

Employment Services Tasks and Service Timelines

The Employment Services Team located within People and Culture Services undertakes the following data processing tasks in the HR Information system (Workday) that support the employee lifecycle.

****All service timelines are subject to the appropriate documentation and information being provided by the requestor***

ES Task	Description	Supporting Documents	Request Method	Service Timeframe*
Accelerated Increment	Progress an increment prior to anniversary date subject to request being approved by relevant delegate and meeting eligibility criteria.	Incremental Progression Procedures (flinders.edu.au)	Email	Once all approvals complete in service one processed within 2 business day. Payment will take place in the next pay period from the effective date.
Allowances for current employees	Relates to: - Allowance in lieu of overtime (HEO8) - Attraction and Retention Allowance - One off allowance	Enterprise Agreement. Attraction and Retention policy. https://staff.flinders.edu.au/employee-resources/supervisor-resources/employment-variations Professional Staff Allowances Policy	Service One	Once all approvals complete in service one processed within 3 business days. Payment will take place in the next pay period from the effective date.
Conversion of employment status	Conversion of employment status from: - Casual to fixed term. - Fixed term to continuing. - Casual to continuing.	Enterprise Agreement. https://staff.flinders.edu.au/employee-resources/supervisor-resources/employment-variations Recruitment Procedures (flinders.edu.au)	Service One	Once all approvals complete in service one processed within 3 business day. Finalisation will be subject to acceptance of the new employment agreement by the employee.

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	Any conversion is subject to relevant eligibility and policy/procedure.			
Working with Children Clearance (WWCC)/OCHRE Renewal Management	Any person in a prescribed position will have their WWCC automatically requested to be renewed with Department of Human Services by ES. A staff member holding an OCHRE card will be reminded by ES to renew their OCHRE card, the employer is unable to renew an OCHRE card on behalf of an employee in Northern Territory.	• Employment screening - Flinders University Staff • Recruitment Procedures (flinders.edu.au) • Child Safe Environment Policy • Child Safe Environment Procedures.	NA (automatically followed up by the team based on expiry date)	A WWCC will be requested to be renewed with 2 business days that a notification is required by ES. A staff member will be reminded to renew OCHRE card within 2 business days that a notification is received by ES. Note completion of the renewal is responsibility of the employee.
Casual Management (removing inactive casuals from the system)	Where a casual professional is inactive 6 months or greater, they will be automatically ceased. Where an academic casual is inactive 12 months or greater, they will be automatically ceased.	Casual staff - Flinders University Staff	NA (automatically managed by the team based on inactivity periods)	This process will be completed on a fortnightly basis.
Manage Certifications	Relates to an employee placing a certification in workday that may require	Add Certification (Workday) (flinders.edu.au)	Workday	Completed within 2 business days of receiving request.

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	validation/approval by P&C such as: • Aged care sector employment • Australian Health Practitioner Regulation Agency • Blue Card • Disability Services Employment Drivers Licence • Evidence of Age Card or Proof of Age Card • Fit Mask Test Card • General Employment Probity, National Police Clearance • Ochre Card or Working with Children Check • Personal Information Card or Photo Identification Card • Teacher's Registration, Vulnerable Person Related Employment.			
Engage a Casual Professional staff	Engage a professional casual to undertake casual work for the university.	Casual staff - Flinders University Staff	Service One	3 business days upon receiving all documentation required to generate casual offer.

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				The start date should be where possible 7-10 business days from documentation being received. This allows 3 days to generate the EA, up to 5 days for the EA to be accepted by the candidate and 2 days to ensure the candidate is onboarded accordingly onto Workday and their FAN is generated. where a casual academic is engaged as a direct appointment, we are reliant on the candidate providing relevant information in a link that is sent to their personal email. Delay in them completing this will result in a delay to the generation of offer. Please be mindful delays in approval steps can also delay the ability get an offer out within a required timeframe please take this into account when setting a start date. <u>Under no circumstances</u> should a casual commence work without accepting a casual offer. Please note, during peak times prior to the beginning of each Semester, the timeline for this task may take up to 5 days.
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Outside Studies leave	Employee applying to attend an Outside Studies program	Enterprise Agreement Outside Studies Program Procedures	Service One	ES enters the period of leave into Ascender following receipt of the request in Service One which is completed within in 2 business days. Request is reassigned to Payroll if there is financial support, this is processed processed in pay cycle just before leave.
Overseas Conference Leave	Employee applying to attend an Overseas conference	Overseas Conference Scheme Procedures	Service One	ES enters the period of leave into Ascender following receipt of the request in Service One. Completed within in 2 business days.
Visa End Dates	Review employees that are on a working visa and notify that the visa is required to be updated to continue employment. Any new visa is updated in the system and new expiry recorded.		NA (automatically followed up by the team based on visa expiry dates)	Provide notification to employee and supervisor within 2 business days of expiry notification. Process updated visa details within 1 business day of receipt.
Legal name change	Employee legally changing their name.		Workday	Within 1 business day of receipt.
Prior Service	Where an employee meets eligibility to have service with an external organisation recognised.	• Enterprise Agreement. • CSM Service Catalog - Service One (service-now.com)	Service One	Once requested received and subject to external organisation confirmation* outcome regarding what has been recognised will be issued within 2 business days. *Please note any request that is eligible needs to be sent to the previous organisation for

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				confirmation, this timeline is not within Flinders University control. ES will provide confirmation of what has been recognised and provide to payroll to update data in Workday within 4-6 weeks.
Statement of Service Letters	A request from an employee to have a statement of service letter written.		Email	Withing 2 business days of receiving the request.
Re-Engagements	Where a fixed term contract is requested to be renewed for a further contract period.	Employment Variations - Flinders University Staff	Service One	Will issue new employment agreement within 3 business days of all approvals received. Finalisation will be subject to acceptance of the new employment agreement by the employee.
Return to Substantive	Where a staff member is required to be returned to their substantive position after a period of extended leave or a secondment.		NA	Within 1 business day subject to being notified or having relevant information to return to substantive.
Parental Leave	Request to take parental leave, extend or amend parental leave.	How to Request Parental Leave (Infographics and FAQs) Services available to employees Pre, Post and during Parental Leave	Service One	Subject to all approvals in service one confirmation of request will be sent within 3 business days. ES will provide confirmation of what has been agreed and provide to payroll to update data in Workday

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				processed within the pay run the leave commences.
Reclassification	Changing a professional classification, subject to eligibility and approval.	Application for reclassification - Flinders University Staff	Service One	Within 3 business days of all approvals and relevant information being received. Payment will take place in the next pay period from the effective date.
Severance	Assess eligibility for payment of severance.	Enterprise Agreement	NA (automatically assessed at cessation of Fixed Term contract)	Eligibility assessed 8 weeks after cessation of contract
Visiting Scholar/Visiting Research Students/Affiliates	Request to invite a Honorary Visiting Scholar/Visiting Research Student	Visiting Scholar Visiting Research Student application	Service One	ES issue invitation letter within 3 business days subject to receipt of approved application via Service One.
Fraction Changes/Higher Duties/Topic Coordination/Roster change	Request to increase/decrease fraction, receive payment of higher duties (professional staff only) and change work schedule.	Employment Variations - Flinders University Staff	Service One	Processed within 2 business days subject to approvals and all relevant information being available.
Academic Promotions	Change of academic level, subject to approval and eligibility.	Academic promotion - dates, policies and procedures - Flinders University Staff	Service One	Within 3 business days of receiving an approved request. The effective date of the new level will align to 1 January of the year commencing after approval.
Engage a Casual Academic staff	Engage a professional casual to undertake casual work for the university.	Casual staff - Flinders University Staff	Service One	3 business days upon receiving all documentation required to generate casual offer.

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