

Action a Request for more information in CAPS

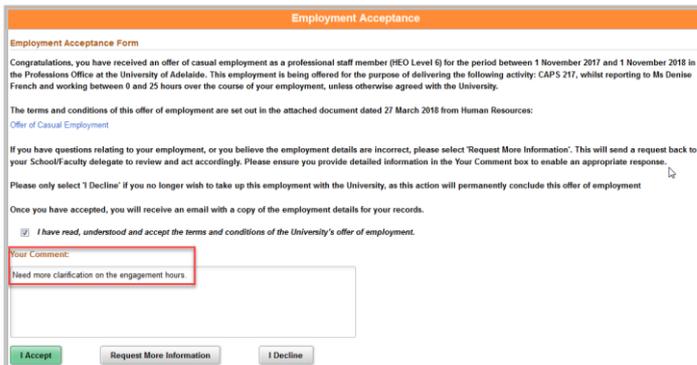
Introduction

A casual staff member may receive an offer and request more information. The Casual Coordinator can change details of the offer before it is re-sent for further approval or, if no changes are made, send the offer un-changed back to the casual staff member.

Procedure

Request more information process

1. When a casual staff member selects **request for more information** it is mandatory for them to enter a comment in the comment section.



Employment Acceptance Form

Employment Acceptance Form

Congratulations, you have received an offer of casual employment as a professional staff member (SEO Level 6) for the period between 1 November 2017 and 1 November 2018 in the Professions Office at the University of Adelaide. This employment is being offered for the purpose of delivering the following activity: CAPS 217, whilst reporting to Ms Denise French and working between 0 and 25 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 27 March 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 'Decline' if you no longer wish to take up this employment with the University, as this action will permanently conclude this offer of employment

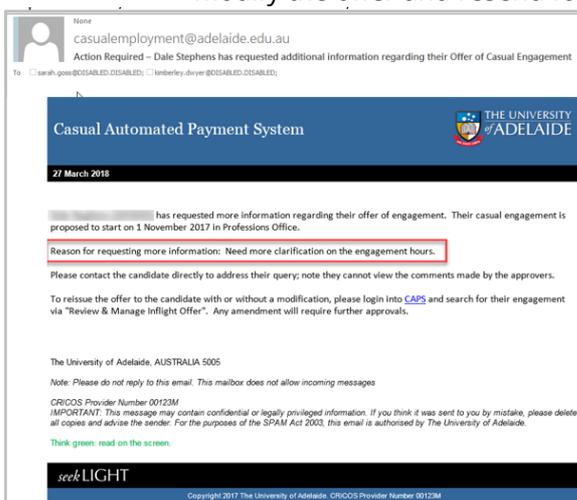
Once you have accepted, you will receive an email with a copy of the employment details for your records.

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

Your Comment:

Need more clarification on the engagement hours.

2. The Casual Coordinator will receive an email which displays the information requested by the casual staff member. The Casual Coordinator will address the query via email or phone call and, based on that discussion the Casual Coordinator will either
 - resend the offer to the staff member with no changes
 - modify the offer and resend for further approval



None
casualemployment@adelaide.edu.au
Action Required - Dale Stephens has requested additional information regarding their Offer of Casual Engagement

To: sarah.goss@adelaide.edu.au; linberley.dwyer@adelaide.edu.au

Casual Automated Payment System

27 March 2018

has requested more information regarding their offer of engagement. Their casual engagement is proposed to start on 1 November 2017 in Professions Office.

Reason for requesting more information: Need more clarification on the engagement hours.

Please contact the candidate directly to address their query; note they cannot view the comments made by the approvers.

To reissue the offer to the candidate with or without a modification, please login into [CAPS](#) and search for their engagement via "Review & Manage Inflight Offer". Any amendment will require further approvals.

The University of Adelaide, AUSTRALIA 5005
Note: Please do not reply to this email. This mailbox does not allow incoming messages

CRICOS Provider Number 00123M
IMPORTANT: This message may contain confidential or legally privileged information. If you think it was sent to you by mistake, please delete all copies and advise the sender. For the purposes of the SPAM Act 2003, this email is authorised by The University of Adelaide

Think green: read on the screen.

seekLIGHT

Copyright 2017 The University of Adelaide. CRICOS Provider Number 00123M

Resend the offer to the staff member with no changes

If no changes need to be made following the request for more information, the offer still needs to be re-sent to the casual staff member by using the link in the e-mail or:

1. **Search** for the engagement using the person's **name**, **University ID** or the **engagement ID**

Review/Manage Inflight Offers

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

Engagement Status =

Case Sensitive

Search Clear Basic Search Save Search Criteria

2. On the engagement details page, click on **Resend Offer**

Casual Engagement Details

Engagement Type: Academic Professional English Language Teacher

Start Date 01/04/2018 Activity Testing

End Date 01/04/2019 Classification HEO Level 5

Function Code Other function Salary Step Step 1

Department 6760 Student Administration Hourly Rate 45.30

Supervisor 1000428 Andrew Austin Estimated Total Hours 36.75

Timesheet Validator 1092385 Mark Sandon Total Estimated Cost (incl. oncost) \$1,921.49

Work will be undertaken in: South Australia

| Account | Fund Code | GL Dept | Campus | Project | Project Description | Percent to Allocate |
|---------|-----------|---------|--------|----------|---------------------|---------------------|
| 1 2141 | 18 | 284 | 01 | 15117226 | Mawson Incident G33 | 100.00 |

Add File Attachment

Comments

Resend the offer Modify & Resend the offer

3. A prompt window will appear to check that the request has been discussed with the casual staff member. Select **Yes** if you are sure that no details need to be changed.

Message

Send the offer back to the candidate without a modification? (29300,271)

If the candidate had any questions regarding the offer, please ensure their query has been answered.

Yes No

Note: Once you click **Yes** the offer will be sent to the casual staff member without going through additional approval processes.

Changes to an offer following a request for more information

Before re-sending the offer to the casual staff member, changes may need to be made to the offer. These changes can be made from the engagement details page.

1. **Search** for the engagement using the person's **name**, **University ID** or **engagement ID**

Review/Manage Inflight Offers

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

Engagement Status =

Case Sensitive

Search Clear Basic Search Save Search Criteria

2. On the engagement details page, click on **Modify and Resend the offer**

3. Click on **Yes** if you want to continue with making amendments

4. Once the necessary details have been changed click on **Resubmit**.

Note: You can change any of the details in this section. It will be re-sent to the approver for re-approval if;

- You are making changes that will impact the engagement
- It will affect the budget

If the changes you are making do not affect either of these, the offer will go straight to the staff member **not** for re-approval

You will not be able to make changes to active staff member's contact details as they will need to update those changes themselves through SSO.

5. You will be prompted to double-check that you want to make the changes.

The pop up box will give you details of if it will be sent for re-approval or if it will be sent straight to the casual staff member

6. Advise the casual staff member of the outcome and that the original offer link is invalid and they will need to accept the offer from the revised link.

Contact Us

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