



## **User Guide**

# **Create a Casual Staff Engagement**

## Brief Document Description

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### Overview

Hourly casual staff are employed by Griffith University for various engagements. This User Guide explains how to hire and create an hourly casual staff engagement online.

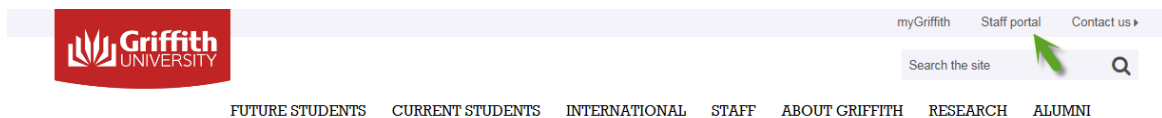
Hourly Casual staff for the most part refers to general staff of the University.

## Steps

<a href="#">Step 1</a>	Login in to the Griffith Staff Portal
<a href="#">Step 2</a>	Navigate to Recruitment
<a href="#">Step 3</a>	Initiate an Online Engagement
<a href="#">Step 4</a>	Enter Applicant Details
<a href="#">Step 5</a>	Enter Job Information
<a href="#">Step 6</a>	Select Work Type
<a href="#">Step 7</a>	Save For Later
<a href="#">Step 8</a>	Submit an Online Engagement

## Step 1 - Login in to Griffith Staff Portal

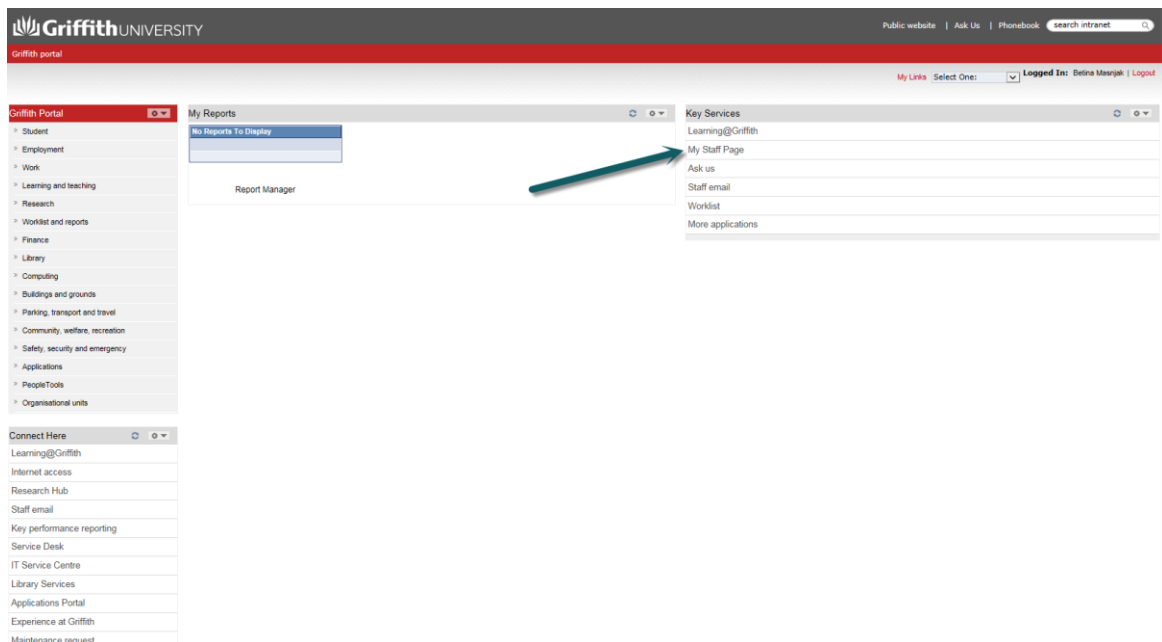
Open the Griffith Home Page. Click on Staff Portal in the top right hand corner of the screen.



Log into the Staff Portal using your Griffith ID and Password.

The Staff Portal Page displays. My Staff Page can be accessed in two locations within the Staff Portal.

The first location is by clicking on My Staff Page under "Key Services".

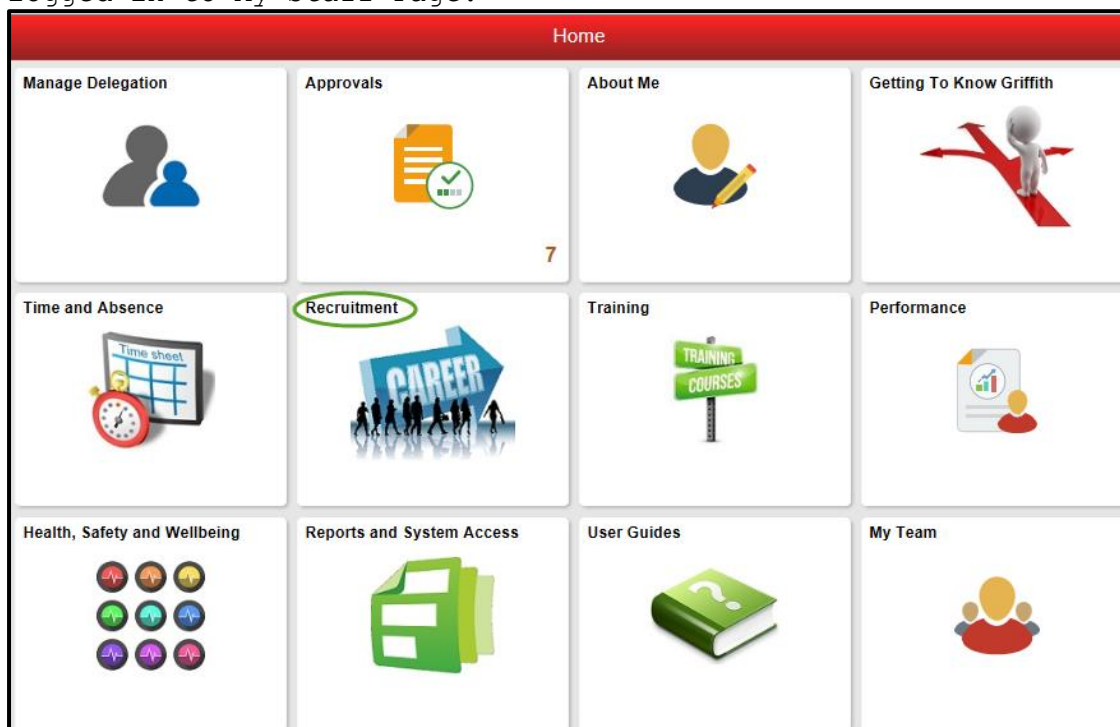


Alternatively you can select Employment from the left hand side navigation menu, and click My Staff Page under "Human Resource Management".

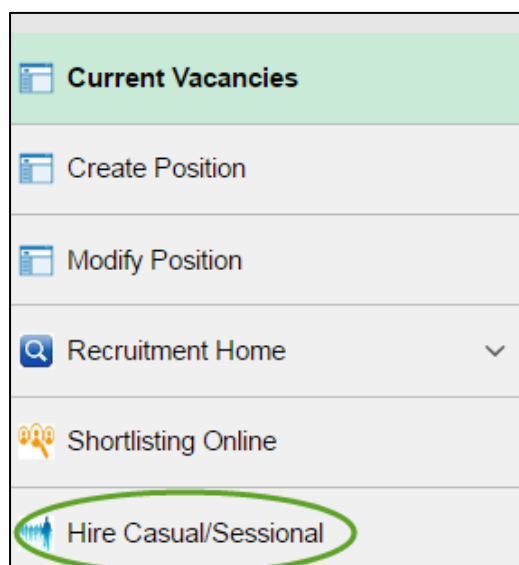


## Step 2 - Navigate to Recruitment

A series of 'tiles' will appear on your Home Page once you have logged in to My Staff Page.



On the left hand side menu, click on the 'Hire Casual/Sessional' menu item.



## Step 3 - Initiate an Online Engagement

The Online Engagement screen will appear and will show two tabs.

The "Find an Existing value" tab which will list all current casual or sessional staff engagements that have been raised by you within your School, Department or Element.

**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  =

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

### To Find an Existing Value

If you have raised an Online Engagement and have saved but not submitted the engagement raised, OR you wish to view the status of an engagement already submitted, select "Search".

**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  =

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

A list of employees will appear. From the list of employees, select the Applicant ID of the relevant employee on the left hand side.

**Online Engagement Inquiry**  
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  =

Initiated By  begins with

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

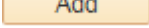
**Search Results**

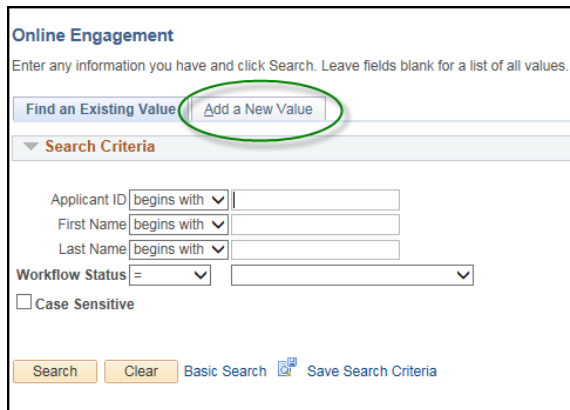
View All First 1-100 of 214 Last

Applicant ID	First Name	Last Name	Workflow Status	Initiated By
1043558			Approved	
1043559	test	tes123	Apprvl Prc	
1043560			Approved	
1043561			Error	
1043562			Submitted	
1043563			Submitted	
1043564			Approved	

## To Add a New Value

If you wish to raise a new Engagement.

Select the "Add a New Value" tab, and select the  button.



**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

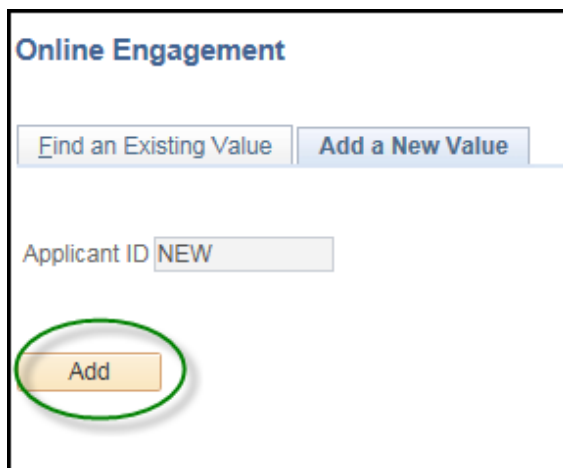
First Name begins with

Last Name begins with

Workflow Status =

☐ Case Sensitive

Search Clear Basic Search  Save Search Criteria



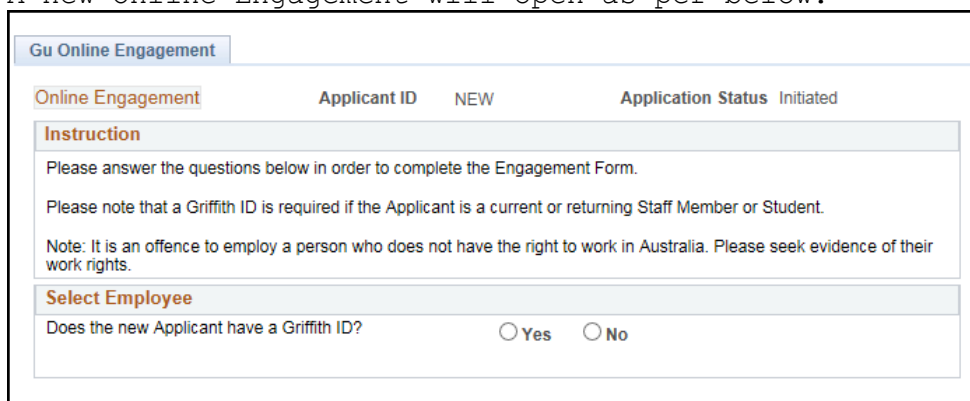
**Online Engagement**

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

Applicant ID

**Add**

A new Online Engagement will open as per below:



**Gu Online Engagement**

Online Engagement	Applicant ID	NEW	Application Status	Initiated
<b>Instruction</b> 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.				
<b>Select Employee</b> Does the new Applicant have a Griffith ID? <input type="radio"/> Yes <input type="radio"/> No				

**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.

**Note:** It is important to know if the employee has a Griffith ID and this is entered, otherwise the employee will be sent unnecessary forms to complete as part of their engagement/onboarding.

If the person does have a Griffith ID (i.e. current or previous Griffith staff member or current or previous Griffith student), select "Yes" to the question.

**Gu 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.

**Select Employee**

Does the new Applicant have a Griffith ID? ☒ Yes ☐ No

Has the new Applicant reported to you previously? ☐ Yes ☐ No

The following message will appear as an information only prompt to establish a reminder of Griffith University's Identity verification process. Click "OK" to acknowledge this reminder.

**Message**

Address details are used as part of Griffith University's Identity verification process to issue passwords to staff for access to Griffith's systems.

Former Employees/Students of Griffith University should ensure these details are updated. (0,0)

**OK**

If, the applicant has previously reported to you, please select "Yes" to the second question.

**Gu 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.

**Select Employee**

Does the new Applicant have a Griffith ID? ☒ Yes ☐ No

Has the new Applicant reported to you previously? ☒ Yes ☐ No



Choose from the list of employees who have previously reported to you. To select an employee, click on the circle on the left hand side and select "Continue". The employee's details will appear.

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.

Cancel

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		
<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

Reset

If the employee does not appear in the list, but you know their Griffith ID, select the checkbox as per below and enter the Griffith ID of the employee in the field provided and select "Continue".

**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.

Cancel

**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.

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

Griffith ID:

Continue Reset

If you or the employee does not know their Griffith ID, please contact HR Services on 3735 4011 or email [hrrservices@griffith.edu.au](mailto:hrrservices@griffith.edu.au)

However, if the applicant has not previously reported to you, please select "No" to the second question. A section will appear for you to enter the Griffith ID. Enter the Griffith ID and press tab on your keyboard. (Please note that the S is NOT required)

**Gu 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.

**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 screen will appear. Select 'Hourly Casual Employee' from the employee types for new hire.

You will also be required to enter the employee's first name, last name, email address, date of birth and gender.

**Note:** Only use one email address and not the Griffith address if not currently active.

## Step 4 - Enter Applicant Details

If you select that the employee does not have a Griffith ID, or for a previous employee who has had a break in service greater than 12 months, you will be required to provide the employee's personal information as part of the engagement process.

The below screen will appear.

Select 'Hourly Casual Employee' from the employee types for new hire.

Enter the employee's personal details including first name, last name, email address, date of birth and gender. When entering the employee's address, please note that it must be a home address including Suburb, State and Country. PO Box addresses are not permitted in accordance with the Australian Taxation Office.

**Note:** Only use one email address and not the Griffith address if not currently active.

If the employee is new to Griffith University, is a current or previous Griffith student only, or is a previous employee of Griffith who has not been employed at Griffith for a period greater than 12 months, they will be required to complete onboarding tasks including bank and tax information, emergency contact details etc.

Once this engagement is initiated, the onboarding must be completed by the employee before they can be paid at Griffith.

If the employee is current or has been employed at Griffith University within the last 12 months, they will not be required to complete onboarding tasks.

Gu 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.

**Select Employee**

Does the new Applicant have a Griffith ID? ☐ Yes ☒ No

**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:  

Address 1:

Address 2:

Suburb:  Country:   State:  

Home Phone:  ☐ Preferred Post Code:

Mobile:  ☐ Preferred


## Step 5 - Enter Job Information

If you are the supervisor completing the online engagement, select "Yes" for "Will you be the Supervisor for this Job?" Your appointment details will then populate on the online engagement. These details, if incorrect, can be overridden by using the hourglass to look up the correct information.

If you are not the supervisor completing the online engagement, select "No" to the question and enter the Supervisor ID, if known, or search by clicking on the magnifying glass:

Select Supervisor

Will you be the Supervisor for this Job? ☐ Yes ☒ No

Supervisor ID:  

Final Approver:

Please note if you wish to select a different Head of Element approver to the one which is populated above click on the link to choose from the list of appropriate alternatives for your group.



Please note: The Final Approver (or Head of Element approver) information will auto-populate based on the Supervisor ID. If you wish to select a different Head of Element approver, click on the highlighted link to choose from a list of appropriate alternate approver for your group.

### Select Supervisor

Will you be the Supervisor for this Job? ☐ Yes ☒ No

Supervisor ID:   Director, Enterprise Info Syst

Final Approver:   **Chief Technology Officer (HOE)**

Please note if you wish to select a different Head of Element approver to the one which is populated above click on the link to choose from the list of appropriate alternatives for your group.

On completion of Supervisor selection, complete the required information, including:

- Start Date of Engagement
- End Date of Engagement
- Department - Will auto-populate
- Location - Will auto-populate
- Will the Employee be working from another State?
- If Yes to another State, complete the State and/or other Country

**Please note is the person you are employing is a citizen or resident from a country that may be subject to sanctions (<http://www.dfat.gov.au/sanctions/sanctions-regimes>). If you answer yes to this question please do not proceed with raising engagement but make contact with Payroll on 07 3735 4011 for further advice.**

Start Date:

End Date:

Department:  Enterprise Information Systems

Location:  Nathan Campus

Will the Employee be working from another State? ☐ Yes ☒ No

If Yes, please indicate State:

If Other, Specify:  If Overseas, please state Country

## Step 6 – Selecting Work Type

### Invigilator

If you are engaging a casual staff member as an Invigilator to supervisor exams, select the "Invigilator" radio button. The hourly rate of pay will prepopulate and cannot be altered. You will then be required to enter the costing information (refer

further down for instructions).

Please select Work Type:

☒ Invigilator ☐ Gumurrii ☐ Models ☐ General Casual

### **Gumurrii**

If you are engaging a casual staff member in Gumurrii, select the "Gumurrii" radio button. The hourly rate of pay will prepopulate and cannot be altered. You will then be required to enter the costing information (refer further down for instructions).

Please select Work Type:

☐ Invigilator ☒ Gumurrii ☐ Models ☐ General Casual

### **Models**

If you are engaging a casual staff member as a Model in the Queensland College of Art, select the "Models" radio button. The hourly rate of pay will prepopulate and cannot be altered. You will then be required to enter the costing information (refer further down for instructions)

Please select Work Type:

☐ Invigilator ☐ Gumurrii ☒ Models ☐ General Casual


### **General Casual**



If you are engaging a casual staff member other than Invigilator, Gumurrii or Models, select the "General Casual" radio button. The Salary Administration Plan, Grade and Step will appear on the screen to be entered.

- Click on the hourglass to select the relevant Salary Administration Plan (e.g. GEN for general staff).
- Click on the hourglass to select the relevant Grade (e.g. HEW Level or Research Assistant).
- Click on the hourglass to select the relevant Step on the salary scale (e.g. Step 1 of HEW Level 4).
- Once all three components have been selected, the hourly rate will appear in light grey.

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.**


If you wish to pay above the populated hourly rate, or a negotiated hourly rate (e.g. \$200) tick the "Override Hourly Rate"

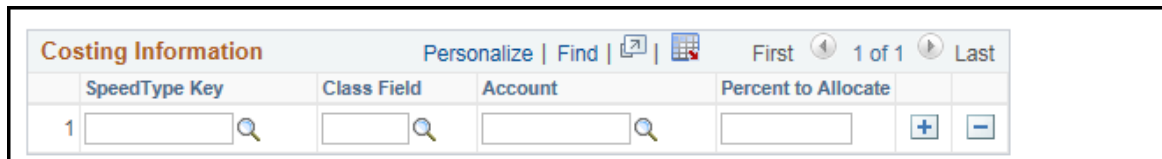
checkbox. The hourly rate amount will disappear for you to enter the hourly rate with the new amount. The step on the salary scale will also disappear and nothing should be entered into this field.

**Note:** The 25% casual loading will still be paid on top of the override rate.

You will then be required to enter the costing information (including Speedtype and Class).

Please enter the salary costing information (including Speedtype and Class) for the engagement. You can select the hourglass to search for the Speed Type, Class and Account if you are unsure of the correct account. Please enter 100% if only one costing account is

being used, or click the  button if the salary is being costed to two or more accounts. The total percent to allocate must equal 100%.



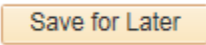
Costing Information				Personalize   Find   [Icons]		First	1 of 1	Last
SpeedType Key	Class Field	Account	Percent to Allocate					
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			

Once all data is entered you can "Save for Later" or "Submit"

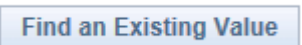
**Note:** "Save for Later" will place the record in a draft state allowing for further updates to be made at a later point and will not place the task into the approval workflow process.

"Submit" will place the record into the approval workflow process.

## Step 7 - Save for Later

If you are partially through the new engagement process, you can select the  button at any stage.

To access your saved engagements, simply return to Step 3 and

select the  tab.

## 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 = ▼

☐ Case Sensitive

Search

Clear

Basic Search



Save Search Criteria



If you know your Applicant ID number, please enter in the Applicant ID field and select "Search".

**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 ▼ 1043559

First Name begins with ▼

Last Name begins with ▼

Workflow Status = ▼

☐ Case Sensitive

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

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

If you have a saved engagement form and no longer require to submit you can now cancel the engagement form by clicking on the

**Delete**

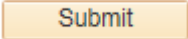
button.

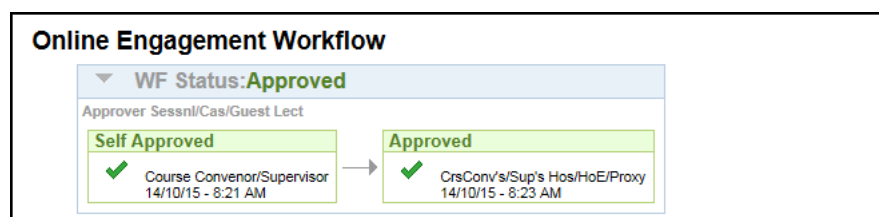
**Engagement History** [Personalize](#) | [Find](#) | [Print](#) | [Refresh](#) 1 of 1 Last

Application Status	Name	Action Date Time	Comments
1 Saved		08/10/2015 9:21:12AM	

**Delete**

## Step 8 - Submit an Online Engagement



Selecting the  button will generate a workflow to the specified Supervisor/Course Convenor for approval or decline of the engagement and a second workflow approval step to include the Head of School/Department. If you have listed yourself as the Supervisor of the Applicant, and you are also the Head/Financial delegate then this workflow will be auto-approved.





### Engagement History

The Engagement History will show in real time the status of the engagement e.g. Saved, Submitted, or Approved plus any Comments provided.

**Note:** Comments are visible to all parties in the engagement process including the originator, supervisor and sessional staff member who is being hired.

Engagement History			
Personalize   Find    		1 of 1 Last	
Application	Status	Name	Comments
1			TEST

Engagement History			
Personalize   Find    		1-4 of 4 Last	
Application	Status	Name	Comments
1	Saved		14/10/2015 8:20:57AM
2	Submitted		14/10/2015 8:21:07AM
3	Approved		14/10/2015 8:21:10AM
4	Approved		14/10/2015 8:23:26AM

### Further information

Staff Portal Access: [IT Service Centre](#)

Phone: 373 55555

Email: [hrrservices@griffith.edu.au](mailto:hrrservices@griffith.edu.au)

Phone: 373 54011