

# How to...

Engage a Guest Lecturer

## Introduction


This guide will show you how to engage a guest lecturer. 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 or studied here previously). If you do not have their ID number, please contact People and Wellbeing on 373 54011.
- If the employee is a citizen or resident from [a country subject to sanctions](#), do not raise an engagement. Please contact People and Wellbeing on 373 54011.

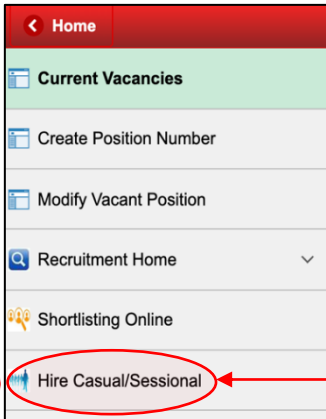
## Step 1: Navigate to the Recruitment section of the Staff Portal.

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

**1** Select the **Recruitment** tile



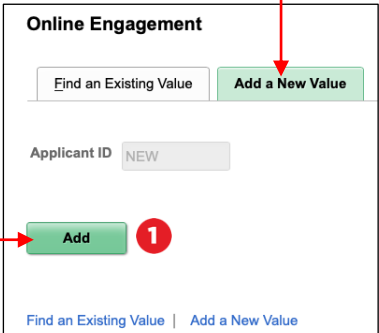
**2** Select **Hire Casual/Sessional**



## Step 2: Start an online engagement (OE)

- This screen will offer you two tabs to choose from. Use **Find an Existing Value** to find a casual or sessional staff engagement you have previously raised for your School, Department or Element. Use **Add a New Value** to add new staff.

**1** To add a new employee, select **Add a New Value**, then **Add**.



- 2 To find an existing OE, whether saved or submitted, select the **Find an Existing Value** tab, enter the search criteria and then select **Search**.
- 3 Select **Yes** or **No** as applicable for these questions.
- 4 If the employee has previously reported to you, select them from the list and then **Continue**.

### Online Engagement

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

**Find an Existing Value** 2 Add a New Value

▼ **Search Criteria**

Applicant ID

First Name

Last Name

Workflow Status

Location Code

Course Code

Case Sensitive

**Search** 2 [Basic Search](#) [Save Search Criteria](#)

### Online Engagement

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?  Yes  No

Has the new Applicant reported to you previously?  Yes  No

### Online Engagement - Employee Selection

**Instructions**

Choose the employee from the list of staff below. Alternatively, if the Applicant does not appear below and they have a Griffith ID select the tick box to enter the Griffith ID.

Then click the Continue button to return to the previous screen to enter the job information.

**Select Employee**

Below is the list of all employees (previous & current) who have reported to you.

Name:

If the employee doesn't appear in the search results but has been a Student or Employee of Griffith University, tick this box and an ID field will appear for you to enter their Griffith ID.

	First Name	Last Name	Empl ID	Empl Record	HR Status	Position Number	Description
<input type="radio"/>	1				5 Active		
<input type="radio"/>	2				0 Active		Payroll Consultant
<input type="radio"/>	3				0 Active		Payroll Services Officer
<input type="radio"/>	4				0 Active		Payroll Consultant
<input type="radio"/>	5				0 Active		Payroll Services Officer
<input type="radio"/>	6				1 Active		Payroll Services Officer
<input type="radio"/>	7				0 Active		Payroll Services Officer
<input type="radio"/>	8				0 Active		Payroll Consultant
<input type="radio"/>	9				0 Active		Payroll Consultant
<input type="radio"/>	10				0 Active		Payroll Consultant
<input type="radio"/>	11				1 Active		Payroll Services Officer
<input type="radio"/>	12				1 Active		Payroll Consultant
<input type="radio"/>	13				1 Active		Payroll Consultant
<input checked="" type="radio"/>	14				0 Inactive		Payroll Consultant
<input type="radio"/>	15				1 Inactive		
<input type="radio"/>	16				0 Active		Payroll Consultant
<input type="radio"/>	17				0 Active		

**Continue** 4

**5** If the employee does not appear in the list but you have their Griffith ID, select the **checkbox**, enter their ID and select **Continue**.

**6** When the Personal Information of New Employee screen appears, select **Guest Lecturer**.

Please provide only one email address, and not a Griffith one if the employee is not currently active.

You will need to complete address, phone and bank details for Guest Lecturer. The Australian Taxation Office requests physical addresses only (no PO boxes are allowed).


**7** If you are the supervisor completing the online engagement, select **Yes**. Your appointment details will auto populate on the form. If these details are incorrect, you can override them by selecting the **Q** to find the correct information.

If you are not the supervisor completing the OE, select **No** and enter the **Supervisor ID**, if known, or search by clicking on the **Q**.

The **Final Approver**, **Department** and **Location** fields will auto-populate when you select the supervisor. Please complete the remaining fields.

## Step 3: Categorise and cost the engagement

1 You can set the **Start and end dates** as a range that covers two x one-off payments (e.g., for two lectures given in one term), or for a single one-off payment (e.g. just one lecture given).

2 Select the  to choose from the list of work types available. The activity rate should then appear.


3 Add a new row and enter corresponding details if you need multiple work types.

4 If you wish to pay above the activity rate or a negotiated amount, select the **Override** box and enter the new amount. **Total Schedules Hours** should be 1 if a negotiated amount is to be paid.

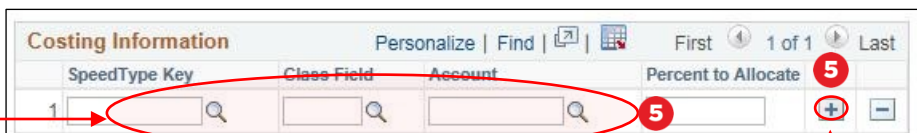
If you select **Thesis Exam** (an option to choose when no others are applicable), you will need to manually override the default amount that appears.



Work type	Description	Activity Rate	Override	Total Scheduled Hours	Amount	Gross Amount
1 MARK R	Casual Marking - Routine	49.21000	<input type="checkbox"/>	2.00		98.42

5 Enter the salary costing information. If you are unsure of what codes to use, select the  buttons to bring up a list to choose from.

The total percent to allocate must equal 100%. If the salary is being costed to two or more accounts, please select the **+** button.



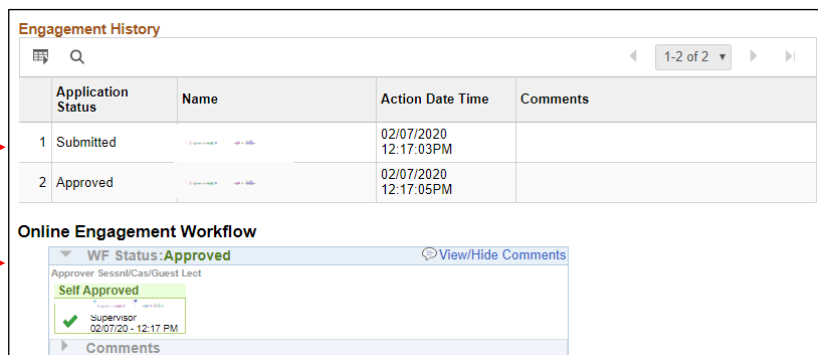
SpeedType Key	Class Field	Account	Percent to Allocate
1			

## Step 4: Save and submit

- You can save your OE at any time. Just select the **Save for Later** button when you are ready. To access your saved form, start the process from **step 2.2**.
- If you no longer need to submit a saved OE, retrieve it through **step 2.2** and then **delete** it.

1 Once you have selected **Submit** it will initiate a workflow from you → the nominated supervisor/course convenor → the Head of School/Department. If you have listed yourself as the applicant's supervisor, you are also the Head/Financial delegate and it will be automatically approved.

2 The engagement history will show the OE's status in real time, e.g. saved, submitted or approved. It will also show any comments made (these are visible to all parties involved in the process, including the employee).



Application Status	Name	Action Date Time	Comments
1 Submitted		02/07/2020 12:17:03PM	
2 Approved		02/07/2020 12:17:05PM	

**Online Engagement Workflow**

WF Status: **Approved** [View/Hide Comments](#)

Approver: Sessni/Cas/Guest Lect

**Self Approved**

Supervisor: 02/07/20 - 12:17 PM

[Comments](#)