## Casual Academic – Research



# **ENGAGEMENT**



#### **Complete form**

The Supervisor completes 'Part A' of the <u>Casual Academic</u> <u>Employment form</u>. The Candidate completes 'Part B', 'Part C' and 'Part D'. The Supervisor and Authorising Officer sign the form.

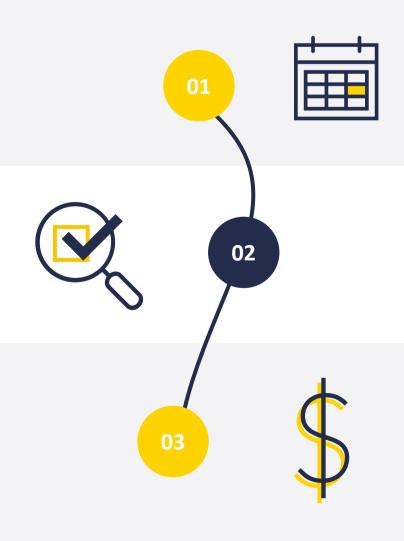
#### **Email form**

The Supervisor emails the form to People and Culture, Employment Services at <a href="mailto:employment@flinders.edu.au">employment@flinders.edu.au</a>.

### **Process engagement**

People and Culture, Employment Services processes the engagement in Workday.

## **PAYMENT**



#### **Timesheets**

The Casual Academic submits Excel timesheet to the Supervisor via email.

#### **Approval**

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

### **Process payment**

People and Culture, Payroll processes the timesheets in the next pay cycle.