



ENGAGEMENT

01



Complete form

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



02

Email form

The Supervisor emails the form to People and Culture, Payroll at payroll@flinders.edu.au.

03



Process engagement

People and Culture, Payroll processes the engagement in Workday.

PAYMENT

01



Timesheet

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



02

Approval

The Timesheet Approver authorises the timesheet via the ESS.

03



Process payment

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