

3. Review the engagement

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

The screenshot shows the 'Casual Engagement' screen with a top navigation bar containing 'Pushback', 'Approve', and 'Withdraw' buttons. The main content area is divided into sections: 'Personal Details', 'Casual Engagement Details', 'Account Code', and 'Comments'.

Personal Details:

- Engagement ID: 168
- Employee ID: 1211444
- Employee Name: [Redacted]
- Email: jdownwater@DISABLED.DISABLED
- Phone: 61421406401

Casual Engagement Details:

- Engagement Type: Academic
- Start Date: 06/05/18
- End Date: 30/11/18
- Function Code: Teaching only function
- Department: Sch of Animal & Veterinary Sci
- Supervisor: 1000504 Gregory Badger
- Timesheet Validator: 1000504 Gregory Badger
- Work will be undertaken in: South Australia
- Activity: Test1
- Appropriate Qualifications Held? Yes
- Total Estimated Cost (incl. oncost): \$872.89

Account Code:

Account	Fund Code	GL Dept	Campus	Project	Project Description	Percent to Allocate
2021	15	121	00	15013910	Faculty Operating	100

Comments:

- Michelle Carter at [04/23/2018 02:37:40 PM] Amendment - end date, task, project code
- Mark Szolga at [04/18/2018 09:50:26 AM] Test2
- Mark Szolga at [04/18/2018 09:48:05 AM] Test1

Callout Box:

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.

Academic Schedule:

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 **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](#).