

Changes to casual engagement processes

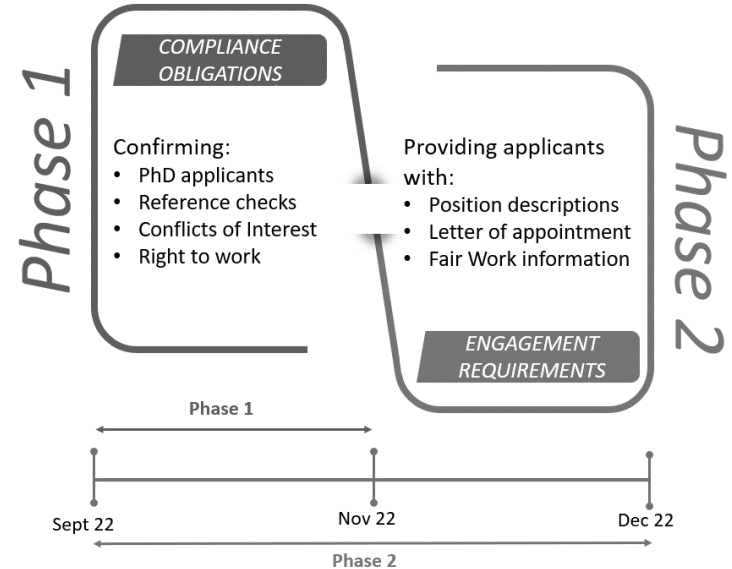
Casual engagement initiative

November-December 2022

What is the casual engagement initiative?

This initiative was introduced to improve Griffith's legal compliance when engaging casual staff and will address several issues identified in the payroll systems and practices review, including:

- acknowledging and recording conflicts of interest
- ensuring casual staff have the right to work in Australia
- providing a Letter of appointment to casual staff
- providing Fair Work information to casual staff
- ensuring casual staff are paid correctly based on the type of work performed and their qualification.



Applicants with a PhD

- ▶ Performed by the Hiring Manager or administrative staff

If a sessional academic staff member has been hired at Griffith before and has a PhD qualification on file, the **PhD field** will be displayed as ticked on the online engagement page and sessional schedule.

Sessional Employee
 Hourly Casual Employee
 Guest Lecturer

*First Name:
 *Last Name:

Email Address:

*Date of Birth:
 *Gender:

Does the Candidate have a PhD recorded in the system?

Create Sessional Schedule

Sessional Schedule

Empl ID: Workflow Status: PhD

Empl Rcd: 6
 Element: Queensland College of Art
 Campus: Southbank Campus - QCA
 Course Code: 7319QCA Print Foundations

Ending Schedule

Please enter the total delivery hours to be worked in each week. Enter part hours as decimal eg. 10min= .17, 20min= .33, 30min= .5. 5. Please check the PhD status and enter the rates accordingly.

Sched1-10	Sched11-20														
Work type	Activity Rate	Total Delivery Hours	Total Amt	20/06/2022	27/06/2022	04/07/2022	11/07/2022	18/07/2022	25/07/2022	01/08/2022	08/08/2022	15/08/2022	22/08/2022		
1 BASIC LECT	199.800000	0.00	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gross Delivery Hours: 0.00		Gross Amount: \$0.00		Oncosts: \$0.00				Total Amount: \$0.00							

The above course is to be charged to the following speed type / class. Oncosts: 16.23 % Oncosts Amount: \$0.00

SpeedType Key	Class Field	Account	Percent to Allocate	Total Amount incl. Oncosts
1 QCA1001	00000	2150	100.000000	\$0.00

Applicants with a PhD

- ▶ Performed by the sessional staff member being hired.

Complete the PhD Qualification declaration on the onboarding page.

Employee OnBoarding - Academic Staff

Yuao Wu
Research Assistant Grade 2

Introduction to Griffith University
Visited

Pre Commencement
In Progress

- * Verify Name
Not Started
- * Verify Addresses
Not Started
- * Verify Contact Details
Not Started
- * Emergency Contacts
Not Started
- * Bank Details
Not Started
- Equity Information
Not Started
- * Tax Declaration
Not Started
- * Person Profile Qualification

* PhD Qualification Declaration

PhD Qualification Declaration

** Please note it is important that you provide your PhD qualification data to us as it may have an impact on the rates you will be paid at the University.

Griffith University requires documentation of any doctoral degrees you have been awarded to ensure you are compensated appropriately. A doctoral degree may not be a condition of your employment, but this information is required for internal use. We ask that if you do have a doctoral qualification, you upload supporting documentation details to the Person Profile Qualification page.

Acknowledgment

I have uploaded evidence of any doctoral qualifications I hold.

I do not hold any doctoral qualifications.

Reference checks and conflict of interest

► Performed by the Hiring Manager or administrative staff

The **reference check declaration** and **Conflict of Interest** fields must be completed. If there is a Conflict of Interest, the **Have you disclosed Conflict of Interest** field must be completed to proceed.

Start Date:

End Date:

Department:

Location:

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 via [Department of Foreign Affairs and Trade - Sanctions regimes](#).

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](#)

Have you Disclosed Conflict of Interest? Yes No

Conflict of interest

► Performed by the appointment approvers.

The **Conflict of Interest** declaration must be completed by all approvers (supervisor and staffing delegate) to proceed.

► Performed by the FIRST appointment approvers.

Approval Confirmation now includes confirmation that the first approver/supervisor has sighted evidence that the new employee has a right to work in Australia.

This is a compliance requirement for the Department of Immigration.

The screenshot displays the HR92SIITD - Kaye Wilson system interface. The top navigation bar shows '< My Approvals' and 'Approve Online E'. The main content area is divided into several sections:

- Form Fields:** Trimester (Add text here), Trimester 3 2022, Course Code (1000CCJ), Course Campus (NA), and Nathan Campus.
- Engagement History:** A table with columns for Application Status, Name, Action Date Time, and Comments. One entry is shown: Submitted, Amit Kharb, 10/10/2022 15:38:26.
- Online Engagement Workflow:** Shows a workflow from Pending (Kaye Wilson, Supervisor) to Not Routed (Ruth Simpkins, Final Approver).
- Conflict of Interest Declaration:** A section with a red border containing the questions: 'Do you have a conflict of interest?' (Yes selected), 'Please refer to conflict of interest guide - Conflict of Interest', and 'Have you Disclosed Conflict of Interest?' (Yes selected). It includes a Comments field and Deny/Approve buttons.
- Approval Confirmation:** A section with a red border containing the question: 'Are you sure you want to approve this Online Engagement Form?' (checked). Below it is a confirmation statement and a list of required documents: Birth certificate / Australian Passport / Citizenship certificate (for Australian or New Zealand citizens), and Current Visa Grant Notification (for non-citizens). It includes Yes/No buttons.

Position Description and Letter of Appointment

1 Performed by the Hiring Manager or administrative staff

Position Descriptions (PD) will be automatically generated for Sessional, Research Assistant and Research Fellow roles.

2 For other casual roles, you may need to attach a PD to the Online Engagement (OE) form. Where a PD is required, an option to upload will appear on the OE form.

The Letter of Acceptance will always be autogenerated.

*Not every casual role needs a PD and LOA to be attached.

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< Online Engagement Hire C

Salary Administration Plan: CAT Catering
Grade: GF2 Step: 1
Hourly Rate: 22.379983 Override Hourly Rate

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

Application Attachments

[Position Description Document Library](#)

Document Type	Document Name	Method
Position Description	2022-11-18_11-32-43.png	Manual
Letter of Appointment	1150884_Appointment_Letter.PDF	Auto

2

Investigator Gumurrii Models General Casual

Salary Administration Plan: CAT Catering
Grade: Step:
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"/>

Casual employee acknowledgement of documents

- 1 The MyStaff page for Casual/Sessional employees will have a new tile for Casual Appointment documents.
- 2 The system will show if multiple casual roles are pending acknowledgement from an employee.
- 3 **Performed by the casual employee**

The employee has the option to **download** and view the files, **acknowledge** them and **complete the activity** guide to finalise the casual acknowledgement process.

The first screenshot shows the MyStaff dashboard with a grid of tiles. The 'Appointment Details' tile is highlighted with a red box. A callout box points to it with the text: 'Casual employee Documents will be located here for Employee's acknowledgement in their MyStaff page'.

The second screenshot shows the 'Appointment Details' page with a table of appointment records. A callout box states: 'If multiple casual roles are pending for acknowledgement, then employee needs to choose the role to confirm acknowledgement'. The table has columns for Start Date, Job Title, Course, Department, and Campus. Two records are shown, both for 'Casual' roles at 'Gold Coast Campus'.

Start Date	Job Title	Course	Department	Campus
20/12/2022	Sessional	1006ENV_Y1-Griffith Chem	Menzies Health Institute QLD	Gold Coast Campus
19/11/2022	Casual		Menzies Health Institute QLD	Gold Coast Campus

The third screenshot shows the 'Appointment Details' page with a list of documents to be acknowledged. A callout box points to the 'Activity Complete' button. The list includes 'Position Description' and 'Letter of Appointment', each with 'Download' and 'Acknowledge' buttons. The 'Activity Complete' button is highlighted with a red box.

Document Description	Download	Acknowledge
Position Description	Download	Acknowledge
Letter of Appointment	Download	Acknowledge

Self service

1 Performed by the casual employee after acknowledging a casual role.

All documents acknowledged for a casual engagement can be downloaded from **Appointment Documents** (found under “About Me” in MyStaff page).

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The screenshot shows the 'About Me' page in the MyStaff system. The left sidebar contains various menu items, with 'Appointment Documents' highlighted. The main content area displays a table of appointment documents. A callout box points to the 'Appointment Documents' link in the sidebar and the table content.

Start Date	Job Title	Course Name	Department	Campus	Supervisor Name		
1 31/12/2022	Sessional	1000ENV_Y1-Griffith Chem	Menzies Health Institute QLD	Gold Coast Campus		Appointment Letter	Position Description
2 19/11/2022	Casual		Menzies Health Institute QLD	Gold Coast Campus		Appointment Letter	Position Description

Acknowledged documents for Casual engagement can be found in about me section of MyStaff page of the Employee

Resources

Web resources

- [Pay and conditions](#)
- [HR improvement and automation project](#)

Need help?

Contact the People Services Team
on (07) 3735 4011 or email
hrandsafety@griffith.edu.au.