

Change a Supervisor in CAPS

Introduction

Casual Coordinators can amend the following from the **Review & Manage Existing Casual Engagements** tile once the casual staff member has completed the onboarding process:

- Account Code
- Supervisor
- Timesheet Validator

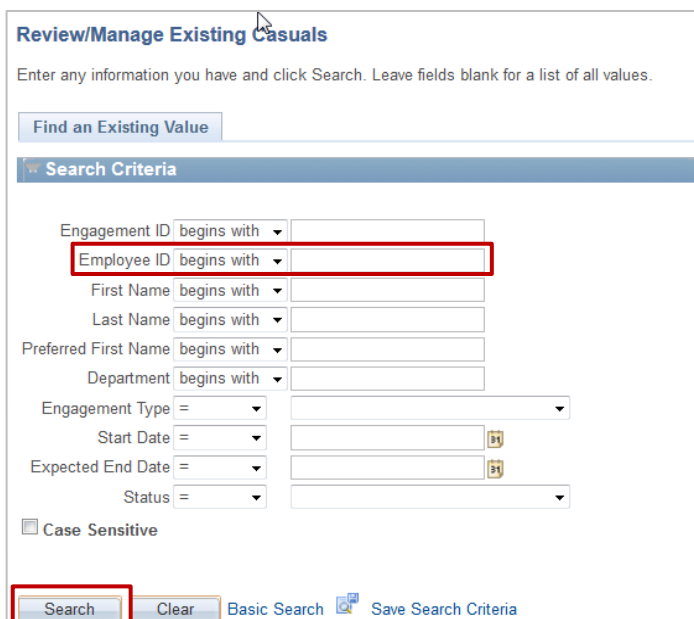
The request for the termination of an engagement is also managed in this section.

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.



The screenshot shows the 'Review/Manage Existing Casuals' search interface. It includes a search criteria section with the following fields:

- Engagement ID begins with
- Employee ID begins with (highlighted with a red box)
- First Name begins with
- Last Name begins with
- Preferred First Name begins with
- Department begins with
- Engagement Type =
- Start Date =
- Expected End Date =
- Status =

There is also a 'Case Sensitive' checkbox. At the bottom, the 'Search' button is highlighted with a red box, along with 'Clear', 'Basic Search', and 'Save Search Criteria' options.

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

3. Select **Change Supervisor**.

Review & Manage Existing Casual Engagements

Engagement ID 125
Engagement Status Offer Integrated

Employee ID [] Empl Record 4 Contract Number 0007

Casual Engagement Details

Engagement Type: Academic Professional English Language Teacher
 Start Date 06/12/2017 Activity testing clone
 End Date 06/12/2018 View Qualifications
 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 Code

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. Select the **Effective Date of Change**.

5. Enter the new Supervisor’s ID number if known or use the lookup icon to search for them.

6. Click **Submit**.

Change Supervisor

Effective Date of Change 29/03/2018 []

New Supervisor [] []

Submit

Note: There is no approval process required. Ensure that the casual is informed of the change. An email will be sent to both the new and previous Supervisor notifying them of the change.

Contact Us

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