

Approve, Pushback or Withdraw an Engagement in CAPS

Introduction

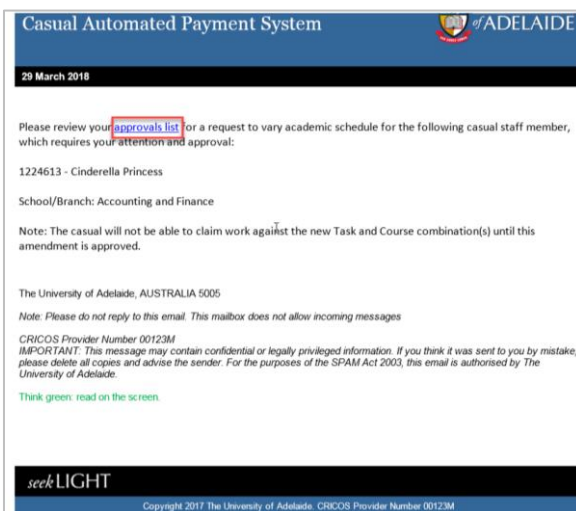
When a casual engagement has been initiated the approver has the options to Approve, Pushback or Withdraw the engagement.

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engagement if the information entered is incorrect or has changed, or if the engagement is no longer required it can be withdrawn.

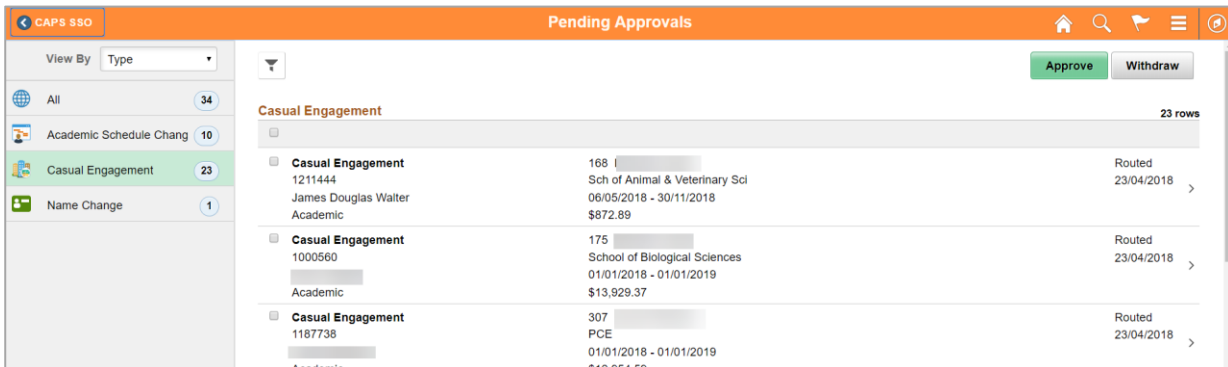
Procedure

1. The Approver will receive an email notification when an engagement has been initiated.

Click the **approvals list** link in the email.



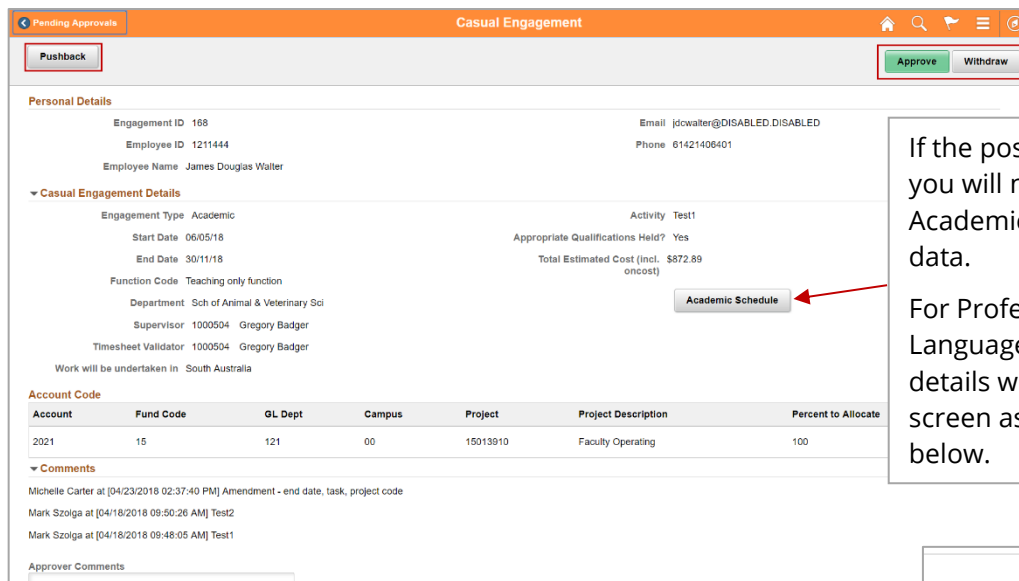
2. Select the engagement from the list of pending approvals:



Engagement ID	Name	School	Dates	Amount	Status	Date
168	James Douglas Walter	Sch of Animal & Veterinary Sci	06/05/2018 - 30/11/2018	\$872.89	Routed	23/04/2018
175	[Redacted]	School of Biological Sciences	01/01/2018 - 01/01/2019	\$13,929.37	Routed	23/04/2018
307	[Redacted]	PCE	01/01/2018 - 01/01/2019	\$12,954.59	Routed	23/04/2018

3. Review the engagement.

From this screen you have the option to **Pushback**, **Approve** or **Withdraw** the engagement.



If the position is for an academic you will need to click on the Academic Schedule to review the data.

For Professional and English Language Teacher positions the details will be displayed on the screen as shown in the example below.

Activity	UAT testing
Classification	HEO Level 2
Salary Step	Step 4
Hourly Rate	32.27
Estimated Total Hours	100
Total Estimated Cost (incl. oncost)	\$3,724.61

4. If you select to Pushback or Withdraw the engagement 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 Casual Employment.

Pushback

The Casual Coordinator will receive an email notification including the reason for the Pushback.

The Casual Coordinator makes the necessary changes to the pushed back engagement and resubmits 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 Casual Employment.

Withdraw

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

Contact Us

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