

# Clone Engagement in CAPS

## Introduction

Cloning is an easy and fast way to initiate a new engagement similar to one you have already created without having to recreate the whole form. New and existing engagements can be cloned regardless of their status i.e Active/Inactive.

You have the option to **Clone Engagement** where the details of the engagement will be cloned but not the person it is related to. Or if the same casual staff member is being engaged you can choose to **Clone the Engagement and the Person**.

## Procedure

1. Select the **Clone Engagement details** tile.



2. Search using the **Engagement ID** if known or click on **Search** to call up a full list of the engagements.

### Clone Engagement details

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

Employee ID

First Name

Last Name

Preferred First Name

**Case Sensitive**

[Basic Search](#)

3. Click **Clone Engagement**

**Clone Engagement details**

Employee ID [redacted] Engagement ID 102  
 Date of Birth 20/07/1984 Engagement Status Offer Accepted

Email Type Home Email Address [redacted]  
 Phone Type Work Telephone [redacted]

**Casual Engagement Details**

Engagement Type:  Academic  Professional  English Language Teacher

Start Date 01/11/2017 Activity sdfsdf  
 End Date 29/11/2017 Classification HEO Level 2  
 Function Code Other function Salary Step Step 2  
 Department 5210 Marketing and Management Hourly Rate 26.14  
 Supervisor 1222915 Gillian Stuart Estimated Total Hours 5.00  
 Timesheet Validator 1222916 Stuart Brown Total Estimated Cost (incl. oncost) \$150.85  
 Work will be undertaken in: South Australia

Account Code	Fund Code	GL Dept	Campus	Project	Project Description	Percent to Allocate
12171	15	642	00	15114480	HR Salary	100.00

Add File Attachment

**Comments**

History:  
 \*\* Stephen Grano  
 \*\* Thu, Nov 30 17, 03:08:36 PM  
 sdfsdf  
 \*\* Mariusz Kurgan  
 \*\* Thu, Nov 30 17, 11:11:11 AM  
 test 123

**Engagement Initiation**

4. The Initiate a new Casual engagement screen will be displayed. Follow the process to either create a new person or search for an existing casual staff member using their Employee ID number.

**Initiate a new Casual engagement**

\*Employee / Student ID

OR

\*First Name   
 \*Last Name   
 \*Date of Birth

Middle Name   
 Preferred First Name   
 Other or Previous Last Name   
 (e.g., Maiden)

No Results matching the search criteria

5. The form will be displayed with the casual staff member’s and engagement details pre-populated.

- Review the details and amend the form as required i.e start & end dates.
  - For Academic engagements you will need to update the qualifications sections and open the Academic Schedule to ensure that the course and task details are correct.
6. Click **Submit**.

**Initiate a new Casual engagement**

**Cinderella Princess** Engagement ID 528  
 Employee ID 1224613  
 Date of Birth 01/01/1997

\*Email Type: Home \*Email Address: cinderella@hotmail.com  
 Phone Type: Mobile Telephone: 0909090909

**Casual Engagement Details**

Engagement Type:  Academic  Professional  English Language Teacher  
 Start Date: 01/01/2018 End Date: 01/01/2019  
 Function Code: Research only function Department: 2210 School of Computer Science  
 Supervisor: 1000022 David Bruce Timesheet Validator: 1042442 Alan Little  
 Work will be undertaken in: South Australia

Activity: Cloning  
 View Qualifications (highlighted)  
 Appropriate Qualifications Held?  Yes  No  
 Academic Schedule  
 Total Estimated Cost (incl. oncost) \$3,910.67

**Account Code**

Fast Entry	Account	Fund Code	GL Dept	Campus	Project	Project Description	Percent to Allocate
1	2051	10	284	00	62115489	15USDept of Energy_470006_Zirc	100.00

Add File Attachment

Comments

Submit

**Clone a Person and Engagement**

1. Search for the engagement and casual staff member you wish to clone.
2. Click **Clone Person & Engagement**.

**Clone Engagement details**

**Deigo Maradona** Engagement ID 101  
 Employee ID NEW Engagement Status Engagement Initiated  
 Date of Birth 01/01/1961

Email Type: Home Email Address: test@123.au  
 Phone Type: Home Telephone: 7808970890

**Casual Engagement Details**

Engagement Type:  Academic  Professional  English Language Teacher  
 Start Date: 01/01/2018 End Date: 31/03/2018  
 Function Code: Other function Department: 7300 Office of Acad & Student Eng  
 Supervisor: 1221100 Kim Barbour Timesheet Validator: 1221112 Michael Welford  
 Work will be undertaken in: South Australia

Activity: Test  
 Classification: HEO Level 5  
 Salary Step: Step 2  
 Hourly Rate: 45.52  
 Estimated Total Hours: 50.00  
 Total Estimated Cost (incl. oncost) \$2,626.96

**Account Code**

Account	Fund Code	GL Dept	Campus	Project	Project Description	Percent to Allocate
1 2171	15	642	00	15114480	HR Salary	100.00

Add File Attachment

Comments

Clone Engagement Clone Person & Engagement (highlighted)

- Amend the form as required i.e Start and End dates. As with the process above update the qualifications section for Academic engagements and review the Academic Schedule to ensure that the task and course are correct.
- Click **Submit**

Engagement Type:  Academic  Professional  English Language Teacher

Start Date: 01/01/2018  
End Date: 31/03/2018  
Function Code: Other function  
Department: 7300 Office of Acad & Student Eng  
Supervisor: 1221100 Kim Barbour  
Timesheet Validator: 1221112 Michael Weiford  
Work will be undertaken in: South Australia

Activity: Test  
Classification: HEO Level 5  
Salary Step: Step 2  
Hourly Rate: 45.52  
Estimated Total Hours: 50.00  
Total Estimated Cost (incl. oncost): \$2,626.96

Account Code							
Fast Entry	Account	Fund Code	GL Dept	Campus	Project	Project Description	Percent to Allocate
1	2171	15	642	00	15114480	HR Salary	100.00

Add File Attachment

Comments

Submit

## 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)