



ENGAGEMENT

01



Complete form

The Supervisor completes 'Part A' of the Casual Academic Australia Award Employment form. The Candidate completes 'Part B', 'Part C' and 'Part D'. The Supervisor and the Australia Awards Liaison Officer sign the form.



02

Email form

The Australia Awards Liaison Officer emails the form to People and Culture, Payroll at payroll@flinders.edu.au.

03



Process engagement

People and Culture, Payroll processes the engagement in Workday.

PAYMENT

01



Complete claim form

The Casual Academic completes the Australia Awards Claim form and submits to the Australia Awards Liaison Officer via email.



02

Approval

The Australia Awards Liaison Officer authorises the claim form and forwards to People and Culture, Payroll.

03



Process payment

People and Culture, Payroll processes the claim form in the next [pay cycle](#).