

# How to...

*engage casual staff*

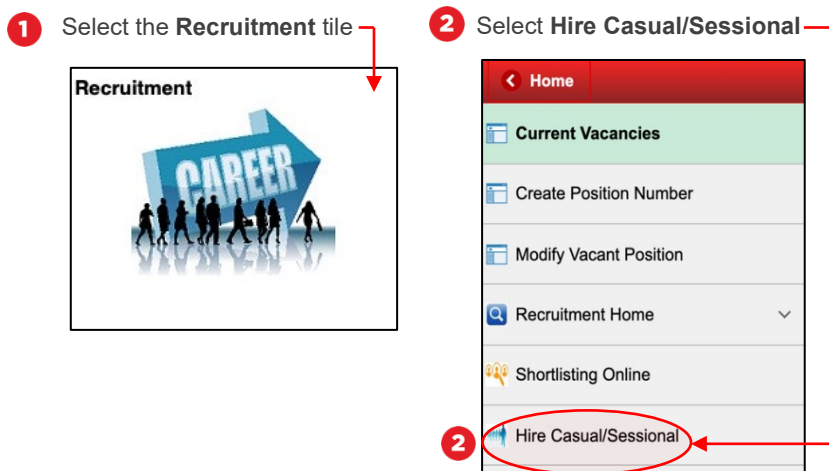
## Introduction

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.

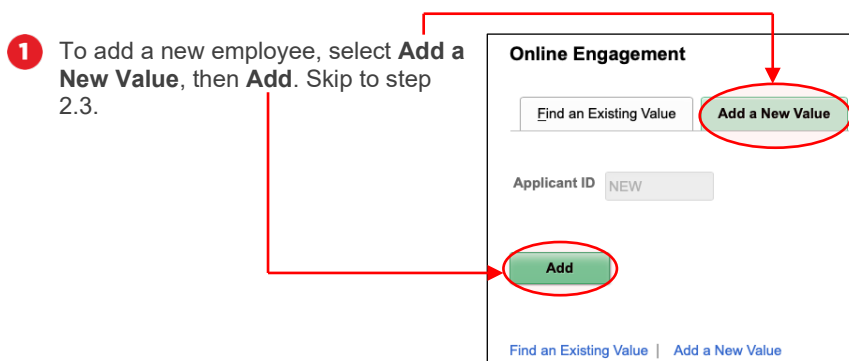
## Step 1: Navigate to the Online Engagement (OE) form

- 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.



- 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** 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

### 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		
<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**

- 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 **Hourly Casual Employee**.

If the employee does not have a Griffith ID or is a previous employee who took a break in service of more than 12 months, their personal details need to be provided.

Please provide only one email address, and not a Griffith one if the employee is not currently active. The Australian Taxation Office request physical addresses only (no PO boxes are allowed).

Other personal details such as bank, super, tax and emergency contact details will be requested of the employee through their onboarding process. If the employee is current or has been employed by Griffith in the last 12 months, they will not be required to complete onboarding tasks.

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

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: AUS State:

Home Phone:  Preferred ☐ Post Code:

Mobile:  Preferred ☐

## Step 3: Enter Job Information

- 1 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.

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.

## Tips

Supervisors should undertake reference checks on a risk assessment basis. For positions where a high level of scrutiny is required, reference checks should always be completed.

If you are hiring an unknown individual that has applied for a position, you should always complete a reference check.

If you are hiring someone who has previously worked for, or is known to the University, you may not need to complete a reference check if you are satisfied that there is limited risk in hiring that individual.

For example:

- If you're hiring a casual professional staff member to work in the payroll team you would complete a reference check as confidentiality is essential to this role.
- If you're hiring a Griffith PhD student as a casual sessional or rehiring a sessional academic that has worked for the University before, you may not need to do a reference check if you or the University have the individual's details on file.

For more information on Conflicts of Interest, visit the [Conflicts of Interest site](#).

If nature of the role would require a high degree of scrutiny, has reference check been performed?

☐ Yes ☐ No ☐ Not Applicable

Do you have a conflict of interest?

☐ Yes ☐ No

Please refer to conflict of interest guide - [Conflict of Interest](#)

## 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.

Please select Work Type:

☒ Invigilator ☐ Gumurrii ☐ Models ☐ General Casual

Costing Information

Speed Type Key	Class Field	Account	Percent to Allocate
1			

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

- 3 Based on the Salary Administration Plan and Grade you may get the option to upload a PD manually.

If the position the casual is filling is an existing position within the establishment, then utilise the existing PD and change the appointment mode to casual on the PD and upload it. If the position doesn't exist, then utilise a generic PD in the position library for the level you are engaging.

Please select Work Type:

☐ Invigilator ☐ Gumurrii ☐ Models ☒ General Casual

Salary Administration Plan:  Catering Step:

Grade:  Hourly Rate:

☐ Override Hourly Rate

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

Application Attachments

[Position Description Document Library](#)

Document Type	Document Name	Method	Upload	Remove
Position Description	No File attached		<input type="button" value="Upload"/>	<input type="button" value="Remove"/>

Costing Information

Speed Type Key	Class Field	Account	Percent to Allocate

- 4 Enter the salary costing information.

Select the  to find 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 is being costed to two or more accounts. The total percent allocated must equal 100%.

- 5 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.

For more information contact:

**People and Wellbeing | Corporate Services**

Ph (07) 373 54011 Email [peoplesupport@griffith.edu.au](mailto:peoplesupport@griffith.edu.au)  
[griffith.edu.au/staff/human-resources](http://griffith.edu.au/staff/human-resources)

