Change Account Code Change Supervisor Change Timesheet Validator Request Termination

4. Enter the effective date of termination.

5. Click **Submit**.

Request Termination

Effective Date of Termination 29/03/2018

Submit

Note: There is no confirmation email sent to either the casual or supervisor once this process is completed.

Contact Us

For further support or questions, please contact the HR Service Centre on +61 8 8313 1111 or hrservicecentre@adelaide.edu.au