

# Review Status of an In-flight Engagement in CAPS

## Introduction

Some engagements can be edited or amended whilst in-flight. You can see if you can edit or amend an engagement by reviewing the engagement status.

Engagements that **can** be edited/amended whilst in flight include;

- Engagement Pushed-back
- Needs more information
- Offer Sent
- Offer Expired

Engagements that **cannot** be edited/amended whilst in-flight include;

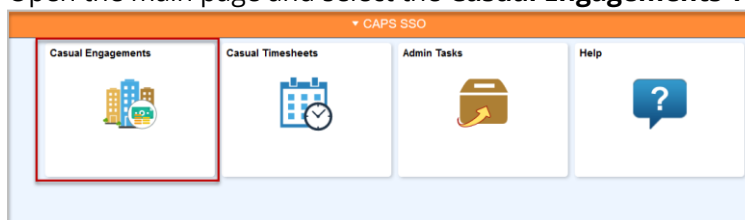
- Engagement Initiated
- Engagement Approved
- Engagement Resubmitted
- Engagement Reassigned
- Engagement Withdrawn
- Offer Accepted
- Offer Declined
- Offer Withdrawn
- Resend the offer

## Procedure

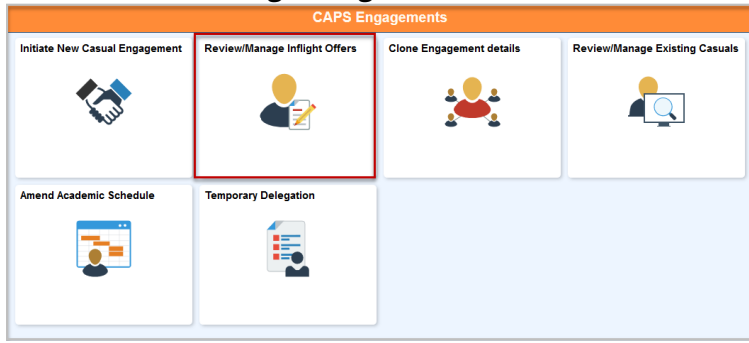
There are two ways that you can check the status of an engagement.

### Engagement Status by Search

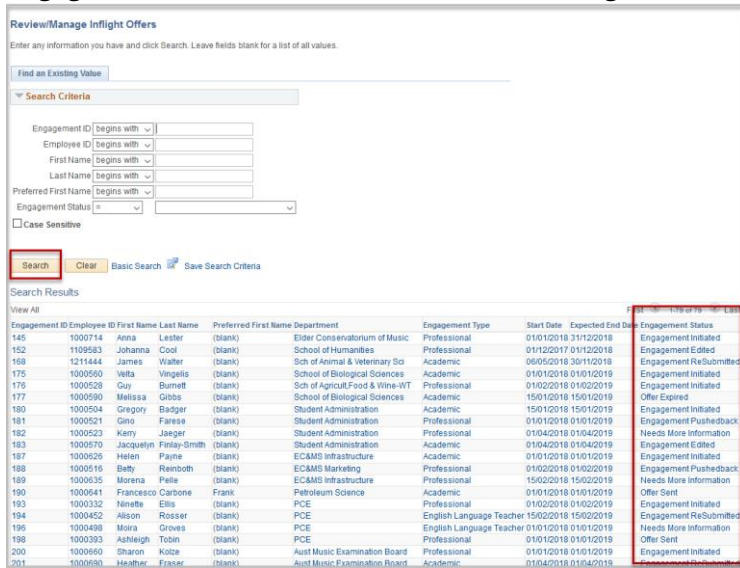
1. Open the main page and select the **Casual Engagements Tile**.



2. Select **Review/Manage Inflight Offers**.

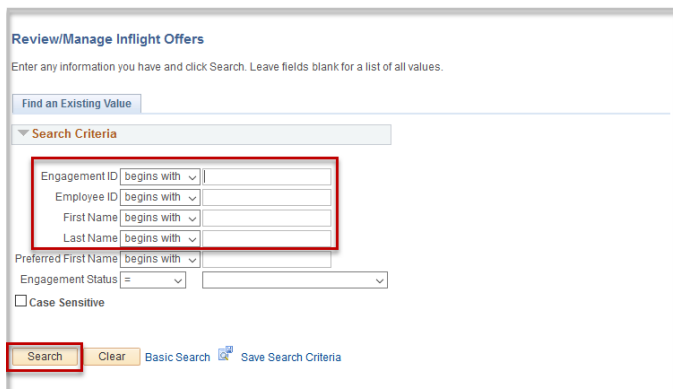


3. Select **Search** without entering in any fields and all active engagements will be displayed. The engagement status can then be viewed on the right-hand side of the screen.



**Engagement Status on a person’s engagement details page**

1. Search for the person using the person’s **University ID**, **personal details** or the **Engagement ID**. Click **Search**



2. This will open the engagement details for that individual person. The engagement status is displayed on the top right-hand corner of the page.

**Review & Manage Inflight Offers**

**Anna Nash Lester** Engagement ID 145  
Employee ID 1000714 Engagement Status **Engagement Initiated**

Date of Birth 25/08/1948

Email Type Email Address  
Campus anna.lester@o365uat.uia.cz.au  
Phone Type Telephone  
Home 8332 3514

**Casual Engagement Details**

Engagement Type:  Academic  Professional  English Language Teacher

Start Date 01/01/2018 Activity Music  
End Date 31/12/2019 Classification HEO Level 4  
Function Code Other function Salary Step Step 1  
Department 5400 Elder Conservatorium of Music Hourly Rate 39.07  
Supervisor 1003187 Julie Cranswick Estimated Total Hours 15.00  
Timesheet Validator 1003187 Julie Cranswick Total Estimated Cost (incl. oncost) \$676.42  
Work will be undertaken in: South Australia

Account Code						
Account	Fund Code	GL Dept	Campus	Project	Project Description	Percent to Allocate
1.2201	12	425	00	12019200	AMEB	100.00

[Add File Attachment](#)

## 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)