



# How to engage a new Casual Academic Research/FHMRI Sleep Health/Portfolios through direct appointment

## Identify and connect

The supervisor identifies the **new** Casual Academic candidate they wish to engage. They will have an initial conversation about the work that may be available and verify the candidate's suitability.

01



Note: This process is for **new** candidates only. If the Candidate is currently working for the University, refer to the Infographic for ['Existing Employee'](#). To confirm if a Candidate is currently engaged with the University, please refer to the User Guide ['How to search in Workday'](#). If you search for a person and there are no results, that means the person is not an existing employee.

## Initiate Service One request

The supervisor will submit a Service One request to start the Casual Academic engagement process. In some instances, the supervisor might delegate the engagement to another staff member.

Note: Identify engagement type as 'Direct appointment'. For direct appointments, the candidate is not required to complete the public casual register. If they have completed an application on the public casual register, please select ['Existing application'](#) instead.

If raising the request on behalf of the supervisor, tick the 'Raise request on behalf of someone else' box.

The Requestor can view the request status through the Service One portal under 'My Requests' list.

02



## Budget owner approval

The area/portfolio/grant budget owner reviews and approves the engagement of the new Casual Academic via Service One.

03



## Invite the casual candidate to register

The Casual Academic candidate receives an automated email to their personal email address with the link to the specific register for them to register and submit all the required documentation for the casual engagement.

04



## Service One ticket flows to People and Culture, Employment Services team

## Apply to the College register

The Casual Academic candidate completes the registration process by applying to the register and providing the following documents/information:

- Photographic identification
- Working rights
- Covid-19 vaccination status
- Evidence of qualifications, registrations, licences or trades
- Banking, tax and superannuation information

A notification is sent to People and Culture, Employment Services team through Workday to confirm the candidate has applied.

05



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## Casual Academic employment offer issued

People and Culture, Employment Services issue the Casual Academic employment offer.

An automatic notification is sent to the supervisor via Workday to confirm that the offer has been issued to the candidate.

07



## Review and accept Casual Academic employment offer

The Casual Academic candidate reviews and accepts the Casual Academic employment offer through their Workday Candidate Profile.

If the Casual Academic candidate has not accepted the casual employment offer after three days of it being issued, the supervisor and People and Culture, Employment Services team will receive a notification in Workday to alert them.

People and Culture, Employment Services will email the candidate to prompt them to action the employment offer; the supervisor will be Cc'd into the email, and they are encouraged to follow up on the acceptance with the candidate to fast-track the process.

08



## Finalise engagement

People and Culture, Employment Services finalise the Casual Academic engagement and close the Service One ticket. An automatic email notification is sent via Service One to the Requestor to confirm the completion of the engagement.

A separate automatic notification is sent to the supervisor via Workday to confirm that the casual has been hired.

09



## Casual available on the Casual Academic Scheduling and Payments (CASP application)

Once the new Casual Academic activates their Flinders Authentication Number (FAN), they will gain access to Flinders University systems, including the CASP app on their OKTA dashboard for submitting timesheets when required.

\*[Click here](#) for information on Casual Academic timesheets and payment.

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# Now the Casual Academic Research/FHMRI Sleep Health/Portfolios can start working and submit timesheets when required.