Overview

This guide explains the process required to submit an engagement request for a casual professional staff member. An engagement request should only be submitted once a process has been completed to identify a suitable candidate for a short-term vacancy within your area.

An administrator or the supervisor of the casual professional can complete the engagement form. If an administrator initiates the request on behalf of the supervisor, the supervisor is required to acknowledge the request.

The engagement request is used for the following purposes:

- To collect the proposed casual professional’s information so they can be added to our HR Systems
- To offer a current casual professional work

Positions Responsible

Administrator on behalf of a Supervisor
Supervisor

System Steps

1. Login to ‘FlindersPro’
2. Go to the ‘Actions’ tab and select ‘Engage New Casual’

3. Select the Staff Type of ‘Professional’

If the proposed casual is brand new to Flinders University

4. Enter the details of the proposed casual professional
   
   The email must be their personal email address. This address will be used to send them login details and a form to complete.
   
   Enter the start and expected end date of the work offer.
If the proposed casual has previously worked at Flinders University

5. Enter the casual's FAN and if the casual is ‘known’ to our systems, their name and email details will appear. This will trigger a shorter process for the casual whereby they will receive an offer of work and not the complete form requesting all their details which they have previously provided.

   Enter their start and expected end date

   Note – if the casual has a Child Related Employment clearance already recorded in the system, the renewal date will display.

6. Select the Faculty/Portfolio, School/Division from the dropdown.

   Select Yes, if you (as the person completing the form) will be the supervisor of the casual or No, if the supervisor will be someone else.

   Enter the supervisor’s FAN or click ‘+Advanced Search’ to search for the required supervisor.

7. Complete the ‘Employment Period, Duties and Rates’ section. Detail information about the key duties and responsibilities of the casual as well as entering a recommended HEO level (to be
confirmed by HR). Please see the link to the ‘Classification Descriptors’ which will assist in making the correct HEO selection.

Enter the ‘Expected Work Pattern’ as ‘regular or systematic’ or ‘ad hoc’. When selecting ‘regular or systematic’, estimate the number of hours per week that will be worked.

**Note:** The ‘Key Duties and Responsibilities’ will be visible to the approver, the casual and to HR. HR will ensure the proposed HEO level is aligned to the ‘Key Duties and Responsibilities’. If you are in doubt about which HEO level to select, contact a Senior HR Advisor.

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8. If the casual will be working in a Prescribed position, select Yes to this question. Details about prescribed positions are included in the links in this section. If an existing staff member is being engaged, and they already have a Child Related Employment clearance that is valid for the period of engagement, then this section is not displayed.

9. Complete the Salary Account Details from which the casual’s salary will be charged and the fraction allocated to this account. If more than one account number will be charged, click ‘Add Additional Account Numbers’ and ensure the account fraction adds up to 100.
10. Complete the Declaration and Authority and click 'Submit'

a. If you are an administrator, completing the request on behalf of the casual’s supervisor, you will see the following declaration:

**Declaration and Authority**
- [ ] I confirm that this request to engage a casual employee is consistent with the rationale for casual work provided above (consult HR Client Services if there is a longer-term need necessitating a fixed-term or continuing role)

b. If you are the supervisor of the casual, you will see the following declaration:

**Declaration and Authority**
- [ ] I am satisfied that this individual has the necessary qualifications, skills and experience to satisfactorily carry out the duties outlined in this form and I confirm that I have followed due process in the selection of this individual
- [ ] I confirm that I will be the supervisor of this individual and that I do not have a relationship (financial, familial, sexual or otherwise) to him/her
- [ ] I acknowledge my responsibility to approve the individual’s timesheets in a timely manner
- [ ] I confirm that this request to engage a casual employee is consistent with the rationale for casual work provided above (consult HR Client Services if there is a longer-term need necessitating a fixed-term or continuing role)
- [ ] I accept my responsibility to ensure that the proposed casual employee will not commence duties until such time as eligibility for employment has been confirmed and all documentation (including offer and acceptance) has been processed by Human Resources

**Supervisor Acceptance**

When an administrator initiates a request on the supervisor’s behalf, the supervisor is required to accept the duties of being the casual’s supervisor.

The supervisor will receive an email that will link them to a task to accept or decline the supervisory responsibilities.

**Next Stage**

The approver will be required to approve or reject the engagement request.

**Engaging a brand new casual professional:**

The proposed casual professional will receive an email about a work offer. Once they accept and provide their details through FlindersPro, a request is sent to the initiator of the request to confirm their identity and work rights documents.

Once identity and work rights are supplied, HR need to confirm the documents and add the casual’s details into the HR system.

If it is a prescribed position, the casual must provide a current Child Related Employment clearance. If they are unable to provide one, HR Client Services will initiate an application on their behalf. Work will not be able to be commenced until a clearance has been obtained.

Once completed, the initiator and casual will receive an email to advise them that they able to start work from their commencement date.

**Offering work to an existing casual professional:**

The casual professional will receive an email about an offer to accept work. Once they accept the offer through FlindersPro, a request is sent to HR to check the Child Related Employment clearance if applicable, and add a Job Number. The initiator and casual will receive an email to advise that they able to start work from their commencement date.
In both processes, should the approver reject the request, a notification email is sent to the initiator and the casual and work cannot commence.