

Initiate an Academic Casual Engagement in CAPS

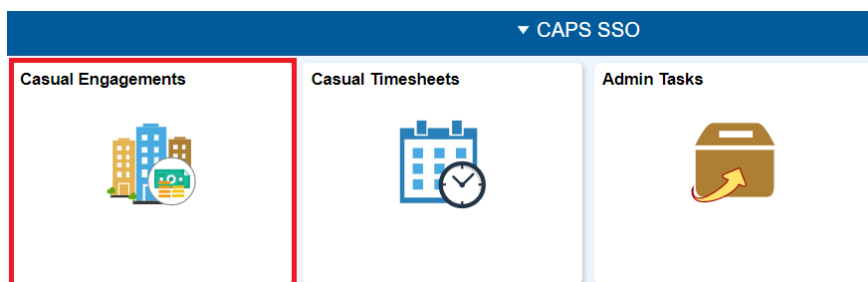
Introduction

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

Procedure

Login to SSO - CAPS

1. Select **Casual Engagements**



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' number) **or** enter in their name and date of birth. Then **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 (e.g., Maiden)

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.

The screenshot shows the 'Initiate a new Casual engagement' form. The search criteria are filled out: Employee / Student ID (redacted), First Name (Sophia), Last Name (Carson), and Date of Birth (01/01/2001). Below the form is a table with search results. The first row shows a match for Sophia Carson. The 'Action' column for this row has an 'Initiate' button highlighted with a red box.

Employee / Student ID	First Name	Middle Name	Last Name	Preferred First Name	Telephone	Email Address	Action
[REDACTED]	Sophia		Carson		[REDACTED]	[REDACTED]@DISABLED.DISABLED	Initiate

5. If the person doesn't exist, you will be able to **Create a new person**, to add them in the system.

The screenshot shows the 'Initiate a new Casual engagement' form. The search criteria are filled out: Employee / Student ID (with a hint 'Enter a 7 digit number without a'), First Name (Jack), Last Name (Frost), and Date of Birth (01/01/2001). Below the form, the message 'No Results matching the search criteria' is displayed. At the bottom right, there is a 'Create a new person' button highlighted with a red box.

- Under Activity, type in a description (max 30 characters) of the type of work the casual will be undertaking (e.g. course code).

- Select **Yes** or **No** under **Appropriate Qualification** held. If entering **No**, the equivalent AQF level information needs to be completed.

- Click on Academic Schedule to open up the pop-up window where you can enter in the details of the engagement. Use the drop down options to select the **Task** and **Course**, and enter the **Total number of sessions/hours**:

- Use the '+' to add in another row where you can add more tasks to the engagement. Select **OK** when you have completed all the details:

12. A Total Estimated Cost will now be displayed under the Academic Schedule in the Casual Engagement details section.

The screenshot shows the 'Casual Engagement Details' form. The 'Engagement Type' is set to 'Academic'. The 'Start Date' is 04/05/2019 and the 'End Date' is 26/11/2018. The 'Function Code' is 'Teaching only function'. The 'Department' is '4020 School of Humanities'. The 'Supervisor' is '1000354 Sharon Johnson' and the 'Timesheet Validator' is '1000015 John Bowie'. The 'Work will be undertaken in:' is 'South Australia'. The 'Total Estimated Cost (incl. oncost)' is \$2,595.85. The 'Account Code' section is partially visible at the bottom.

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

The screenshot shows the 'Account Code' table. The first row is highlighted with a red box. The columns are: Fast Entry, Account, Fund Code, GL Dept, Campus, Project, Project Description, and Percent to Allocate. The first row contains the values: 1, [empty], [empty], [empty], [empty], [empty], [empty], and 100.00.

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

The screenshot shows the 'Account Code' section. The 'Add File Attachment' button is highlighted with a red box. The table below it shows the following data:

Fast Entry	Account	Fund Code	GL Dept	Campus	Project	Project Description	Percent to Allocate
1	2021	41	412	00	71111950	Art & Heritage_Workplace givng	100.00

The screenshot shows a 'File Attachment' dialog box. The 'Upload' button is highlighted with a red box. The dialog box contains the text: 'No file selected.' and 'Upload Cancel'.

15. Click **submit** at the bottom of the page to complete the initiation of the academic engagement.

The screenshot shows the 'Account Code' section. The 'Submit' button is highlighted with a red box. The table below it shows the following data:

Fast Entry	Account	Fund Code	GL Dept	Campus	Project	Project Description	Percent to Allocate
1	2021	41	412	00	71111950	Art & Heritage_Workplace givng	100.00

Contact Us

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