



University of
South Australia

Guidelines for the Management and Administration of Casual Employment

Written and distributed by
Human Resources

Updated May 2017

Contact for Enquiries and Proposed Changes

If you have any questions regarding this document contact:

Name: Sylvia Weaving
Title: HR Payroll Officer
Phone: 8302 2203
Fax: 8302 1791
Email: payrollservices@unisa.edu.au
Located at: HRU on serv3/HruInternal/HR Manuals/Payroll Services Manual/CAS
<http://w3.unisa.edu.au/hrm/manuals/manuals.asp>

Revision History:

This document replaces all previous versions of the *Guidelines for the Management and Administration of Casual Employment*.

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Introduction

The Guidelines set out the administrative processes for casual employment and provide relevant employment information to support casual staff. They are developed to support managers and the Division and School Academic Services Support team in the administration and management of casual employment.

Casual employment provides a valuable mechanism to support the University of South Australia's workforce planning in particular 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. The other forms of employment provided for in the *University of South Australia's Enterprise Agreement 2014* should be considered prior to arranging a casual contract.

This Guideline complements the *Systems User Guide for the Casual Administration System* by focusing more explicitly on the administration of casual staff, whereas the *Systems User Guide to the Casual Administration System* concentrates on the operational use of the Casual Administration System (CAS).

The Casual Administration System

The University's Casual Administration System is a web-based human resource system designed specifically for the 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 have control over casual employment through the tracking and reporting functions within the system.

The system enables authorised users to:

- view casual staff member's details
- create casual contracts for all staff
- print contracts of employment including terms and conditions
- close and/or suspend contracts
- view contracts for all casuals
- enter timesheets directly for payment
- have increased control over the payments for casuals using the auto payment method
- generate detailed reports regarding casuals and financial commitments
- view claims and contract to reconcile pay rates in accordance with audit requirements.

The CAS records employee details, eliminating the need for the completion of Human Resource forms for casual employment. All casual contracts and timesheet templates are generated from CAS.

[Access to the Casual Administration System](#) is provided only to those University staff who are required to administer casual employment. Therefore, access to the CAS requires approval from Heads of Schools, Unit Directors or Managers.

If required, staff within the School's Academic support services team who are requesting casual contracts or the business unit may have access to more than one School or Unit depending on the administration requirements of their position. For example, if a staff member is required to maintain casual data for more than one School or Unit, access will be provided for each relevant school or unit. A staff member who is responsible for requesting contracts for more than one school / unit requires authorisation from each School / Unit that they administer.

View access is provided to all authorised users. All data entered in CAS has an audit log created to identify the operator and time of entry.

Recruitment of Casual Staff

Approval to recruit staff within the University must be in accordance with the Vice Chancellor's Authorisations. Managers should note that the local area might have specific approval processes that need to be followed. Please seek clarification from the local HR officer or School Manager <https://www-p.unisa.edu.au/cha/vca/default.asp>

Casual staff are found through a number of sources including:

- professional association with University staff or work area
- graduates
- postgraduate students
- advertisement to establish or supplement an existing database of staff
- industry contacts.

A current resume should be obtained to ensure appropriate selection of candidates and for staff records.

Children's Protection Act 1993 (SA)

All positions and casual duties within the University of South Australia must be assessed to determine if they are deemed prescribed duties in accordance with the Children's Protection Act 1993 (SA).

A 'prescribed position' involves:

- regular¹, unsupervised contact with children or work in close proximity to children; and/or
- the supervision or management of positions performing the functions, above; and/or
- access to sensitive records² pertaining to children.

(child-related work)

A position is **exempt**³ if the child-related work is performed:

- on a voluntary basis as a parent or guardian;
- on a voluntary basis by a child;
- in the course of an event or activity lasting less than ten days or no more than one day per month;
- neither for the exclusive benefit of children nor for any child on an individual basis;
- under the supervision of a parent, and where it involves no physical contact.

The Guidelines for Conducting Criminal Assessments should be referred to for further guidance.

It is a requirement that all casual staff undertaking prescribed duties, **must have a current criminal history assessment prior to commencing employment**. This may include:

- A Child-related Employment Screening conducted by the Department for Communities and Social Inclusion (**DCSI**) Screening Unit;
- A National Police Check (for specified roles only);
- An interstate Working With Children Check;
- A Statutory Declaration;

¹ 'Regular' means it has a constant or definite pattern, or recurs at short uniform intervals, or on several occasions during short periods of time, such as a week.

² 'Sensitive records' is not defined by the Act (CP). Advice received from the Department for Education and Child Development (DECD) is that a sensitive record contains information which may be used to identify a vulnerable child, for example, information that pertains to socio-economic status or medical history.

³ No exemption applies if the child-related work involves residential or overnight care (e.g. UniCamps) or if it is related to disability services for children.

- Teacher Registration

Re-employment of Staff following Redundancy

Staff who have separated from the University within three years under redundancy or pre-retirement provisions are not eligible for re-employment by the University without the approval of the Executive Director People Talent and Culture. The local Human Resources team can provide advice if required before finalising any offer of employment.

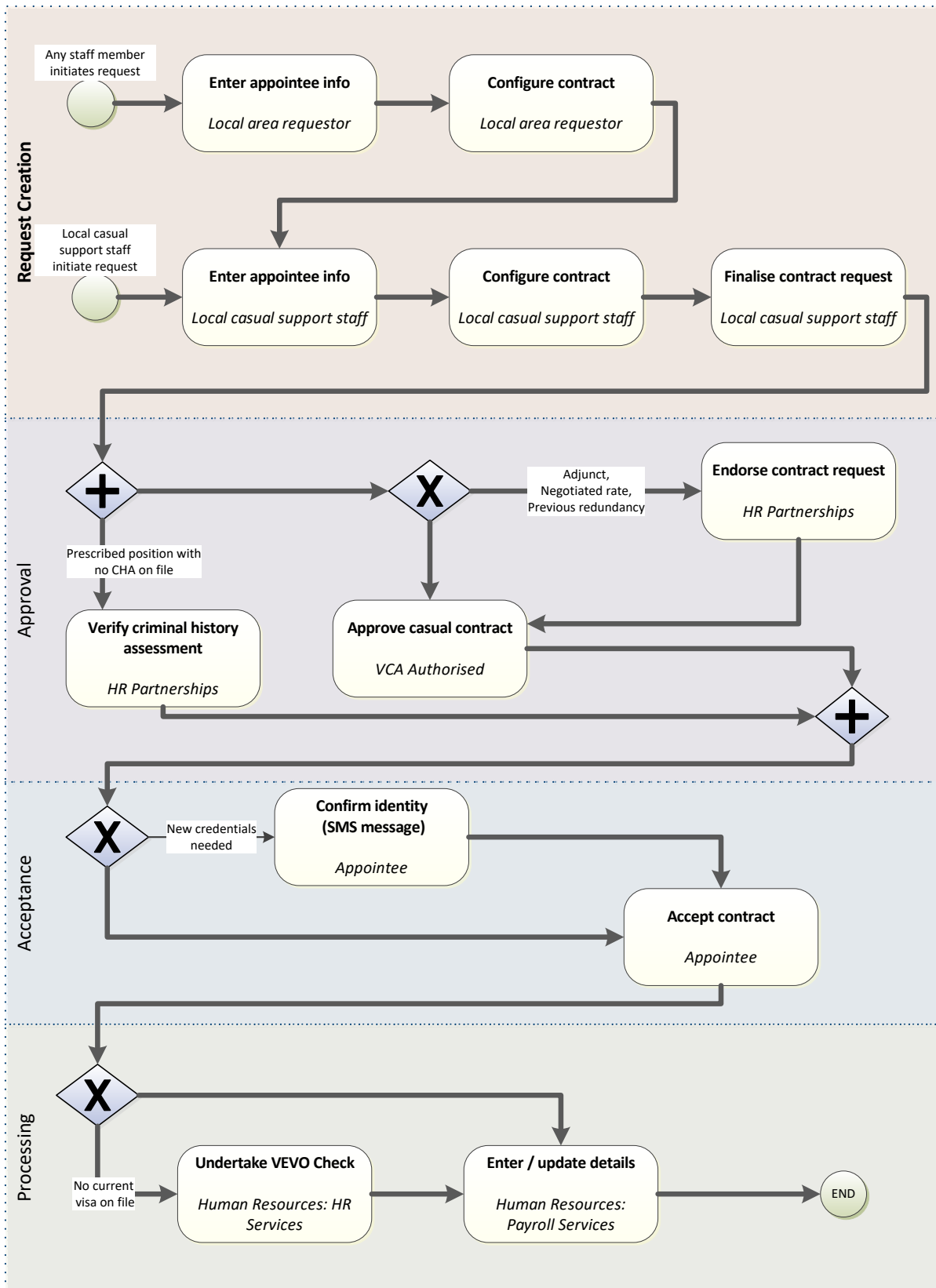
Audit requirements

It is the responsibility of the University of South Australia (UniSA) Management, through the authorised delegate, to ensure that all casual payments are accurate and bona fide. Supervisors and authorisers are accountable for approvals for casual employment and due diligence must be applied.

Contracts of employment for casual staff

Prior to a casual employee (Academic, Professional, Security and Grounds or Document Services) commencing duties, a casual employment contract is generated through the University's online Casual Administration System. The contract is forwarded to the relevant University delegate for the area (in accordance with the Vice Chancellor's authorisations) for approval, and sent on to the staff member to accept electronically.

The **Process for Managing Casual Contracts** is set out below.



The span of the contract of employment should be of sufficient duration to cover the entire period of activity. Casual staff must not undertake any duties outside the start and end dates of the contract. It is not possible to extend a casual contract – if the casual is needed to work beyond the life of the casual contract then a new contract needs to be created for this new work period.

The Casual Administration System has provided that where a staff member will work regular and systematic hours. Prefilled Hours on the timesheet can be nominated for payment. The hours still require authorisation for payment. Where the hours are not regular and systematic, the casual staff member will enter their hours in the online time sheet to ensure claims can be approved.

Professional, Document Services or Security and Grounds Staff

Casual staff employed to undertake duties defined as a 'professional, document services or security and grounds staff' are paid in accordance with the classification of the duties for the relevant position. Casual staff receive an hourly rate of pay, incorporating a 25% loading for work performed in lieu of leave entitlements (excluding Long Service Leave). Some casual payment rates fall outside of the normal classification structure e.g. Models. All staff classification rates are accessible through BI Reporting.

For assistance to determine the appropriate classification based on the associated duties, please contact your local HR team.

The Casual Administration System will only pay a staff member who is contracted on a standard recognised rate of pay. A casual staff member should be contracted for a number of hours times the classification rate, not a lump sum payment.

Overtime and Weekend Rates

Professional, Document Services and Security and Grounds staff employed as casuals may be entitled to overtime. Casual Academic staff are not.

If paying overtime, the same provisions for continuing and fixed-term staff are applied to casual staff; i.e. when working in excess of 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.

Current rates of pay for Professional, Document Services and Security and Grounds casual staff are available in the applicable Industrial Instrument or via the [Classifications and Pay Rates](#) report in [BI Reporting](#).

Casual Employment for Academic Staff Positions

Schedule 5 of the University's Academic and Professional Staff Enterprise Agreement 2014 specifies the industrial framework for appointing academic staff on a sessional (casual) basis.

The staff member will deliver specific services as set out in their contract of employment. The rate of pay for delivery of such services will be determined in accordance with the rates set out in the applicable industrial instrument.

Employing Research Degree Candidates

Full time research degree students are expected to undertake their PhD/Master as their full time job. For international students on a valid student visa there may be a limit of eligible hours regarding paid employment, please ensure you check the working conditions of your visa.

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.

The University may not require a candidate to undertake employment at the institution.

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."

In essence, this means that students should not be employed to work more than 384 hours per year, (students have 4 weeks unpaid leave).

Superannuation

The University will pay 9.5% contributions (calculated on gross earnings) for casual employees.

For further information relating to superannuation, please contact the UniSA's Human Resources Superannuation Officer on 8302 21637 or email superannuation@unisa.edu.au.

Visa checks

No staff member should commence work until his or her VEVO check is confirmed.

Bridging visas - Contracts can only be offered for 12 months but VEVO's must be done every 3 months to confirm working entitlements. The employer can only confirm Bridging Visas, once the original visa ends i.e. the day after the original visa ends. Staff and supervisors should be advised of this restriction, as work cannot commence until the visa is confirmed by UniSA, even though the staff member may have their own DIAC confirmation that they will be placed on a bridging visa.

Contact the Central HR team for advice regarding visas at vevo@unisa.edu.au

For further information on VEVO visit <http://w3.unisa.edu.au/hrm/forms/admin.asp>

Taxation Information

Tax File Number Declaration

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. If staff do not provide a TFN Declaration form to Payroll Services, the highest tax rate is applicable in accordance with ATO regulations. This is completed within the CAS system through APPIAN.

IMPORTANT

1. *Casual staff payments are taxed according to the pay fortnight in which the work was carried out. For example, EmpowerHR will take into account the tax that was deducted from any payments made in relation to the fortnight worked.*

Any clarification required on taxation for casual staff should be directed to the Payroll Services team.

Withholding Declaration

University staff may choose to submit a Withholding Declaration Form to alter the amount of tax withheld from payments made to them.

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

A withholding declaration form is used

- to advise a change in Australian Residency status,
- to claim or discontinue the tax free threshold,
- to advise a HECS debt or to cease a HECS debt,
- to claim or vary a rebate or the family tax benefit.

Prior to completing the form, the staff member should read the Withholding Declaration booklet. The Withholding Declaration Form should be sent to Payroll Services to ensure the correct tax deductions are made on payments.

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 terminates. The staff member is not required to submit TFN forms with each claim.

Providing accurate taxation details (including the lodgement of the Appian online form with the Academic Services Officer) remains the responsibility of the staff member.

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

Salary Sacrifice

Casual staff are able to sacrifice a percentage of their salary into superannuation. Elections are made by completing the [Regular contribution to super form](#), and will apply to future earnings only. Please refer to the [University's Salary Sacrifice Guidelines and Conditions](#).

Payroll Deductions

Casual staff are ineligible to access payroll deductions (for example union deductions, car parking).

Workers Compensation

Casual staff are covered by the University's workers compensation and each incident will be examined on a case-by-case basis.

For assistance with health and safety information, please contact the University's Safety and Wellbeing team within Human Resources.

Journey Insurance

All staff, including casuals, are eligible for Journey insurance.

Professional Indemnity

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

Closing of contracts

Do not close contracts that have not passed their end date yet.

Expired contracts must be closed. Do not leave them open on the system.

Casual Administration Roles and Responsibilities

Induction of Casual Staff

Induction of casual staff is an important step to ensuring that their employment with the University 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 in the organisation.

The University has developed an induction framework for casual staff. The casual staff program can be found on the On line Casual Administration HR website: Conditions of Employment: Induction

It is recommended that the local area produce an information kit to be provided to casual staff.

The kit may include the following information:

- staff names and contact details of who can provide support during employment, this should be a local school/unit contact
- access to photocopying –the procedures at the local level
- access to printing –the University and local area procedures for requesting printing
- physical facilities –the teaching areas located: staff rooms: computing facilities: administrative offices etc.
- meetings – meetings will they be required to attend
- car parking – car parking can they access; where is Campus Central located
- textbooks – do they need to arrange for the supply of a particular textbook either through the local area administration or through the campus bookshop
- access to email, internet, IP addresses etc.
- accommodation – is there an office assigned to them; do they require room and building access; do they have access to a voicemail facility
- access to on line teaching systems if required.

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:

- Casual Employment Contract (generated from APPIAN)
- Conditions of Employment (Schedule 4 for Casual Academic Staff or Clause 71 for Casual Professional Staff of the University of South Australia Enterprise Agreement 2014)
- Pay Period Schedule
- Online Casual Timesheet submission quick guide
- Quick Guide for Sessional Academic Staff (if applicable)

Monitoring Performance of Casual Staff

The University is committed to ensuring optimum performance of staff. This commitment applies to all staff, including casuals. The induction process for casual staff should clearly communicate the key outcomes required and the appropriate assistance available to ensure that quality service and outcomes are delivered in line with University standards. The University's *Performance Development and Management Framework* sets out the principles for monitoring employee work performance. Guidelines can be viewed on the Human Resources Unit's home page. <http://w3.unisa.edu.au/hrm/pdm/default.asp>

Course evaluation requirements are set out in the applicable Industrial Instrument and within University Policies.

Process Ownership

The Deputy Director: Human Resources has strategic process ownership for casual administration. Payroll Services or your local HR Business Partner can assist the operational process ownership role.

Primary casual support tasks:

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

School based staff	School Academic Services Team
UniSA College	UniSA College Academic Services Team
Research Institutes (non-school based)	Local HR Partnerships Team
Division staff	Local HR Partnerships Team
Portfolios and Units	Local HR Partnerships Team

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 contracts and appropriate claiming practices
	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
Contract requests	
	Initiate the casual contract request
	Interpret system warning messages and ensure casual contract requests are in-line with the Enterprise Agreement and relevant recruitment guidelines
	Be the first point of contact for casual staff accepting their casual offer of employment
	Monitor the request process to ensure the timely issue of casual contracts to casual staff members

HR Partnerships responsibilities:

(In addition to Primary support tasks outlined above)

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
Contract requests	
	Facilitate Criminal History Assessments for new casual staff
	Review contract requests deemed requiring HR endorsement to ensure they are consistent with operational guidelines (including Negotiated Rate, Adjuncts, Autonomous sanctions and employees with a previous redundancy)
	Provide advice to schools on relevant recruitment guidelines
	Support training of HR staff responsible for verifying casual contract requests

Human Resources: 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 the EmpowerHR system
	Perform anomaly and audit reporting in the payment cycle
	Communicate changes to claim period schedule including temporary adjustments to cut-off dates
	Facilitate training of HR and School staff responsible for verifying casual contract requests
Contract requests	
	Enter and update employee data into EmpowerHR

Human Resources: Recruitment Central responsibilities:

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

Human Resources: Information Management responsibilities:

Timesheets and contract requests	
	Provide reporting on casual timesheet processes as required
	Maintain system parameters and constants
	Provide second level support for system related enquiries from school or HR staff

ISTS: Corporate Information System responsibilities:

Timesheets and contract requests	
	Undertake system development activities prioritised through HR / ISTS portfolio meetings
	Provide third level support for system related enquiries

Reporting Overview

Enquiries and reporting within CAS utilises parameters to refine selections and has the ability to utilise the functionality of Microsoft Excel.

Enquiries can be based on the contract and thus expenditure and commitment, or claims. Staff with CAS access can view all contracts held in the system for their area.

Where the functionality provided within CAS does not fit the reporting requirements of the area, further specialised reports can be developed by contacting Human Resources, Information Management for further information.

Record Keeping

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

The CAS system collects and retains much information about the employment record of recent and current casual staff.

The CAS system will generate the contract and once authorised and accepted these will be transferred to the employee's personal file stored in SharePoint.

These need to be retained for the expected lifetime of the employee, regardless of how short their employment period is. This minimum is set as 85 years from the birth of the staff member or 7 years after last employment, whichever is longer.

Timesheets and individual claims only need to be retained for 6 years, or for as long as there is a contract against which the claim or time is being measured. These will also be electronically stored.

Useful contact details

Payroll Services

Phone: Ext 22911
Fax: Ext 21812
Email: payrollservices@unisa.edu.au