



Context and Purpose

The Guideline provides casual employment related information for staff and sets out administrative processes to inform the management and administration of casual employment at UniSA.

Casual employment provides a valuable mechanism to support the University's workforce planning where there is a need to respond to ad hoc needs or where work is short term and/or intermittent.

Casual employment is subject to the new definition of 'casual employee' outlined in s 15A of the *Fair Work Act 2009* (Cth) effective 26 August 2024:

"An employee is a casual employee of an employer only if:

- a. the employment relationship is characterised by an absence of a firm advance commitment to continuing and indefinite work; and*
- b. the employee would be entitled to a casual loading or a specific rate of pay for casual employees under the terms of a fair work instrument if the employee were a casual employee, or the employee is entitled to such a loading or rate of pay under the contract of employment."*

In addition to the new definition, s 15A(4) of the *Fair Work Act* specifically addresses the engagement of teaching and academic staff members on rolling casual contracts in the higher education sector. Essentially, a staff member is not a casual if:

- a. The staff member is a member of the academic staff or teaching academic staff of a higher education institution.
- b. The staff member's contract of employment includes a term providing for the contract to terminate at the end of an identifiable period.

The type and combination of activities that are under consideration for inclusion in a casual offer of work should be carefully assessed to determine the most appropriate method for engaging a staff member. Before issuing a casual contract of employment and subsequent offers of work, consider whether it would be more appropriate to engage someone under the fixed term and continuing provisions in the [University of South Australia Enterprise Agreement 2023 \(the Enterprise Agreement\)](#).

For Casual Administration System (CAS) related information, the [Systems User Guide for the Casual Administration System](#) has been updated to reflect these changes.

From 26 February 2025 a new pathway provides a choice to casual staff members (with at least 6 months casual employment to request changing their employment status from casual to continuing (part-time or full-time). This pathway replaces the previous 'casual conversion' process aligned to the National Employment Standards (NES) requirements and is in addition to the pathways provided in the Enterprise Agreement. More details of the process are detailed in section *H. Changing from casual to full-time or part-time continuing employment* of The Guideline.

Guidelines

A. The Casual Administration System

1. The University's Casual Administration System (CAS) is designed specifically for the online administration and management of casual staff. It links to other critical Human Resource (HR) systems such as those

administered by Payroll and Business Intelligence. Line managers, Supervisors, and Administrators have control over casual employment through the tracking and reporting functions within CAS.

2. The system enables authorised users to:
 - 2.1. view casual staff member's details
 - 2.2. create new Casual Contracts of Employment
 - 2.3. print and view Casual Contracts of Employment
 - 2.4. create and print new casual Offers of Work
 - 2.5. deregister casual staff members following a period of inactivity (after the potential claim period end date in their Offer(s) of Work)
 - 2.6. enter timesheets directly for payment
 - 2.7. generate detailed reports regarding casual Offers of Work and associated financial commitments
 - 2.8. view claims and casual Offers of Work to reconcile pay rates in accordance with audit requirements
 - 2.9. maintain an audit log of data entry to identify the operator and time of entry.
3. [Access to CAS](#) for staff who are required to administer casual employment or other associated activities, is provided with the approval of the relevant Unit Executive member.

B. Recruitment of Casual Staff

4. Approval to issue casual Offers of Work must be sought in accordance with the Vice Chancellor's Authorisations Framework. Local areas may also have specific approval processes that need to be followed and are encouraged to consult with Casual Administrators in the respective Unit.
5. Potential casual activities may be offered to individuals belonging to:
 - 5.1. the University's casual applicant pool
 - 5.2. professional association with University staff or work area
 - 5.3. student pool
 - 5.4. industry contacts.
6. A current resume must be obtained to ensure appropriate selection of candidates and for staff records.

C. Engaging a Casual Staff Member

7. Prior to a casual staff member commencing casual activities, the following must be in place:
 - 7.1. A Casual Contract of Employment must be generated through the University's CAS. If the individual already has an active Casual Contract of Employment, the CAS Administrator can move to the next step outlined in 7.2.
 - 7.2. Once a Casual Contract of Employment is in place, a Casual Offer of Work can be generated through the University's CAS on each occasion when potential casual activities, potential hours and/or a potential number of activities are offered.
8. A Casual Offer of Work must be authorised in the CAS by the relevant University delegate for the Unit for approval (in accordance with the Vice Chancellor's Authorisations Framework).
9. Once approved, the Casual Offer of Work is sent to the individual to accept electronically or reject.

Employing Research Degree Candidates

10. The University does not require Higher Degree Research (**HDR**) students to undertake employment as part of their enrolment at UniSA.
11. If the University seeks to offer casual activities to a Higher Degree Research student undertaking full-time study, their total casual activities cannot exceed eight (8) hours per week. This approach is consistent with

the University’s Research Degree Committee recommendations and any conditions that may apply if the HDR student has a Commonwealth or University of South Australia scholarship.

Child Safety Legislation

12. The University reviews all roles to determine if the person undertaking the activities is required to hold a working with children check in accordance with the *Children and Young People (Safety) Act 2017 (SA)*, *Child Safety (Prohibited Persons) Act 2016 (SA)* and *Child Safety (Prohibited Persons) Regulations 2019 (SA)*.
13. A casual staff member may be required to obtain a current criminal history assessment prior to accepting a casual Offer or Work. This may include:
 - 13.1. A Working with Children Check conducted by the Department for Human Services (DHS) Screening Unit
 - 13.2. A National Police Check
 - 13.3. An interstate Working With Children Check
 - 13.4. A Statutory Declaration
 - 13.5. Teacher Registration
14. CAS Administrators must confirm if there is a requirement for a criminal history assessment prior to issuing a casual Offer of Work.

Re-Employment of Staff Following Redundancy / Workforce Planning Contract

15. Staff who have separated from the University through redundancy or a Workforce Planning Contract can only be offered a Casual Contract of Employment and subsequent casual Offer(s) of Work by the University with the approval of the Executive Director: People Talent and Culture. The [People Central](#) team can provide advice as needed.

Audit Requirements

16. It is the responsibility of the authorised delegate, to ensure that when approving a casual timesheet for payment, all casual payments are accurate and bona fide. Supervisors and authorisers are accountable for approvals for casual Offers of Work and due diligence must be applied.

D. Casual Minimum Engagement Periods

17. Parts 9.9 and 9.10 of the [Enterprise Agreement](#) set out Minimum Engagement requirements for casual staff members. A brief summary is provided in the table below for quick reference. However, staff/CAS Administrators and Supervisors should familiarise themselves with the details in the Enterprise Agreement.

Category		Minimum engagement period for each occasion the staff member is required to attend the University
1.	Academic staff	2 hours – unless one of Categories 3-6 referred to in this table apply
2.	Professional staff	3 hours – unless one of Categories 3-6 referred to in this table apply
3.	Student – performing work on campus/ University premises during the SP2 and SP5 teaching weeks	1 hour
4.	Student – performing work on campus/ University premises outside the SP2 and SP5 teaching weeks, on a day that they	1 hour

	are expected to attend the University as a student	
5.	The Casual Employment at the University is not a primary occupation for the staff member	1 hour – unless Category 6 applies
6.	Performing work from home	No minimum engagement period

18. In creating a casual Offer of Work, where there is potential the casual staff member may not be required to work for the entire minimum engagement period on a particular occasion, the CAS administrator must include a “minimum engagement claim” in the Offer of Work. This will enable the staff member to claim additional hours up to the relevant minimum engagement period, should the actual work they perform not meet the minimum engagement requirement. Further detail regarding how to set up the “minimum engagement claim” in the Offer of Work is set out in the System Guide for Casual Administration Processes.
19. Where the extra line of work is required, the following number of hours should be allocated to that line of work:
- 19.1. **Casual Academic staff member:** two hours should be allocated to the “Minimum engagement claim”
- 19.2. **Professional staff member:** three hours should be allocated to the “Minimum engagement claim”
- 19.3. **Staff member is also a student or has a “primary occupation”:** two hours should be allocated to the “Minimum engagement claim”

E. Deregistration and Closure

20. Do not commence the deregistration process until the Offer of Work becomes inactive after the potential claim period end date.
21. Offers of Work that have been inactive for at least 90 days following the potential claim period end date must not remain open in CAS and should be deregistered and closed.

F. Payment, Leave and other Benefits of Employment

Casual Pay Rates and Loading

22. Casual staff employed to undertake duties defined as a ‘professional, security and grounds staff’ are paid in accordance with the classification of the duties for the relevant position. Casual staff employed to undertake duties defined as ‘academic’ are paid in accordance with clauses 9.7, 33 and Schedule 3 of the Enterprise Agreement. A casual staff member must be engaged for a defined number of hours/activities and not paid a lump sum payment.
23. Casual staff receive an hourly rate of pay, incorporating a 25% loading (casual loading) in accordance with clause 9.8 of the Enterprise Agreement. This payment is to compensate for not having an entitlement under the National Employment Standards, the [Enterprise Agreement](#), or the casual employment contract, to paid annual leave, paid personal/carer's leave, paid compassionate leave, payment for absence on a public holiday, payment in lieu of notice of termination, and redundancy pay.
24. The casual loading is not included for the purpose of calculating payment of overtime for a casual staff member undertaking duties defined as a ‘professional, security and grounds staff’.
25. Current rates of pay for casual staff are available in the [Enterprise Agreement](#) or via the [Classifications and Pay Rates](#) report in [BI Reporting](#).
26. For assistance with identifying the appropriate classification based on the associated duties, please contact [People Central](#).

Casual Timesheet Claims

27. Casual staff must not undertake any duties prior to the potential claim period start date or after the potential claim period end date specified in the Offer of Work. While an Offer of Work cannot be extended, additional casual activities may be offered in a separate Offer of Work, if required.
28. To claim for hours worked, the casual staff member must enter their worked hours in the online time sheet to ensure claims can be approved.

Overtime and Weekend Rates

29. Casual staff employed to undertake duties defined as 'professional, security and grounds staff' are entitled to overtime in accordance with the [Enterprise Agreement](#). Casual Academic staff are not entitled to overtime.
30. If paying overtime, the same provisions for continuing and fixed-term staff are applied to casual staff, i.e., when working more than 7.5 hours per day or 37.5 hours per week OR outside the span of hours (7.00am to 7.00pm Monday to Friday). Time worked on weekends (excluding shift work) also attracts appropriate overtime penalty rates for the day worked, where that time is pre-approved by the supervisor. As with all staff, the requirement to work overtime should be carefully considered.

Family and Domestic Violence Leave

31. Casual staff are entitled to ten (10) days paid family and domestic violence leave in each twelve (12) month period of employment.
32. A casual staff member may apply for paid leave by submitting a completed HRIS008 Leave of Absence Form and a completed Casual Pay Calculator to the relevant casual supervisor for review and approval.
33. Details on how to complete the application can be found in the [Special Leave Procedure](#).

Superannuation

34. The University will pay contributions in accordance with the Superannuation Guarantee (Administration) Act 1992 (Cth). Further information regarding superannuation entitlements and options are available via the [UniSA Superannuation page](#). Any questions can be directed to Payroll Services via the [AskPTC Enquiry form](#), or on (08) 8302 2911.

Visa Checks

35. For a prospective casual staff member who is also an international student, their visa may have conditions associated with the maximum hours of paid employment they can engage in. Casual Administrators must undertake an assessment of any limitations on the working entitlements imposed by the prospective casual staff member's visa prior to initiating casual contract of employment process.
36. All prospective casual staff members who have identified as visa holders, including Australian permanent residents, will undergo a Visa Entitlement Verification Online (VEVO) check by the VEVO team to confirm their working entitlements.
37. No prospective casual staff member can commence work until their VEVO check is confirmed.
38. For a prospective casual staff member on a bridging visa, the Casual Administrators must ensure to include a relevant work entitlement clause in the casual contract of employment.
39. For further information on VEVO visit [Employment and Visas](#), or contact our Consultant: Immigration for advice at vevo@unisa.edu.au

Taxation Information

Tax File Number Declaration

40. When undertaking employment with the University, staff are required to provide an Australian Taxation Office Tax File Number (TFN) Declaration to assist Payroll Services to determine the correct rate of tax applicable. The equivalent of this form is part of the onboarding staff document process. If staff do not provide a TFN Declaration form to Payroll Services on commencement, after the qualifying 28 days if not received, the highest tax rate as per their circumstance is applicable in accordance with ATO regulations. This declaration is completed within CAS.

41. Payments for casual staff members are taxed according to the pay fortnight in which the work was carried out. For example, the payroll system will take into account the tax that was deducted from any payments made in relation to the fortnight worked.

42. Contact the [Payroll Services](#) team for any clarification required on taxation for casual staff.

Withholding Declaration

43. Casual staff may choose to submit a Withholding Declaration Form in case of any change in circumstance or to alter the amount of tax withheld from payments made to them.

44. If the casual staff member has chosen not to submit a TFN Declaration form, a Withholding Declaration Form is not required.

45. A withholding declaration form is used to:

45.1. advise a change in Australian Residency status,

45.2. claim or discontinue the tax-free threshold,

45.3. advise a HECS debt or to cease a HECS debt,

45.4. claim or vary a rebate or the family tax benefit.

46. The Withholding Declaration Form should be sent to Payroll Services to ensure the correct tax deductions are made on payments.

47. Once the casual staff member submits a TFN and/or Withholding Declaration to the University, the details will remain current on the system until a new form is submitted or the casual staff member.

48. It is the responsibility of the casual staff member to provide accurate taxation details through the initial Offer of Work online acceptance process or via form provided to Payroll Services.

49. For more information on the TFN and Withholding Declaration form contact the ATO on 13 28 61 or visit www.ato.gov.au.

Payroll Deductions

50. Casual staff are eligible to access payroll deductions such as contributions to superannuation and extra tax, but are ineligible to access other payroll deductions such as union deductions and car parking.

Workers Compensation

51. Casual staff are covered by the University's workers compensation.

52. For further information or assistance, please contact the [University's Safety and Wellbeing](#) team.

Journey Insurance

53. All casual staff are eligible for Journey Insurance in accordance with the [Enterprise Agreement](#).

Professional Indemnity

54. The University of South Australia provides professional indemnity to all staff, including casual staff. For further information contact the UniSA insurance team.

G. Casual Administration Roles and Responsibilities

Induction of Casual Staff

55. Induction of casual staff members is an important step to ensuring their safe employment with UniSA contributes to the goals of the local area and the wider University and enables them to access the required information (both local and University wide) to assist them to perform their role.

56. After a casual staff member is offered and accepts an Offer of Work, it is recommended that the local area provide an information kit including the following information and resources:

All casual staff members

Casual contract of employment and the Offer of Work (generated from APPIAN)
A link to the Enterprise Agreement
Pay Period Schedule, or a link to the Schedule
How to access email, internet, IP addresses etc.
Assignment of a workspace, where required
Information about organising room bookings and building access and setting up a voicemail facility
Local contact details of who can provide workplace support
Local area access to photocopying and printing
Details about available staff rooms, computing facilities, administrative offices, etc.
Available car parking
Additional resources for casual staff members undertaking academic activities
Access to online teaching systems
Details of teaching spaces
Academic policies and procedures relevant to teaching and assessment in the University environment
Location of Campus Central

Supporting Performance of Casual Staff

57. The University is committed to supporting casual staff to perform their allocated activities. As part of the induction process, line managers/supervisors should clearly communicate the key expected outcomes and provide the appropriate assistance to ensure the casual staff member's performance is in line with the University's standards.
58. For casual staff members undertaking casual teaching academic activities, course evaluation requirements are set out in the [Quality Assurance and Improvement: Programs, Courses and Teaching arrangements Policy](#), and in part 5.3 of [Higher Education Standards Framework \(Threshold Standards 2021\)](#).

Process Ownership

59. The Deputy Director: People Services (People, Talent and Culture) has strategic process ownership for casual administration. The casual administrative processes are owned by identified teams in respective units or People Central.

H. Changing from casual to full-time or part-time continuing employment

60. A new pathway has been introduced, under the NES providing a choice to casual staff members (with at least 6 months' casual employment) to request changing their employment status from casual to continuing (full-time or part-time) continuing. This is referred to as the 'employee choice pathway'.

61. A casual staff member can provide written notice to their supervisor to change to continuing employment, if they:
 - Have been employed for at least 6 months; and
 - Believe they no longer meet the requirements of the casual employee definition; and
 - In the 6 months prior to submitting a written notification, they have not;
 - Received a response from the University declining a previous notification, or
 - Resolved a dispute with the University about casual conversion.
62. The casual staff member must provide the written request to their supervisor, in the first instance.
63. Upon receipt of a casual staff member’s request, the supervisor must submit the request to People Central for an initial assessment to determine if the casual staff member has been engaged for at least 6 months since 26 August 2024 (determined from their casual offers of work).
64. The University has 21 calendar days to respond in writing to a request for conversion, either converting the casual staff member or providing reasons for the refusal.
65. If the casual staff member does not meet the criteria under clause 63 People Central will arrange a written response for the supervisor to provide to the staff member advising the outcome of their request.
66. If eligible, under the criteria in clause 63, a member of the People Central team will complete a formal assessment of the staff member’s casual employment, in conjunction with the supervisor, which includes a preliminary conversation with the staff member about their request.
67. Following this step, People Central will write to the VCA holder requesting approval of the formal assessment outcome.
68. A follow up meeting will be held with the staff member to confirm if the University is accepting or refusing their request.
69. If the casual staff member’s request is accepted, the University must inform them during the meeting of their work hours (part-time or full-time) and the effective date of their conversion. If the request is rejected, the University must explain the reasons for the decision during the meeting. Following the meeting, People Central will provide the supervisor with the formal written response to provide to the staff member.
70. Should a casual staff member be unhappy with the University’s decision, they can lodge a dispute under Clause 58 of the Enterprise Agreement and follow the stages under this clause.

I. Primary Casual Support Tasks

71. The table below outlines the responsible team for the primary casual support tasks:

Unit	Team
Academic Unit based staff	Academic/Program Services Team
UniSA College	UniSA College Academic Services Team
Research Institutes	Research Institute Administration Team / People Central Team
Central Unit based staff	People Central Team
Portfolios	People Central Team

72. Primary casual support tasks involve:

Timesheets
Guide new casual staff through obtaining network access, timesheet business processes and system use.

Provide advice to casual staff on the arrangement structure of their casual offer of work and appropriate claiming practices including in relation to minimum engagement periods.
Be the first point of contact for casual timesheet enquiries from casual staff and supervisors.
Monitor the approval cycle ensuring that planned or unplanned supervisor absences are managed.
Action approval escalation events to ensure that approvals occur prior to the approval deadline.
Casual Contract of Employment and Offer(s) of Work Requests
Initiate the casual contract of employment and subsequent casual Offer(s) of work
Consider casual minimum engagement periods when creating casual Offer(s) of Work
Interpret system warning messages and ensure casual Offer(s) of Work are in-line with the Enterprise Agreement and relevant recruitment guidelines
Be the first point of contact for casual staff accepting their casual contract of employment and subsequent casual Offer(s) of Work
Monitor the request process to ensure the timely issue of casual Offer(s) of Work to casual staff members

People, Talent & Culture: People Central Responsibilities

Timesheets
Respond to enquiries about timesheet business process and the status of timesheets lodged online
Action approval escalation events to ensure that approvals occur prior to the approval deadline
Respond to enquiries about minimum engagement periods
Casual Offer(s) of Work
Facilitate Criminal History Assessments and Working with Children Checks for casual staff, where applicable to an Offer of Work
Review requests for casual Offer(s) of Work deemed to require PTC endorsement to ensure they are consistent with operational guidelines (including Negotiated Rate, Autonomous sanctions and staff members with a previous redundancy)
Provide support to local areas regarding the application and impact of casual minimum engagement periods
Provide advice to Academic Units on relevant recruitment guidelines
Support training of PTC staff responsible for verifying casual Offer(s) of Work

People, Talent & Culture: Payroll Responsibilities

Timesheets
Respond to enquiries about timesheet business process and the status of timesheets lodged online.
Initiate and verify the transfer of payment claims for casual activities to EmpowerHR
Perform system anomaly and audit reporting in the payment cycle
Communicate changes to claim period schedule including temporary adjustments to cut-off dates
Enter and update staff data into EmpowerHR

People, Talent & Culture: Recruitment Responsibilities

Casual Contract of Employment requests
Facilitate Visa Entitlement Verification Online and provide advice on relevant immigration procedures

People, Talent & Culture: People, Data and Systems Responsibilities

Timesheets and Casual Contract of Employment requests
Provide reporting on casual timesheet processes as required
Maintain system parameters and constants
Provide second level support for system related enquiries from units or PTC staff

ISTS: Corporate Information System Responsibilities

Timesheets and Casual Employment Terms of Engagement requests
Undertake system development activities prioritised through PTC / ISTS portfolio meetings
Provide third level support for system related enquiries

J. Reporting Overview

73. Enquiries and reporting functions within CAS utilise parameters to refine selections and has the ability to utilise the functionality of Microsoft Excel.
74. Enquiries can be based on the casual contracts of employment contracts, offers of work, expenditure and commitment, or claims. Staff with CAS access can view all casual contracts of employment and offers of work held in the system for their Unit.
75. Where the functionality provided within CAS does not fit the reporting requirements of the area, further specialised reports can be developed by contacting the People, Talent and Culture: People, Data and Systems team for further information.

Record Keeping

76. The University needs to retain the same employment records for casual staff that are necessary for continuing, and/or fixed term staff, in accordance with the *State Records Act 1997*.