

Approve, Pushback or Withdraw a CAPS Engagement

When a casual engagement has been initiated the approver has the options to Approve, Pushback or Withdraw the engagement.

You may need to pushback an engagement if the information entered is incorrect or has changed, or if the engagement is no longer required it can be withdrawn.

Procedure

- The Approver receives an email notification when an engagement has been initiated. Click the **approvals list** link in the email.
- 2. Select the engagement from the list of pending approvals.

CASUAL AUTOMATED PAYMENT SYSTEM

Please review your <u>approvals list</u> for a request to vary academic schedule for the following casual staff member, which requires your attention and approval:

10013 Margaret

School/Branch: Dental

Note: The casual will not be able to claim work against the new Task and Course combination(s) until this amendment is approved.

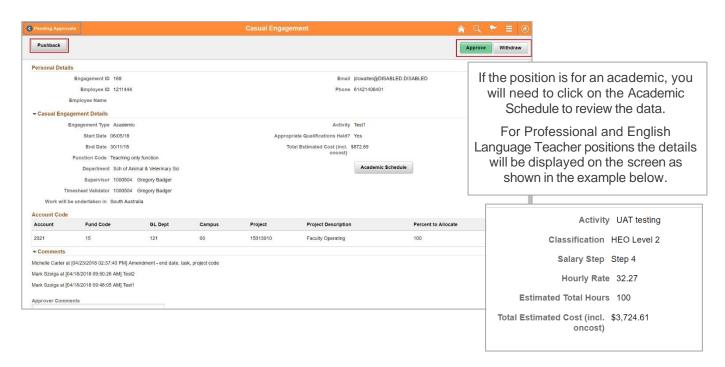
The University of Adelaide, AUSTRALIA 5005

Note: Please do not reply to this email. This mailbox does not allow incoming messages.

CAPS SSO			Pending Approvals		🎓 🔍 🏲 🗏 @
	View By Type	•	T		Approve Withdraw
	All 34		Casual Engagement		23 rows
3	Academic Schedule Chang	10	0		
ß	Casual Engagement	23	Casual Engagement	168 I Sch of Animal & Veterinary Sci	Routed 23/04/2018
-	Name Change	1	James Douglas Walter Academic	06/05/2018 - 30/11/2018 \$872.89	,
			Casual Engagement	175 School of Biological Sciences 01/01/2018 - 01/01/2019	Routed 23/04/2018
			Academic Casual Engagement	\$13,929.37 307	Routed
			1187738	01/01/2018 - 01/01/2019	23/04/2018 >
			Academic	¢12 QR/ RQ	

3. Review the engagement

From this screen, you have the option to pushback, approve, or withdraw the engagement.



4. If you select **pushback** or **withdraw** you will need to include a comment, then click **submit**.

What happens next

Approve

The Casual staff member will receive an email notification for an Offer of Work Schedule. If they don't have an existing Contract of Employment they will also receive a Contract of Employment to accept.

Pushback

Human Resources will receive an email notification including the reason for the Pushback.

Human Resources will make the necessary changes to the pushed back Work Schedule and resubmit it for approval. The Approver will receive an email notification to action the engagement request.

Upon approving the amended engagement, the casual candidate will receive an email notification for an Offer of Work Schedule. If they don't have an existing Contract of Employment they will also receive an Employment Contract to accept.

Withdraw

The Casual Coordinator will receive an email notification along with the reason for the withdrawal.

Further enquiries

Please contact the HR Service Centre 831 31111 or email HR Service Centre.