CAPS Checklist

**Initiate a new Casual Engagement: English Language Teacher**

| What you need to know | | | | | | |
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| **Staff member information** | | | | | | |
| Where to get this information: casual 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 | **English Language Teacher** | | | | | |
| Start Date |  | | | | | |
| End Date |  | | | | | |
| Function Code | **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 |  | | | | | |
| Estimated Total Teaching Hours |  | | | | | |
| Estimated Total  Non-Teaching Hours |  | | | | | |

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| **Account Code Details** |
| Where to get this information: Hiring Manager or Local Finance Officer |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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 5: English Language Teachers – Salary and Conditions |