Add Casual Academics to a Topic

Overview
This process explains how to add Casual Academics to a topic once the topic already exists. Casual Academic’s need to be added to all topics they will be working in as this will form their Estimated Work Schedule (EWS), which is what their fortnightly pay is based on. This guide will cover:

- Adding Casual Academics to a topic from the topic record
- Adding Casual Academics to a topic from the Actions tab

Positions Responsible
School Administrators – can add casuals to any topic within their school
Topic Coordinators – can add casuals to any topic for which they coordinate

System Steps
Adding a Casual Academic to a topic from the topic record

1. Login to FlindersPro
2. Go to the Records tab and select ‘Topics’
   The screen will display all topics for which you are responsible.

To search for a specific Topic
3. Type the full / part topic name or number in the ‘Search Topics’ field and press enter.
4. Select the topic by clicking the blue link
5. Click the ‘Add new Casual Academics to the topic’ button at the top of the screen.

6. Casual Academics that already have work schedules in this topic will display in a table. This table can be collapsed by clicking the ‘expand / collapse’ button.

   Enter the Casual Academic’s FAN. If unknown, use the ‘+Advanced Search’ to search by firstname or lastname.
Adding a Casual Academic to a topic from the Actions tab

1. Go to the Actions tab and select ‘Add New Casual Academic’

2. Search for the required topic using the fields at the top of the screen or;
   If you can see the topic in the list (displayed will be all topics you can add casuals to), check the box and click ‘Next’.

3. Casual Academics that already have work schedules in this topic will display in a table. This table can be collapsed by clicking the ‘expand / collapse’ button.
   Enter the Casual Academic’s FAN. If unknown, use the ‘+Advanced Search’ to search by firstname or lastname.
4. Enter the start and end date to build the casual academic’s work schedule.

Click ‘Build Schedule’.

Displayed will be a grid that contains the week range selected and the most commonly used pay codes.

5. Enter the casual's work schedule into the grid.

6. Click ‘Save Schedule’
7. To add more casuals to this topic, click ‘Add New Casual Academic to the Topic’. If no further casuals are required click ‘Next’.

8. The Account Numbers screen allows you to change the default account number for the new casuals added.

For more account number options, click on ‘Add an Account Number Override’. This allows you to add an override account number for a staff member, paycode or a specific week.

9. Click ‘Add’ if you have selected override details or ‘Cancel’ to quit out of the area.

10. Click ‘Submit’ to complete the process.

Next Stage
The casual will receive an email to accept or reject the offer of work in the topic. If they accept, work in the topic can commence. Should the casual reject the offer, they cannot work in the topic and the process will need to be repeated for any future offers.

If the casual has not worked in your school before, the system will automatically send the Dean/Approver a task asking them to approve or reject that this casual can work in the school. If approved, the system will send the offer of work and schedule to the casual. If rejected, the School Administrator will be notified by email.
Using the grid features

- **Show Paycode Types**
  
  If the paycode you require does not appear at the top of the screen, click ‘Show Paycode Types’. Place a tick next to the paycode(s) that are required and click ‘Apply’.

- **Copy Selected Weeks**
  
  Use this function when there is a need to repeat a week or series of weeks throughout the schedule. Place a tick next to the weeks that you wish to copy, scroll down to the bottom of the schedule and select ‘Copy Selected Weeks’. Once you have copied weeks, the paste function will become available.

- **Paste Selected Weeks**
  
  Place a tick next to the weeks that you wish to paste your copied week(s) and click ‘Paste Selected Weeks’. If you need to paste to all weeks, tick the box at the top, which will place a tick in all boxes, and click ‘Paste Selected Weeks’.