	Email Subject	Explanation of the Notification	Sent From	Sent to						Who can take action on it?	What action can be taken?
				CC	Approver	Casual	Supervisor	Timesheet Validator (TV)	TV Supervisor		
Engagement Initiation	Action Required – Review New Casual Engagement Request	Sent to each approver once the engagement request form is submitted or resubmitted by the Casual Coordinator. It notifies the approver(s) that they have a new casual engagement request to action.	casualemployment @adelaide.edu.au		✓					Approver	Approve, Push Back or Withdraw the engagement
	Action Required – New Casual Engagement Reminder	Reminder is sent to the approver(s) for any forms which are awaiting their approval/ action. Emails are sent 10, 5, 2, 0 days prior to start date, and then only if a multiple of 7 days from the start date OR last reminder for a particular form. Single email per request.	casualemployment @adelaide.edu.au		✓					Approver	Approve, Push Back or Withdraw the engagement
	Action Required – Casual Engagement Request for approval	Sent to the approver whom the engagement request was reassigned to. It notifies the approver(s) that they have a new casual engagement request to action.	casualemployment @adelaide.edu.au	✓						Approver whom the engagement was reassigned to	Approve, Push Back or Withdraw the engagement
	Action Required – New Casual Engagement request pushed back	Notification to the Casual Coordinator when the form has been pushed back by the Approver	casualemployment @adelaide.edu.au	✓						Casual Coordinator	Modify the offer & Resubmit
	Action Required – New Casual Engagement Reminder	Sent to the Casual Coordinator for any form pushed back to them by the approver and awaiting their action. Emails are sent 10, 5, 2, 0 days prior to start date, and then only if a multiple of 7 days from the start date OR last reminder for a particular form. Single email per request.	casualemployment @adelaide.edu.au	✓						Casual Coordinator	Modify the offer & Resubmit
	Request for casual engagement has been withdrawn	Notification when the Approver withdraws a casual engagement request, therefore, permanently ending the workflow.	casualemployment @adelaide.edu.au	✓						N/A – No action needs to be taken, the email is sent for information
Offer Issuing & Acceptance	Offer of Casual Employment at the University of Adelaide	Sent to the casual candidate, once the CAPS request has been approved. Email provides a direct link to an acceptance form.	casualemployment @adelaide.edu.au			✓				Casual	Accept, Decline or Request More Information
	(1) Acknowledgment of Acceptance of Casual Employment (2) Welcome to the University of Adelaide: Onboarding requirements to ensure payment (3) Acknowledgment of Acceptance of Casual Employment & Data collection requirements to ensure payment	Email is sent to the candidate who has accepted casual employment, after the necessary integration has occurred. There are 3 different versions of the email depending on the candidate's current employment status and whether this is their first CAPS appointment: (1) Currently paid & this is their 2nd or subsequent CAPS engagement, (2) New or Non-Paid, OR (3) Currently paid, but their first CAPS engagement.	casualemployment @adelaide.edu.au	✓		✓	✓			Casual	Complete the Onboarding or update bank details (if required)
	Action Required – <*Candidate Name*> has requested additional information regarding their Offer of Casual Engagement	Notification to the Casual Coordinator when the casual candidate indicates that they require more information via acceptance form	casualemployment @adelaide.edu.au	✓						Casual Coordinator	Resend the offer or Modify & Resend
	<*Candidate Name*> has declined their Offer of Casual Engagement	Casual Coordinator gets notified when the candidate declines the offer via acceptance form	casualemployment @adelaide.edu.au	✓						N/A – No action needs to be taken, the email is sent for information
Onboarding	Action Required - Onboarding tasks outstanding	The reminder is sent to any casual who needs to complete onboarding, but hasn't done so in 10, 5, 2, 0 says before the start date and then every 2 days from the start date or the last reminder	casualemployment @adelaide.edu.au	✓		✓	✓			Casual	Complete the Onboarding or update bank details (if required)
	<*Candidate Name*> has completed the onboarding tasks and can now commence work	The notifications is sent to the supervisor when a casual who needs to complete onboarding, has completed it	casualemployment @adelaide.edu.au	✓			✓			N/A – No action needs to be taken, the email is sent for information

	Email Subject	Explanation of the Notification	Sent From	CC	Approver	Casual	Supervisor	Timesheet Validator (TV)	TV Supervisor	Who can take action on it?	What action can be taken?
Engagement Management	Change in Supervisor Processed	Notification to the stakeholders once the change in supervisor has been processed and integrated into system.	sso-online @adelaide.edu.au	✓			✓ (old & new)			N/A – No action needs to be taken, the email is sent for information
	Change in Timesheet Validator Processed	Notification to the stakeholders once the change in timesheet validator has been processed and integrated into system.	sso-online @adelaide.edu.au	✓				✓ (old & new)		N/A – No action needs to be taken, the email is sent for information
	Termination of Casual Engagement Processed	Confirmation to the Casual Coordinator once the termination has been processed and integrated into system.	sso-online @adelaide.edu.au	✓						N/A – No action needs to be taken, the email is sent for information
Timesheet Management	For action: Casual Timesheet Approval Required	This notification is sent to the Timesheet Validator on Tuesday morning following the timesheet deadline, providing one or more of their Casuals staff members had submitted the timesheet on time	sso-online @adelaide.edu.au					✓		Timesheet Validator	Review and Approve or Push Back timesheets
	For action: Casual Timesheet Approval Reminder	Reminder to the Timesheet Validator regarding the timesheets pending action. Emails are sent for any timesheet which was submitted on time, but has not been actioned by Wednesday morning following the timesheet cut-off.	sso-online @adelaide.edu.au					✓		Timesheet Validator	Review and Approve or Push Back timesheets
	For action: Casual Timesheet pushed back	Casual gets notified when their timesheet has been pushed back by the Timesheet Validator	sso-online @adelaide.edu.au			✓				Casual	Amend and resubmit the timesheet
	For action: Casual Timesheet Escalated for Approval	The timesheet escalates and this notification is sent to the Supervisor of the Timesheet validator when the timesheet remains unapproved by Wednesday 5pm, following the timesheet cut-off. If the supervisor is no longer active, the timesheet escalates to the relevant Casual Coordinator.	sso-online @adelaide.edu.au	✓					✓	Casual Coordinator or Timesheet Validator's Supervisor	Review and Approve or Push Back timesheets
	Please note: Your Casual Timesheet has Escalated for Approval	Notification sent to the Casual if their timesheet has not been approved in time and has, therefore, escalated to the supervisor of the timesheet validator for approval.	sso-online @adelaide.edu.au	✓						N/A – No action needs to be taken, the email is sent for information
	For action: Casual Timesheet Submitted for Approval after deadline	Notification to the Timesheet Validator if a timesheet is amended after the timesheet cut-off, providing that the original entry(ies) were made on time. This is mainly to aid in approving changes made after a push-back	sso-online @adelaide.edu.au	✓				✓	✓	Casual Coordinator, Timesheet Validator or Timesheet Validator's Supervisor (depending on where the timesheet is sitting)	Review and Approve or Push Back timesheets (if required)
	For noting: Casual Timesheet Approved	Sent to the Casual to notify them once their timesheet has been approved, and remind them of the pay timeframes.	sso-online @adelaide.edu.au			✓				N/A – No action needs to be taken, the email is sent for information
	For action: Casual Timesheet(s) Reassigned for Approval	Sent to the timesheet validator whom the timesheet was reassigned to. It notifies them that they have new timesheets to review and action	sso-online @adelaide.edu.au					✓		Timesheet Validator whom the timesheet was reassigned to	Review and Approve or Push Back timesheets
	Update inactive Timesheet Validators associated with active Casual Engagements	Notification to the casual coordinator when a Timesheet Validator (based on the Employee ID / Record), associated with an active engagement, has been terminated or suspended in the past OR will be terminated or suspended in the next 14 days, and the engagement is still active on the date that the Timesheet Validator terminates /is suspended.	sso-online @adelaide.edu.au	✓						Casual Coordinator	Assign a new TV to affected engagements. Work with the existing TV to action all pending timesheets.

	Email Subject	Explanation of the Notification	Sent From	Sent to						Who can take action on it?	What action can be taken?
				CC	Approver	Casual	Supervisor	Timesheet Validator (TV)	TV Supervisor		
	For noting: Casual Timesheet submitted which exceeds hours estimated on engagement	This email is sent to relevant stakeholders notifying them that the hours/sessions claimed on the timesheet exceed the estimated hours/session on the engagement.	sso-online @adelaide.edu.au	✓	✓		✓	✓			No action is necessary if this was agreed beforehand. Otherwise, appropriate management of casual's time &/or budget may be required.
Academic Schedule Management	For action: Academic Schedule Amendment Approval Required	Sent to each approver once the request to vary an Academic Schedule is submitted or resubmitted by the Casual Coordinator.	casualemployment @adelaide.edu.au		✓					Approver	Approve, Push Back or Withdraw the Academic Schedule Amendment
	For action: Academic Schedule Amendment Approval Reminder	Reminder is sent to the approver(s) for Academic Schedule amendment awaiting their approval/ action. Emails are sent if a multiple of 2 days from the submission/last action date OR last reminder for a particular form. Single email per request	casualemployment @adelaide.edu.au		✓					Approver	Approve, Push Back or Withdraw the Academic Schedule Amendment
	Action Required –Academic Schedule Amendment Approval Required	Sent to the approver whom the Academic Schedule amendment was reassigned to. It notifies the approver(s) that they have a new request to action.	casualemployment @adelaide.edu.au		✓					Approver whom the request was reassigned to	Approve, Push Back or Withdraw the Academic Schedule Change
	For action: Amendment to Academic Schedule pushed back	Casual Coordinator gets notified when their request to vary academic schedule has been pushed back by the Approver.	casualemployment @adelaide.edu.au	✓						Casual Coordinator	Modify the Academic Schedule & Resubmit
	For action: Academic Schedule Amendment Approval Reminder	Sent to the Casual Coordinator for any Academic Schedule amendment pushed back to them by the approver and awaiting their action. Emails are sent if a multiple of 2 days from the last action date OR last reminder for a particular form. Single email per request.	casualemployment @adelaide.edu.au	✓						Casual Coordinator	Modify the Academic Schedule & Resubmit
	Request to vary Academic Schedule has been withdrawn	Casual Coordinator gets notified when the Approver withdraws a request to vary Academic Schedule, therefore, permanently ending the workflow.	casualemployment @adelaide.edu.au	✓						N/A – No action needs to be taken, the email is sent for information	
	Additional activity & course combinations approved for your casual engagement	This notification is sent to the Casual to notify them once the change to the Academic Schedule has been approved, and they are able to submit their timesheet with new course x task combination.	casualemployment @adelaide.edu.au	✓		✓				Casual	Submit the timesheet with appropriate task x course combination