

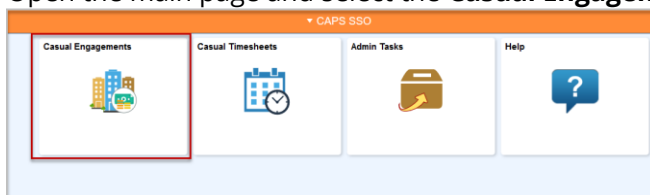
Initiate an ELT Casual Engagement in CAPS

Introduction

New English Language Teacher (ELT) casual engagements need to be initiated on the system and follow a different process to that of initiating an Academic or a Professional engagement.

Procedure

1. Open the main page and select the **Casual Engagements Tile**.



Note, ensure you have all relevant information prior to initiating the casual engagement as a partially completed request is **unable to be saved** for later action.

2. Select **Initiate New Casual Engagement**



Prior to initiating the casual engagement you may wish to use the CAPS Engagement Checklist available on the CAPS website.

3. **Search** to check if the person already exists in the system. You can search by their University ID number (without the a) **or** enter in their name and date of birth. Then click **Search**.

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

Employee ID

Name and Date of Birth

4. The Search will display matches to either the University ID number or to their personal details. If the person already exists in the system, you will be able to select the **initiate** button.

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

Employee / Student ID	First Name	Middle Name	Last Name	Preferred First Name	Telephone	Email Address	Action
1 1000498	Moira	Jane	Groves		08 8384 7739	moira.groves@CHSABLED.ADELAIDE	<input type="button" value="Initiate"/>

[\(Create a new person\)](#)

- If the person does not exist you will be able select **create a new person** to add them into the system.

- Initiating or creating a new person will take you to Engagement Details page. Enter in the email address and phone number of the person you are initiating.

- In the **Casual Engagement Details** section, select **English Language Teacher**. This will display the following details;

Enter in the details of the;

- Start and End date
- Function Code
- Department
- Supervisor
- Timesheet Validator

- Type in the name of the **Activity** the casual will be participating in, and the **Estimated Teaching** and **Non-Teaching** Hours.

- A **Total Estimated Cost** will be automatically generated and displayed.

- 10. In the **Account Code** section, enter in the **Fast Entry** details or use the look-up tool to complete the **Account, Fund Code, GL Dept, Campus** and **Project** sections.

Fast Entry	Account	Fund Code	GL Dept	Campus	Project	Project Description	Percent to Allocate
						Art & Heritage_Workplace givmg	100.00

The **project description** will automatically generate based on the project code you enter.

- 11. Add supporting evidence using the **Add File Attachment** button under **Account Code**.

Add File Attachment

- 12. Click **Submit** at the bottom of the page to complete the initiation of the ELT casual engagement.

Submit

Contact Us

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