BACKGROUND INFORMATION

Team Leaders now have the ability to cease (end) jobs for casual employees via the Employee Self Service. Once a casual job has been selected for cessation, the cessation will be auto approved, meaning the transaction will flow electronically from the Team Leader, directly to Payroll to process on the Human Resources (HR) system.

Team Leaders are given access to a menu called ‘Occupancy Change Request’ (OCR). Casual employees will appear on the OCR list 90 days prior to the job end date and will remain on the list up to 30 days after the job end date.

SCENARIO EXAMPLE

Below are screen shots showing an example of an on-line ‘Casual Academic Job Cessation’ (Cease Occupancy) process to give you an idea of the detail that is displayed on the screens available to the Team Leaders.

The following example will be based on ‘Dr J Purple’s’ casual job not being renewed. For the purposes of this example only, the casual job cessation will flow from the Team Leader direct to Payroll where the job cessation will be processed on the HR System.

Step 1 – TEAM LEADER

Team Leader logs into the ESS and views their ‘Occupancy Change Request’ screen where a list of casual jobs due to end within the next 90 days will be displayed. If the Team Leader anticipates that a casual job is ending, they can initiate the request. We recommend that Team Leaders check their ‘Occupancy Change Request’ list on a regular basis so that they can monitor the end dates of casual jobs.

- The Team Leader will ‘log into the ESS’.
- Open the ‘Pilot Development’ folder from the left hand menu.
- Select ‘Occupancy Change Request’. This is where employees whose contract end date falls within 90 days will be listed.
- Select Cease Occupation ‘Process’.

Step 1 – TEAM LEADER

Team Leader logs into the ESS and views their ‘Occupancy Change Request’ screen where a list of casual jobs due to end within the next 90 days will be displayed. If the Team Leader anticipates that a casual job is ending, they can initiate the request. We recommend that Team Leaders check their ‘Occupancy Change Request’ list on a regular basis so that they can monitor the end dates of casual jobs.

- The Team Leader will ‘log into the ESS’.
- Open the ‘Pilot Development’ folder from the left hand menu.
- Select ‘Occupancy Change Request’. This is where employees whose contract end date falls within 90 days will be listed.
- Select Cease Occupation ‘Process’.
Instructions – Cease Casual Job

Step 2 – TEAM LEADER

The Team Leader completes the ‘Cease Occupancy Details’ form. Only those fields which are surrounded by a box can be modified. The cessation date automatically defaults into the record which is the end date of their current casual job. The cessation date cannot be changed, if you require an earlier end date please enter the end date in the ‘Reason for contract cessation’ box.

- The occupancy ‘Cessation Date’ will default to the current casual job end date.
- Enter relevant details into the ‘Reason for contract cessation’.
- Select ‘Insert’ to submit the Occupancy Cessation.

A ‘Success!’ message will appear.

The request will now move through to Payroll for processing.
Instructions – Cease Casual Job

Once the casual job cessation is submitted, the Team Leader can view the status of the request by selecting ‘Occupancy Change Request’ from the menu on the left, where the cessation will show as ‘Approved’.

Step 3 – PAYROLL (HUMAN RESOURCES)

Payroll is notified that the casual job cessation has been requested, and will process the casual cessation as soon as possible.

Once Payroll has processed the contract cessation on the HR System, the employee details will no longer appear in the Team Leader’s ‘Occupancy Change Request’ screen.