

CELEBRATING
25
YEARS



University of
South Australia

HUMAN RESOURCES: CASUAL ADMINISTRATION PROCESS GUIDE

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VERSION HISTORY

Date	Purpose	Author
07 June 2015	Initial Draft	Jarrold Sharp
02 Nov 2015	Final revision	Jarrold Sharp

SECTION 1: CASUAL CONTRACT REQUEST PROCESS

CASUAL ADMINISTRATION HOMEPAGE

For updated information, usefull links to processes, reports, policies and quick guides, navigate to <https://i.unisa.edu.au/cas>

REQUEST A NEW CASUAL CONTRACT

From the Online Casual Administration Homepage, select the “request a new casual contract” hyperlink under the supervisor’s quick links.

The initial request is a three step process involving

- Selecting the casual appointee
- Configuring the casual contract
- Finalising the appointment for approval (Authorised casual support staff only)

Tip: if logged into Appian, you can launch a Casual Contract Request from the *Actions* menu.

SELECT CASUAL APPOINTEE

New casual staff member request
Please use this form to request casual contract. Once approved, The appointee will be invited to accept their offer of casual employment.

Select casual appointee Configure contract Finalise appointment

Is this person enrolled as a full-time higher degree student at UniSA? ⓘ
 Yes No Unknown

Has this person worked a UniSA before? ⓘ
 Yes No Unknown

Search employee records

Employee Id
Enter an Employee id, or use the search link above.

Does this person require a temporary Visa to work in Australia? ⓘ
 Yes No

Contact details

Title

Mobile
A verification code is sent to the mobile phone upon contract acceptance.

First name

Last name

Phone

UniSA email (not active)

Personal email
The offer of casual employment is sent to both email address

FIELD GUIDE – NEW APPOINTEE

Is this person enrolled as a full-time higher degree student at UniSA

Use this field to indicate if the casual appointee is a full-time higher degree student at UniSA.

This field enables the warning message:

As per UniSA Academic regulations for Higher Degrees by Research, full time research degree students should not undertake paid employment for more than 8 hours per week. Contract requestor are advised to confirm with the casual appointees to ensure that research students adhere to their academic regulations.

Has this person worked at UniSA before

Use this field to indicate if a staff member has worked at UniSA previously. To streamline the contract request process, and to ensure the integrity of system data in corporate HR systems, it is imperative that existing employees are identified.

Employee Id

Enter the 6-digit Employee id. On leaving this field, Employee details will be retrieved from corporate HR systems and prepopulated on the page.

Use the [Search employee records](#) hyperlink to bring up a search window to help identify previous employees.

New casual staff member request

Please use this form to request casual contract. Once approved, The appointee will be invited to accept their offer of casual employment.

Search criteria

Name
Search network username, first or last name

Employee Id

Org Unit 1 -- Select a value --

Org Unit 2 -- Select a value --

Org Unit 3 -- Select a value --

Occupancy Worked within the last 12 months

Search results

Employee Id	Title	First name	Last name	Email	Current
132101	Ms	Prisca	Mbugua	Prisca.Mbugua@unisa.edu.au	Non current

When an existing staff member has been selected, use the [Review employee record](#) hyperlink to display further information about the appointee.

[Return to form](#)

Contact details

Title Mr	Mobile (On Human Resources File)
Last name Andrews	Phone
Preferred first name Mark	UniSA email (active) mark.andrews@unisa.edu.au
	Peronsl email

Current occupancies

Existing occupancies and contracts

Id	School / unit	Position title	Type
0	Info Strategy and Techn Svces	Information Technologist	Continuing
0	Info Strategy and Techn Svces	Information Technologist	Continuing

In-progress casual requests

Id	School / unit	Description	Position title	Status
No items available				

Does this person require a temporary visa to work in Australia

If the choice is yes, the candidate will need to provide evidence of their Right to Work at the time of accepting their contract to be verified by Human Resources. Please consult the Human Resources if you are unsure if the casual appointee holds the Right to Work

FIELD GUIDE – CONTACT DETAILS

Some information in this section will be read-only where the information is obtained from existing records. The casual appointee will be prompted to update this information when accepting the casual contract. This information is used predominantly for contacting the casual appointee during the appointment process.

Title

Select a title from the drop down list of available titles.

First name

Enter the first name for the casual appointee.

Last name

Enter the last name for the casual appointee

Mobile

Enter the mobile phone number as a sequence of 12 digits (i.e. 0432759239). The international phone number format is also supported (+61432759239).

The mobile phone number will be used to verify the casual appointees identity (by way of an SMS code) where an existing username and password is not available.

Phone

Enter a contact phone number for the casual appointee

UniSA email

Information displayed here will be sourced from existing work email details, with an indicator if the email address is active or not

Personal email

Enter a personal email address for the casual appointee. The offer of casual employment is sent to both UniSA email and personal email addresses.

Discard Request button

This completely discards the contract request, deleting the request.

Next button

Progresses the request to the next form

CONFIGURE CASUAL CONTRACT

Configure Contract Id 153429 Mr Scott MacIntyre

Select casual appointee Configure contract Finalise appointment

Contract details

* Position title Start date
[Other non standard position title](#) End date

* Is the work for a specific course a school / unit Campus
* Course Org unit 1
Selected course: Accounting for Business Org unit 2
* Study period Org unit 3
Supervisor Default cost centre

Arrangements

Add arrangements to this grid using the links below.

Line no.	Line of work description	Classification (Level)	Dates	Delivery	Total value	
1	ACCT 1008 Lecturing Normal Class 51737	UALECB (1)	29 Jul 2016- 04 Nov 2016	26 hrs delivery (additional time included: 52 hrs)	\$4,582.76	
2	ACCT 1008 Tutoring Class 50739	UATUT (1)	26 Jul 2016- 01 Nov 2016	19 hrs 30 mins delivery (additional time included: 39 hrs)	\$2,451.74	↑

+Add single arrangement
+Add arrangements from timetable

Specify duties by Selection from table Uploaded duty statement

FIELD GUIDE – CONTRACT DETAILS

Position Title

Select a common position title from the dropped down list, or select the [Other non standard position title](#) hyperlink to allow a non standard position.

Position titles appear on a staff members public facing homepage, and in the online telephone director

Is this work for

Select one of the two options

- A specific course: Use this option where the work is aligned with a specific course, this allows further pre-population of contract detail items, and the generation of work arrangements from the course timetable.
- A school / unit: Use this option where the work is not for a specific course, or where it spans multiple courses.

Course (shown when the work is for a specific course)

Enter a course in the format "ACCT 1008" on exiting the field, course information will be prepopulated to relevant fields

Study period (shown when the work is for a specific course)

Select from the list of all study periods that the course has been timetabled for.

Contract description (shown when the work is for a school / unit)

Enter a short description for the contract, this should be used to distinguish contracts from each other, and is displayed in some reporting and record interfaces.

Supervisor

Enter the name of a supervisor, this will populate with suggested names as the field is entered. The supervisor is who timesheet claims will be sent for approval (this can be overridden per arrangement).

Start Date

Enter the start date for the contract

End Date

Enter the end date for the contract

Campus

Select the appropriate campus from the list of values

Org Units

Select the Org unit hierarchy from each of the org unit 1, org unit 2 and org unit 3 drop down controls.

Default cost centre

Enter a cost centre to be used for all arrangements, this can be overridden per arrangement.

FIELD GUIDE ARRANGEMENTS AND DUTIES**Arrangements**

This table lists the arrangements currently configured for the contract. Populate arrangements into this grid by using either of the links:

- Add single arrangement: This navigates to a sub-form where an individual arrangement can be entered, Please refer to the Configure Arrangement section below
- Add arrangements from timetable: This navigates to a sub-form displaying the course timetable where arrangements can be generated from specific timetabled components. Please refer to the generate arrangements from timetable section below.

Specify duties by

Select one of the following options:

- Selection from table: Select this option to continue to select the duties from a list of common duties.
- Uploaded duty statement: Upload a PDF statement which will be attached to the casual contract. Note this must be a PDF document.

CONFIGURE ARRANGEMENT

Configure Contract Id 153429 Mr Scott MacIntyre
Configure arrangement No. 1

* Work type

* Classification

Class number

Work defined by Total limit of hours
 Specific times
Select 'Specific times' to add a work schedule with defined days of work.

Total hours

* Start date

* End date

Line of work description
This description is presented to the casual employee when claiming through their timesheet

Supervisor

Claim instructions

Total work
Total value This is the total value of this contract arrangement.

Cost centre	Description	Funding category	School / Unit	Percent
No items available				

+Add cost centre

FIELD GUIDE – CONFIGURE ARRANGEMENT

Work Type

Work types represent the type of work for a specific arrangement, these categories help refine the list of appropriate classifications are assigned to the work (i.e. the student assessment work type restricts classifications to assessment orientated classifications).

Work types help form the line of work description which the casual uses to select work from their timesheet. Additionally they can be used for federal government reporting.

Classification

Select a classification as per the enterprise agreement with regard to the work being performed

Classification Step (for professional staff classifications only)

Select an applicable classification step for the appointment

Overtime provisions (for professional staff classifications HE07 and below only)

Select one of four overtime scenarios

- No overtime claims: No overtime options will be available to the casual staff member
- Automatic overtime for claims outside 7:00AM – 7:00PM Mon – Fri only: This scenario is in-line with the full time staff member ordinary hour's schedule. Overtime claims will be automatically detected where a timesheet claim falls outside these span of hours.
- Automatic overtime for claims outside 7:00AM – 7:00PM Mon – Fri, and claims in excess of 7.5 hours in a day: as per the previous option for work outside the span of hours. Additionally overtime will be automatically calculated for excessive work hours in excess of 7.5 hours per day.
- Overtime only when explicitly claimed and approved: Claims must be explicitly claimed by the casual staff member, and approved by an authorised VCA delegate.

Assignment Level (for student assessment classifications only)

Select one of the three durations per assessment

Class number

Optionally enter a class number to assist with clarity when describing the arrangement.

Work defined by (Non assessment classifications only)

Select one of two options:

- Total limit of hours: Specifies a total hour figure where timesheet claims can be drawn against, there is no set schedule or prefilled hours
- Specific times: Outlines precise times where casual work should occur. These times are prefilled onto a casual staff member's timesheet.

Total Hours (Work defined by total hours only)

Enter the total number of hours which can be claimed under this arrangement (note, there is a strict validation when claiming hours against this total, should there need to be a 10% contingency, please increase this amount by 10%).

Total Assessments (Assessment classifications only)

Enter the total number of assessments to be claimed. The total number of hours will be generated based upon the classification and assignment level selections.

Work Schedule



Work schedule
Add to this work schedule using the links below the of the grid

Date	Hol. 	Start time	End time	Breaks	Hours	Action
07/06/2016		09:00	17:00	00:30	7.5 hours	

+Add work item
+Add work items from repetitive work pattern

Use either:

- Add work item: to add a single work item to the work schedule grid
- Add work items from repetitive work pattern: to add a sequence of work items based from a repetitive work pattern entered from a sub-form (referenced below).

Please note the data entry for time values consists of the hours and minutes in 24 hour time, delimited by the colon character, (e.g. 17:00 for 5:00pm).

The "Hol." Public holiday indicator will show if the date is a South Australian public holiday.

Specify a fortnightly pattern (shown when Add work items from repetitive work pattern is selected)

Week one				Week two			
Day	Start time	End time	Break	Day	Start time	End time	Break
Mon				Mon			
Tue				Tue			
Wed				Wed			
Thu				Thu			
Fri				Fri			
Sat				Sat			
Sun				Sun			

Enter a two week work pattern using the start time, end time and break fields. Please note the data entry for time values consists of the hours and minutes in 24 hour time, delimited by the colon character, (e.g. 17:00 for 5:00pm).

Select Generate to populate the work pattern to the work schedule grid.

Start date

Enter the start date for the work arrangement (this needs to be between the contract start and end dates)

End date

Enter the end date for the work arrangement (this needs to be between the contract start and end dates)

Line of work description

Line of work description ACCT 1008 Seminar Normal Class 52322
This description is presented to the casual employee when claiming through their timesheet

The line of description is critical to present clarity to the arrangement in records and reporting interfaces, together with when the casual staff member is adding timesheet claims.

The line of work description builds up automatically based upon various options previously entered including: the course subject area and catalog number, the contract description, the work type, the classification, the class number.

The line of work description can be overwritten for suitability. It is recommended to overwrite this description where additional context can be given to the arrangement.

Supervisor

Enter a supervisor for the arrangement; this can differ from the default supervisor for the contract.

Claim instructions

Enter a claim instruction to appear for the casual staff member when making a timesheet claim.

Cost centres

Cost centre	Description	Funding category	School / Unit	Percent	
AD076118	STUDENT INFORMATION SYSTEMS	RECURRENT	Info Strategy and Techn Svces	100	X
+Add cost centre					

This grid might default to a specific cost centre if a default has been setup for the contract.

Select the Add cost centre link to add a cost centre.

Enter a cost centre code in the format AD076118 and exit the field to populate the description, funding category and school / unit. Enter a percentage in whole numbers (i.e. 100).

GENERATE ARRANGEMENTS FROM TIMETABLE

This sub-form is only available when the contract work is for a specific course.

Generate arrangements from timetable					
Use this grid to select classification codes for work undertaken, this will be generated as arrangements on the contract.					
Class	Component	Assigned classification	Dates	Time	Campus
51737	Lecture	-- Select to assign --	29 Jul 2016 - 04 Nov 2016	Fri 08:30 - 10:30	City West Campus
50739	Tutorial	-- Select to assign --	26 Jul 2016 - 01 Nov 2016	Tue 16:00 - 17:30	City West Campus
51245	Tutorial	-- Select to assign --	27 Jul 2016 - 02 Nov 2016	Wed 17:00 - 18:30	City West Campus
51738	Tutorial	-- Select to assign --	26 Jul 2016 - 01 Nov 2016	Tue 14:00 - 15:30	City West Campus
51740	Tutorial	-- Select to assign --	28 Jul 2016 - 03 Nov 2016	Thu 14:30 - 16:00	City West Campus
52253	Tutorial	-- Select to assign --	29 Jul 2016 - 04 Nov 2016	Fri 10:30 - 12:00	City West Campus
52756	Tutorial	-- Select to assign --	29 Jul 2016 - 04 Nov 2016	Fri 10:30 - 12:00	City West Campus
53689	Tutorial	-- Select to assign --	28 Jul 2016 - 03 Nov 2016	Thu 12:30 - 14:00	City West Campus

This grid will display the scheduled components of a course for the specified study period. Smart aggregations have taken place to ensure that repetitive blocks of teaching are aggregated into single lines to prevent the proliferation of arrangements.

Use the assigned classification drop down to assign a relevant classification to a timetabled component, assigning a classification will result in an arrangement to be generated upon the Generate button being selected.

FINALISE APPOINTMENT FOR APPROVAL

This step is restricted to:

- Authorised local casual support staff
- HR Partnerships teams

This step involves review a casual contract, and completing the due diligence checklist.

REVIEW CASUAL APPOINTEE

Existing Staff Member

Select the [Existing staff member](#) hyperlink to display information about the casual appointee

Total amount to be paid

This amount is calculated based upon the total hours for arrangements multiplied by the hourly pay rate as per the classification. Note the hourly pay rates are that of the current enterprise agreement, and could be subject to change over the life of the contract

Total contract cost (including on-costs)

This is the total amount multiplied by a 1.165 multiplier to incorporate on-costs.

Contract workload fraction

This is the estimated workload fraction which the casual will be undertaking during the lifespan of the contract. It is calculated by totalling the delivery hours, plus additional hours (as incorporated into the hourly pay rate per the enterprise agreement) and correlating the sum against a 7.5 hour per day workload between the start and end dates of the contract.

Preview Casual Employment Agreement

Select the [Casual employment agreement](#) hyperlink to generate the PDF casual employment agreement.

FIELD GUIDE - CASUAL APPOINTEE CHECKLIST

The screenshot shows a web form titled "Casual contract checklist". It contains several sections with radio buttons and checkboxes for selection:

- Prescribed position:** Three radio button options: "This casual staff member will have regular contact with students who have not attained eighteen years of age, or other items pertaining to UniSA prescribed position procedures.", "This is a low-risk prescribed position requiring a National Police Clearance (NPC) only.", and "This is not a prescribed position."
- Reference checks:** A checkbox labeled "Reference checks have been completed for this new staff member".
- New staff members CV:** A "Choose File" button and the text "No file chosen".
- Classification and payrate Agreement:** A checkbox labeled "I have verified that the staff member is to be employed under the correct employment classification with the pay rate correct and consistent with the UniSA Enterprise Agreement".
- Known conflict:** Two radio button options: "There is a known conflict with this appointment (provide details in the 'Further comments' box below)" and "There are no known conflicts (including employment of, or reporting to family members)".
- Further comments:** A text input field with a placeholder "Use this field to qualify the contract checklist items as appropriate."
- Local area contact information:** Three text input fields for "Contact name" (pre-filled with "School of Commerce"), "Contact phone number" (pre-filled with "0883025179"), and "Contact email".
- Approval:** A dropdown menu for "Authorised approver" with the text "-- Select a value --". Below it are two radio button options: "Notify the approver immediately to approve this contract" and "Defer notification (useful if a group of contracts are being prepared for approval)".

Prescribed position

Refer to relevant Human Resource guidelines to managing prescribed positions

Select one of the three options

- This casual staff member will have regular contact with students who have not attained eighteen years of age, or other items pertaining to UniSA prescribed position procedures: This option will trigger a task to the HR partnerships team to facilitate a Criminal History Assessment in scenarios where a DSCI expiry date is not recorded against the employee.
- This is a low-risk prescribed position requiring a National Police Clearance (NPC): This option will trigger a task to the HR partnerships team to facilitate an NPC in scenarios where an NPC expiry date is not recorded against the employee.
- This is not a prescribed position

Reference checks (new casual staff only)

Mark this checkbox when reference checks have been completed for a new casual staff member

New staff members CV (new casual staff only)

Optionally upload a new staff members CV

Classification and pay rate

Mark this box after verifying the applicable classification has been assigned to each arrangement.

Known conflict

Mark this box when there is a known conflict arising from the appointment, use the Further comments text field elaborate on the known conflict.

Further comments

Enter comments readable by the HR partnerships team, together with the authorised approver.

FIELD GUIDE - LOCAL AREA CONTACT INFORMATION AND APPROVAL

These fields are provided to the casual appointee on their employment offer, they will be presented as the first point of contact for casual staff member.

Contact name

Enter either a specific (i.e. a person), or generic (i.e. a school office) contact name

Contact phone number

Enter a contact phone number

Contact email

Enter either a specific email, or team based mailbox. It is recommended that schools have a specific email address to for casual staff of the school. (i.e. PSW.Casuals@unisa.edu.au)

Authorised approver

Select an authorised approver from the drop down list. Note: only VCA authorised approvers aligned with the school / unit of the contract appear in the list. If authorised approvers do not appear as expected, please email CAS.Online@unisa.edu.au

Select one of two notification options:

- Notify the approver immediately to approve this contract: to immediately notify the approver when they have an approval task to action.
- Defer notification: This does not generate an approval notification for the approver to action. This is useful if a group of contracts are being prepared for approval, and a subsequent email can be sent to the approver when ready. A subsequent email could contain the direct link to the [Casual contract request tasks](#) to provide the approver with a streamlined approach to approving a number of contract requests.

CASUAL CONTRACT REQUEST TASK LIST

The casual contract request task list is an Appian customised task report available at: <https://bpi-dev.unisa.edu.au/suite/tempo/tasks/YQV4uQ>

Task	Contract	School / unit	Description	Position title	Supervisor	Total hours
Verify appointee Mr Darrin Wallace	151272	School of Commerce	ACCT 2005	Lecturer	Mr Tony Dalwood	89 hrs 30 mins
Verify appointee Ms Stephanie-Anne Martz	151338	School of Commerce	ACCT 3005	Administrator	Mr Tony Dalwood	19 hrs 30 mins
Finalise contract for Mr Chris Bowen	153429	School of Commerce	ACCT 1008	Clinical Nursing		45 hrs 30 mins

To search and review all current contract requests, navigate to the [Casual contract request record listing](#).

The custom task list is available to:

- Local casual support staff
- HR Partnerships team
- Authorised casual contract approvers

The casual contract request task list provides a quick mechanism to work through and action a number of tasks.

VERIFY CRIMINAL HISTORY ASSESSMENT

This task is required in scenarios where a casual contract has been flagged as either a prescribed position requiring a Criminal History Assessment, or a low risk prescribed position requiring a National Police Clearance NPC certificate. This task will only occur for casual appointees where a current clearance has not been recorded in the EmpowerHR system.

This task occurs in parallel with other approval tasks, and is undertaken by the HR Partnerships team relevant for the school / unit.

Facilitate Criminal History Assessment for Ms Nicola Shapland

Please facilitate the necessary clearances for this casual contract appointee

Casual appointee

Existing staff member	Ms Nicola Shapland	Preview casual employment agreement	CasualEmploymentAgreement.pdf
Contract dates	06 Jul 2015 - 18 Dec 2015		
Working with children status	Prescribed		

Steps to complete this process

1. Contact the appointee to determine their clearance status.
2. If required, provide the appointee with information to initiate a clearance request.
3. Once confirmation of the clearance has been received, or other mitigations have been put in place, release this contract for acceptance.

Comment history

Date	Name	Comment

Comment

The steps to complete this task are:

1. Contact the casual appointee to determine their clearance status.

2. If required, provide the appointee with information to initiate a clearance request.
3. Once confirmation of the clearance has been received, or other mitigations have been put in place, release this contract for acceptance.

Note, the casual appointee will not be able to view or accept their casual contract until both VCA approvals of the contract have occurred, together with *Release for appointee acceptance* submission from this task.

HR ENDORSEMENT OF CASUAL CONTRACT

This task is required in scenarios where:

- The selected casual appointee has had a voluntary redundancy within the past 3 years
- The selected casual appointee is a current adjunct
- At least one of the arrangements contains a negotiated rate component

This task occurs prior to the authorised approver task, and is undertaken by the HR Partnerships team relevant for the school / unit

HR Endorsement of casual appointment 151202 for Ms Nicola Shapland

Please review the warning messages on this page, and provide comments indicating the compliance with Human Resources guidelines

[Preview casual employment agreement](#)
Casual Employment Agreement

Appointment details

<p>Existing staff member Ms Nicola Shapland</p> <p>Position title DEMONSTRATOR</p> <p>Course PHAR 1009 Pharmacy Practice 1</p> <p>Study period</p> <p>Total amount to be paid \$1,626.54</p> <p>Total contract cost \$1,894.92 (including on-costs)</p> <p>Contract workload fraction 0.04</p>	<p>Contract dates 06 Jul 2015 - 18 Dec 2015</p> <p>Campus City East Campus</p> <p>Org Unit 1 Division of Health Sciences</p> <p>Org Unit 2 School of Pharmacy and Medical Sciences</p> <p>Org Unit 3</p> <p>Supervisor Dr Michael Wiese</p> <p>Working with children status Prescribed</p>
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Arrangements

Line no.	Line of work description	Classification (Level)	Dates	Delivery	Remaining commitment
1	PHAR 1009 Practical Other Academic Activity + RDQ Class 50464	UAOTHQ (1)	27 Jul 2015- 02 Nov 2015	9 hrs	\$452.34
2	PHAR 1009 Practical Other Academic Activity + RDQ Class 51993	UAOTHQ (1)	03 Aug 2015- 26 Oct 2015	15 hrs	\$753.90
3	PHAR 1009 Other Academic Activity	UAOTH (1)	06 Jul 2015- 18 Dec 2015	10 hrs	\$420.30

Duty statement (not available)

Comment

[Decline and Return](#)
[Discard Request](#)
Endorse

Select the [Existing staff member](#) or [New staff member](#) hyperlinks to display information relevant to the casual appointee.

Select arrangement line number hyperlinks to display detailed information for a specific arrangement.

APPROVE CASUAL APPOINTMENT

This task is assigned to the selected VCA authorised approver

Approve casual appointment 151202 for Ms Nicola Shapland

Preview casual employment agreement
Casual Employment Agreement

Appointment details

Existing staff member	Ms Nicola Shapland	Contract dates	06 Jul 2015 - 18 Dec 2015
Position title	DEMONSTRATOR	Campus	City East Campus
Course	PHAR 1009 Pharmacy Practice 1	Org Unit 1	Division of Health Sciences
Study period		Org Unit 2	School of Pharmacy and Medical Sciences
Total amount to be paid	\$1,626.54	Org Unit 3	
Total contract cost	\$1,894.92 (including on-costs)	Supervisor	Dr Michael Wiese
Contract workload fraction	0.04	Working with children status	Prescribed

Arrangements

Line no.	Line of work description	Classification (Level)	Dates	Delivery	Remaining commitment
1	PHAR 1009 Practical Other Academic Activity + RDQ Class 50464	UAOTHQ (1)	27 Jul 2015- 02 Nov 2015	9 hrs	\$452.34
2	PHAR 1009 Practical Other Academic Activity + RDQ Class 51993	UAOTHQ (1)	03 Aug 2015- 26 Oct 2015	15 hrs	\$753.90
3	PHAR 1009 Other Academic Activity	UAOTH (1)	06 Jul 2015- 18 Dec 2015	10 hrs	\$420.30

Duty statement (not available)

Comment

Decline and Return Discard Request **Approve**

Select the [Existing staff member](#) or [New staff member](#) hyperlinks to display information relevant to the casual appointee.

Select arrangement line number hyperlinks to display detailed information for a specific arrangement.

CASUAL CONTRACT REQUEST RECORD LIST

This record list is available at <https://bpi-dev.unisa.edu.au/suite/tempo/records/type/xXcpBA/view/all>

This record list shows all casual contract requests, allowable access users include:

- Local casual support staff (specific for the school / unit only)
- HR Partnerships team (specific for the school / unit only)
- Requesting staff member
- Contract supervisor

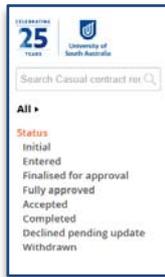
Note: Once active, the casual contract record list should be used to view further information about active contracts.

Casual contract requests						
Id	Appointee	School / unit	Desc	Position title	Contract dates	Status
151273	Stephanie-Anne Maritz	School of Commerce	Mining	Lecturer	01 Mar 2016 - 30 Sep 2016	Entered
151289	Stephanie-Anne Maritz	School of Commerce	ACCT 1008	Clinical Nursing	06 Jul 2015 - 18 Dec 2015	Entered
153429	Chris Bowen	School of Commerce	ACCT 1008	Clinical Nursing	04 Jul 2016 - 18 Dec 2016	Entered
151347	Stephanie-Anne Maritz	School of Commerce	ACCT 1008	Administrator	06 Jul 2015 - 18 Dec 2015	Entered
152428	Craig Jacobson	School of Commerce	ACCT 1008	Lecturer	04 Jul 2016 - 18 Dec 2016	Entered
151338	Stephanie-Anne Maritz	School of Commerce	ACCT 3005	Administrator	06 Jul 2015 - 18 Dec 2015	Entered
151272	Darrin Wallace	School of Commerce	ACCT 2005	Lecturer	09 Feb 2015 - 24 Jul 2015	Entered

« Previous 1 - 7 of 7 Next »

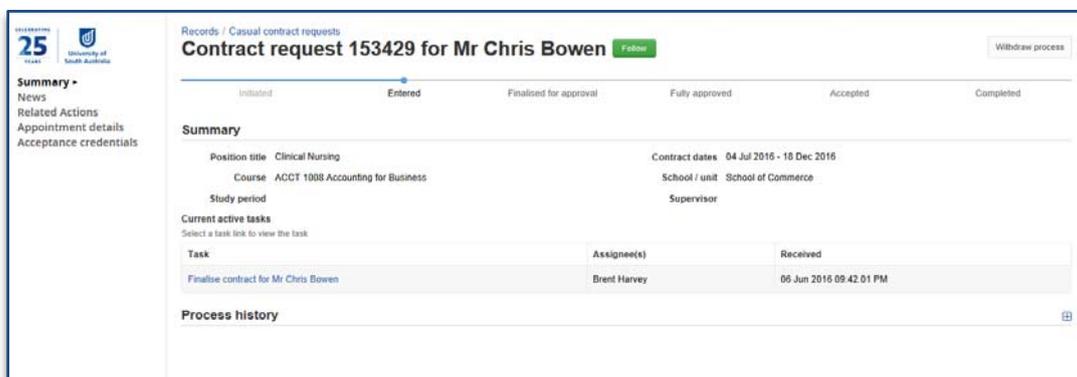
The page navigation controls on the bottom right hand side can be used to browse through large data sets.

The search and status filters on the left hand side can be used to restrict and search for specific contract requests



CONTRACT REQUEST SUMMARY DASHBOARD

The contract request summary dashboard can be displayed when the contract id hyperlink is selected from the casual contract request record list.



Milestones

The milestone bar on the top of the form shows what point the casual contract request is at.

Current active task

Current active tasks are displayed. Select a task hyperlink to view a read only form for a specific task

Process history

Expand the Process history section to view a complete audit history of the process.

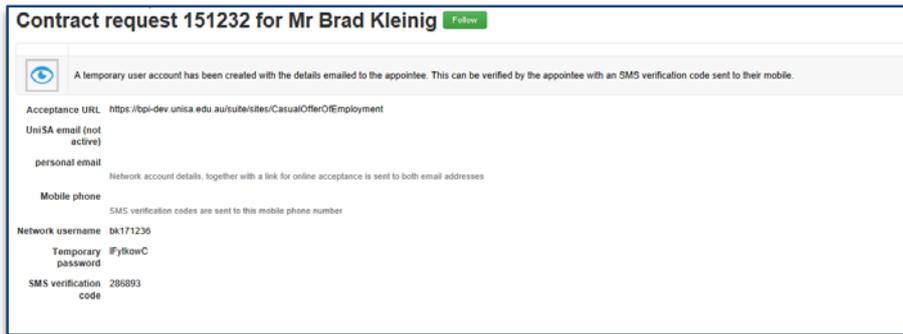
Other dashboards views

Other dashboard views include:

- Appointment details
- Acceptance credentials

ACCEPTANCE CREDENTIALS DASHBOARD

This dashboard is used to support casual appointees through accepting their offer of employment.



Acceptance URL

This is the URL which the casual appointee should use to access their casual offer of employment

UniSA Email and personal Email

Email correspondence is sent to both these email addresses

Mobile phone

This is the mobile phone number which an SMS verification is sent, where there is a need to verify the identity of the casual appointee.

Network username

This is the network username the casual appointee needs to use to authenticate to the acceptance process

Temporary password

This is the temporary password provided to the casual appointee to authenticate to the acceptance process

SMS verification code

This is the verification code sent to the casual appointee's mobile phone when verifying their identity.

SECTION 2: ACTIVE CASUAL CONTRACTS

Once a contract has been accepted by a casual appointee, and processed by Payroll services, it is deemed active and can have timesheet claims made against it.

This section defines the processes and functionality around supporting active casual contracts.

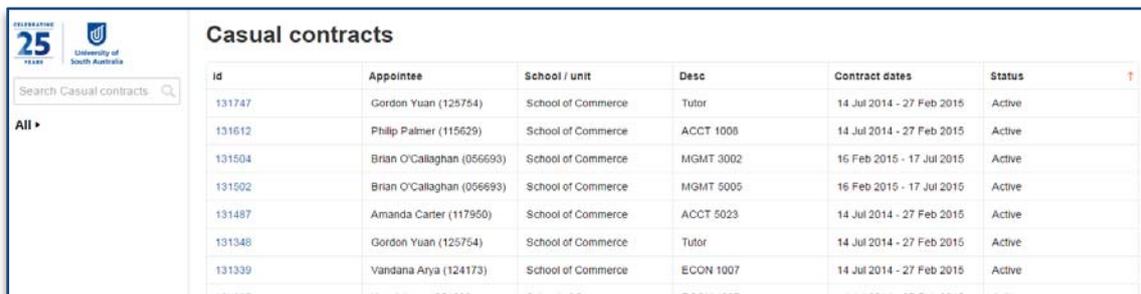
CASUAL CONTRACT RECORD LIST

This record list is available at <https://bpi-dev.unisa.edu.au/suite/tempo/records/type/YDWuTQ/view/all>

This record list shows all casual contract requests, allowable access users include:

- Local casual support staff (specific for the school / unit only)
- HR Partnerships team (specific for the school / unit only)

Note: Only active or closed contracts are displayed in this record list, in-progress contract requests are available in the casual contract request record list.



id	Appointee	School / unit	Desc	Contract dates	Status
131747	Gordon Yuan (125754)	School of Commerce	Tutor	14 Jul 2014 - 27 Feb 2015	Active
131612	Philip Palmer (115629)	School of Commerce	ACCT 1006	14 Jul 2014 - 27 Feb 2015	Active
131504	Brian O'Callaghan (056693)	School of Commerce	MGMT 3002	16 Feb 2015 - 17 Jul 2015	Active
131502	Brian O'Callaghan (056693)	School of Commerce	MGMT 5005	16 Feb 2015 - 17 Jul 2015	Active
131487	Amanda Carter (117950)	School of Commerce	ACCT 5023	14 Jul 2014 - 27 Feb 2015	Active
131348	Gordon Yuan (125754)	School of Commerce	Tutor	14 Jul 2014 - 27 Feb 2015	Active
131339	Vandana Anya (124173)	School of Commerce	ECON 1007	14 Jul 2014 - 27 Feb 2015	Active

The left hand search box can be used to search on various contract keywords.

The left hand filter options can be used to restrict the list of available results.

The page navigation controls on the bottom right hand side can be used to browse through large data sets.

Selecting column headers can sort on the relevant column field.

Select the contract id hyperlink to navigate to the contract summary dashboard.

CONTRACT SUMMARY DASHBOARD



Records / Casual contracts		Contract 129481 for Cheryl McDonald Follow		Update contract	
Casual staff member	Mrs Cheryl McDonald	Contract dates	14 Jul 2014 - 27 Feb 2015	Campus	City West Campus
Position title	Tutor	Org Unit 1	UniSA Business School	Org Unit 2	School of Commerce
Course	ACCT 1006 Financial Accounting 1	Org Unit 3	School of Commerce	Supervisor	Mrs Robyn Mundy
Study period		Working with children status	Prescribed		
Total amount paid	\$5,511.93				
Total amount remaining	\$462.11				
Total contract cost	\$538.36 (including on-costs)				
Contract workload fraction	0.08				
Arrangement hours					

Select the Timesheets menu items from the left hand panel to navigate to the Timesheets dashboard

Select the Update Contract related action button (also available from the Related Actions panel) to make administrative adjustments to this contract.



Hover over the chart components to retrieve values for paid hours and remaining hours for each arrangement.

Select either the chart column, or an arrangement line number hyperlink to retrieve further information about a specific arrangement.

ADMINISTRATIVE ADJUSTMENTS

Administrative adjustments can be made on active contracts by selecting the update contract related action.

Administrative adjustments include all changes which are purely administrative and do not effect the overall composition of the casual contract.

CONTRACT ADMINISTRATIVE ADJUSTMENTS

Contract details

*Position title Other non standard position title

*Is the work for a specific course a school / unit

*Course
 Selected course: Financial Accounting 1

*Study period

Supervisor

Start date

End date

Campus

Org unit 1

Org unit 2

Org unit 3

Default cost centre

Arrangements

Line no.	Line of work description	Classification (Level)	Dates	Delivery	Remaining commitment
1	ACCT 1008 Tutoring (Timetabled) Class 52321	UATUT (1)	29 Jul 2014- 16 Sep 2014	12 hrs delivery (additional time included: 24 hrs)	\$0.00
2	ACCT 1008 Tutoring (Timetabled) Class 52321	UATUT (1)	07 Oct 2014- 04 Nov 2014	7 hrs 30 mins delivery (additional time included: 15 hrs)	\$0.00
3	ACCT 1008 Tutoring (Timetabled) Repeat Class 52323	UATUTR (1)	29 Jul 2014- 16 Sep 2014	12 hrs delivery (additional time included: 12 hrs)	\$0.00
4	ACCT 1008 Tutoring (Timetabled) Repeat Class 52323	UATUTR (1)	07 Oct 2014- 04 Nov 2014	7 hrs 30 mins delivery (additional time included: 7 hrs 30 mins)	\$0.00
5	ACCT 1008 Student Assessment (Assignment 1) Simple	UAMOTH (1)	14 Jul 2014- 27 Feb 2015	4 hrs 10 mins (50 assmts.)	\$24.04
6	ACCT 1008 Student Assessment (Assignment 2) Standard	UAMRDQ (1)	14 Jul 2014- 27 Feb 2015	16 hrs 40 mins (50 assmts.)	\$227.06
7	ACCT 1008 Student Assessment (Assignment 3) Standard	UAMRDQ (1)	14 Jul 2014- 27 Feb 2015	16 hrs 40 mins (50 assmts.)	\$211.01
8	ACCT 1008 Attendance at Meetings Other Academic Activity	UAOTH (1)	14 Jul 2014- 27 Feb 2015	5 hrs	\$0.00

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Agreed duties

Duty	Comment
Preparation of Lectures or Tutorials	
Presentation	

Cancel Suspend Close Contract Update

Editable fields for the contract include:

- Position title
- Supervisor
- End date
- Campus
- Org unit 3
- Cost centre

Select an arrangement line number hyperlink to navigate to the arrangement sub-form for adjustments relating to a specific arrangement.

Select the suspend contract button to prevent timesheet claims across the whole contract

Select the close contract button to close this contract preventing further timesheet claims across the whole contract.

Select the update button to save administrative adjustments made to the contract.

ARRANGEMENT ADMINISTRATIVE ADJUSTMENTS

Configure arrangement No. 5

* Work type Line of work description
* Classification This description is presented to the casual employee when claiming through their timesheet
Assignment level Supervisor
Class number Claim instructions
Total assessments Enter the total number of assessments to be claimed under this arrangement.
* Start date Total work
* End date Total value
This is the total value of this contract arrangement.

Cost centre	Description	Funding category	School / Unit	Percent	
AD035205	COMMERCE	RECURRENT		100	X

+Add cost centre

Administrative adjustments for arrangements include:

- Overtime scenario (professional staff contracts HE07 and below only)
- Class number
- Line of work description
- Supervisor
- Claim instructions
- Cost centre

Select the suspend arrangement button to prevent further timesheet claims to be made against this contract.

Select the Ok button to navigate back to the contract form.

Select the Cancel button to cancel changes and navigate back to the contract form.

Note: the Contract must be saved by selecting the Update button once returned back to the contract form.