CAPS Checklist

**Initiate a new Casual Engagement: Academic**

| What you need to know | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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, the  Equivalent 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 |