



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, Employment Services at employment@flinders.edu.au.

03



Process engagement

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

PAYMENT

01



Timesheets

The Casual Academic submits Excel timesheet to the 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 timesheets in the next [pay cycle](#).