



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 the University.

Casual employment provides a valuable mechanism to support the University's workforce planning where there is a need to respond to short-term needs or where work is intermittent. Staff are engaged on a casual basis to support needs at peak work periods, to cover short-term absences, or for identified tasks.

Casual employment is only one form of employment and other types of employment provided for in the [University of South Australia Enterprise Agreement 2023 \(the Enterprise Agreement\)](#) should be assessed prior to considering casual employment.

For Casual Administration System (CAS) related information, please refer to [Systems User Guide for the Casual Administration System](#).

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. Managers 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 employment agreements
 - 2.3. print casual employment agreements
 - 2.4. close and/or suspend casual employment agreements
 - 2.5. view casual employment agreements
 - 2.6. enter timesheets directly for payment
 - 2.7. have increased control over the payments for casual staff using the auto payment method
 - 2.8. generate detailed reports regarding casual agreements and associated financial commitments
 - 2.9. view claims and casual employment agreements to reconcile pay rates in accordance with audit requirements
 - 2.10. 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 relevant Unit Executive member.e.

B. Recruitment of Casual Staff

4. Approval to recruit and appoint casual staff must be sought in accordance with the Vice Chancellor's Authorisations Framework. Managers should note that the local area might have specific approval processes that need to be followed and are encouraged to consult with Casual Administrators in the respective Unit.
5. Casual staff may be recruited and appointed through a number of sources including:

- 5.1. 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.

Child Safety Legislation

7. The University reviews all roles to determine if the occupant 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)*.
8. A casual staff member can be required to have a current criminal history assessment prior to commencing employment. This may include:
 - 8.1. A Working with Children Check conducted by the Department for Human Services (DHS) Screening Unit
 - 8.2. A National Police Check
 - 8.3. An interstate Working With Children Check
 - 8.4. A Statutory Declaration
 - 8.5. Teacher Registration

CAS Administrators must confirm if there is a requirement for a criminal history assessment prior to issuing a casual employment agreement.

Re-Employment of Staff Following Redundancy / Workforce Planning Contract

9. Staff who have separated from the University under redundancy or Workforce Planning Contract or can only be re-employed by the University with the approval of the Executive Director: People Talent and Culture. The [People Central](#) team can provide advice if required before considering such previous staff member for casual employment.

Audit Requirements

10. 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 employment and due diligence must be applied.

Casual Employment Agreements

11. Prior to a casual staff member commencing duties, a casual employment agreement is generated through the University's CAS. The casual employment agreement is forwarded to the relevant University delegate for the Unit for approval (in accordance with the Vice Chancellor's Authorisations Framework) and sent on to the individual to accept electronically.

Casual Minimum Engagement Periods

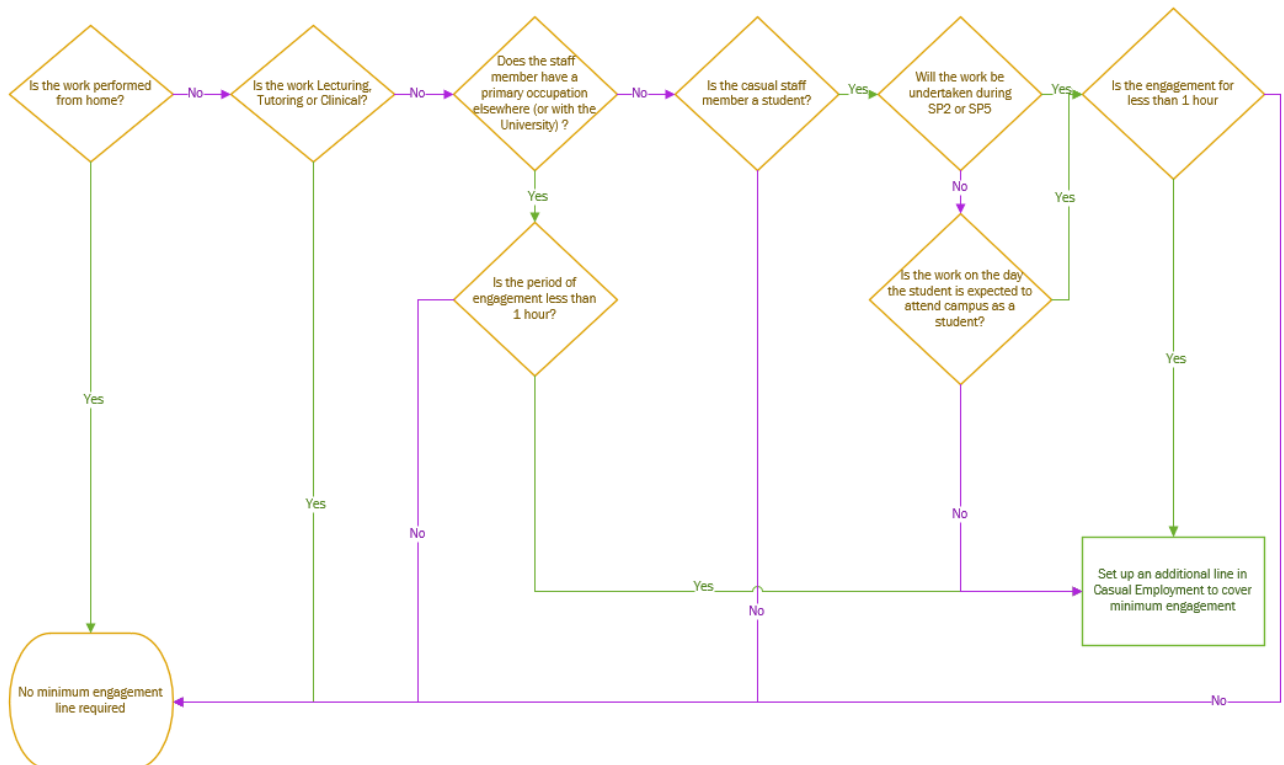
12. Parts 9.9 and 9.10 of the [Enterprise Agreement](#) sets out Minimum Engagement requirements for casual staff members. A brief summary is provided in the table below for quick reference. However, staff/CAS Administrators and Supervisors should familiarise themselves with the details in the Enterprise 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 are expected to attend the University as a student	1 hour
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

13. In creating a casual employment agreement, where there is potential the staff member may not be required to work for the entire minimum engagement period on a particular occasion, the CAS administrator must create a new “Line of work” against which the staff member can 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 new “Line of work” is set out in the [System Guide for Casual Administration Processes](#).
14. Below is a flow chart which will assist CAS Administrators to determine if the additional line of work for minimum engagement is required for a casual staff member.

Assessment for Casual Minimum Engagement



15. Where the extra line of work is required, the following number of hours should be allocated to that line of work:
- 15.1. **Academic staff member:** the “Minimum engagement claim” line of work should be allocated the same number of hours as the original line of work. For example, if the original line of work is 10 hours of “Other academic activity”, the “Minimum engagement claim” line of work should also be allocated 10 hours.

- 15.2. **Professional staff member:** the “Minimum engagement claim” line of work should be allocated the double the number of hours as the original line of work. For example, if the original line of work is 10 hours of “Les Mills Body Pump HEO 1”, the “Minimum engagement claim” line of work should be 20 hours.
- 15.3. **Staff member is a student or has a “primary occupation”:** as for academic staff members, the “Minimum engagement claim” line of work should be allocated the same number of hours as the original line of work.
16. The span of casual employment must reflect the actual period when tasks are required to be undertaken and a reasonable period thereafter for the staff member to submit associated time sheets.
17. Casual staff must not undertake any duties outside the Earliest Potential Engagement date and Latest Potential Engagement date recorded in the casual employment agreement. Casual employment agreements cannot be extended. If the casual staff member needs to work beyond the term of the initial casual employment agreement, a new casual employment agreement will need to be created for the new work period.
18. Where a casual staff member will work identified set hours (e.g. scheduled tutorials), prefilled hours on the timesheet can be nominated for payment. The hours still require authorisation for payment to confirm the work was undertaken by that casual staff member.
19. Where the hours are not identified set hours, the casual staff member must enter their hours in the online time sheet to ensure claims can be approved.

Closing of Casual Employment Terms of Engagement

20. Do not close Casual Employment Terms of Engagement that have not passed the Latest Potential Engagement date.
21. Casual Employment Terms of Engagement which have passed their Latest Potential Engagement date must be closed. Do not leave them open on the system.

Professional, Security and Grounds Staff

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. A casual staff member must be engaged for a defined number of hours and not a lump sum payment.
23. Casual staff receive an hourly rate of pay, incorporating a 25% loading (as prescribed in part 9 of the [Enterprise Agreement](#)) to compensate them 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. Some casual payment rates fall outside of the normal classification structure e.g., Models. The loading is not included for the purpose of calculating payment for overtime to a casual staff member. All staff classifications rates are accessible through BI Reporting.
24. For assistance with identifying the appropriate classification based on the associated duties, please contact [People Central](#).

Family and Domestic Violence Leave

25. Casual staff are entitled to ten (10) days paid family and domestic violence leave in each twelve (12) month period of employment.
26. 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.
- 26.1. In section 2 of the HRIS008 form, the leave type should be ‘special leave with pay’ and the leave reason ‘other’. and the number of rostered hours of work the staff member is seeking to take as paid leave should be provided.
- 26.2. The Casual Pay Calculator will calculate the total pay for the number of rostered hours the staff member is seeking to take as leave and must be submitted with the HRIS008 form.

26.3. The relevant SPP will support casual staff with any queries relating to the HRIS008 Leave of Absence Form or the Casual Pay Calculator.

26.4. After signing section 4 of the HRIS008 Leave of Absence Form, the casual staff member must email both completed documents to the relevant casual supervisor for review and approval.

27. A staff member may be required to provide evidence in support of an application for the leave that would satisfy a reasonable person of the staff member's need to access paid family and domestic violence leave. This may include, but is not limited to, documents issued by police or the court, a family violence support service, or a statutory declaration.

Overtime and Weekend Rates

28. Professional, Security and Grounds staff employed as casuals are entitled to overtime in accordance with the [Enterprise Agreement](#). Casual Academic staff are not entitled to overtime.
29. 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 hrs per day or 37.5 hrs 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.
30. Current rates of pay for Professional, Security and Grounds casual staff are available in the applicable [Enterprise Agreement](#) or via the [Classifications and Pay Rates](#) report in [BI Reporting](#).

Casual Employment for Academic Staff Positions

31. Schedule 3 of the [Enterprise Agreement](#) specifies the industrial framework for appointing academic staff on a sessional (casual) basis.
32. The rate of pay for delivery of services offered to an academic casual staff member will be determined in accordance with the rates set out in the Enterprise Agreement.

Employing Research Degree Candidates

33. Full time research degree students are expected to undertake their PhD/Master as their full time position.
34. For full time candidates who receive a Commonwealth or University of South Australia scholarship, the conditions of the award of scholarship state *"The primary role of full-time research degree students is to work on their thesis and complete within the allocated period of candidature. Candidates will only be allowed to work a strictly limited amount of part time employment, with the approval of the University, and provided it does not interfere with the candidate's study program."*
35. It is not a requirement of the University for students to undertake employment as part of their enrolment/qualification at UniSA.
36. The University's Research Degrees Committee recommends that full time candidates undertake paid employment for no more than eight hours per week or for a total of the equivalent of eight hours per week over a twelve-month period. More details are available [here](#).

Superannuation

37. 42. 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

38. For international students, their visa may have conditions associated with the maximum hours of paid employment they can engage in. The casual administrators must undertake an assessment of working entitlements on their visa prior to initiating a *casual* employment agreement.

39. All casual employees 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.
40. No staff member can commence work until their visa Entitlement Verification Online (VEVO) check is confirmed.
41. For staff on bridging visas, the administrators must ensure to include a relevant work entitlement clause in the casual employment contract.
42. 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

43. 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.
44. Casual staff payments 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.
45. Contact the [Payroll Services](#) team for any clarification required on taxation for casual staff.

Withholding Declaration

46. 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.
47. If the staff member has chosen not to submit a TFN Declaration form, a Withholding Declaration Form is not required.
48. A withholding declaration form is used to:
 - 48.1. advise a change in Australian Residency status,
 - 48.2. claim or discontinue the tax-free threshold,
 - 48.3. advise a HECS debt or to cease a HECS debt,
 - 48.4. claim or vary a rebate or the family tax benefit.
49. The Withholding Declaration Form should be sent to Payroll Services to ensure the correct tax deductions are made on payments.
50. Once the 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 staff member's employment ends.
51. Providing accurate taxation details (including the lodgement of the online form through the casual contract acceptance process in the CAS system or via form provided to Payroll Services, is the responsibility of the casual staff member.
52. 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

53. 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

54. Casual staff are covered by the University's workers compensation.
55. For further information or assistance, please contact the [University's Safety and Wellbeing](#) team.

Journey Insurance

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

Professional Indemnity

57. The University of South Australia provides professional indemnity to all staff, including casual staff.

C. Casual Administration Roles and Responsibilities

Induction of Casual Staff

58. Induction of casual staff is an important step to ensuring that their employment with UniSA contributes to the goals of the local area and the wider University and enables staff to access the required information (both local and University wide) to assist them to perform their role.
59. UniSA has developed induction resources for casual staff. The Welcome to UniSA can be found on the [Online Casual Administration website](#).
60. It is recommended that the local area provide an information kit to casual staff.
61. The kit may include the following information:
- 61.1. local contact details of who can provide support during employment,
 - 61.2. local area access to photocopying and printing
 - 61.3. physical facilities – teaching areas (if applicable), staff rooms, computing facilities, administrative offices, etc.
 - 61.4. meetings – meetings they will be required to attend.
 - 61.5. car parking – car parking can they access, where Campus Central is located.
 - 61.6. textbooks – do they need to arrange for the supply of a particular textbook either through the local area administration or through the campus bookshop.
 - 61.7. access to email, internet, IP addresses etc.
 - 61.8. working space – assignment of an office or desk, organising room and building access, setting up a voicemail facility
 - 61.9. access to online teaching systems (if required).
62. The information kit should also provide induction information relating to teaching and assessment in the University environment, including relevant academic policy and procedures. This information is provided in addition to:
- 62.1. Casual employment contract (Casual Employment Terms of Engagement generated from APPIAN)
 - 62.2. Conditions of Employment within the [Enterprise Agreement](#)
 - 62.3. Pay Period Schedule
 - 62.4. [Online Casual Timesheet submission quick guide](#)
 - 62.5. [Quick Guide for Sessional Academic Staff](#) (if applicable)

Supporting Performance of Casual Staff

63. The University is committed to supporting the performance of casual staff. The induction process should clearly communicate the key outcomes required and the appropriate assistance available to ensure that quality service and outcomes are delivered in line with the University's standards. The University's [Performance Development and Management Framework](#) sets out the principles for monitoring employee work performance.
64. 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

65. 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.

D. Primary Casual Support Tasks

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

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

67. 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 employment contract 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 Employment Contract Requests
Initiate the casual employment contract request
Consider casual minimum engagement periods when creating Casual Employment Terms of Engagement
Interpret system warning messages and ensure Casual Employment Terms of Engagement requests are in-line with the Enterprise Agreement and relevant recruitment guidelines
Be the first point of contact for casual staff accepting their offer of employment
Monitor the request process to ensure the timely issue of Casual Employment Terms of Engagement 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 Employment Contract Requests
Facilitate Criminal History Assessments and Working with Children Checks for new casual staff, where applicable

Review casual employment contract requests deemed requiring PTC endorsement to ensure they are consistent with operational guidelines (including Negotiated Rate, Autonomous sanctions and employees 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 employment contract requests.

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 casual claims 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 employee data into EmpowerHR

People, Talent & Culture: Recruitment Responsibilities

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

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

Timesheets and Casual Employment Terms of Engagement requests
Provide reporting on casual timesheet processes as required
Maintain system parameters and constants
Provide second level support for system related enquiries from Academic Unit 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

E. Reporting Overview

68. Enquiries and reporting function within CAS utilises parameters to refine selections and has the ability to utilise the functionality of Microsoft Excel.
69. Enquiries can be based on the casual employment contracts and expenditure and commitment, or claims. Staff with CAS access can view all casual employment contracts held in the system for their Unit.
70. 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

71. 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*.