



Responsibilities

Process Ownership: the Deputy Director: People Services has strategic process ownership for the casual administration process. The Manager: People Central facilitates the operational process ownership role.

Primary Casual Support Tasks

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

Academic Unit staff	Program Services Team
UniSA College	UniSA College Academic Service Office
Portfolios and Units	People Central

Primary casual support tasks involve:

Casual Contract of Employment and Casual Offer of Work requests	
	Initiate or support the initiation of casual contract of employment requests
	Initiate or support the initiation of casual offer of work requests
	Assess system warning messages and ensure casual contract of employment requests 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
	Monitor the request process to ensure the timely issue of casual offers of work to casual staff members
	Be the first point of contact for casual staff accepting their casual offer(s) of work
Timesheets	
	Guide new casual staff through obtaining network access, timesheet submission and approval, and system use
	Provide advice to casual staff on the arrangement structure of their offer of work and appropriate claiming practices
	Be the first point of contact for casual timesheet enquiries from casual staff and supervisors
	Monitor the approval cycle, escalating approvals if a supervisor is unavailable, to ensure that approvals occur prior to the approval deadline

Supporting Responsibilities

People, Talent and Culture: **People Central** (in addition to the Primary casual support tasks outlines above, where relevant)

Offer of Work requests	
	Facilitate Working with Children Check (WWCC) for new casual staff
	Review offer of work requests that requiring PTC endorsement to ensure they are consistent with guidelines (e.g. Negotiated Rate, Adjuncts and staff members with a previous redundancy)
	Provide advice to Units on relevant recruitment guidelines
	Facilitate training of PTC and Unit staff responsible for verifying casual offer of work requests
Timesheets	
	Respond to enquiries about timesheets submission and approval process and the status of timesheets lodged online
	Action approval escalation events to ensure that approvals occur prior to approval deadline

People, Talent and Culture: **Payroll Services**

Casual Contract of Employment and Casual Offer of Work requests	
	Enter and update staff data into EmpowerHR
Timesheets	
	Respond to enquiries about timesheet submission and approval process and the status of timesheets lodged online
	Initiate and verify the transfer of casual claims to the EmpowerHR system
	Perform anomaly and audit reporting in the payment cycle
	Communication changes to claim period schedule including temporary adjustments to cut-off dates

People, Talent and Culture: **Recruitment Central**

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

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

Casual Contract of Employment and Casual Offer of Work requests	
	Provide reporting on casual timesheet processes as required
	Maintain systems parameters and constants
	Provides second level support for system related enquiries from Unit and PTC staff

ISTS Corporate Information System

Casual Contract of Employment and Casual Offer of Work requests	
	Undertake system development activities prioritised through PTC/ISTS portfolio meetings
	Provide third level support for system related enquiries

Context and Purpose

To support our compliance with legislative obligations, casual staff members need to be engaged using a two-step approach in CAS:

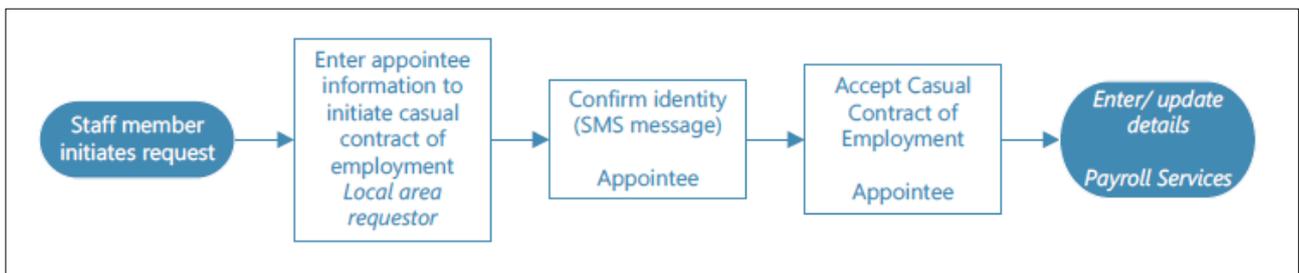
Step 1

- a. Issue a casual contract of employment to prospective casual staff members.
- b. If accepted, this allows the University to provide offer(s) of work under Step 2.
- c. Any offers of work can then be issued 24 hours after the casual contract of employment has been accepted (to allow the system to be updated).

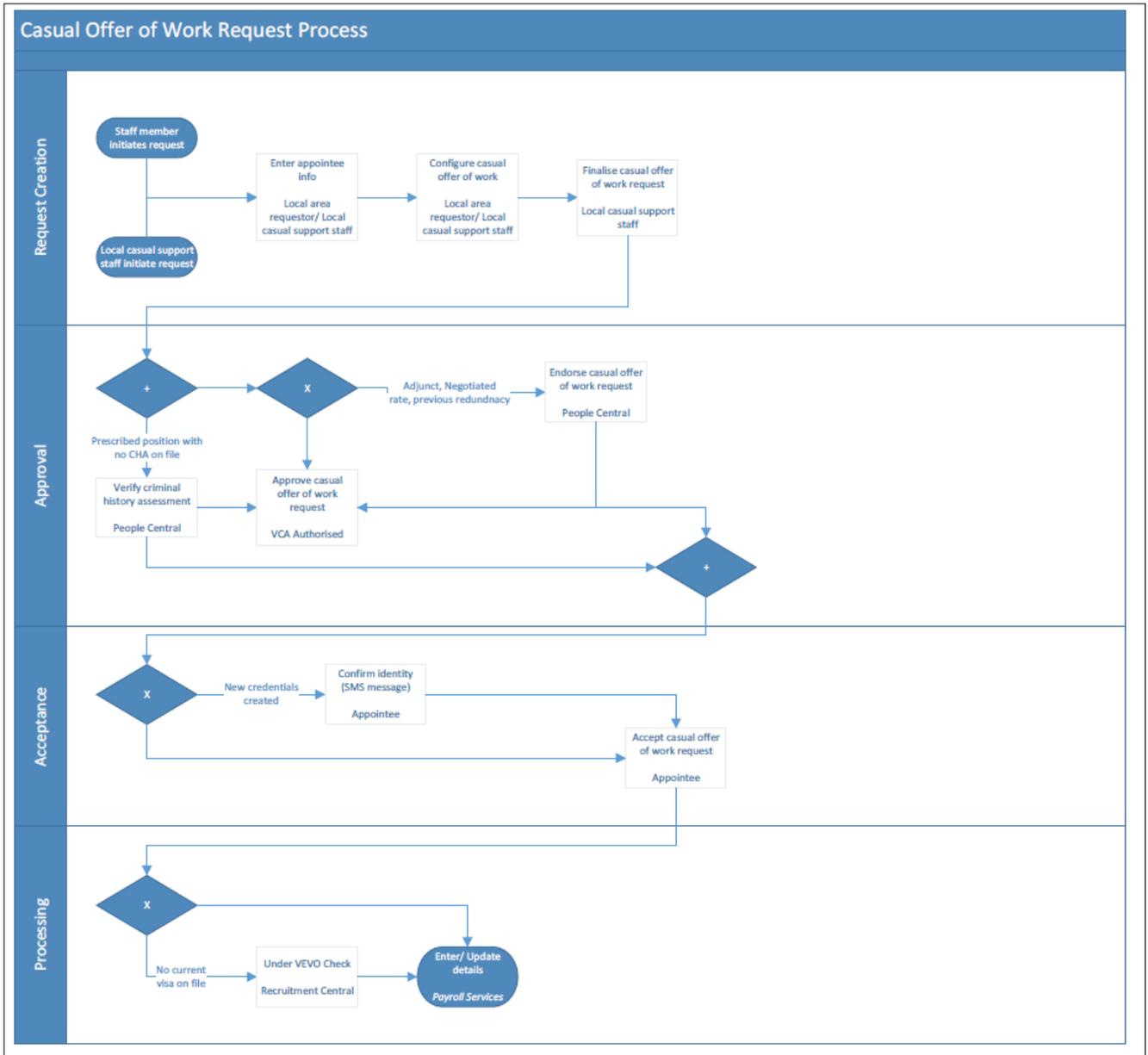
Step 2

- a. Provide a separate offer of work outlining the initially anticipated casual activities, anticipated hours and/or the anticipated number of casual activities.

Step 1: Create a Casual Contract of Employment Process Map



Step 2: Create a Casual Offer of Work Process Map



Step 1 - Request a New Casual Contract of Employment

1. From the [Casual Employment Webpage](#), select the [Create a Casual Contract of Employment Request](#) hyperlink in the *Additional Resources for Line Managers and Supervisors* section.

If logged into Appian, you can launch a Casual Contract of Employment Request from the *Actions* menu.

2. Complete the Casual Contract of Employment Request details

New Casual Contract of Employment

Please use this form to request a Casual Contract of Employment. Once approved, the appointee will be invited to accept the terms.

Has this person worked at UniSA before? *

Yes No

[Search employee records](#)

Employee ID

Enter an Employee ID, or use the search link above.

Contact Details

* Title

* First Name

* Last Name

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

Phone

* Personal email

Has this person worked at UniSA before?

Use this field to indicate if a staff member has worked at UniSA previously. To streamline the casual contract of employment request process, and to ensure the integrity of system data, it is important that existing staff members are identified.

Employee ID

If the person has worked at UniSA previously, enter their 6-digit Employee ID, or use the *Search Employee Records* hyperlink to bring up a search window to help identify the previous staff member. Staff member details will then be retrieved from corporate HR systems and prepopulate the page.

New Casual Contract of Employment

Please use this form to request a Casual Contract of Employment. Once approved, the appointee will be invited to accept the terms.

Search Criteria

Name

Search network username, first or last name

Employee Id

Org Unit 1

Org Unit 2

Org Unit 3

Occupancy

Search Results

Employee ID	Title	First Name	Last Name	Email	Current
██████	██	██	██	████████████████████	██

When an existing staff member has been selected, use the *Review Employee record* hyperlink to display further information about the appointee.

New Casual Contract of Employment

Please use this form to request a Casual Contract of Employment. Once approved, the appointee will be invited to accept the terms.

[Return to form](#)

Contact details

Employee Id [REDACTED] Mobile [REDACTED]
Title [REDACTED] Phone [REDACTED]
Last name [REDACTED] UniSA email (active) [REDACTED]
Given names [REDACTED] Personal email [REDACTED]
Preferred first name [REDACTED]

Clearances and work entitlements

National police expiry [REDACTED] Visa class [REDACTED]
DSCI expiry [REDACTED] Visa expiry [REDACTED]
Teacher registration expiry [REDACTED] Highest qualification [REDACTED]

Current occupancies

Existing occupancies and contracts

Id	Academic unit / unit	Position title	Start date	End date	Fraction	Type
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	1.00	Continuing

In-progress casual requests

Id	Academic unit / unit	Description	Position title	Start date	End date	Fraction	Status
255046	Information Strategy and Technology Services	test	Casual teaching activities	30 Aug 2024	30 Sept 2024	0.91	Entered
255050	Information Strategy and Technology Services	ACCT 1008	Casual Clinical Educator	01 Jul 2024	15 Dec 2024	0.06	Finalised for approval

[BACK](#)

Contact Details

Some information in this section will be read-only where the information is obtained from existing records. The casual staff member will also be prompted to update this information when accepting the casual contract of employment. This information is used predominately for contacting the casual staff member during subsequent offer of work processes.

Title

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

First Name

Enter the first name of the casual staff member.

Last Name

Enter the last name of the casual staff member.

Mobile

Enter the mobile phone number as a sequence of 12 digits i.e. 04XXXXXXXX. The international phone number format is also supported i.e. +61XXXXXXXX.

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

Phone

Enter a contact phone number for the casual staff member

UniSA Email

Information displayed here will be sourced from existing work email details, with an indicator if the email address is active

Personal Email

Enter a personal email address for the casual staff member. The casual contract of employment is sent to both the UniSA and personal email address.

Cancel Request Button

This completely discards the casual contract of employment request, deleting the request.

Send Employment Contract Button

Sends the casual contract of employment

Step 2 - Request a New Casual Offer of Work

1. From the [Casual Employment Webpage](#), select the [Create a Casual Offer of Work Request](#) hyperlink under the Additional Resources for Line Managers and Supervisors section.

If logged in to Appian, you can launch a Casual Offer of Work Request from the *Actions* menu.

Step 2 has three screens:

- a) [Select Casual staff member](#)
- b) [Configure Offer of Work \(including casual minimum engagement\)](#)
- c) [Finalise Offer of Work for approval \(authorised casual administration staff only\)](#)

Select Casual Staff Member

New Casual Offer of Work Request

Please use this form to request a Casual Academic or Professional Offer of Work. Once approved, the appointee will be invited to accept their offer of Casual Academic or Professional Offer of Work.

Select Casual Configure Offer of Work Finalise Offer of Work

Is this an Academic or Professional Offer of Work *
 Academic Professional

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

Does this person have a Casual Contract of Employment? *
 Yes No

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

* First Name

* Last Name

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

Phone

* Personal email

Is this person being offered Academic or Professional casual work?

Use this field to indicate if the offer of work will be academic or professional.

This field will determine the list of activities that is offered as well as the subsequent labelling on each interface.

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

Use this field to indicate if the casual staff member 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, It is recommended that full-time research degree students undertake paid employment for no more than 8 hours per week.

Does this person have a Casual Contract of Employment?

Use this field to indicate if a staff member has an active casual contract of employment.

If no, a warning message will be displayed and you will not be able to proceed until a casual contract of employment is offered and accepted.

If they are a current staff member, the system will be able to determine if the person has a casual contract of employment already in place.



A Casual Contract of Employment must be in place prior to an Offer of Work being made. This request cannot go any further until the status of the Casual Contract of Employment is known

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 open a search window to help identify previous staff members.

When an existing staff member has been selected, use the *Review Employee Record* hyperlink to display further information about the staff member.

Does this person require a temporary visa to work in Australia?

If the choice is *yes*, the casual staff member will need to provide evidence of the Right to Work at the time of accepting their casual offer of work to be verified by Recruitment Central. Please check with the casual staff member if you are unsure if they hold the Right to Work.

Contact Details

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

Discard Request Button

This completely discards the casual offer of work request, deleting the request.

Next Button

Progresses the casual offer of work request to the next form (if the staff member has a casual contract of employment).

Configure Casual Offer of Work

Configure Professional Offer of Work Id 255050

Short: Casual Professional | Configure Offer of Work | Finalise Offer of Work

Professional Offer of Work details

- * Activity: Casual Information Technologist
- * Potential claim period start: 01/07/2024
- * Potential claim period end: 15/12/2024
- * Campus: City West Campus
- * Org unit 1: Teaching Enterprise
- * Org unit 2: UniSA Business
- * Org unit 3: UniSA Business
- * Default cost centre: CORPORATE INFORMATION SYSTEMS

Potential Casual Activities

Add potential casual activities to this grid using the links below.

Line no.	Description	Classification (Level)	Potential Activity Period	Potential hours / number of activities	Rate
1	ACCT 1008 HEO 2	05 (1)	01 Jul 2024 - 15 Dec 2024	30 hrs	\$49.75

+Add single anticipated casual activity
+Add arrangements from timetable

Specify activities by:
 Selection from Table
 Uploaded activities statement

PREVIOUS | DISCARD REQUEST | NEXT

Activity

Select an activity from the drop-down list.

Is this work for (select one of the below options):

- A **specific course**: Use this option where the work is aligned with a specific course, this allows further pre-population of contract details items, and the generation of work arrangements from the course timetable.

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 the relevant study period in which the work is being offered.

- A **unit**: Use this option where the work is not for a specific course, or where it spans multiple courses.

Offer of Work Description

This description will be used when displaying the offer of work in reports etc

Supervisor

Enter the name of the casual offer of work supervisor, this will populate with suggested names as the field is entered. The supervisor approves timesheet claims (this can be changed per arrangement if needed).

Anticipated claim period start

Enter the date the claim period commences for the casual offer of work.

Anticipated claim period end

Enter the date the last claim for work completed can be submitted.

Campus

Select the relevant campus from the list.

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 on the offer of work, this can be overridden per arrangement.

Anticipated Casual Activities

This section lists the arrangements that make up the individual lines of an offer of work. Populate arrangements in to this grid by using one of the below:

- **Add single anticipated casual activity**: This navigates to a sub-form where an individual arrangement can be entered. Please refer to the *Single anticipated casual activity* section below.
- **Add arrangements from timetable**: This navigates to a sub-form displayed the course timetable where arrangements can be generated from specific timetabled components. Please refer to the *Arrangements from timetable* section below.

Single anticipated casual activity

Type of Casual Academic/ Professional Activity

Type of casual academic/ professional activity represents the type of work for a specific arrangement, these categories help refine the list of appropriate classifications that are assigned to the work (e.g.. the student assessment work type restricts classifications to assessment orientated classifications).

Type of casual academic/ professional activity helps form the line of work description which the casual staff member uses to select completed work on 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

Select the step within the classification.

Overtime Provisions (for professional staff classifications HEO7 and below only) are now set to:

Automatic overtime for claims outside 7:00AM to 7:00pm Mon - Fri, and claims in excess of 7.5 hours in a day

Assignment Level (for student assessment classifications only)

Select one of the three durations per assessment.

Classification (for student assessment classification only)

Complex Assessment: Assessment is complex when the marker is required to give detailed feedback to the students explaining how their work might have been improved, such that a student who understood and learned from this feedback would be able to improve their mark in any similar future assignment.

Simple Assessment: Assessment is simple when the marker is able to determine the correct answer by application of a marking template and is required to do no more than record which answers are correct and determine the marks for each and the overall mark for the assessment.

Standard Assessment: Effective from 1 January 2024, assessment is standard when the marker is required to determine the result by application of a marking template including the provision of minimal feedback.

Class Number

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

Work defined by (Non-student assessment classification only)

Select one of two options:

- Total limit of hours: Specifies a total hour figure where timesheet claims can be drawn against, there is not a set schedule.

Maximum potential hours (Work defined by total hours only)

Enter the potential maximum hours to be worked under this arrangement. Any actual hours need to be confirmed by a local area roster.

Work Roster

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 anticipated work roster grid.
- Add work items for a fortnightly anticipated roster: to add a sequence of work items based on an anticipated work roster 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 an anticipated fortnightly roster (shown when *Add work items for a fortnightly anticipated roster* is selected)

Specify a fortnightly work pattern

* Start date 04/07/2016
* End date 18/12/2016

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			

Cancel Generate

Enter a fortnightly anticipated roster 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 anticipated roster to the work roster grid.

Anticipated claim period start

Enter the start date for the rostered activity.

Anticipated claim period end

Enter the end date for the rostered activity.

Description of casual academic/ professional activity

* Description of casual professional activity	ACCT 1008 <small>This description is presented to the casual employee when claiming through their timesheet</small>
--	--

The description of casual activity is critical to provide clarity to the arrangement in records and reporting interfaces, and for the casual staff member when claiming for work completed.

The description of casual activity builds automatically based upon various options previously entered including: the course subject area and catalog number, the offer of work description, the work type, the classification, the class number, etc.

The description of casual activity can be overwritten if additional context needs to be given to the casual staff member.

Supervisor

Enter a supervisor for the arrangement; this can differ from the default supervisor for the casual offer of work.

Claim Instructions

All claims for work undertaken must be submitted prior to the end of the Potential Claim Period.

Cost Centre

Enter a cost centre code in the format AD#####.

Arrangements from timetable

This sub-form is only available when the casual offer of 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. Repetitive blocks of teaching are separated into single lines.

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.

To create a new arrangement for minimum engagement claims, select *the +Add single anticipated casual activity* link and replicate the existing arrangement. Select the *Work defined by* total limit of hours and enter the number of hours required to accommodate minimum engagement. Prefix the *Line of work description* with “Minimum Engagement Claim:”. The next screen displays duplicated arrangement, differentiated by the prefixed line of work description.

Specific 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 activities statement: Upload a PDF statement which will be attached to the casual offer of work. Note this must be in a PDF format.

Finalise Offer of Work

This step is restricted to:

- Authorised local casual administration staff.
- PTC People Central team.

This step involves a due diligence review of the submitted casual offer of work.

Existing Staff Member

Select the *Existing staff member* hyperlink to display information about the casual appointee.

Total anticipated payments

This amount is calculated based upon the total hours for arrangements within the offer of work 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 offer of work.

Total anticipated contract cost (including on-costs)

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

Anticipated workload fraction

This is the estimated workload fraction which the casual may undertake if they complete all activities offered in the casual offer of work.

Preview Casual Professional/Academic Offer of Work

Select the *Casual offer of work* hyperlink to generate the PFD casual offer of work.

Casual Offer of Work Checklist

Casual Offer of Work checklist

Prescribed positions:

This is a prescribed position
 This is not a prescribed position.

Are the duties identified considered sanctioned duties - do they involve the use of goods and technologies that include:

Military items designed or adapted for military purposes or those that are inherently lethal, incapacitating or destructive.
 Commercial items and technologies that may be used or adapted for use in a military program or contribute to the development and production of chemical, biological or nuclear weapons systems.
 None of the above.

Classification and pay rate

I have verified the employment classification and pay rates for the anticipated casual activities are correct and consistent with the UniSA Enterprise Agreement.

Known conflict

There is a known conflict with this appointment (provide details in the 'Further comments' box below)
 There are no known conflicts (including employment of, or reporting to family members)

Further comments

Use this field to qualify the contract checklist items as appropriate.

255/255 characters remaining

Local Area contact information

Contact name

Contact phone number

Contact email

Approval

Authorised approver

Notify the approver immediately to approve this offer of work
 Skip notification (useful if a group of offers of work are being prepared for approval)

Send the following link to a contract approval to review their tasks: <https://bpi-test.unisa.edu.au/suite/tempo/tasks/YQV4uQ>

Prescribed positions

The following link provides an overview of the 'prescribed positions'. For further information, please contact [People Central](#).

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 [the Management of Prescribed Positions Procedure](#).**
This option will trigger a task to the PTC People Central team to facilitate a Criminal History Assessment in scenarios where a Working With Children Check (WWCC) expiry date is not recorded against the staff member.
- **This is a low-risk prescribed position requiring a National Police Clearance (NPC).**
This option will trigger a task to the PTC People Central team to facilitate an NPC in scenarios where an NPC expiry date is not recorded against the staff member.
- **This is not a prescribed position**

Reason

This is a mandatory free text field to capture the rationale for flagging an offer of work that is not prescribed. Please enter a descriptive reason supporting the assessment.

Reference checks (casual staff being offered their first offer of work)

Mark this checkbox when the reference checks have been completed for the casual staff member.

Staff member CV (casual staff being offered their first offer of work)

Upload the staff member's CV.

Are the duties identified considered sanctioned duties – do they involve the use of goods and technologies that include:

Select one of the below as applicable:

- Military items designed or adapted for military purposes or those that are inherently lethal, incapacitating, or destructive.
- Commercial items and technologies that may be used or adapted for use in a military program or contribute to the development and production of chemical, biological or nuclear weapons systems.
- None of the above.

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 to elaborate on the known conflict and how the conflict will be managed.

Further comments

Enter comments readable by People Central and the authorised approver.

Local Area Contact Information

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

Contact name

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

Contact phone number

Enter a contact phone number.

Contact email

Enter either a specific email, or team based mailbox. It is recommended that units have a specific email address to use for casual staff of the unit e.g. PSW.Casual@unisa.edu.au.

Approval

Authorised approver

Select an authorised approver from the drop-down list. Note: only VCA authorised approvers aligned with the unit appear in the list. If authorised approvers do not appear as expected, please email ptc-imteam@unisa.edu.au.

Select one of two notification options:

- **Notify the approver immediately to approve this offer of work:** This immediately notifies the approver they have a task to action.
- **Skip notification:** This does not generate an approval notification for the approver to action. This is useful if a group of casual offers of work 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 offer of work request tasks to provide the approver with a streamlined approach to approving a number of offer of work requests.

Casual offer of work task list

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

Contract requests awaiting action						
The following contract requests are awaiting action by you. Please select the task link in the first column to undertake the appropriate action.						
Task	Contract	School / unit	Description	Position title	Supervisor	Total hours
Verify appointee [REDACTED]	111272	School of Commerce	ACCT 2005	Lecturer	[REDACTED]	89 hrs 30 mins
Verify appointee [REDACTED]	111198	School of Commerce	ACCT 3005	Administrator	[REDACTED]	19 hrs 30 mins
Finalise contract for [REDACTED]	113429	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 administration staff
- People Central
- Authorise casual offer of work approvers

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

Verify criminal history assessment

This task is required in scenarios where a casual offer of work 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 People Central.

Facilitate National Police Clearance for

Please facilitate the necessary clearances for this casual contract appointee

Casual appointee	
Name	Casual Offer of Work
Potential claim period	13 Sept 2024 - 13 Sept 2024 (not available)
Working with children status	Not prescribed

Steps to complete this process

1. Contact the appointee to determine their clearance status.
2. If required, initiate a clearance request.
3. Record the details in Empower -> Employment Screening.

Screening details

Screening information is not able to be captured for Contract Requests initiated prior to 13 May 2017

Screening requested

Application id

Screening type

Screening expiry

Comment

255/255 characters remaining

The steps to complete this task are:

- Contact the casual appointee to determine their clearance status
- If required, provide the appointee with information to initiate a clearance request
- Once confirmation of the clearance has been received, release the offer of work for review and acceptance

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

PTC Endorsement of casual offer of work

This task is required in scenarios where:

- The selected casual appointee has received 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

PTC Endorsement of casual offer of work for
Please review the warning messages on this page, and provide comments indicating the compliance with PTC guidelines

Casual Offer of Work
(not available)

Details for Casual Offer of Work

<p>Staff Name (not available)</p> <p>Activities</p> <p>Offer of Work description</p> <p>Total anticipated payment \$0.00</p> <p>Total anticipated contract cost \$0.00 (including on-costs)</p> <p>Anticipated workload fraction 0.00</p> <p>Duty statement (not available)</p>	<p>Potential Claim Period 09 Oct 2024 - 09 Oct 2024</p> <p>Campus</p> <p>Org Unit 1</p> <p>Org Unit 2</p> <p>Org Unit 3</p> <p>Supervisor</p> <p>Working with children status Not prescribed</p> <p>Cost Centre (not available)</p>
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Potential Casual Activities

Line no.	Description	Classification (Level)	Potential Activity Period	Potential hours / number of activities	Rate
No items available					

Comment

255/255 characters remaining

This task occurs prior to the authorised approver task and is undertaken by People Central.

Select the *Existing staff member* hyperlink to display information relevant to the casual appointee.

Select *anticipated casual activities description* hyperlink to display detailed information for a specific arrangement.

Approve casual offer of work

The following screen is displayed when a task is assigned to a selected VCA authorised approver

Approve casual offer of work 255050 for [REDACTED]

The selected staff member has an existing occupancy fraction greater than 0.8 FTE, please ensure they are able to meet the workload of this contract.

Preview Casual Offer of Work

Casual Offer of Work

Details for Casual Offer of Work

<p>Existing staff member [REDACTED]</p> <p>Activities Casual Clinical Educator</p> <p>Course ACCT 1008 Accounting for Business</p> <p>Study period</p> <p>Total anticipated payment \$2,345.00</p> <p>Total anticipated contract cost \$2,791.92 (including on-costs)</p> <p>Anticipated workload fraction 0.06</p> <p>Anticipated duties</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Duty</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>Presertation</td> <td></td> </tr> </tbody> </table>	Duty	Comment	Presertation		<p>Potential Claim Period 01 Jul 2024 - 15 Dec 2024</p> <p>Campus City West Campus</p> <p>Org Unit 1 Resources</p> <p>Org Unit 2 Information Strategy and Technology Services</p> <p>Org Unit 3 ITS Corporate Information Systems</p> <p>Supervisor [REDACTED]</p> <p>Working with children status Not prescribed</p> <p>Cost Centre A0036/00</p>
Duty	Comment				
Presertation					

Potential Casual Activities

Line no.	Description	Classification (Level)	Potential Activity Period	Potential hours / number of activities	Rate
1	ACCT 1008 HED 4	04 (2)	01 Jul 2024 - 15 Dec 2024	50 hrs	\$46.90

Comment

255/255 characters remaining

Select the Existing staff member hyperlink to display information relevant to the casual appointee.

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

Casual contract of employment request record list

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

This record list shows all casual offer of work requests. Authorised users who can be provided access include:

- Local casual administration staff
- People Central and Strategic People Partnering
- Requesting staff member

Casual offer of work request record list

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

This record list shows all casual offer of work requests. Authorised users who can be provided access include:

- Local casual administration staff
- People Central and Strategic People Partnering
- Requesting staff member
- Offer of work supervisor

Note: once active, the casual offer of work record list should be used to view further information about active offers of work.

Casual Offer of Work requests						
Q Search Casual Offer of Work requests						
SEARCH STATUS Any						
Id	Appointee	Academic unit / unit	Desc	Position title	Contract dates	Status
255049	[REDACTED]	UniSA Allied Health and Human Performance	Gym Customer Service	Casual Administrative Activities	01 May 2024 - 05 Oct 2024	Finalised
255048	[REDACTED]	UniSA Allied Health and Human Performance	Records Management	Casual Administrative Activities	01 Jun 2024 - 06 Oct 2024	Finalised
255052	[REDACTED]				-	Discarded
255053	[REDACTED]				-	Discarded
255055	[REDACTED]	Information Strategy and Technology Services	NURS 2023		05 Feb 2024 - 21 Jul 2024	Discarded

Casual offer of work request summary dashboard

The offer of work request summary dashboard can be displayed when the casual offer of work ID hyperlink is selected from the casual contract request record list.

Records / Casual Offer of Work requests

Offer of Work 255082 for [redacted]

Summary Appointment details Acceptance credentials News Related Actions

Initiated Entered Finalised for approval

Summary

Position title Casual teaching activities

Contract description Tutoring

Current active tasks

Milestones

The milestone bar on the top of the form shows the status of the offer of work request

Current active tasks

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 dashboard views

Other dashboard views include:

- Offer of work details
- Acceptance credentials
- Related actions

Acceptance credentials dashboard

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

Offer of Work 255082 for [REDACTED]

Summary Appointment details **Acceptance credentials** News Related Actions

 Login details will be available once this request has been fully approved.

Acceptance URL [REDACTED]

UniSA email (active) [REDACTED]

personal email test@uninet-tst.unisa.edu.au
Network account details, together with a link for online acceptance is sent to both email addresses

Mobile phone [REDACTED]
SMS verification codes are sent to this mobile phone number

Network username [REDACTED]

Temporary password

SMS verification code

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 to 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 the acceptance process

Temporary password

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

SMS verification code

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

Related actions dashboard

Summary	Appointment details	Acceptance credentials	News	Related Actions
	Update contact details	Enables administrative changes to an in-progress offer of work for contact details (Personal Email, Contact Phone and Mobile Phone Number)		
	Withdraw process			

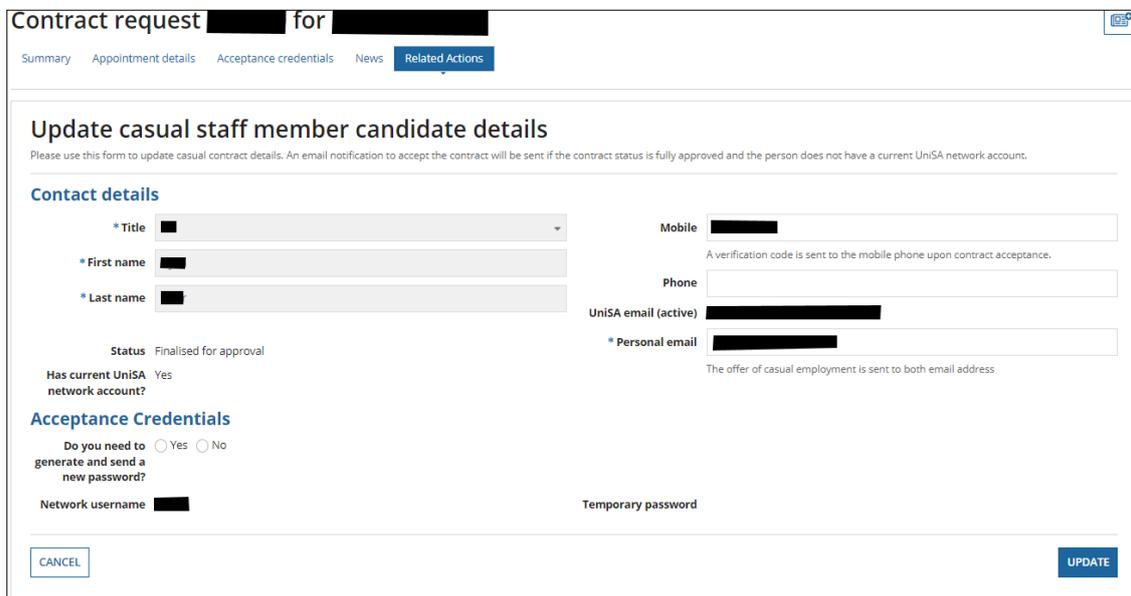
Update contact details

The following functionality is valuable when contact details need updating and when user credentials required to accept a contact need to be re-sent.

Select the Update contact details menu item.

Section 1 provides the ability to update mobile and personal email address details. When these details are updated, an email is forwarded to the casual staff member if the status is “Fully Approved” and the person does not have a current network account.

Section 2 provides the ability to generate a new password. If the option is selected to generate a new password, the casual is provided with a new email that provides a new temporary password. This functionality is valuable when a person is no longer a current staff member and cannot log in to accept their offer of work requests using their UniSA network account and password.

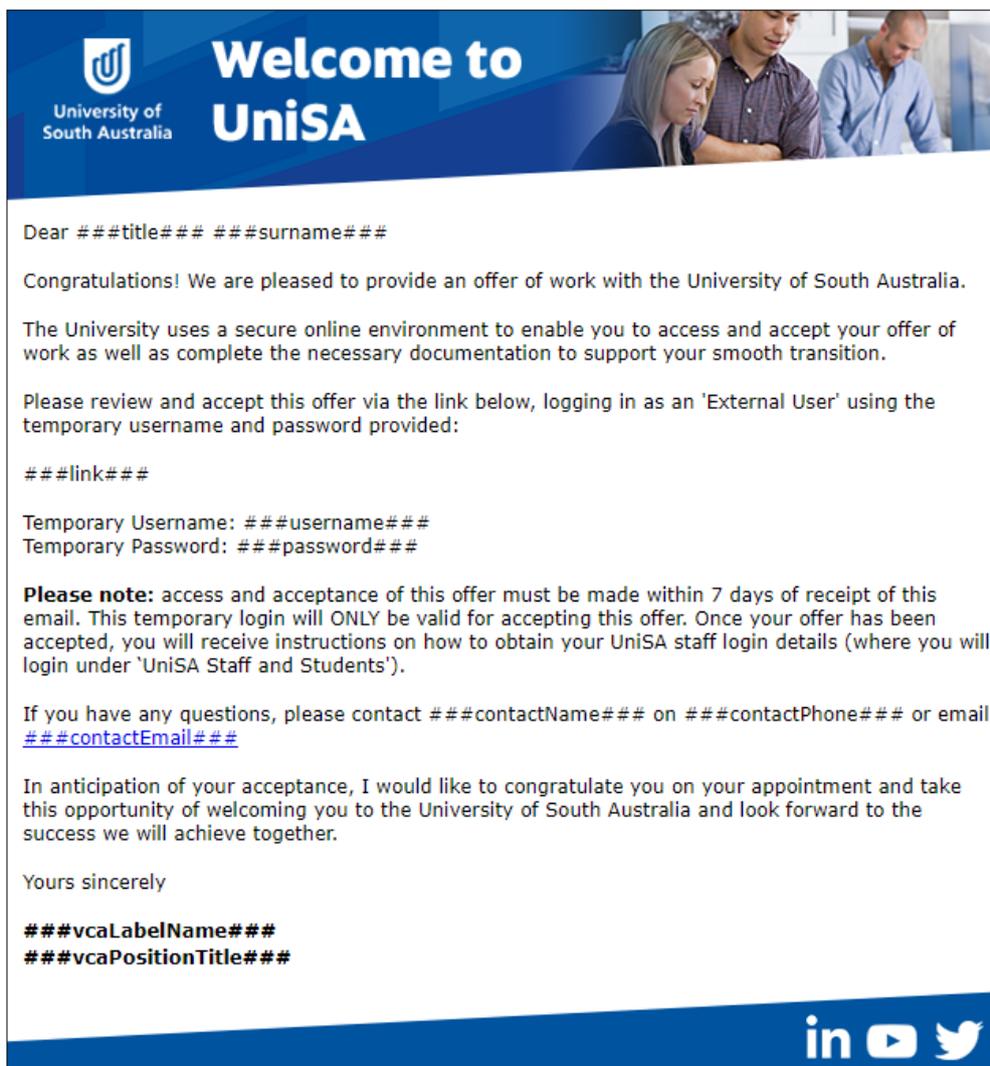


Withdraw Process

Provides the ability to withdraw the current task and assign it back to the requestor.

The following email is generated and sent to new casual staff members

Email 1: Welcome email to prospective casual staff, not currently employed at UniSA



The image shows a template for a welcome email from the University of South Australia (UniSA). The header features the UniSA logo and the text "Welcome to UniSA" in a large, bold font. Below the header, the email body contains a personalized greeting, a congratulatory message, and instructions on how to accept the offer of work. It includes a link to the offer, temporary login details (username and password), and a note about the 7-day deadline for acceptance. Contact information is provided for any questions. The email concludes with a signature block and social media icons for LinkedIn, YouTube, and Twitter.

 **Welcome to**
University of South Australia **UniSA**

Dear ###title### ###surname###

Congratulations! We are pleased to provide an offer of work with the University of South Australia.

The University uses a secure online environment to enable you to access and accept your offer of work as well as complete the necessary documentation to support your smooth transition.

Please review and accept this offer via the link below, logging in as an 'External User' using the temporary username and password provided:

###link###

Temporary Username: ###username###
Temporary Password: ###password###

Please note: access and acceptance of this offer must be made within 7 days of receipt of this email. This temporary login will ONLY be valid for accepting this offer. Once your offer has been accepted, you will receive instructions on how to obtain your UniSA staff login details (where you will login under 'UniSA Staff and Students').

If you have any questions, please contact ###contactName### on ###contactPhone### or email ###contactEmail###

In anticipation of your acceptance, I would like to congratulate you on your appointment and take this opportunity of welcoming you to the University of South Australia and look forward to the success we will achieve together.

Yours sincerely

###vcaLabelName###
###vcaPositionTitle###



Active Casual Offers of Work

Once an offer of work has been accepted by a casual staff member, 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 offers of work.

Casual Offer of Work Record List

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

This record list shows all casual offers of work requests. Allowable access users include:

- Local casual support staff (specific for the Unit only)
- People Central and Strategic People Partnering

Note: Only active or closed offers of work are displayed in this record list, in-progress casual offers of work are available in the casual offer of work request record list.

Casual Offers of Work					
Q Search Casual Offers of Work		SEARCH			
		STATUS Active			
id	Appointee	Academic unit / unit	Desc	Contract dates	Status
████	██████████	Division Office Research EAS	Research Assistant support to complete work package 1.5.1	06 Apr 2017 - 14 Jul 2017	Active
████	██████████	Division Office Research EAS	Research Assistant	03 Jul 2017 - 11 Aug 2017	Active
████	██████████	Information Strategy and Technology Services	Data entry	03 Jul 2017 - 28 Jul 2017	Active
████	██████████	Information Strategy and Technology Services	Data entry	28 Jun 2017 - 30 Jun 2017	Active
████	██████████	Student and Academic Services	Exam Invigilator	31 Oct 2017 - 30 Oct 2018	Active
████	██████████	Student and Academic Services	Exam Invigilator	31 Oct 2017 - 30 Oct 2018	Active

The left-hand search box can be used to search on various 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 *ID* hyperlink to navigate to the *contract summary dashboard*

Casual Offer of Work Summary Dashboard

Select the *Timesheets* menu items from the left-hand panel to navigate to the timesheets dashboard.

Summary Timesheets News Related Actions			
Timesheets claims			
Date worked	Line of work	Claim	Status
20 Jul 2023	Gym Instructor	2 hrs 30 mins	Pending Approval
19 Jul 2023	Gym Instructor	9 hrs	Pending Approval
18 Jul 2023	Gym Instructor	3 hrs	Transferred
17 Jul 2023	Gym Instructor	3 hrs 30 mins	Transferred
29 Jun 2023	Gym Instructor	7 hrs	Transferred
29 Jun 2023	Gym Instructor	2 hrs	Transferred
26 Jun 2023	Gym Instructor	7 hrs 30 mins	Transferred
05 May 2023	NURS 2023 Tutoring Class 20488	2 hrs	Pending Approval
02 May 2023	NURS 2023 Tutoring Repeat Class 20489	2 hrs	Pending Approval
28 Apr 2023	NURS 2023 Tutoring Class 20488	2 hrs	Pending Approval

Select the *Update Offer of Work* related action button (also available from the *Related Actions* panel) to make administrative adjustments to this offer of work.



Hover over the chart components to retrieve values paid for 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 offers of work by selecting the update offer of work related action. Administrative adjustments include all changes which are purely administrative and do not affect the overall composition of the casual offer of work.

Configure Professional Offer of Work Id 254970

Professional Offer of Work details

Employee Id

* Activity

* Is the work for a specific course a unit

* Offer of Work Description

* Supervisor

* Potential claim period start

* Potential claim period end

* Campus

* Org unit 1

* Org unit 2

* Org unit 3

Default cost centre
CORPORATE INFORMATION SYSTEMS

Potential Casual Activities

Line no.	Description	Classification (Level)	Potential Activity Period	Potential hours / number of activities	Rate	
1	test Computer Practical	UATUT (1)	20 Aug 2024- 06 Sept 2024	20 hrs delivery (additional time included: 40 hrs)	\$156.96	

Anticipated duties

Duty	Comment
Presentation	

Editable fields for the offer of work include:

- Activity title
- Supervisor
- Campus
- Org unit 2
- Org unit 3
- Default 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 button to prevent the timesheet claims across the whole offer of work.

Select the close offer of work button to close this offer of work preventing further timesheet claims across the whole offer of work. Refer to the next section for closing offers of work 'in bulk'.

Select the update button to save administrative adjustments made to the offer of work.

Arrangement Administrative Adjustments

Configure Professional Offer of Work Id 255009

Configure activity No. 1

*** Type of casual professional activity** Professional Staff - Non Research

*** Classification** HEO 1

*** Classification step** A2
Select the appropriate classification step.

Overtime provisions Automatic overtime for claims outside 7:00AM to 7:00pm Mon - Fri, and cla...

*** Work defined by** Total limit of hours
Maximum potential hours included in this Offer of Work must only include the period of potential ad hoc activities and/or be for a short period of time.

*** Maximum potential hours** 200

*** Potential claim period start** 5 Aug 2024

*** Potential claim period end** 29 Aug 2024

*** Description of casual professional activity** ACCT 1008 Assessment
This description is presented to the casual employee when claiming through their timesheet

*** Supervisor** Mr Ryan Tyler, Consultant: People Data and Systems HRM X

Claim instructions All claims for work undertaken must be submitted prior to the end of the Potential Claim Period.

Maximum potential hours 200 hrs
Rate \$36.45 per hour

Cost centre	Description	Funding category	Org Unit 2	Percent
AD676810	HUMAN RESOURCES MANAGEMENT			100

CANCEL
SUSPEND ACTIVITY
OK

Administrative adjustments for arrangements include:

- Overtime scenario (professional staff HEO7 and below only)
- Class number
- Description of casual professional activity
- Supervisor
- Cost centre

Select the suspend activity button to prevent further timesheet claims to be made against this casual offer of work.

Select *OK* to navigate back to the offer of work form.

Select *Cancel* to cancel changes and navigate back to the casual offer of work form.

Note: the offer of work must be saved by selecting the *Update* button once returned to the casual offer of work form.

Updating Contract Supervisors in Bulk

Via the *Actions* menu, Casual Administrators can change the supervisor identified across a group of offers of work. This is useful when a supervisor has an upcoming period of leave.

Via the Actions menu, go to [Casual contract bulk supervisor update](#)

The following screen displays. Enter the name of the existing supervisor and select *Search*. A list of all active offers of work assigned to the supervisor will display.

Change Supervisor

Use this form to update the supervisor on a single contract or across multiple casual contracts

Bulk Upload Important Information

! The bulk process identifies and updates all contract lines on a contract where the **existing supervisor** is identified as the supervisor of the overarching contract. All contract lines will update with the **new supervisor**, regardless of whether another supervisor is allocated to one of the contract lines.

Enter the Existing Supervisor to update multiple contracts Existing Supervisor Bec

Enter the Contract Id to update a single contract

Contracts*

Select one or more contracts to change to the new supervisor

<input type="checkbox"/>	Contract Id.	Employee Id.	Employee name	Position title
<input type="checkbox"/>	3303	1360	Shane	Demonstrator
<input type="checkbox"/>	3386	1156	Michael	Research Assistant
<input type="checkbox"/>	3472	1360	Shane	Casual teaching activities

New supervisor*

Select the offers of work to update from the list. Enter the name of the new supervisor in the *New Supervisor* field and select *Update*.

Note:

- Updating a large number of offers of work will take a few minutes to complete before the changes are applied. You can confirm the functionality has worked by going into a couple of the selected offers of work (via the records menu) and checking the supervisor name.
- All offer of work lines will update with the new supervisor, regardless of whether another supervisor is allocating to one of the offer of work lines.
- Updating the supervisor will not reassign timesheets that are currently sitting with an approver for approval. Reassigning timesheets that are active with an approver can be performed via the *Casual Timesheet Current Approval* link that's located via the *Records* menu.

Closing Contracts in Bulk

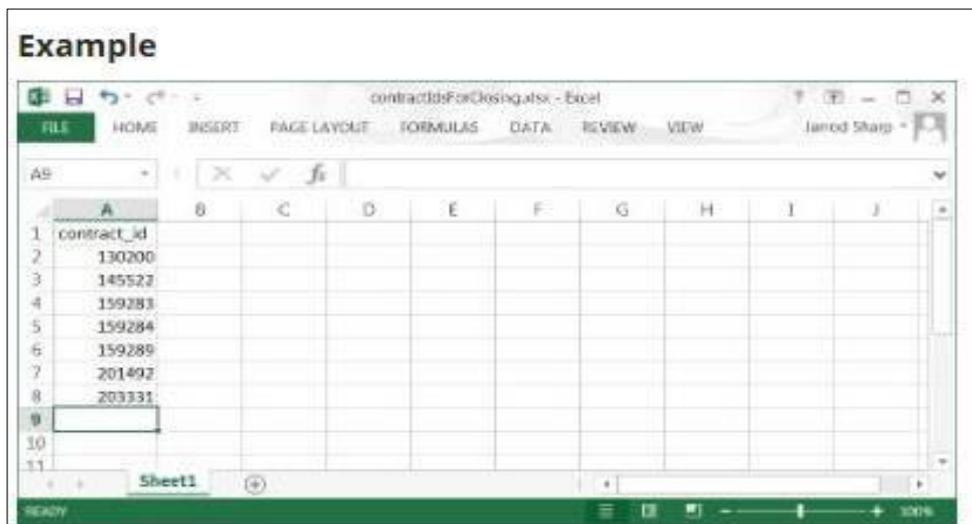
This functionality is available via the *Actions* menu item *Casual contract bulk closure*.

In addition to closing offers of work at individual offer of work level, offers of work can also be closed in bulk from an Excel spreadsheet source file. The source file data layout needs to be precise to ensure a successful and accurate import. For details on how to get a list of contract IDs in Excel, see below:

Note: Closure will occur at the whole offer of work level, it is not possible to close individual offer of work lines.

Excel file data layout and requirements:

- XLSX files created by Microsoft Excel 2007, 2010 and 2013 are supported
- The column label **contract id** should be placed in the A1 cell
- Six digit contracts IDs should be entered in the first column of the worksheet
- It is not recommended to process more than 100 rows in a single execution

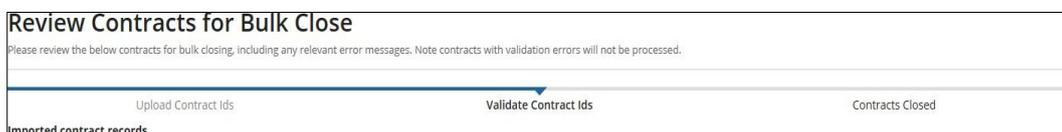


Upload Contract IDs

Click *UPLOAD* and locate the source file for import. Ensure the xlsx file is formatted as per the layout requirements above.

Validate Contract IDs

Contracts specified in the source file will present for review.



Select *BULK CLOSE* if you are satisfied with the records presented for closure.

Contracts Closed

A list of the successfully closed contracts will display.

Review Contracts for Bulk Close

Please review the below contracts for bulk closing, including any relevant error messages. Note contracts with validation errors will not be processed.

Upload Contract Ids Validate Contract Ids Contracts Closed

Successfully closed 3 contracts

Imported contract records

Contract Id	Employee Id	Name	Org 2 Code	Org 2 Desc	Status
-------------	-------------	------	------------	------------	--------

Select *FINISH*.

How to Generate a List of Contracts in Excel to Close in Bulk

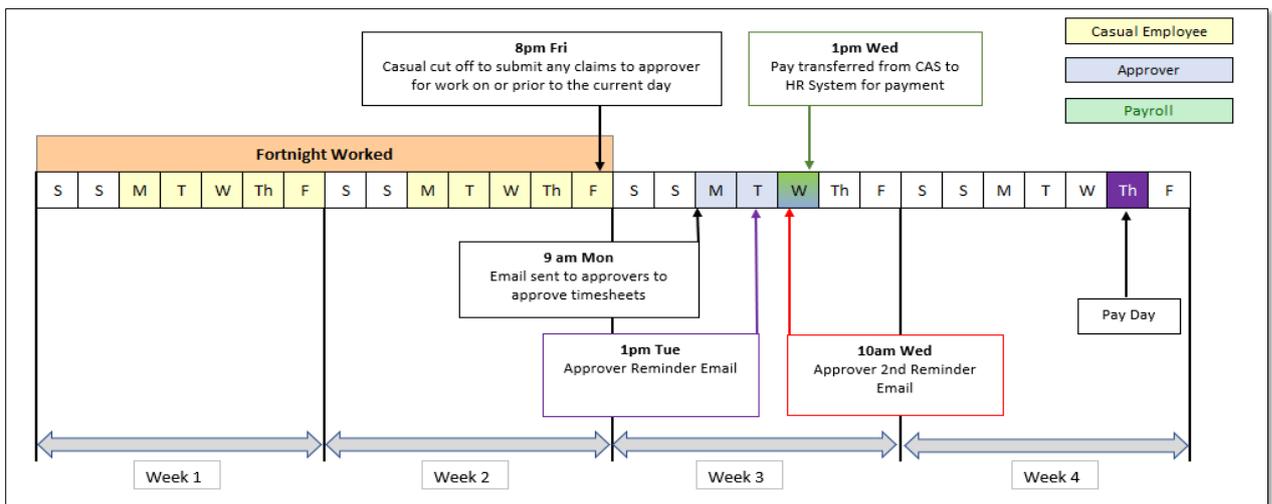
A list of eligible contracts to close is available via the University’s BI Reporting environment. The report called View Historical Contracts for Bulk Closure provides the ability to identify contracts that no longer have any hours to claim and/or contracts that are ‘x’ months older than today’s date.

If you are having difficulty accessing the report or have any questions, please contact: PTC-IMTeam@unisa.edu.au

Casual Timesheet Process

Timesheet Explanation

The following displays the standard timesheet submission, approval, and payment timeframes. Casual claims are processed as part of a fortnightly pay cycle paid in arrears. The Payroll Calendar available via the [Casual Employment webpage](#) provides the actual cut-off dates and times for the current year.



The following screen is presented to casual staff when selecting the *Submit an Online Casual Timesheet* link via the [Casual Employment webpage](#).

The interface provides casuels with a link to the [Timesheet Submission Guide](#).

Review the key dates and select *Next* to proceed to *Discard* to exit the timesheet.

Note: if a previously opened and un-submitted timesheet task exists, the following page is displayed:

Select **Navigate to active task** to access your existing timesheet submission task.

Depending whether the casual offer of work type is Professional (time of day) casual offer of work or Academic casual offer of work, the **Casual Timesheet** entry page is displayed.

For casual staff with both professional and academic casual offers of work, the Time of Day timesheet entry page will be the first displayed and upon submitting the professional timesheet, the Academic timesheet entry page will then be displayed.

Note:

 Icon denotes pre-filled timesheet entries-Previously Autopay.

 Icon denotes regular timesheet entries.

 Icon denotes any returned timesheet entries returned by the approver in the previous pay period.

Date	Line of work	Hours	*Total	Add note	More info	Status	Remove
15/09/2016	BUSS 1057 Lecturing Developed Class 50266	1	\$242.53	+	i		×
13/10/2016	BUSS 1057 Lecturing Developed Class 50266	1	\$242.53	+	i		×
27/10/2016	BUSS 1057 Lecturing Developed Class 50266	1	\$242.53	+	i		×
03/11/2016	BUSS 1057 Lecturing Developed Class 50266	1	\$242.53	+	i		×
04/08/2016	BUSS 1057 Tutoring Class 53302	2	\$259.50	+	i		×
20/10/2016	BUSS 1057 Tutoring Class 53302	2	\$259.50	+	i		×
27/10/2016	BUSS 1057 Tutoring Class 53302	2	\$259.50	+	i		×
03/11/2016	BUSS 1057 Tutoring Class 53302	2	\$259.50	+	i		×

The staff member can select the **'Add Claim'** button to add new or additional claims.

A **payment claim entry** row is displayed.

Note: Any timesheet entry validation errors will be displayed in line with the field being entered to enforce accurate data input

Time of day timesheet entry row

Date	Line of work	Start Time hh:mm	End Time hh:mm	Breaks hh:mm	Claim Value	Add Note	Status	More Info	Remove
02/02/201	CMK Media Officer HEO 7	9:00	11:00	0:30	\$76.27	+			

Academic timesheet entry row

Date	Line of work	No. of Assigns.	Hours	Rate	Total	Add note	Status	More info	Remove
26/03/201	EDUC 3061 Other Academic Activity		3	\$150.34	\$451.03	+			

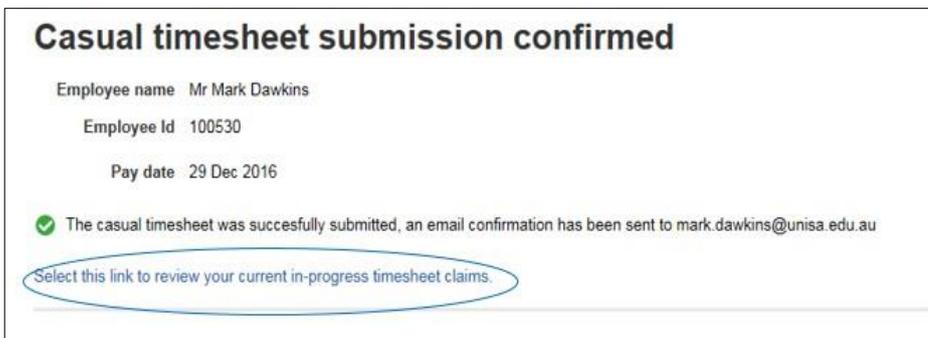
- Enter the date worked
- Select Course/Project from the **Line of work** drop-down. Only line of work lines within the date worked are shown in the drop-down
- Enter **Start time**, **End time** and length of **Break** for professional casual offers of work OR **Number of assignments** marked or Hours worked on the enabled field for academic offers of work.
- Select **Add note** icon and send a note specific to the entry to the supervisor.
- Select the **More info** icon to view more casual offer of work details on the line of work entered, such as **contract supervisor** and **remaining hours** worked.

To submit your timesheet, select the **Submit** button

- Any critical errors presented on the timesheet entry page as well as previously returned timesheet entries will need to be resolved before the timesheet can be submitted.
- Submitted timesheets can still be edited or deleted prior to the submission cut off time.
- After the approval cut off all time sheets' status will be changed to **Pending Approval** and forwarded to your supervisor for approval.

Review the timesheet configuration page displayed and select Finish to complete the submission process.

Staff member is provided with confirmation that timesheet has been submitted successfully.



To track the status of submitted (currently in-progress) timesheets, use the link highlighted at the footer of the confirmation message.

Casual timesheet search

Search timesheets

Employee

Date worked

Contract Id

Supervisor / approver

Org 2 code

Status Draft
 Submitted
 Pending Approval
 Returned
 Approved
 Transferred

Employee	Date worked	Contract	Line of work description	Claim	Comments	Time submitted	Supervisor / approver	Status	
	26 Jun 2024	254940 - 3	TESTING NEW WORK TYPE Student Assessment (hourly rate) Standard Assessment	2 hrs		26 Jun 2024 9:48 am		Transferred	i
	05 Jun 2024	254940 - 1	TESTING NEW WORK TYPE Student Assessment (hourly rate) Complex Assessment	3 hrs		26 Jun 2024 9:48 am		Transferred	i
	04 Jun 2024	254931 - 1	Test current employee Lecturing Normal	1 hr		08 Nov 2024 9:46 am		Transferred	i
	31 May 2024	254940 - 2	TESTING NEW WORK TYPE Student Assessment (hourly rate) Simple Assessment	1 hr		26 Jun 2024 9:48 am		Transferred	i
	30 May 2024	254931 - 1	Test current employee Lecturing Normal	2 hrs		20 Aug 2024 1:00 pm		Transferred	i
	24 May 2024	254940 - 2	TESTING NEW WORK TYPE Student Assessment (hourly rate) Simple Assessment	3 hrs		20 Aug 2024 1:00 pm		Transferred	i
	29 Apr 2024	254978 - 1	NURS 2023 Tutoring Class 20845	2 hrs		19 Aug 2024 8:18 pm		Transferred	i

The following provides a brief explanation of the status descriptions

Draft – claims entered and saved

Submitted – claims submitted for approval

Pending Approval – claims returned by supervisors during the approval cycle

Returned – claims returned by supervisors during the approval cycle

Approved – claims approved and ready for transfer and payment

Transferred – claims transferred for payment

Initiate an Approval Task During the Approval Cycle

From the Actions menu, select [Casual timesheet approval per casual](#). Navigate to tasks and select the task called **adhoc Approval**. In the following screen, enter the casual staff member name, the supervisor listed on the offer of work, and the org 2 code (e.g. ALH) associated with the offer of work in upper case. A list of org 2 codes is available via the following report: [Organisational Units](#). Click **Initiate**.

Adhoc casual timesheet approval

Use this process to initiate approval tasks outside the automatically generated ones. Please note that approvals not undertaken prior to the transfer to payroll process will not be included in the current claim period.

* Employee

* Supervisor

* Org 2 code

You can then double check the timesheets have a Pending Approval status via the [Casual timesheet search](#) functionality.

Reporting

The University's Business Intelligence (BI Reporting) environment provides the ability to access data stored in the CAS system. The following CAS reports are accessible to casual administrators and staff with access to CAS data. The BI environment provides the ability to schedule reports that are automatically run and emailed on a timeframe determined by the user.

For further information on the CAS data presented in the report or to make a suggestion, please contact the People, Data and Systems team via: IM-Team@unisa.edu.au

For further information and training using the BI tools:

<https://mymailunisaedu.sharepoint.com/teams/BIP/bihub/SitePages/Training%20Resources.aspx>

1. List of CAS Reports

[CAS School Summary Report](#)

Provides a high level summary of dollars and FTE attributed to casual employment over the past three years, grouped by academic and professional.

[Claims Pending Supervisor Approval](#)

Provides the ability to view a list of claims that have been submitted for approval. This report displays the start time, end time, and break time for professional staff employment.

[Claims Submitted for Supervisor Approval](#)

This report allows the ability to view a list of claims that have been submitted by casual staff during the timesheet submission timeframe.

[Offer Audit Report](#)

Provides an audit trail of whom and when an offer was processed.

Sessional Staff [Claims \(2017 – Current\)](#) and [Offers \(2017 – Current\)](#)

These two links provide data cubes that allow the ability to slice and dice CAS data, for the purpose of analysing trends, including cost and FTE by course, cost centre, and staff member. The following provides a tip sheet with additional information: [Tip Sheet – Sessional Staff Claims and Offers](#)

[View Claims](#)

Provides the ability to view detailed timesheet data by org unit, date paid, date worked, staff member, and cost centre.

[View Offers](#)

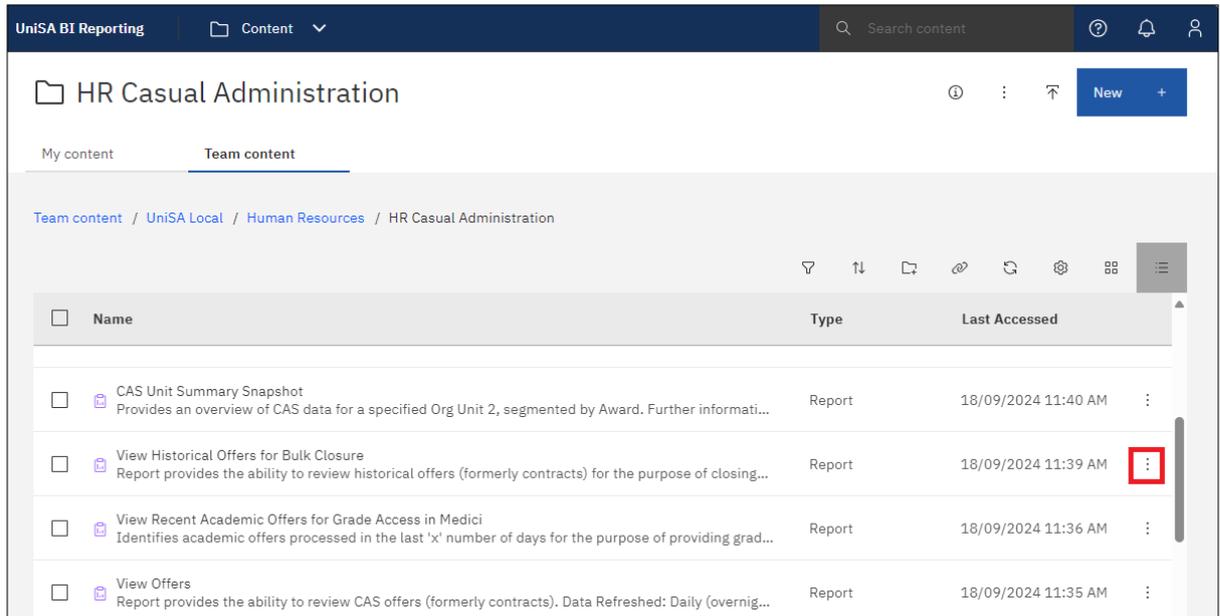
Displays a list of offers by org unit, status, anticipated start date, cost centre, supervisor, and staff member.

[View Historical Offers for Bulk Closure](#)

Identifies offers that no longer have any hours to claim and/or offers that are 'x' months older than today's date. For further information on the process of closing offers, see [Tip Sheet – How to Close Offers in Bulk](#).

How to Schedule a Report to Receive it via Email on a Regular Basis

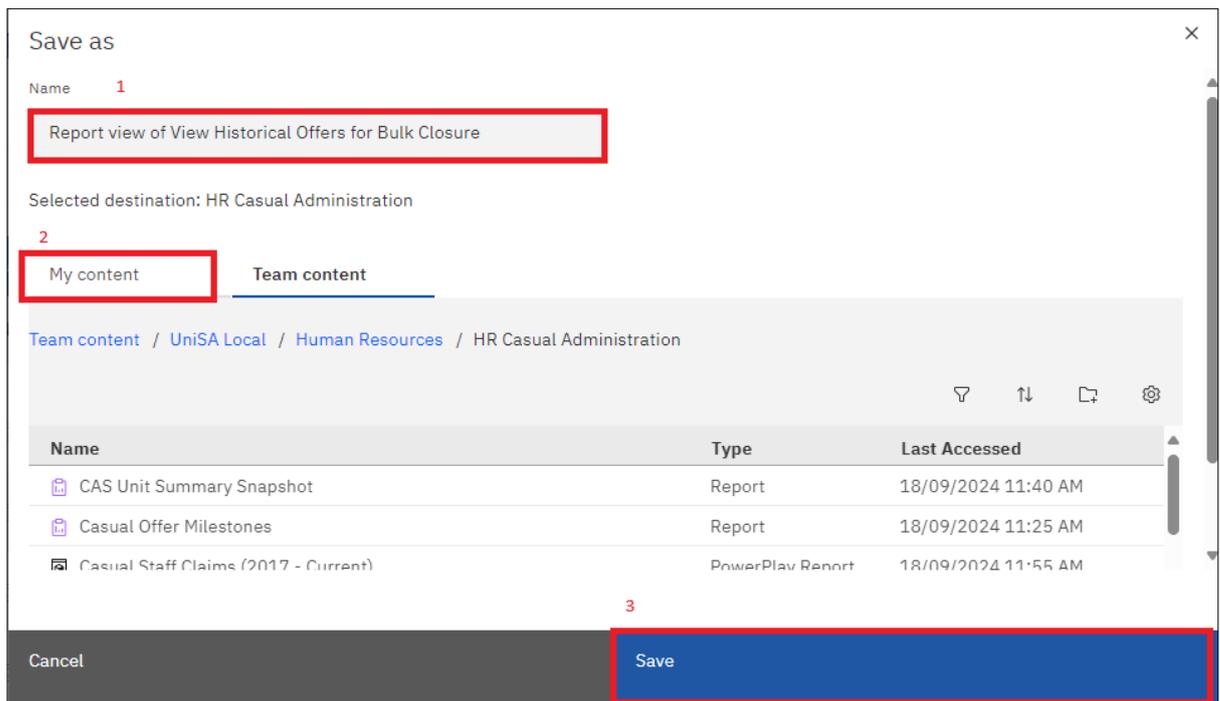
Navigate to the [HR Casual Administration](#) folder in BI Reporting. As per the screenshot below, select the elipsis associated with View Historical Offers for Bulk Closure report and select **Create report view**.



The screenshot shows the UniSA BI Reporting interface. The breadcrumb path is Team content / UniSA Local / Human Resources / HR Casual Administration. A table lists reports with columns for Name, Type, and Last Accessed. The report 'View Historical Offers for Bulk Closure' is highlighted, and its elipsis menu is open, showing options like 'Create report view'.

Name	Type	Last Accessed
CAS Unit Summary Snapshot Provides an overview of CAS data for a specified Org Unit 2, segmented by Award. Further informati...	Report	18/09/2024 11:40 AM
View Historical Offers for Bulk Closure Report provides the ability to review historical offers (formerly contracts) for the purpose of closing...	Report	18/09/2024 11:39 AM
View Recent Academic Offers for Grade Access in Medici Identifies academic offers processed in the last 'x' number of days for the purpose of providing grad...	Report	18/09/2024 11:36 AM
View Offers Report provides the ability to review CAS offers (formerly contracts). Data Refreshed: Daily (overnig...	Report	18/09/2024 11:35 AM

Give the report a name, select the **My content** folder and select **Save**.



The screenshot shows the 'Save as' dialog box. The name field contains 'Report view of View Historical Offers for Bulk Closure'. The selected destination is 'HR Casual Administration'. The 'My content' folder is selected. The 'Save' button is highlighted.

Name: 1
Report view of View Historical Offers for Bulk Closure

Selected destination: HR Casual Administration

2
My content | Team content

Team content / UniSA Local / Human Resources / HR Casual Administration

Name	Type	Last Accessed
CAS Unit Summary Snapshot	Report	18/09/2024 11:40 AM
Casual Offer Milestones	Report	18/09/2024 11:25 AM
Casual Staff Claims (2017 - Current)	PowerPlay Report	18/09/2024 11:55 AM

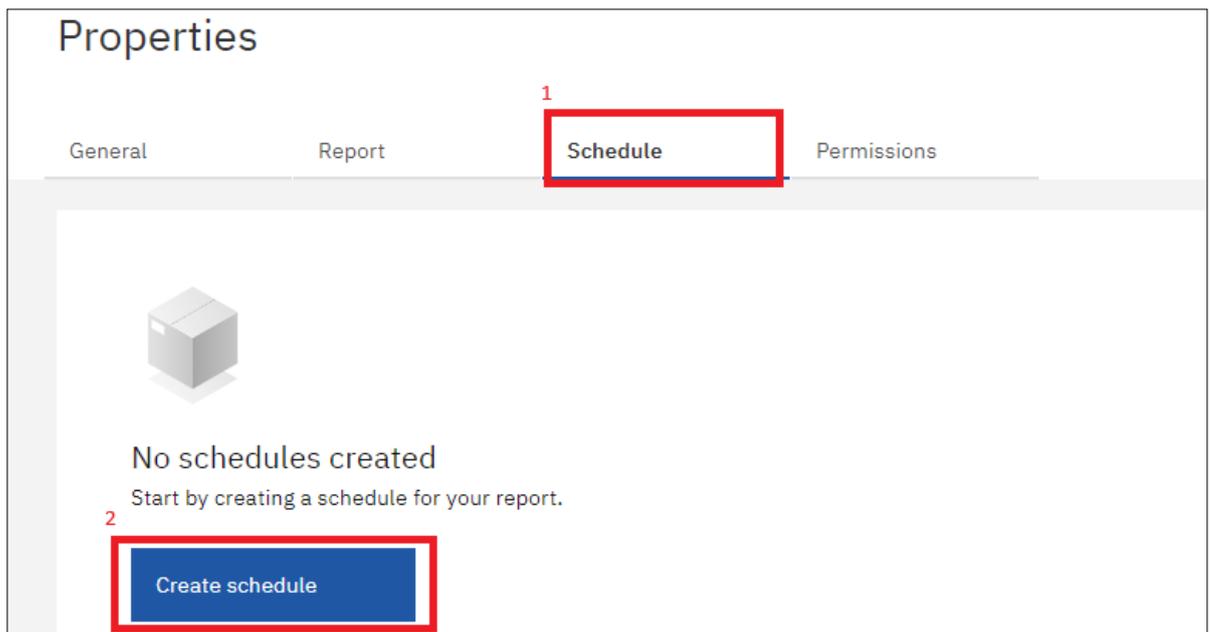
3
Cancel | Save

Navigate back to **My content** by using the sidebar to the left and locate the view of the report that you have just created.

Select the elipsis associated with your report and select **Properties** as per the screenshot below.



Select the **Schedule** tab and select **Create Schedule**



Assign the regularity of the **schedule** and the **format** (pdf or excel via the Options tab) and change the delivery to **Send report by Email** (via the Options tab).

The final task is to **Set values** for the Prompts so that is specifically provides the data that you require. Select a value on each prompt page and select next until finished.

Troubleshooting

Online Casual Offers of Work

Problem	Solution
Staff member has not received a SMS to activate contract of employment	<p>Check the mobile number has been entered correctly in the contract</p> <p>Check if the staff member has recently changed their mobile number</p> <p>Has the staff member clicked 'send verification code' during contract verification?</p> <p>If they have clicked 'send verification code' during verification, locate the SMS code in the acceptance credentials in their record and give it to them</p>
Staff member has not received an email to accept their casual offer of work	Check the email has been entered correctly in the offer of work (see Update Offer of Work Details), and use the functionality described
Unable to login following casual offer of work acceptance	<p>Sign out of all UniSA browser sessions and try to login again</p> <p>If recently employed and break in employment is noe greater than 30 days, new logon credentials are required</p> <p>Ensure using staff login credentials, not student login</p> <p>Try using Chrome or Firefox</p>
Staff member requires a copy of their casual offer of work	All casual staff members are sent a confirmation email with a copy of their casual offer of work upon acceptance. If the casual staff member cannot locate the email, a copy is available for casual administrators via the Casual Offers of Work menu item

Online Casual Timesheets

Problem	Solution
A critical error message: "Exit – No valid contracts" is displayed on the timesheet information page and the casual staff member cannot proceed.	<p>Local casual support staff to confirm the casual has an active casual contract with at least one active contract line</p> <p>Payroll to verify the casual staff member has an occupancy record enable for payment in EmpowerHR</p>

Problem	Solution
<p>Lines of work (lines) are not displayed on the timesheet page and the casual staff member does not know how to enter timesheets</p>	<p>Lines of work lines will only be displayed after a date selection with the exception of pre-filled lines of work lines which will be populated for work up to the current date. Casual staff to confirm if they have:</p> <ul style="list-style-type: none"> - Selected 'Add Claim' link - Entered the date they wish to make a claim for. This date has to be within the offer of work start and end date otherwise it will not be populated in the line of work selection - The Line of work drop down will be available for selection - Select the line of work and enter either hours worked or Assignments marked
<p>Lines of work (lines) are not available for selection in the line of work drop down</p>	<p>Only lines of work that are valid/active for the date entered are displayed in the Line of work drop down</p> <ul style="list-style-type: none"> - Casual staff member to ensure they have selected a date that is within the offer of work start and end date - Local casual support staff to ensure that the offer of work is active
<p>How to get additional offer of work details including line number for a timesheet claim</p>	<p>To confirm the line of work and line number, click on the more info icon for that timesheet claim. Additional details for that line of work will be presented including offer of work number and associated line number</p>
<p>The timesheet submission page says 'working' when the submission button is selected but timesheets are not submitted.</p>	<p>Casual staff member should check if there are any red box highlights on the payment claims grid. To read the validation error messages on the red boxed claims, hover on the red box. Upon resolving all the errors presented, the timesheet will be successfully submitted.</p>
<p>The timesheet approver has not received timesheets submitted by a casual staff member.</p>	<p>Timesheets submitted within a claim period become available to the approver only after the submission cut off deadline for that pay period has passed.</p> <p>Before the deadline the casual staff member can add, edit or delete claims and re-submit as many times but the approver does not receive them until after submission cut off.</p>

Problem	Solution
<p>Casual staff member has not received any payment on pay day for timesheets previously submitted.</p>	<p>Casual staff member to ensure the timesheet submitted date was before the submission cut-off deadline. Timesheets need to be submitted before the submission cut off deadline date at 8:00pm to be included in the pay day: Timesheet claims submitted after the cut off deadline will fall into the next claim period and will stay in submitted status until the next submission ready to be processed for that claim period's pay day.</p>
<p>Casual staff member has received an email that a timesheet claim has been returned and is unsure on how to proceed.</p>	<p>Select on the link provided in the email to attend to the returned timesheet entry.</p> <p>Alternatively, go to My workbox section in the staff portal and click on the Amend returned timesheet link provided. To review the reason for return,</p> <p>select the "returned status icon and make the necessary amendments by either editing or deleting the timesheet entry. If ether are no changes to the line of work details. Add note to send an explanation note to your approver.</p>
<p>Casual staff member cannot log in to access their timesheet.</p>	<p>Generally for staff members with existing network accounts there is a small delay between having their offer of work created and gaining access to the timesheet system. This is due to the systems involved synchronising the login credentials. This is an overnight process so you should only have to wait one day in order to access the system. For a completely new starter please confirm with the IT helpdesk if your network account has been created. This will then synchronise with the timesheet system.</p>
<p>Casual staff member has worked more hours than the system can allow to claim</p>	<p>The system only allows claiming for hours detailed in the casual offer of work. If hours worked are in excess of the agreed hours, casual staff member should liaise with their supervisor on how to arrange payment for the extra time. i.e. new offer of work.</p>
<p>Timesheet approver would like to view previously approved timesheets</p>	<p>Timesheet approver to access the "CAS timesheet history report"</p> <p>https://bpi.unisa.edu.au/suite/tempo/reports/all</p> <p>The timesheet history report that will show any timesheets for the approver. They can then drill down into the claim details to see what was claimed and approved or returned for any timesheet.</p>

Related Documentation/Links

- > [Casual Employment Webpage](#)
- > [Appian](#)
- > [University of South Australia Enterprise Agreement 2023](#)
- > [Management of Prescribed Positions Procedure](#)
- > [Casual Timesheet Guide](#)

Responsible Officer: Deputy Director: People Services

Updated: 13 September 2024

History: June 2015 – Initial draft

June 2017 – Update and additions

August 2017 – Update and additions

September 2017 – Update for CAS enhancements 1.0

November 2017 – Update for CAS enhancements 2.0

May 2018 – Update prescribed position reason

October 2018 – New version to fix formatting issues

July 2019 – New version to include Minimum Engagement Hours

December 2024 – Updated for Casual Engagement legislation changes