Overview
The process below explains how to action (approve, reject or amend) a variation to a Casual Academic’s Estimated Work Schedule (EWS). A Casual Academic can submit a variation for any increase or decrease in number or type of sessions for that week or pay period. These variations require approval because the EWS is what the Casual Academic’s fortnightly pay is based on. Please note that every fortnight, all Casual Academics will be emailed a copy of their EWS, asking them to submit a variation if their work hours for that pay period differ from that shown on the EWS.

Positions Responsible
Topic Coordinators
School Administrators

System Steps
An email will be received advising you of a task to validate the variations to the Casual Academic’s EWS. You are receiving this because a Casual Academic working in your topic has submitted a variation which requires your approval.

1. Login to FlindersPro
2. Go to the ‘Task’ tab and select the task - Validate Variation(s) for firstname lastname

If you are already aware of the variation, you can quickly approve the change by:

3. Place a tick in the check box to select the record and click ‘Approved Selected’.
4. Click ‘Notify Casual Academic’ to complete the process. This will send an email to the Casual Academic to advise them of this change/approval.
If you would like to see more information about the variation:

Click on the ‘More Info’ button where you can approve, reject or amend the variation. Once the form has been completed, click ‘Update Variation’.

The changed details will display. Click ‘Notify Casual Academic’ to complete the process, this will send an email to the Casual Academic to advise them of this action.
Next Stage
If the request is approved or amended, the Casual Academic will receive a confirmation email, their Estimated Work Schedule (EWS) will be updated and they will be paid according to the variation submitted.

If the request is rejected, the Casual Academic will receive an email advising them of this. If the Topic Coordinator does not action the request before the Wednesday prior to pay run, the request is escalated to the School Administrator to action by close of business (COB) the Thursday prior to the pay run.

If the request is submitted by the Casual Academic after the Wednesday prior to pay run, the task goes straight to the School Administrator. Please see the pay calendar for specific dates.