

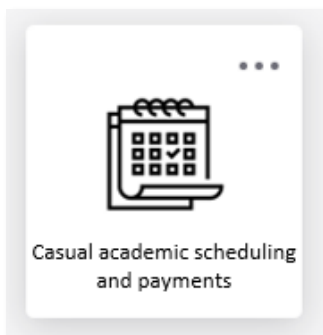
As a Casual Academic you will go into the Casual Academic Scheduling and Payment (CASP) system to accept or decline an offer to work. If there is a reason why you are unable to accept an activity in your offer to work, or you need to discuss your offer, please contact your Topic Coordinator.

When there is an offer to work created for you, you will only receive an email in your Flinders email account. This email will contain a link to our CASP system.

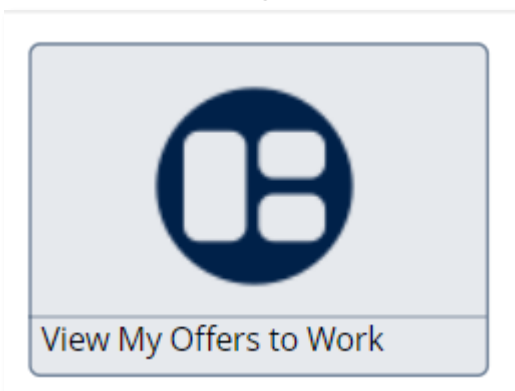
This guide shows the step-by-step process for accepting and declining an offer to work.

Accepting an Offer to work

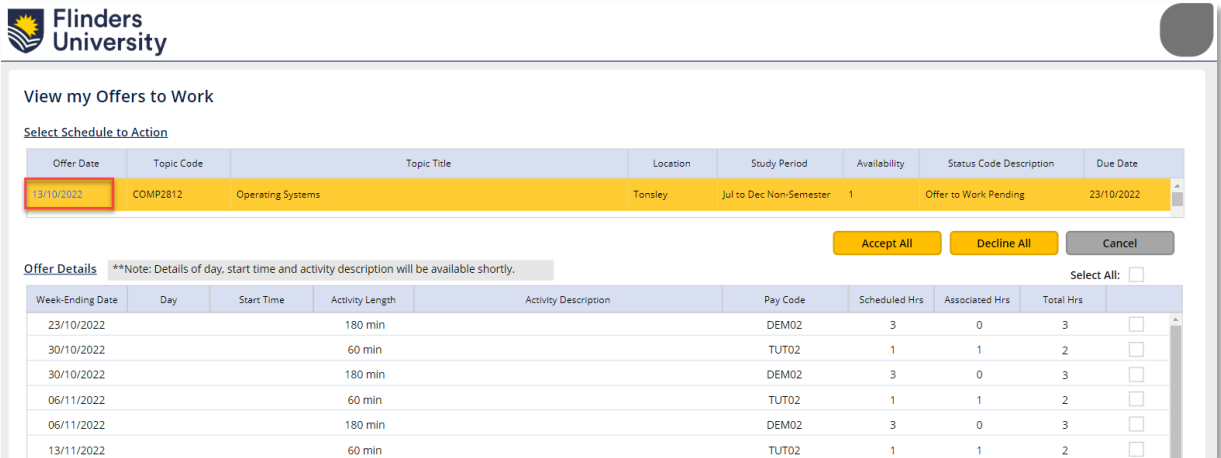
1. Select the **Casual academic scheduling and payments** icon from your Okta dashboard.



2. Select **View My Offers to Work**.



- In the *Select Schedule to Action* click on the offer date of the offer line you want to view. This will bring up the schedule if it did not automatically appear. Note: Select the date if there is more than one offer line.



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View my Offers to Work

Select Schedule to Action

Offer Date	Topic Code	Topic Title	Location	Study Period	Availability	Status Code Description	Due Date
13/10/2022	COMP2812	Operating Systems	Tonsley	Jul to Dec Non-Semester	1	Offer to Work Pending	23/10/2022

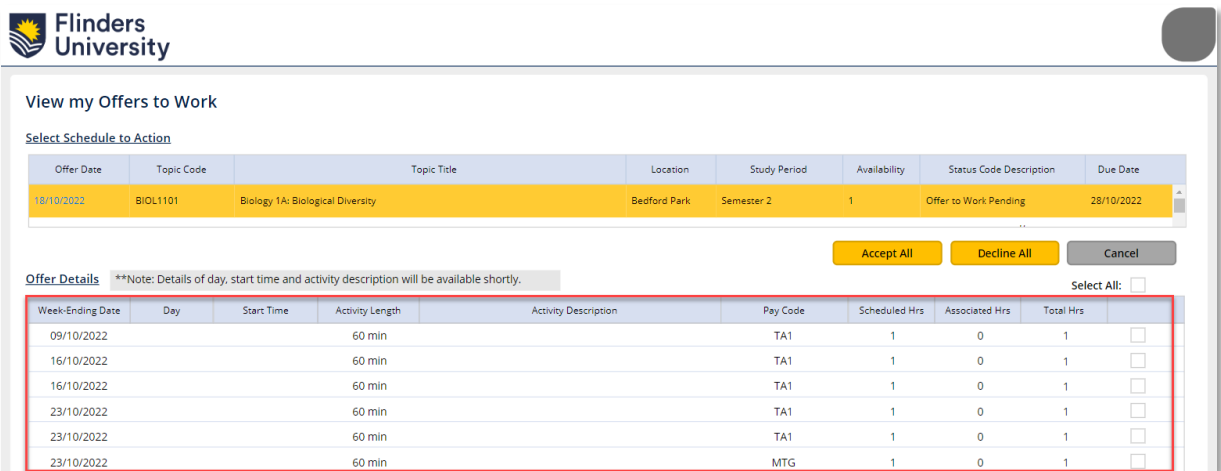
Accept All Decline All Cancel

Offer Details **Note: Details of day, start time and activity description will be available shortly.

Week-Ending Date	Day	Start Time	Activity Length	Activity Description	Pay Code	Scheduled Hrs	Associated Hrs	Total Hrs	Select All:
23/10/2022			180 min		DEM02	3	0	3	<input type="checkbox"/>
30/10/2022			60 min		TUT02	1	1	2	<input type="checkbox"/>
30/10/2022			180 min		DEM02	3	0	3	<input type="checkbox"/>
06/11/2022			60 min		TUT02	1	1	2	<input type="checkbox"/>
06/11/2022			180 min		DEM02	3	0	3	<input type="checkbox"/>
13/11/2022			60 min		TUT02	1	1	2	<input type="checkbox"/>

Note: As per our Enterprise Agreement the descriptors for Casual Academic staff for what is paid per activity can be found in Schedule 5 “Rates and Descriptors for Casual Academic Staff”. The offer to work in CASP includes the scheduled hours and the associated hours (which include any preparation and/or student consultation work). This brings us to the total hours that are worked for that activity.

- Verify the scheduled activities in the offer are all activities which you are able to and prepared to work.



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View my Offers to Work

Select Schedule to Action

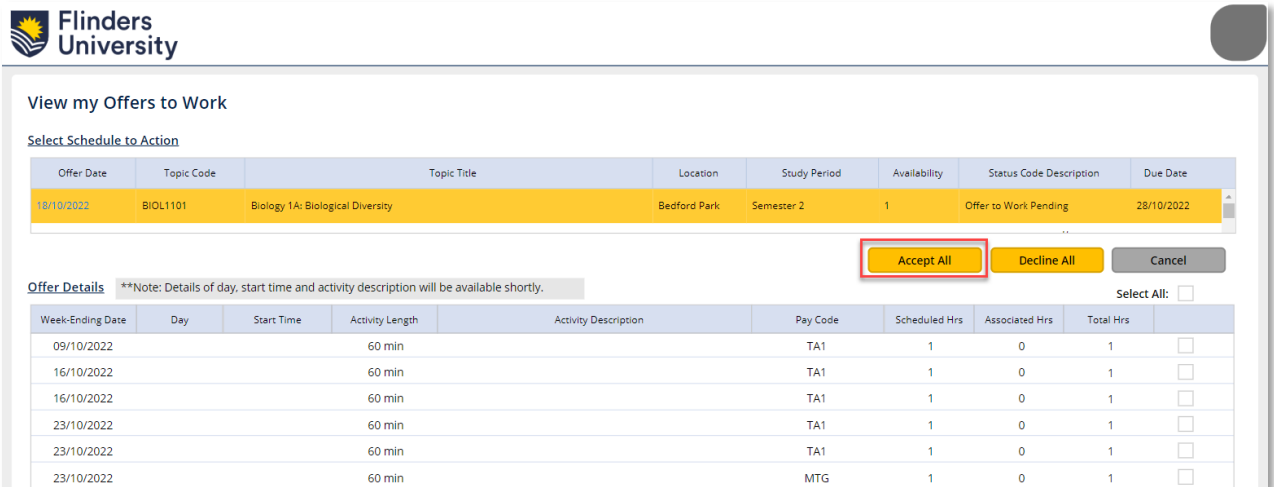
Offer Date	Topic Code	Topic Title	Location	Study Period	Availability	Status Code Description	Due Date
18/10/2022	BIOL1101	Biology 1A: Biological Diversity	Bedford Park	Semester 2	1	Offer to Work Pending	28/10/2022

Accept All Decline All Cancel

Offer Details **Note: Details of day, start time and activity description will be available shortly.

Week-Ending Date	Day	Start Time	Activity Length	Activity Description	Pay Code	Scheduled Hrs	Associated Hrs	Total Hrs	Select All:
09/10/2022			60 min		TA1	1	0	1	<input type="checkbox"/>
16/10/2022			60 min		TA1	1	0	1	<input type="checkbox"/>
16/10/2022			60 min		TA1	1	0	1	<input type="checkbox"/>
23/10/2022			60 min		TA1	1	0	1	<input type="checkbox"/>
23/10/2022			60 min		TA1	1	0	1	<input type="checkbox"/>
23/10/2022			60 min		MTG	1	0	1	<input type="checkbox"/>

5. If no change is required to the offer to work, click **Accept All**. If there is one or more activities you are unable to work, go to step 7.



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View my Offers to Work

Select Schedule to Action

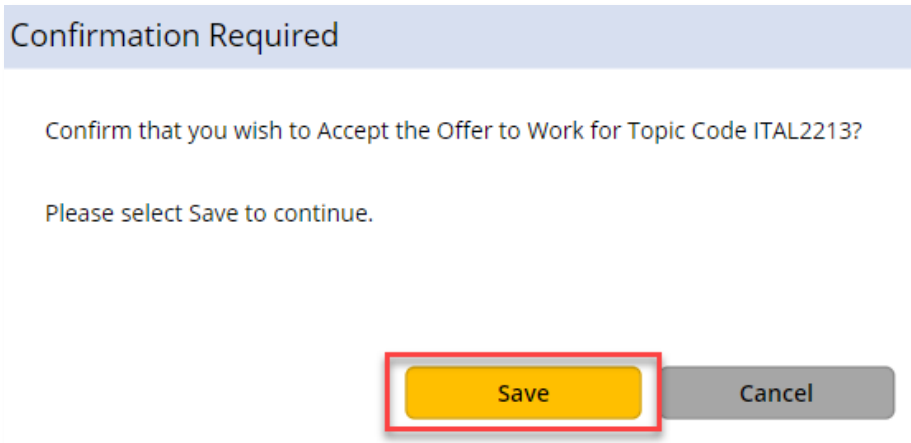
Offer Date	Topic Code	Topic Title	Location	Study Period	Availability	Status Code Description	Due Date
18/10/2022	BIOL1101	Biology 1A: Biological Diversity	Bedford Park	Semester 2	1	Offer to Work Pending	28/10/2022

Accept All **Decline All** **Cancel**

Offer Details **Note: Details of day, start time and activity description will be available shortly.

Week-Ending Date	Day	Start Time	Activity Length	Activity Description	Pay Code	Scheduled Hrs	Associated Hrs	Total Hrs	Select All:
09/10/2022			60 min		TA1	1	0	1	<input type="checkbox"/>
16/10/2022			60 min		TA1	1	0	1	<input type="checkbox"/>
16/10/2022			60 min		TA1	1	0	1	<input type="checkbox"/>
23/10/2022			60 min		TA1	1	0	1	<input type="checkbox"/>
23/10/2022			60 min		TA1	1	0	1	<input type="checkbox"/>
23/10/2022			60 min		MTG	1	0	1	<input type="checkbox"/>

6. A confirmation required pop up window will appear, if you are happy to proceed and have not accepted in error, click **Save**.



Confirmation Required

Confirm that you wish to Accept the Offer to Work for Topic Code ITAL2213?

Please select Save to continue.

Save **Cancel**

- If there is one or more activities on your offer you are unable to accept, click the tick boxes on the activities you are *unable* to work.



View my Offers to Work

Select Schedule to Action

Offer Date	Topic Code	Topic Title	Location	Study Period	Availability	Status Code Description	Due Date
18/10/2022	BIOL1101	Biology 1A: Biological Diversity	Bedford Park	Semester 2	1	Offer to Work Pending	28/10/2022

Accept All Decline All Cancel

Offer Details **Note: Details of day, start time and activity description will be available shortly.

Select All:

Week-Ending Date	Day	Start Time	Activity Length	Activity Description	Pay Code	Scheduled Hrs	Associated Hrs	Total Hrs	
09/10/2022			60 min		TA1	1	0	1	<input type="checkbox"/>
16/10/2022			60 min		TA1	1	0	1	<input type="checkbox"/>
16/10/2022			60 min		TA1	1	0	1	<input type="checkbox"/>
23/10/2022			60 min		TA1	1	0	1	<input type="checkbox"/>
23/10/2022			60 min		TA1	1	0	1	<input type="checkbox"/>
23/10/2022			60 min		MTG	1	0	1	<input type="checkbox"/>

- Once all the activities you are unable to accept have been selected, complete a quick review that you have marked the correct items, then click **Decline Selected**.



View my Offers to Work

Select Schedule to Action

Offer Date	Topic Code	Topic Title	Location	Study Period	Availability	Status Code Description	Due Date
18/10/2022	BIOL1101	Biology 1A: Biological Diversity	Bedford Park	Semester 2	1	Offer to Work Pending	28/10/2022

Accept All Decline Selected Cancel

Offer Details **Note: Details of day, start time and activity description will be available shortly.

Select All:

Week-Ending Date	Day	Start Time	Activity Length	Activity Description	Pay Code	Scheduled Hrs	Associated Hrs	Total Hrs	
09/10/2022			60 min		TA1	1	0	1	<input type="checkbox"/>
16/10/2022			60 min		TA1	1	0	1	<input checked="" type="checkbox"/>
16/10/2022			60 min		TA1	1	0	1	<input type="checkbox"/>
23/10/2022			60 min		TA1	1	0	1	<input checked="" type="checkbox"/>
23/10/2022			60 min		TA1	1	0	1	<input type="checkbox"/>
23/10/2022			60 min		MTG	1	0	1	<input type="checkbox"/>

9. A confirmation required pop up window will appear, enter in your decline reason for the activities you are unable to accept then, click **Save**. Please ensure you have contacted your Topic Coordinator/Teaching Program Director if you are going to decline the offer to work.

Confirmation Required

Confirm that you wish to Decline the SELECTED Activities to Work for Topic Code COMP2812? **Remaining activities on your offer will be automatically Accepted.

Decline Reason:

Please enter the reason for Decline and press Save to continue.

Note: Remaining activities on your offer will be *automatically accepted*.

This ends the accepting an offer to work process.

Decline an of Offer to work

- A. Complete steps 1 – 4 from the accepting an offer to work section.
- B. If you are unable to accept one or more activities in your offer but can accept the rest of your offer, please see steps 7-9.
- C. To decline your offer to work in full, please click **Decline All**. Please ensure you have contacted your Topic Coordinator/Teaching Program Director if you are going to decline the offer to work.



View my Offers to Work

Select Schedule to Action

Offer Date	Topic Code	Topic Title	Location	Study Period	Availability	Status Code Description	Due Date
18/10/2022	BIOL1101	Biology 1A: Biological Diversity	Bedford Park	Semester 2	1	Offer to Work Pending	28/10/2022

Accept All Decline All Cancel

Offer Details **Note: Details of day, start time and activity description will be available shortly.

Week-Ending Date	Day	Start Time	Activity Length	Activity Description	Pay Code	Scheduled Hrs	Associated Hrs	Total Hrs	Select All:
09/10/2022			60 min		TA1	1	0	1	<input type="checkbox"/>
16/10/2022			60 min		TA1	1	0	1	<input type="checkbox"/>
16/10/2022			60 min		TA1	1	0	1	<input type="checkbox"/>
23/10/2022			60 min		TA1	1	0	1	<input type="checkbox"/>
23/10/2022			60 min		TA1	1	0	1	<input type="checkbox"/>
23/10/2022			60 min		MTG	1	0	1	<input type="checkbox"/>

- D. A **Decline Reason** is required in the Confirmation pop up window. Please enter in your decline reason. Then click **Save**.

Confirmation Required

Confirm that you wish to Decline the Offer to Work for Topic Code ITAL2213?

Decline Reason:

Please enter the reason for Decline and press Save to continue.

Save Cancel

This ends the decline an offer to work process.