

Overview

The process below explains how to track Casual Academic Engagements. This includes how to view a completed or in-progress Casual Academic Engagement record.

Positions Responsible


School Administrators

Topic Coordinators

Dean/Approvers

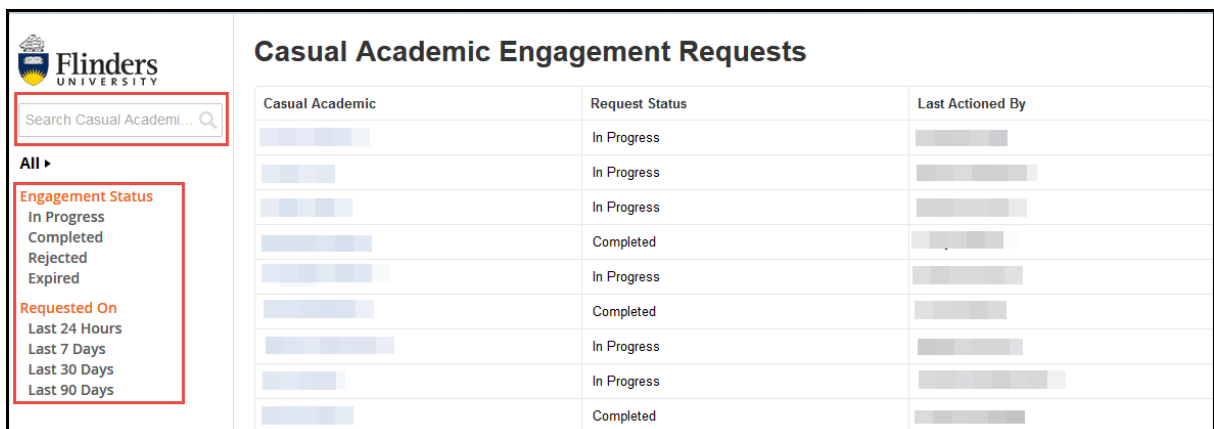
View a Casual Academic Engagement Record

1. Login to FlindersPro
2. Go to the Records tab
3. Click on 'Casual Academic Engagement Requests'



The screenshot shows the FlindersPro interface with the 'Records' tab selected. The 'Casual Academic Engagement Requests' option is highlighted with a red box. The interface includes a navigation bar with 'News', 'Tasks (6)', 'Records', 'Reports', and 'Actions'. The main content area displays a list of record types: 'Additional Hours Requests', 'Administrators', 'Casual Academic Engagement Requests' (highlighted), and 'Casual Academic Schedule Variations'. Each item includes a brief description.

4. You can search by typing in the search bar to the left of screen and pressing enter. You can also filter the results by using the filter options on the left hand side.



The screenshot shows the 'Casual Academic Engagement Requests' table in the FlindersPro interface. The search bar and filter options are highlighted with red boxes. The table has three columns: 'Casual Academic', 'Request Status', and 'Last Actioned By'. The filter options include 'Engagement Status' (In Progress, Completed, Rejected, Expired) and 'Requested On' (Last 24 Hours, Last 7 Days, Last 30 Days, Last 90 Days).

Casual Academic	Request Status	Last Actioned By
[Redacted]	In Progress	[Redacted]
[Redacted]	In Progress	[Redacted]
[Redacted]	In Progress	[Redacted]
[Redacted]	Completed	[Redacted]
[Redacted]	In Progress	[Redacted]
[Redacted]	Completed	[Redacted]
[Redacted]	In Progress	[Redacted]
[Redacted]	In Progress	[Redacted]
[Redacted]	Completed	[Redacted]

5. To display the Engagement Record of a Casual, click on their name.

Records / Casual Academic Engagement Requests

Alice Academic [Follow](#)

Casual Academic
Alice Academic
Requested By
Lara Administrator
For Department
School of Computer Sc, Engineering & Mathematics / Faculty of Science & Engineering

Email
sct0001@flinders.edu.au
Requested On
17/08/2015
Overall Status
In Progress

Status	Process Stage	Actioned By	Action Commenced	Action Completed
✓	Engagement Initiated	Lara Administrator	17/08/2015	17/08/2015
✓	Engagement Approval	Karen Reynolds	17/08/2015	17/08/2015
✓	Casual Submitted Form	Alice Academic	17/08/2015	17/08/2015
✓	School of Computer Sc, Engineering & Mathematics Verified Casual Documents	Lara Administrator	17/08/2015	17/08/2015
→	Human Resources Confirmed Australian Work Rights		17/08/2015	
🕒	Casual Entered Into HR System			

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[More Info](#)

6. If you click on the 'More Info' button, additional information about each stage of the process will be displayed. The additional information which will be displayed includes all of the information about the engagement process, the details of everyone who has been involved in the process and any comments which have been added.

Engagement Initiated

Reason for Engagement
Need a casual to work on topic xyz.

Action Commenced
17/08/2015

Action Completed
17/08/2015

Engagement Approval

Approver
Karen Reynolds

Status
Approved

Comments
I agree

Action Commenced
17/08/2015

Action Completed
17/08/2015

Casual Submitted Form

Form Number
ENG1708201576

Status
Approved

Residency
Australian Citizen

Action Commenced
17/08/2015

Proof of Work Rights
Proof to be provided in person

Action Completed
17/08/2015

School of Computer Sc, Engineering & Mathematics Verified Casual Documents

Actioned by
Lara Administrator

Status
Approved

Additional Documents Uploaded
Yes

Action Commenced
17/08/2015

Comments

Action Completed
17/08/2015