



How to engage a new Casual Academic – Teaching through direct appointment

Identify and connect

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

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.

*Other roles include Course Coordinator, Teaching Program Director, Discipline Lead

Communicate (optional)

The Topic Coordinator* emails the new Casual Academic – Teaching candidate's contact details to the delegate.

This communication also serves as confirmation that the Topic Coordinator* approves the initiation of the engagement process for that candidate.

Initiate Service One request

The Topic Coordinator* or delegate submits a Service One request to start the Casual Academic – Teaching engagement process.

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

If acting as the delegate, 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.

Budget owner approval

The Dean, People and Resources reviews and approves the engagement of the new Casual Academic – Teaching for their college via Service One.

Invite the casual candidate to register

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

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

Apply to the College register

The Casual Academic – Teaching candidate completes the registration process by applying to the college 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 the Education Resources Officer and People and Culture, Employment Services team through Workday to confirm the candidate has applied.

Casual Academic employment offer issued

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

An automatic notification is sent to the Topic Coordinator* and Education Resources Officer via Workday to confirm that the offer has been issued to the candidate.

Review and accept Casual Academic - Teaching employment offer

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

If the Casual Academic – Teaching candidate has not accepted the casual employment offer after three days of it being issued, the Topic Coordinator*, Education Resources Officer 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 Topic Coordinator and the Education Resources Officer 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.

Finalise engagement

People and Culture, Employment Services finalise the Casual Academic – Teaching 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 Topic Coordinator* and Education Resources Officer via Workday to confirm that the casual has been hired.

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

The new Casual Academic activates their Flinders Authentication Number (FAN) and gains access to Flinders University systems.

Create work schedule

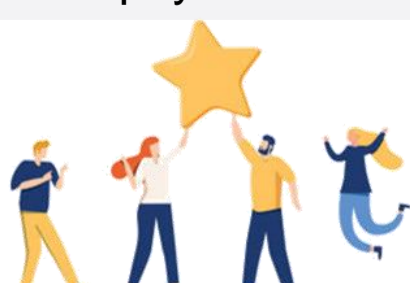
The Education Resources Officer generates the work schedule in the CASP application.

CASP sends an automatic email notification to the Casual Academic – Teaching to advise them a schedule is ready to review and accept.

Review and accept work schedule

The new Casual Academic reviews and accepts the work schedule on the CASP application.

*[Click here](#) for information on Casual Academic - Teaching scheduling and payment.



Now the Casual Academic – Teaching can start working in accordance with the Work Schedule.