



# How to engage an existing employee as a Casual Academic Research/FHMRI Sleep Health/Portfolios

01



## Identify and connect

The supervisor identifies an existing University employee they wish to engage in their College and has an initial conversation about the work that may be available and verify the current employee's suitability.

02



## 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 'Existing employee'. Please refer to other infographics if this is not the case. If acting as the delegate, tick the 'Raise request on behalf of someone else' box.

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

03



## Budget owner approval

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

04



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

05



## Casual Academic employment offer issued

If the existing employee is not a Casual Academic Research, FHMRI Sleep Health or Portfolios, People and Culture, Employment Services will issue a Casual Academic employment offer.

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

Note: If the existing employee is currently working as a Casual Academic Casual Academic Research, FHMRI Sleep Health or Portfolios, People and Culture, Employment Services will not issue a new casual employment offer. People and Culture, Employment Services will add the new job in Workday and the process will progress to Step 8 below.

07



## Review and accept Casual Academic employment offer

If a casual academic employment offer was issued in step 5, the candidate would review and accept it through their Workday 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.

07



## 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.

08



## 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.



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