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WE ARE ON KAURNA LAND

Flinders University acknowledges the Traditional Owners and Custodians of the lands on which its campuses are located, these are the Traditional Lands of the Arrernte, Dagoman, First Nations of the South East, First Peoples of the River Murray & Mallee region, Jawoyn, Kaurna, Larrakia, Ngadjuri, Ngarrindjeri, Ramindjeri, Warumungu, Wardaman and Yolngu people. We honour their Elders past, present and emerging.

Today, over **400 ABORIGINAL AND TORRES STRAIT ISLANDER STUDENTS** are enrolled in courses at Flinders University.

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Preparing for Changes to Casual Employee Induction Training

September 2026

Presented by: Organisational Development & Diversity (OD&D)

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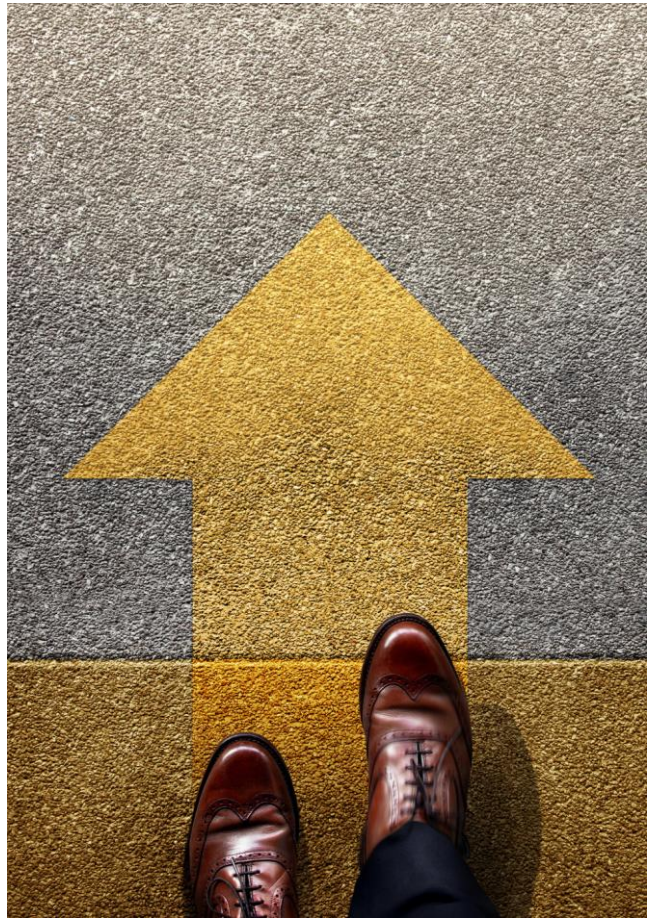
What is Changing?

To meet new obligations under the National Higher Education Code to Prevent and Respond to Gender-based Violence (National Code) and maintain a safe and respectful workplace, Flinders is introducing updated induction requirements for casual employees.

These changes will ensure casual employees have access to essential training and that completion records can be audited, helping to strengthen the safety and wellbeing of our workforce.

From October 2026, all casual employees will be required to complete one of two induction pathways, based on the Workday job profile associated with their role.

This approach ensures induction requirements are aligned to the level and nature of each casual employee's engagement with the university.



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Casual Induction Pathway #1 – Online Induction Module

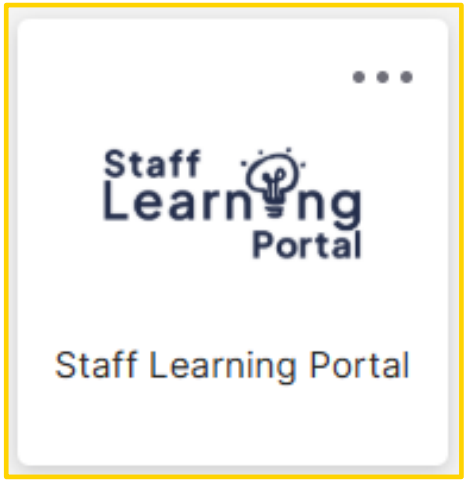
- This applies to casual employees engaged in longer-term roles, or in roles that support University services and operations, including those with the following job profiles in Workday:

  - ✓ Casual Academic
  - ✓ Casual Professional
  - ✓ Student Professional

- As part of the rollout on **19 October 2026**, eligible **existing casual employees** will be automatically assigned the Casual Induction Module in the Staff Learning Portal. This can be accessed via the Staff Learning Portal tile on the Okta dashboard.

- **New casual employees** commencing on or after **19 October 2026** with one of the above job profiles will be automatically assigned the module as part of the standard Onboarding process.

- To maintain compliance, active casual employees will be assigned a refresher module every 12 months.



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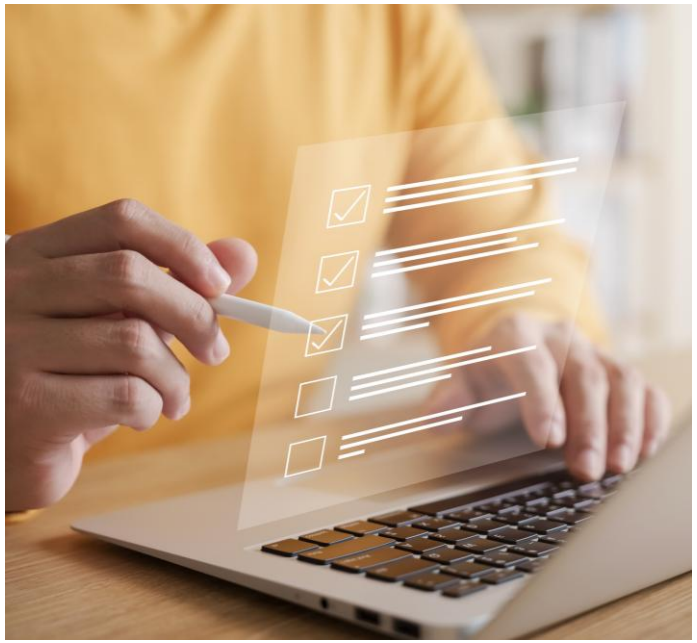
Casual Induction Pathway #2 – Checklist Induction

- This applies to casual employees engaged for a short period to undertake a specific function, such as invigilation, Open Day or Graduation support, including casual employees who have the following job profiles in Workday:

  - ✓ Student Engagement
  - ✓ Invigilator
  - ✓ Chief Invigilator

- As part of the rollout on **19 October 2026**, People and Culture (P&C) will coordinate a one-off process to send the new Checklist Induction to **existing casual employees.**

- **New casual employees** commencing on or after **19 October 2026** with one of the above job profiles will be required to complete the Checklist Induction on commencement.



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New Student Casual Job Profiles

Two new casual job profiles have been introduced in Workday following consultation with supervisors of casual staff, People & Culture Business Partners are other key stakeholders.

Casual employees who were previously engaged under the *Casual Professional* job profile who are also Flinders Students have now been reclassified into one of the following job profiles, depending on the nature of their role.

Job Profile	Description	Induction Pathway
Student Professional	Flinders students engaged in Casual roles which are longer-term and/or supporting University services and operations.	Online Induction Module (Staff Learning Portal)
Student Engagement	Flinders students engaged in Casual roles which are short-term or event-specific, such as Open Day or Graduation support.	Casual Induction Checklist

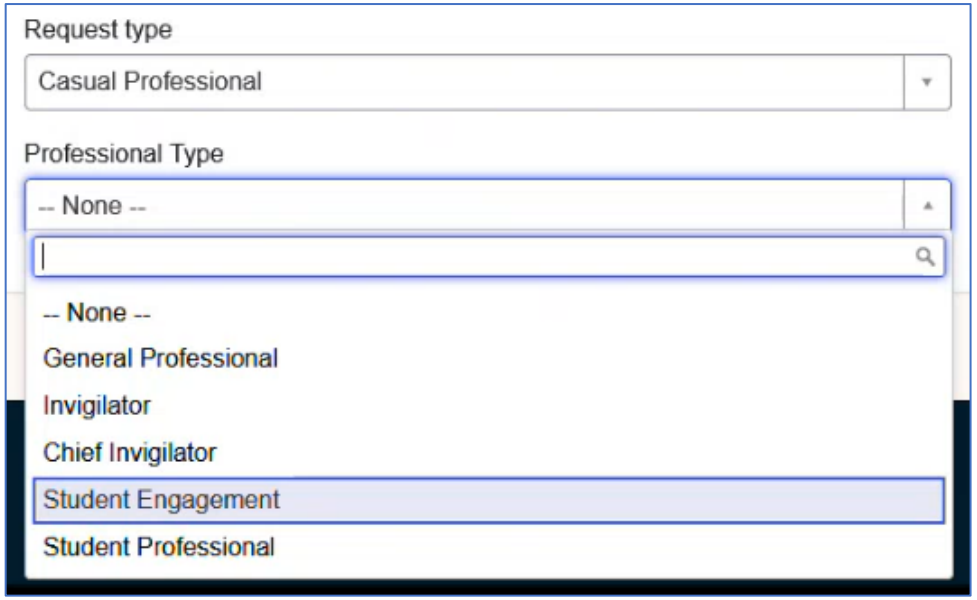
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Changes to the ‘Engage a Casual Worker’ ServiceOne Form

When completing an **Engage a Casual Worker** ServiceOne form, please ensure the correct **Request Type** and **Professional Type** are selected. This will ensure the employee is added to the correct job profile in Workday and receives the appropriate induction training.

Where the casual employee is also a Flinders student, you should select the appropriate category, **Student Engagement** or **Student Professional**, based on the nature of the engagement.



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Induction Pathway Allocation Model

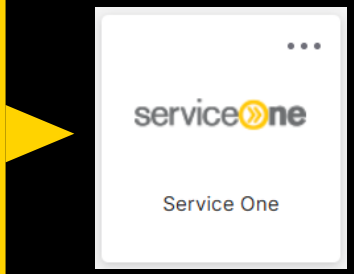
Job Profile	Type of Engagement		Typical Roles	Also a Flinders Student?		Induction Requirement	
	Longer-term roles supporting University services & operations	Short-term, event-specific roles		Yes	No	Online Induction Module (Staff Learning Portal)	Casual Checklist Induction
Casual Academic	✓		-Casual Academic (Teaching/DVCS/Research)		✗	✓	
Casual Professional	✓		-Casual Professional -Casual Professional (Research)		✗	✓	
Casual Chief Invigilator		✓	-Casual Chief Invigilator		✗		✓
Casual Invigilator		✓	-Casual Invigilator		✗		✓
Student Professional	✓		-Library Services -IDS Services -Data analysis -Research -Teaching activities	✓		✓	
Student Engagement		✓	-Open Day Support -Graduation Support	✓			✓

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How the Online Induction Module is Assigned to a New Casual

1



Hiring Manager (or delegate) submits an ‘Engage a Casual Worker’ ServiceOne request for:

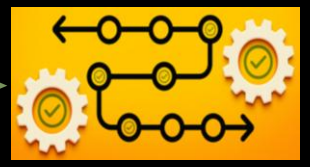
- Casual Academic (any Academic Type), or
- Casual Professional (General Professional or Student Professional)

2



Employment Services process the ServiceOne request and assign the appropriate job profile in Workday.

3



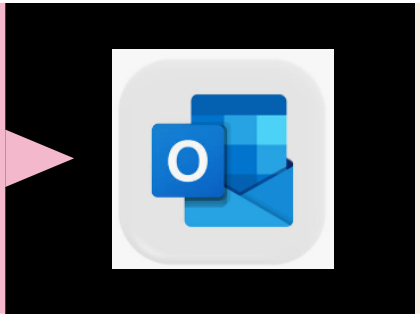
The new casual employee is automatically transferred to the Staff Learning Portal in an overnight system feed.

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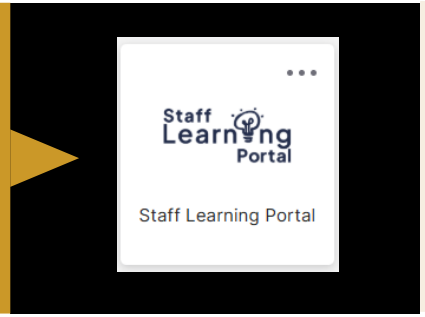
How the Online Induction Module is Assigned to a New Casual

4



The **casual employee** receives an email advising that Induction training has been assigned.

5



The **casual employee** accesses the Staff Learning Portal via the Flinders Okta Dashboard and completes the required module.

6



The casual employee's supervisor can view:

- Training Due
- Overdue Training
- Completed Training

via the *Team Dashboard* in the Staff Learning Portal.

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How the Online Induction Module is Assigned to Existing Casuals

To support the introduction of these new requirements, People and Culture will undertake a one-off assignment of the appropriate induction pathway to existing casual employees.

As part of this process, all casual employees who are currently active in Workday and engaged under one of the following job profiles will be assigned the **Online Induction Module** in the Staff Learning Portal:

- Casual Academic
- Casual Professional
- Student Professional

Supervisors are responsible for ensuring these employees are provided with **one hour of paid time** to complete the module. When scheduling training, supervisors must ensure casual employees are engaged in accordance with the **minimum three-hour engagement requirement**.

Note: Casual employees who also hold a Fixed Term or Continuing appointment will not be included in the one-off training assignment in October, as they should already be receiving the required training and refresher modules through the Staff Learning Portal.

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How the Online Induction Module is Assigned to Existing Casuals

Existing casual employees who fit in the Casual Academic, Casual Professional and Student Professional job profiles will be assigned the module on **Monday 19 October**. A completion due date of 30 calendar days from the date of assignment will be applied; however, the action required will depend on the employee's current engagement status:

- **Currently engaged:** If the employee has an upcoming shift before the end of 2026, supervisors have been advised to allocate time during a scheduled shift for them to complete the module.
- **Not currently engaged but expected to return:** If the employee remains active in Workday but is not currently engaged, the module should be completed during their first shift if they are re-engaged in 2027.
- **No longer engaged by the University:** If the employee is not expected to be re-engaged, supervisors have been told to contact employment@flinders.edu.au to have them made inactive in Workday. Once they are made inactive, any assigned induction module will no longer appear as active in the Staff Learning Portal.

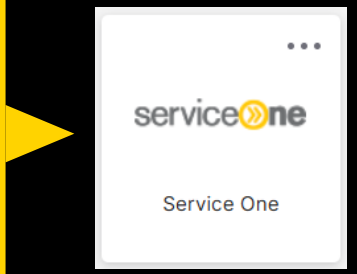
An email will also be sent to existing casual employees in these job profiles on Monday 19 October, advising them of the upcoming assignment, prior to them receiving the system generated training assignment notification.

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How the Checklist Induction is Assigned to a New Casual

1



Hiring Manager (or delegate) submits an 'Engage a Casual Worker' ServiceOne request for:

- Casual Chief Invigilator
- Casual Invigilator
- Student Engagement

2



Employment Services process the ServiceOne request and assign the appropriate job profile in Workday.

3



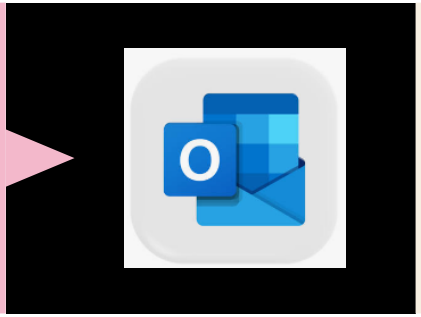
Once the Employment Services task is complete, ServiceOne generates an email notification and assigns a follow-up task to the **Hiring Manager** to collect and upload the completed Induction Checklist.

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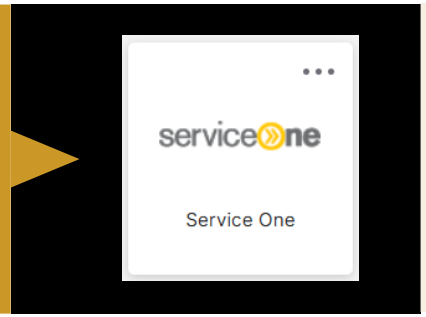
How the Induction Checklist is Assigned to a New Casual

4



The **casual employee** completes the Induction Checklist as part of their commencement and provides the completed checklist to their Hiring Manager.

5



The **Hiring Manager** uploads the completed Induction Checklist and completes the ServiceOne checklist.

6



People & Culture reviews reporting and follows up on outstanding ServiceOne tasks to ensure casual employees complete the required induction and Flinders meets its legislative obligations.

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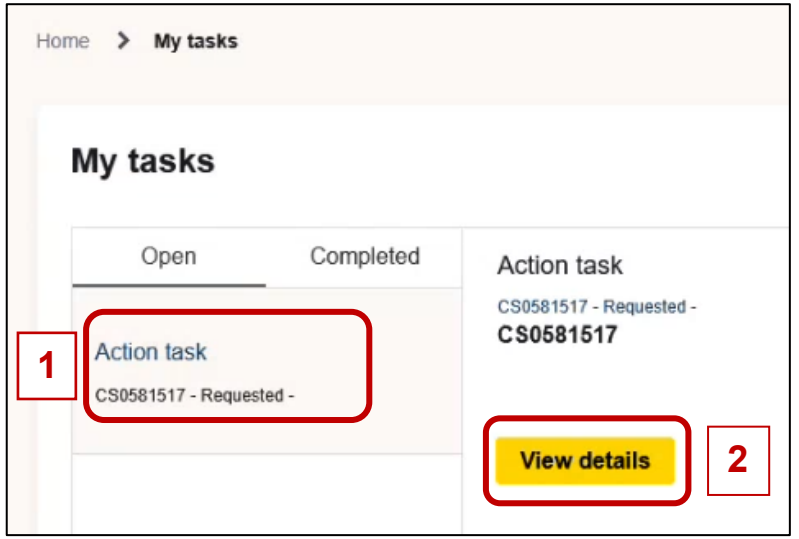
Submitting the Completed Checklist in ServiceOne

The following steps outline how Hiring Managers can upload a completed induction checklist to ServiceOne for a new casual employee.

Step 1: In ServiceOne, click on your **My Tasks** tab at the top of the screen.



Step 2: From the **Open** tab, click on the task awaiting your approval. Then click **View details** to open the task.

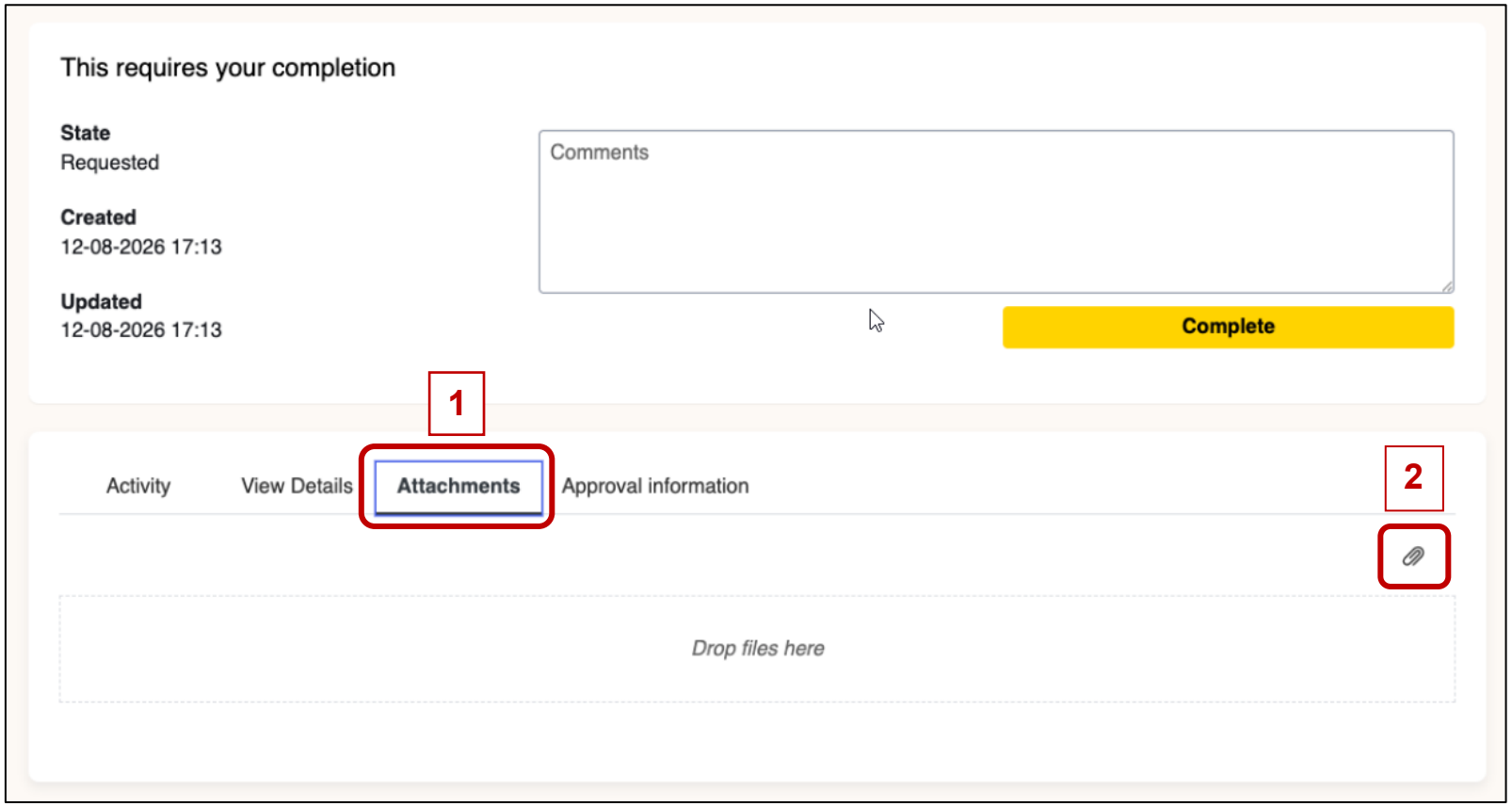


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Submitting the Completed Checklist in ServiceOne (cont.)

Step 3: Click on **Attachments**. Then Click on the **Paperclip**.



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Submitting the Completed Checklist in ServiceOne (cont.)

Step 4: Upload the completed Checklist Induction.



Step 5: Click **Complete**.



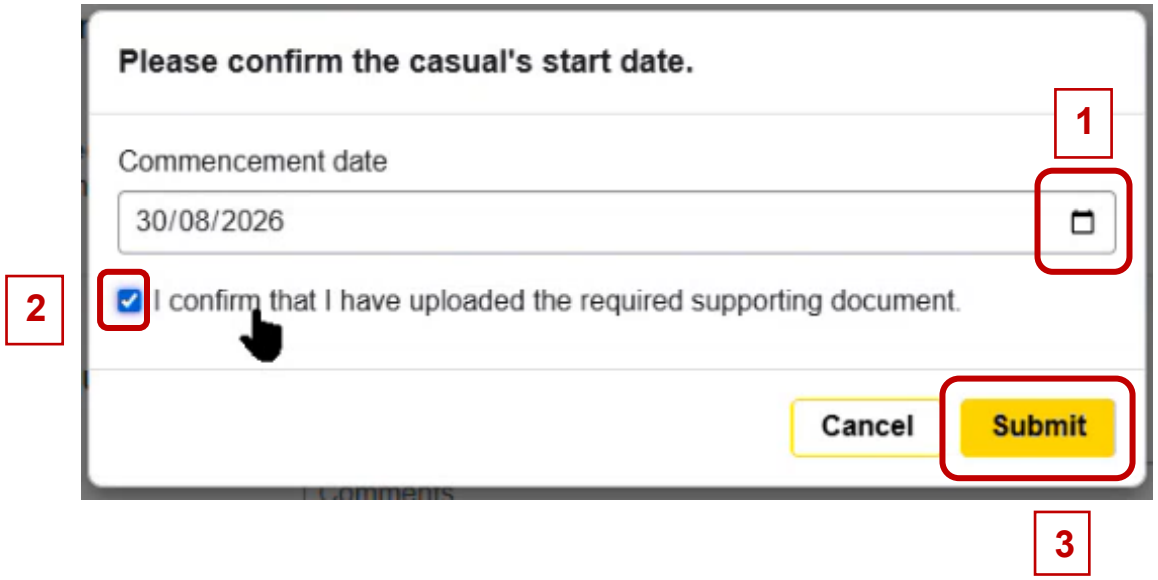
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Submitting the Completed Checklist in ServiceOne (cont.)

Step 6: In the pop-up window, add in Casual employee's **Commencement Date**.

Step 7: Tick **"I confirm that I have uploaded the required supporting document".**

Step 8: Click **Submit**.



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How the Checklist Induction is Assigned to an Existing Casual

As part of the rollout in mid-October, casual employees currently engaged under one of the following job profiles will need to complete the new **Checklist Induction**:

- Student Engagement
- Casual Chief Invigilator
- Casual Invigilator

Supervisors of existing casuals in these job profiles will receive a list of staff who are required to complete the checklist.

Supervisors need to email the completed checklists to professional.development@flinders.edu.au

Note: A new Checklist Induction will need to be completed by the casual employee:

- When re-engaged in Workday in one of the above job profiles
- When moving to a different or additional role in one of the above job profiles
- When engaged under a different Hiring Manager in one of the above job profiles.

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What do Supervisors Need To Do?

- Please ensure **all** new casual employees complete the appropriate induction upon commencement. Completion of the training forms part of their employment agreement.
- Supervisors must ensure that **one hour of paid time** is made available for casual employees to complete the Online Induction Module in the Staff Learning Portal.
- All casual employees **active in Workday** will be assigned induction training in mid-October.
- Please review your casual employee records and confirm who remains actively engaged.
- Contact **employment@flinders.edu.au** to make employees who are no longer engaged inactive.
- This will ensure training is assigned only to current casual employees.



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Need Help?

Work Instructions and training videos to help navigate the Staff Learning Portal as an employee and a Manager are available on the Professional Development webpage:

https://staff.flinders.edu.au/employee-resources/professional-development

If you require additional advice or support to manage this new process, please contact People & Culture at organisational.development@flinders.edu.au

Thank you for your support in implementing these changes and helping to maintain a safe and healthy workplace for all employees.



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