CAPS Checklist

**Initiate a new Casual Engagement: Academic**

| What you need to know |
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| **Staff member information** |
| Where to get this information: employee, Hiring Manager, or PeopleSoft HCM |
| Employee ID / Student ID |  |
| First Name |  |
| Middle Name |  |
| Last Name |  |
| Preferred First Name |  |
| Other or Previous Last Name |  |
| Date of Birth |  |
| Telephone |  |
| Email address |  |
| Does he/she have relevant working rights? | **Yes** | **No** – do not proceed with engagement until working rights are confirmed. |
| **Casual Engagement Details** |
| Engagement Type | **Academic** |
| Start Date |  |
| End Date |  |
| Function Code |  Teaching only function |  Research only function |  Other function |
| HR Department |  |
| Supervisor EmplID & Name |  |
| Timesheet Validator: | EmplID | Name | Job | Department | Supervisor |
|  |  |  |  |  |
| Work will be undertaken in |  SA ACT NSW NT QLD TAS VIC WA  |
| Activity |  |
| Qualifications |  |
| If **no** appropriate Qualifications held, theEquivalent AQF Level |  Bachelor Degree Bachelor Honours Degree Graduate Certificate |  Graduate Diploma Doctoral Degree Masters Degree |
| Document to upload to justify the Equivalent AQF Level |  |  |

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| **Academic Schedule** |
| Where to get this information: Hiring Manager or Enterprise Agreement |
| Task | Course Subject Area & Catalogue Number | Task Rate $ | Rate Override | Total Number of Sessions |
|  |  |  |  |  |
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| **Account Code Details** |
| Where to get this information: Hiring Manager or Local Finance Officer |

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| Account | Fund code | GL Dept | Campus | Project | Project Description | % | NOTE: Valid combinations required. |
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| **For your records - Engagement ID:** |  |

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| **CAPS Resources** |
| Enterprise Agreement 2017 – 2021 ( <https://www.adelaide.edu.au/hr/docs/secure/enterprise-agreement.pdf> )* Schedule 2: Casual Academic Staff Rates of Pay
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