



## ENGAGEMENT



### Complete form

The Supervisor completes 'Part A' of the [Casual Academic Employment form](#). The Candidate completes 'Part B', 'Part C' and 'Part D'. The Supervisor, Timesheet Approver and Authorising Officer sign the form.



### Email form

The Supervisor emails the form to People and Culture, Payroll at [payroll@flinders.edu.au](mailto:payroll@flinders.edu.au).



### Process engagement

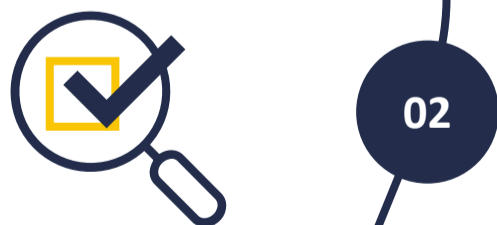
People and Culture, Payroll processes the engagement in Workday.

## PAYMENT



### Timesheet

The Casual Academic submits a timesheet via the Employee Self Service (ESS) application.



### Approval

The Timesheet Approver authorises the timesheet via the ESS.



### Process payment

People and Culture, Payroll processes the timesheets in the next [pay cycle](#).