Introduction

This guide will show you how to engage a casual staff member through the staff portal. 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 for advice.

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

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

Step 2: Start an 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.

To add a new employee, select Add a New Value, then Add. Skip to step 2.3.
To find an existing OE, whether saved or submitted, select the **Find an Existing Value** tab, enter the search criteria and then select **Search**.

Select **Yes** or **No** as applicable for these questions.

If the employee has previously reported to you, select them from the list and then **Continue**.
Step 3: Enter Job Information

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 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 .

The Final Approver, Department and Location fields will auto-populate when you select the supervisor. Please complete the remaining fields.
Step 4: Categorise and Cost the Engagement

1. If you are engaging a casual staff member in the Invigilator, Gumurrii or Models categories, select the relevant one. The hourly rate of pay will prepopulate and cannot be altered. You then need to enter the costing information.

2. For all other casual employees, please select the General Casual option.

3. Enter the salary costing information. Select the Speed Type, Class and Account if you are unsure of these details. Please enter 100% if only one costing account is being used or click the button if it is being costed to two or more accounts. The total percent allocated must equal 100%.

4. If you wish to pay above the populated hourly rate, or a negotiated hourly rate, please select Override Hourly Rate. The step on the salary scale will also disappear and nothing should be entered in that field. Please note 25% casual loading will be paid on top of the override rate.

Step 5 – Save and/or Submit for approval

You can select the Save for Later button at any time throughout this process. To access your saved engagements, simply return to Step 2 and select the Find an Existing Value tab.

Selecting Submit will send a workflow approval to the specified Supervisor/Course Convenor for approval or decline of the engagement, and a second workflow approval 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 instantly approved.

The Engagement History will show in real time the status of the engagement e.g. Saved, Submitted, or Approved and any comments provided. Please note that comments are visible to all parties in the engagement process including the originator, supervisor and casual staff member who is being hired.