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## How to engage a Casual Professional

This document is intended to assist supervisors in engaging a Casual Professional employee. If you would like to engage a Casual Academic teacher, please contact your College/Portfolio Education Resources Officer.

If you have any questions or would like to seek clarification on any points throughout this document, please contact your [People & Culture Coordinator](#).

### 1. INTRODUCTION

With the introduction of Workday, the engagement of Casual Professionals at the University has changed. Engagement requests are submitted through Service One instead of Flinders Pro.

Casual professionals may be engaged in clerical, administrative, financial, research, technical or IT roles.

Casual employees do not have regular or systematic hours of work or should not have an expectation of continuing work. A typical casual employee is employed on an hourly basis when the need arises.

### 2. EMPLOYMENT SCREENING

Pursuant to *Child Safety (Prohibited Persons) Act 2016 (SA)* where a casual employee is to perform a prescribed function(s) they will be required to obtain a children-related employment screening as a condition of engagement. The casual employee will be responsible for the cost of the employment screening. The casual employee cannot commence work with the University until satisfactory screening clearance has been received.

### 3. WHS INDUCTION

All staff are required to undertake general and site/work specific WHS induction. Supervisors are responsible for ensuring that new staff receive the [mandatory WHS induction](#) and training on their first day of work.

### 4. CONFLICT OF INTEREST

Please make sure that your casual staff member is aware of the University's expectations around [conflict of interest](#).

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## 5. ENGAGING CASUAL PROFESSIONALS

Administration for casual professionals is managed through:

- Service One and Workday for engaging casual professionals.
- Workday for the timesheet and payment process.

### 5.1 SEEKING APPROVAL FROM THE COLLEGE

Once you have decided that you would like to engage a casual professional, the first step is to seek approval from the College via email detailing the following:

- You would like to engage a casual professional employee
  - If you have an individual in mind, you can include their name here. Otherwise, you can seek an employee from one of the Casual Professional Registers.
- The account code(s) that will be used and if it is linked to a grant
- The number of hours of work required by the employee
- Classification level sought
  - Schedule 10 in the [Flinders University Enterprise Agreement 2019-2022](#) can assist you in choosing the most appropriate classification level
- Description of duties
  - Please be detailed so People & Culture can assess the duties against the classification level

### 5.2 CASUAL PROFESSIONAL REGISTERS

Once you have approval from the College to engage a casual professional and you have an individual in mind, they will need to apply to one of the casual professional registers.

If the casual is an external applicant, they will need to apply to the relevant casual professional register located on our [Jobs at Flinders](#) website.

If the casual is an internal applicant, they will need to apply via the “Career” icon on the “Applications” dashboard in Workday. They then need to select “Internal Vacancies” and navigate to the relevant casual professional register.

If you do not have an individual in mind, you can ask your [People & Culture Coordinator](#) for a list of applications from one of the registers.

Please note this is the only way a casual employee can be hired into a new position on Workday. If the individual already has an account with the University, they will still need to apply to one of the registers via the internal application process.

### 5.3 WORKING RIGHTS – REQUIRED DOCUMENTS

The candidate must submit documents that confirm their Australian working rights as part of their application to minimise the risk of delaying their engagement:

#### **Australian Citizens:**

- Australian passport **OR**
- Birth Certificate **OR** Australian Citizenship Certificate **AND** Photo ID, e.g. Driver’s Licence or Proof of Age Card

#### **Non-Australian Citizens:**

- Passport **AND** evidence of visa details, e.g. documentation re grant of visa issued by Department of Immigration and Border Protection

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## 5.4 SERVICE ONE REQUEST

Once the individual has applied to one of the registers, or you have chosen an individual from a list of applicants, you can then submit a Service One request to engage a casual professional. Service One is available via your Okta dashboard, or you can go straight to the application form [here](#).

Please note you must enter the Candidate ID number on the form to minimise the risk of delaying the engagement. If you are not sure of the ID number, you can ask the candidate themselves in the first instance. If the candidate is not currently employed at the University, you will be required to upload evidence of their work rights to the Service One request.

## 5.5 ENGAGEMENT OFFER

Once you have submitted the Service One request, Employment Services will initiate the hiring process for the candidate in Workday.

**Please note:** The Service One request is used to initiate the engagement of a casual professional. The candidate **must not** be engaged to undertake any work at Flinders University until they have received an engagement offer. Once they have been issued the engagement offer and have accepted, they will be hired into the position by Employment Services. Your Service One request will then be marked as Completed, which you will be notified of in an automated email from Service One.

## 5.6 ONBOARDING TASKS

Once the candidate has been hired into a new position on Workday, if they are a new employee to the University, they will receive onboarding tasks. These tasks **must** be completed as soon as possible by the casual employee to ensure that they are paid.

If you or the casual employee have any questions about the onboarding tasks, please ask your People & Culture Coordinator.