



## ENGAGEMENT

01



### 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 and Authorising Officer sign the form.



02

### Email form

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

03



### Process engagement

People and Culture, Payroll process the engagement in Workday.

## PAYMENT

01



### Timesheet

The Casual Academic submits Excel timesheet to Supervisor via email.



02

### Approval

The Supervisor authorises the timesheet and forwards email to People and Culture, Payroll.

03



### Process payment

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