Overview
When engaging a proposed Casual, we need to sight and confirm their proof of identity and work rights. There are two ways a proposed Casual can provide proof, they can:

- upload certified documents directly into the system
- physically bring their original documents in to be sighted, photocopied, stamped (stamp provided by HR), scanned and uploaded to the system by Flinders University staff

This document guides you through the process in the FlindersPro system and where more information can be found.

Please note that the official confirmation of identity and work rights is the responsibility of HR, a task and email is sent to Human Resources once this step has been completed.

Positions Responsible
School Administrators (For Casual Academic Process)
Supervisors/Initiators (For Casual Professional Process)

Previous Stage
A request has been completed to engage a Casual. The proposed Casual needs to provide proof of Identity and Work Rights before the offer of work can continue.

System Steps
1. Login to FlindersPro
2. Go to the ‘Tasks’ Tab and click the ‘Confirm Identity and Work Rights for Firstname Lastname’
3. Accept the Task

4. If the proposed Casual has uploaded documents, open them and confirm:
   a. They are the appropriate documents
   b. All documents and all pages have been sighted and signed by an 'Authorised Professional'

5. If the proposed Casual is presenting their paperwork in person:
   a. Photocopy the documents
   b. Authorise the photocopies by using the stamp provided by HR. Where a document has more than one page, each page must be stamped and signed
   c. Scan the document to your email
d. Open the attachment on your computer and upload.
e. Place the authorised photocopy in the confidential waste and delete the scanned file from your computer

6. Once you are satisfied with the documentation, complete the declaration and click ‘Submit to HR’.

Next Stage
The form will be submitted to HR to officially confirm the proof of identity and work rights documents and will enter the proposed Casual’s details into the HR system.

Further information about what to look for when confirming identity and work rights can be found in the ‘Guidelines for Staff Checking Identity and Work Rights for Casual Staff’ document by HR.