

How to...

Engage Sessional Staff

Introduction

This guide shows you how to engage a sessional (casual academic) staff member. Before you start, you need the following:

- evidence of the applicant's right to work in Australia. It is an offence to employ someone who does not have this right.
- personal details such as their date of birth, contact details and Griffith ID number (if they have worked here previously).
- the applicant's residential address, as PO boxes are not accepted by the Australia Taxation Office.
- The applicant's personal email address (do not use a Griffith University e-mail)

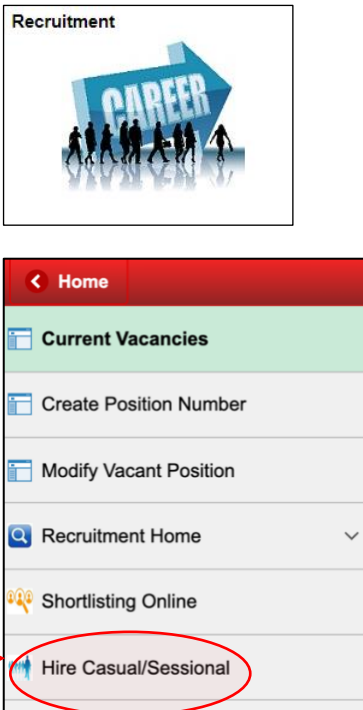
Please note that if the employee is new or has not been employed at Griffith for more than 12 months, they will need to complete onboarding tasks before they can be paid.

Step 1: Navigate to the Online Engagement (OE) form

- Log in to the **staff portal** and select **My Staff Page**.

1 Select the **Recruitment** tile.

2 Select **Hire Casual/Sessional**.



The image shows two screenshots from a staff portal. The top screenshot is a 'Recruitment' tile with a blue arrow pointing right containing the word 'CAREER' and silhouettes of people. A red circle with the number '1' is next to it, and a red arrow points from the text '1 Select the Recruitment tile.' to it. The bottom screenshot is a mobile-style menu with a red header 'Home' and a back arrow. It lists several options: 'Current Vacancies', 'Create Position Number', 'Modify Vacant Position', 'Recruitment Home', 'Shortlisting Online', and 'Hire Casual/Sessional'. The 'Hire Casual/Sessional' option is circled in red, and a red circle with the number '2' is next to it, with a red arrow pointing from the text '2 Select Hire Casual/Sessional.' to it.

Step 2: Add a new applicant who has previously reported to you

- Skip to **Step 3** if you need to add an applicant who has not previously reported to you
- Skip to **Step 4** if you need to retrieve an existing OE

1 If you need to raise a new engagement, select the **Add a New Value** tab.

2 Enter **NEW** in the Applicant ID field and select **Add**.

Follow the prompts that follow through the **Online Engagement** screen.

3 If the applicant has an existing Griffith ID, please ensure you select **Yes** to these two questions and provide their **ID number** when requested (please omit the S from their ID number).

Online Engagement

Find an Existing Value | **Add a New Value** **1**

Applicant ID NEW **2**

Add **2**

Find an Existing Value | Add a New Value

| Online Engagement | Applicant ID | NEW | Application Status | Initiated |
|--|--------------|-----|--------------------|-----------|
| Instruction | | | | |
| Please answer the questions below in order to complete the Engagement Form. | | | | |
| Please note that a Griffith ID is required if the Applicant is a current or returning Staff Member or Student. | | | | |
| Note: It is an offence to employ a person who does not have the right to work in Australia. Please seek evidence of their work rights. | | | | |
| You cannot use this process to hire International employees. If the applicant is an international citizen and/or working internationally please contact Human Resources. | | | | |
| Select Employee | | | | |
| Does the new Applicant have a Griffith ID? 3 | | | | |
| <input checked="" type="radio"/> Yes <input type="radio"/> No | | | | |
| Has the new Applicant reported to you previously? | | | | |
| <input checked="" type="radio"/> Yes <input type="radio"/> No | | | | |
| Enter Griffith ID. Please note the Griffith ID must be 7 digits and no S is required. | | | | |
| Griffith ID: 3 | | | | |

4 The list of employees who have previously reported to you will appear. Select the **relevant employee** and then **Continue**.

If the employee does not appear in the list but you have their Griffith ID, select the checkbox as shown, enter their Griffith ID and then select **Continue**. If you or the employee does not know their Griffith ID please contact People and Wellbeing on 3735 4011 or peoplesupport@griffith.edu.au.

5 Enter the employee's personal information, salary costing information and other details as requested. Select either **Save for Later** or **Submit**.

If you select **Submit** the workflow will progress to the specified supervisor/course convenor for approval. A second workflow will include the Head of School/Department. If you are the Supervisor of the applicant, you are also the Head/Financial delegate and the workflow will automatically approve.

| | First Name | Last Name | Empl ID | Empl Record | HR Status | Position Number | Description |
|--------------------------|------------|-----------|---------|-------------|-----------|-----------------|--------------------------------|
| <input type="checkbox"/> | 1 | | | | Active | | Senior Executive Officer |
| <input type="checkbox"/> | 2 | | | | Active | | Dean (Academic) |
| <input type="checkbox"/> | 3 | | | | Active | | Dean (Learning & Teaching) |
| <input type="checkbox"/> | 4 | | | | Active | | Campus Liaison Officer |
| <input type="checkbox"/> | 5 | | | | Active | | Director, Menzies Health |
| <input type="checkbox"/> | 6 | | | | Active | | |
| <input type="checkbox"/> | 7 | | | | Inactive | | Snr Research Assistant Grade 1 |
| <input type="checkbox"/> | 8 | | | | Inactive | | |
| <input type="checkbox"/> | 9 | | | | Active | | Dean (Research) |
| <input type="checkbox"/> | 10 | | | | Inactive | | |
| <input type="checkbox"/> | 11 | | | | Active | | Executive Support Officer |
| <input type="checkbox"/> | 12 | | | | Inactive | | Director, International |
| <input type="checkbox"/> | 13 | | | | Active | | Dean, First Peoples Health |
| <input type="checkbox"/> | 14 | | | | Active | | Senior Research Fellow |
| <input type="checkbox"/> | 15 | | | | Active | | |

Personal Information of new Employee

Provided Griffith ID:

Choose one of the Employee types below for the new hire

Sessional Employee Hourly Casual Employee Guest Lecturer

*First Name: *Last Name:

Email Address:

*Date of Birth: *Gender:

Select Supervisor

Will you be the Supervisor for this Job? Yes No

Supervisor ID: Susan Forde Dean (Academic)

Start Date:

End Date:

Department: PVC Arts Edu and Law

Location: Mt Gravatt Campus

Will the Employee be working from another State? Yes No

If Yes, please indicate State:

If Other, Specify: If Overseas, please state Country

Is the person a citizen or resident from a country that may be subject to sanctions? Yes No

Please review the list of sanctioned countries (<http://www.dfat.gov.au/sanctions/sanctions-regimes/>)

Please select Work Type:

Invigilator Gumurrii Models General Casual

Salary Administration Plan:

Grade: Step:

Hourly Rate: Override Hourly Rate

NOTE: Casuals will get loading on top of this figure.

Costing Information

| SpeedType Key | Class Field | Account | Percent to Allocate |
|---------------|----------------------|----------------------|----------------------|
| 1 | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Engagement History

OR, Step 3: Add a new applicant who has not previously reported to you

- 1 Follow **steps 2.1 to 2.2.**
- 2 Select **No** to 'Has the new Applicant report to you previously'?
- 3 Enter the **applicant's ID** (please omit the S) and the personal information fields will appear.
- 4 Enter the employee's personal information, salary costing information and other details as requested. Select either **Save for Later** or **Submit**.

If you select **Submit** the workflow will progress to the specified supervisor/course convenor for approval. A second workflow will include the Head of School/Department. If you are the Supervisor of the applicant, you are also the Head/Financial delegate and the workflow will automatically approve.

Select Employee

Does the new Applicant have a Griffith ID? Yes No

Has the new Applicant reported to you previously? Yes No

Enter Griffith ID. Please note the Griffith ID must be 7 digits and no S is required.

Griffith ID:

Personal Information of new Employee

Provided Griffith ID:

Choose one of the Employee types below for the new hire

Sessional Employee Hourly Casual Employee Guest Lecturer

*First Name: *Last Name:

Email Address:

*Date of Birth: *Gender:

Select Supervisor

Will you be the Supervisor for this Job? Yes No

Supervisor ID: Susan Forde Dean (Academic)

Start Date:

End Date:

Department: PVC Arts Edu and Law

Location: Mt Gravatt Campus

Will the Employee be working from another State? Yes No

If Yes, please indicate State:

If Other, Specify: If Overseas, please state Country

Is the person a citizen or resident from a country that may be subject to sanctions? Yes No

Please review the list of sanctioned countries (<http://www.dfat.gov.au/sanctions/sanctions-regimes/>)

Please select Work Type:

Invigilator Gumurrii Models General Casual

Salary Administration Plan:

Grade: Step:

Hourly Rate: Override Hourly Rate

NOTE: Casuals will get loading on top of this figure.

Costing Information

| SpeedType Key | Class Field | Account | Percent to Allocate | | |
|---------------|----------------------|----------------------|----------------------|---|---|
| 1 | <input type="text"/> | <input type="text"/> | <input type="text"/> | + | - |

Engagement History

Save for Later
Submit

OR, Step 4: Retrieve an Existing OE

- 1 If you have already created but not yet submitted an online engagement, select the **Find an Existing Value** tab and then **Search**.
- 2 Select the **applicant ID** of the relevant employee from the list that appears.
- 3 Repeat **Step 3.4**.

Online Engagement
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Search Criteria

Applicant ID begins with

First Name begins with

Last Name begins with

Workflow Status =

Location Code begins with

Course Code begins with

Case Sensitive

Search **Basic Search** **Save Search Criteria**

[Find an Existing Value](#) | [Add a New Value](#)

Online Engagement
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Search Criteria

Applicant ID begins with

First Name begins with

Last Name begins with

Workflow Status =

Location Code begins with

Course Code begins with

Case Sensitive

Search **Clear** **Basic Search** **Save Search Criteria**

Search Results

View All 1-2 of 2

| Applicant ID | First Name | Last Name | Workflow Status | Location Code | Course Code |
|--------------|------------|-----------|-----------------|---------------|-------------|
| 1110942 | | | Saved | CAMMTG | (blank) |
| 1110943 | | | Saved | (blank) | (blank) |