

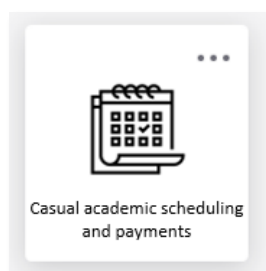
After a Casual Academic has been engaged, onboarded and selected for a schedule, their schedule is entered into the Casual Academic Schedule and Payments (CASP) system. Once this process has been completed, and the offer to work has been sent, the schedules are found in View Schedules in the system.

All Casual Academics can view their own schedules in the View Schedules section of CASP. Topic Coordinators can view all Casual Academic's Schedules for their topic.

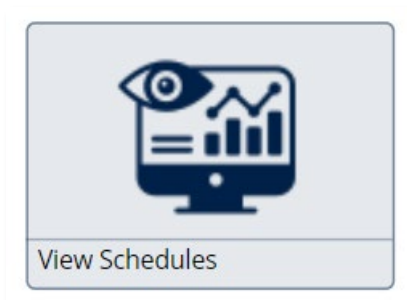
This guide shows the step-by-step process for viewing schedules.

## Viewing schedules process

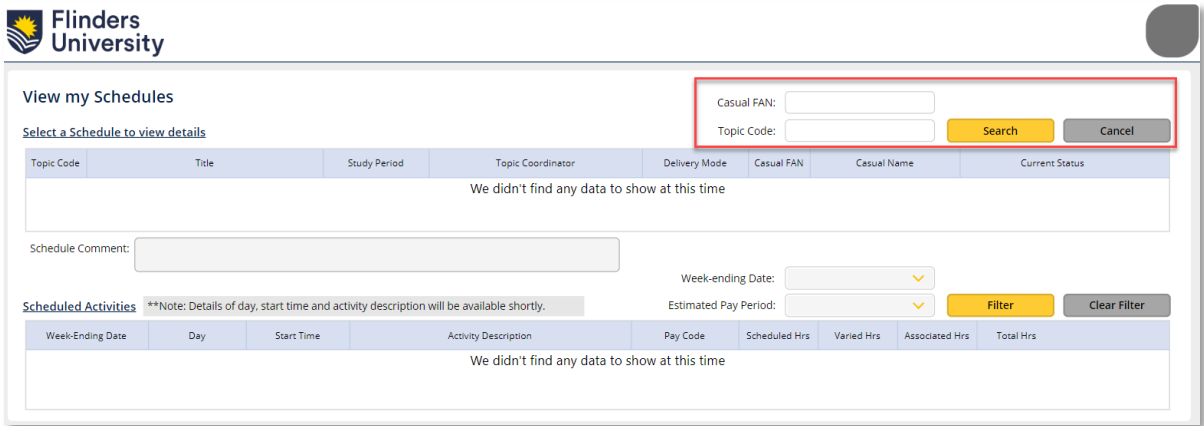
1. Select the **Casual academic scheduling and payments** icon from your Okta dashboard.



2. Select **View Schedules**.



- The View my Schedules screen will appear with your scheduled activities. For **Topic Coordinators**, enter the **Casual FAN** of the Casual Academic whose schedule you wish to view. Alternatively, you can enter in the **Topic Code**. And then click **Search**. Note the highlighted box shown below only appears for Topic Coordinators and Education Resources Officers. **Casual Academics** will only see their own accepted schedules and the search option does not appear.



**View my Schedules**

Select a Schedule to view details

Casual FAN:

Topic Code:  **Search** **Cancel**

Topic Code	Title	Study Period	Topic Coordinator	Delivery Mode	Casual FAN	Casual Name	Current Status
We didn't find any data to show at this time							

Schedule Comment:

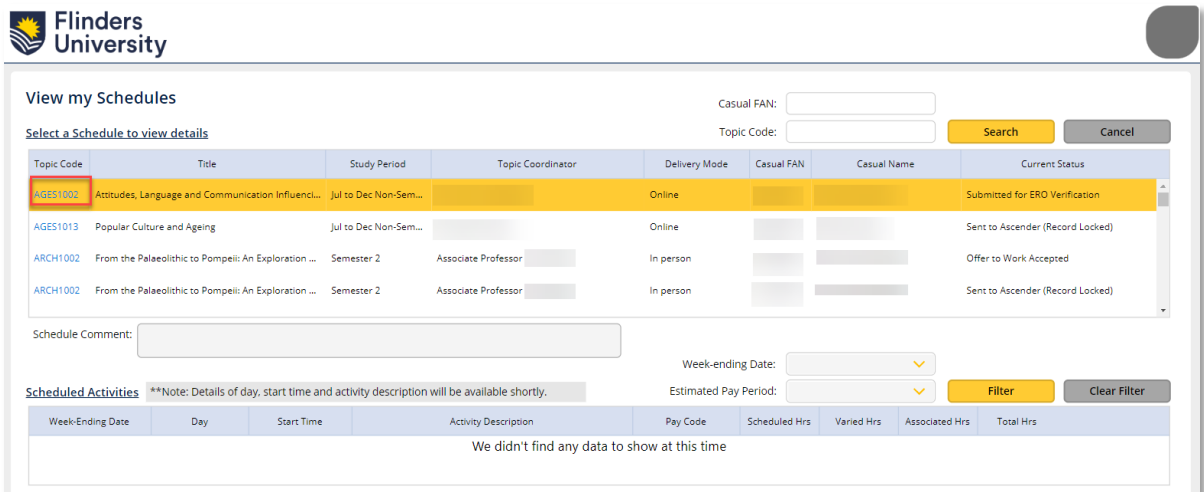
Week-ending Date:

**Scheduled Activities** \*\*Note: Details of day, start time and activity description will be available shortly.

Estimated Pay Period:  **Filter** **Clear Filter**

Week-Ending Date	Day	Start Time	Activity Description	Pay Code	Scheduled Hrs	Varied Hrs	Associated Hrs	Total Hrs
We didn't find any data to show at this time								

- The Schedule of the selection will appear. Note the **Topic Code**, **Title**, **Study Period**, **Topic Coordinator**, **Delivery Mode**, **Casual FAN**, **Casual Name** and **Current Status** is the information held in this screen. Click on the **Topic Code** to populate the full Scheduled Activities for that code in the bottom section of the screen.



**View my Schedules**

Select a Schedule to view details

Casual FAN:

Topic Code:  **Search** **Cancel**

Topic Code	Title	Study Period	Topic Coordinator	Delivery Mode	Casual FAN	Casual Name	Current Status
AGES1002	Attitudes, Language and Communication Influenc...	Jul to Dec Non-Sem...		Online			Submitted for ERO Verification
AGES1013	Popular Culture and Ageing	Jul to Dec Non-Sem...		Online			Sent to Ascender (Record Locked)
ARCH1002	From the Palaeolithic to Pompeii: An Exploration ...	Semester 2	Associate Professor	In person			Offer to Work Accepted
ARCH1002	From the Palaeolithic to Pompeii: An Exploration ...	Semester 2	Associate Professor	In person			Sent to Ascender (Record Locked)

Schedule Comment:

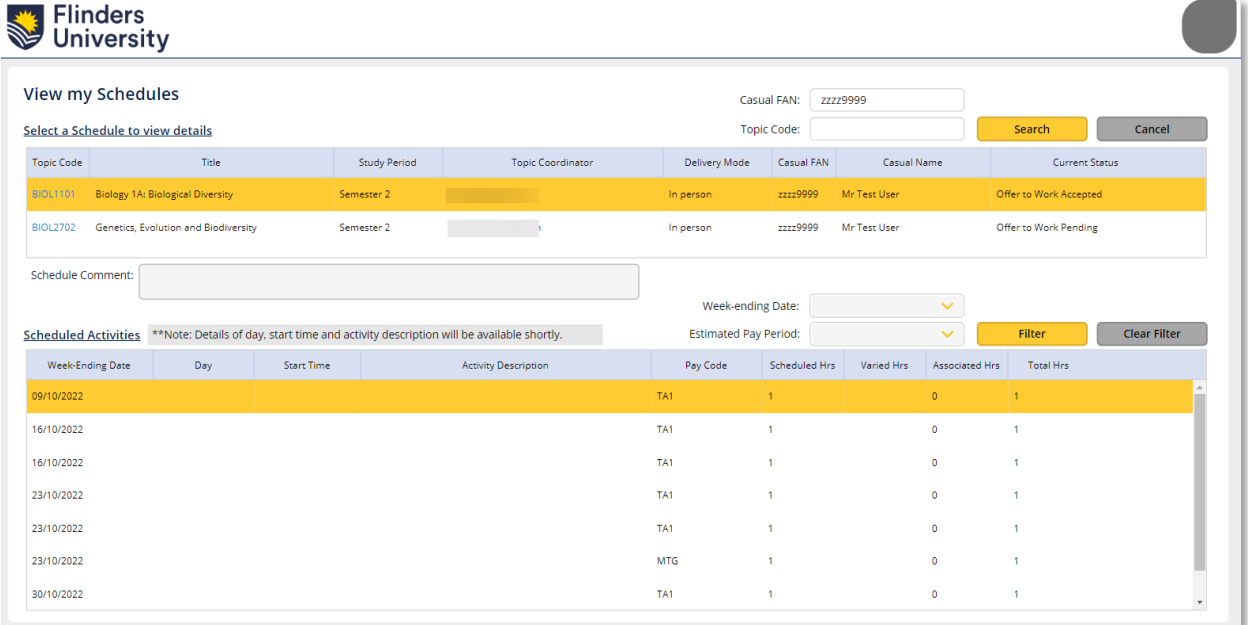
Week-ending Date:

**Scheduled Activities** \*\*Note: Details of day, start time and activity description will be available shortly.

Estimated Pay Period:  **Filter** **Clear Filter**

Week-Ending Date	Day	Start Time	Activity Description	Pay Code	Scheduled Hrs	Varied Hrs	Associated Hrs	Total Hrs
We didn't find any data to show at this time								

- The **Scheduled Activities** will then appear. Note: The Schedule comment is populated during the scheduling activity and this is a read only field.



**View my Schedules**

Casual FAN:

Topic Code:  Search Cancel

Topic Code	Title	Study Period	Topic Coordinator	Delivery Mode	Casual FAN	Casual Name	Current Status
BIOL1101	Biology 1A: Biological Diversity	Semester 2		In person	zzzz9999	Mr Test User	Offer to Work Accepted
BIOL2702	Genetics, Evolution and Biodiversity	Semester 2		In person	zzzz9999	Mr Test User	Offer to Work Pending

Schedule Comment:

Week-ending Date:

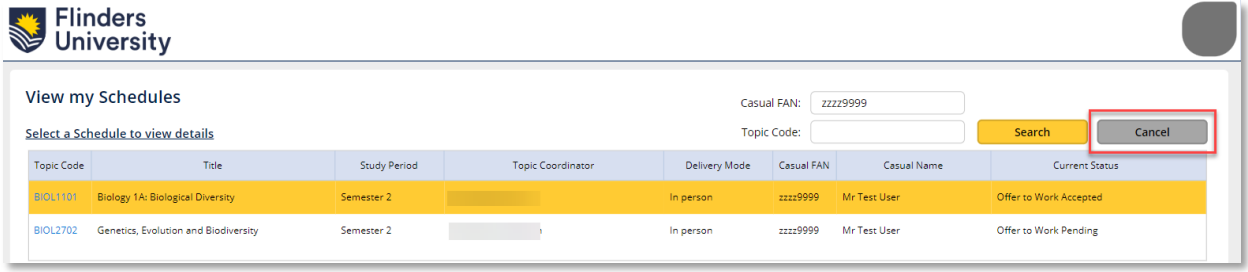
Estimated Pay Period:  Filter Clear Filter

**Scheduled Activities** \*\*Note: Details of day, start time and activity description will be available shortly.

Week-Ending Date	Day	Start Time	Activity Description	Pay Code	Scheduled Hrs	Varied Hrs	Associated Hrs	Total Hrs
09/10/2022				TA1	1	0	1	
16/10/2022				TA1	1	0	1	
16/10/2022				TA1	1	0	1	
23/10/2022				TA1	1	0	1	
23/10/2022				TA1	1	0	1	
23/10/2022				MTG	1	0	1	
30/10/2022				TA1	1	0	1	

Note: As per our Enterprise Agreement the descriptors for Casual Academic staff for what is paid per activity can be found in Schedule 5 “Rates and Descriptors for Casual Academic Staff”. The offer to work in CASP includes the scheduled hours and the associated hours (which include any preparation and/or student consultation work). This brings us to the total hours that are worked for that activity.

- Click **Cancel** to go back to the home screen.



**View my Schedules**

Casual FAN:

Topic Code:  Search Cancel

Topic Code	Title	Study Period	Topic Coordinator	Delivery Mode	Casual FAN	Casual Name	Current Status
BIOL1101	Biology 1A: Biological Diversity	Semester 2		In person	zzzz9999	Mr Test User	Offer to Work Accepted
BIOL2702	Genetics, Evolution and Biodiversity	Semester 2		In person	zzzz9999	Mr Test User	Offer to Work Pending



7. The **Schedules Activities** screen can be filtered by Week-ending Date and Estimated Pay Period. Select the relevant option and week and then click **Filter**. The scheduled activities for the selection only will appear. This function will be useful as the number of schedules you receive increased.

**Flinders University**

View my Schedules

Casual FAN:

Topic Code:

Topic Code	Title	Study Period	Topic Coordinator	Delivery Mode	Casual FAN	Casual Name	Current Status
BIOL1101	Biology 1A: Biological Diversity	Semester 2		In person	zzzz9999	Mr Test User	Offer to Work Accepted
BIOL2702	Genetics, Evolution and Biodiversity	Semester 2		In person	zzzz9999	Mr Test User	Offer to Work Pending

Schedule Comment:

Scheduled Activities \*\*Note: Details of day, start time and activity description will be available shortly.

Week-ending Date:

Estimated Pay Period:

Week-Ending Date	Day	Start Time	Activity Description	Pay Code	Scheduled Hrs	Varied Hrs	Associated Hrs	Total Hrs
09/10/2022				TA1	1	0	0	1
16/10/2022				TA1	1	0	0	1
16/10/2022				TA1	1	0	0	1
23/10/2022				TA1	1	0	0	1
23/10/2022				TA1	1	0	0	1
23/10/2022				MTG	1	0	0	1
30/10/2022				TA1	1	0	0	1

8. Additionally, this screen also shows you **Scheduled Hrs**, **Varied Hrs**, **Associated Hrs** and **Total Hrs**. The screen shows associated hours and total hours relevant to the scheduled hours. In the instance your schedule has had a variation occur after you have been paid for the activity, the varied hours column will show the new scheduled hours. It will keep the original hours you were scheduled and paid for in scheduled hours. Associated hours and total hours will change depending upon the varied hours.

*This ends the process.*