

	Status	Explanation	Who can take action on it?	What action can be taken?
<b>Inflight Offers</b>	Engagement Initiated	Engagement has been initiated, but is awaiting approval	Delegated Casual Approver(s)	Approve, Push Back or Withdraw the offer
	Engagement Approved	Engagement has been approved, but the offer has not been sent yet (could be due to an error with the offer generation process)	System Administrator (troubleshooting)	Identify the issue to enable sending of the offer
	Engagement Pushedback	Engagement has been pushed back by approver	Casual Coordinator	Amend the offer and Resubmit
	Engagement Resubmitted	Engagement has been resubmitted for approval after being pushed back	Delegated Casual Approver(s)	Approve, Push Back or Withdraw the offer
	Engagement Reassigned	Engagement has been reassigned from one approver/initiator to another	Casual Coordinator / Approver it was reassigned to	Take appropriate action: <ul style="list-style-type: none"> <li>Amend the offer and Resubmit, OR</li> <li>Approve, Push Back or Withdraw the offer</li> </ul>
	Engagement Withdrawn	Engagement has been withdrawn by the approver	N/A No action is possible	N/A No action is possible
	Offer Sent	Offer has been issued but has not yet been accepted/declined.	Prospective Casual	Accept, Decline, Request More Information
	Offer Declined	Offer has been declined by casual.	N/A No action is possible	N/A No action is possible
	Offer Expired	Offer has expired due to inaction by the casual after 15 days	Casual Coordinator	Resend the Offer OR Modify & Resend
	Offer Withdrawn	An Expired Offer has been withdrawn after 30 days	N/A No action is possible	N/A No action is possible
	Needs more Information	Casual has "Requested More Information" regarding the offer on the Acceptance page.	Casual Coordinator	Resend the Offer OR Modify & Resend
<b>Existing Casuals</b>	Pending Onboarding	Casual has accepted their CAPS Casual offer but are yet to complete their onboarding	Casual	Complete the onboarding tasks
	Active	Casual has completed their onboarding and are now active employee	Casual Coordinator	Change the Account Code, Timesheet Validator or Supervisor, or request a Termination
	Inactive	Casual's engagement has expired past the end date	N/A No action is possible	N/A No action is possible