



How to engage a former* employee as a Casual Academic - Teaching

*Someone who was employed within the last 12 months

01



Identify and connect

The Topic Coordinator* identifies the former employee they wish to engage in their College and has an initial conversation about the work that may be available, and verify the former employee's suitability.

*Other roles include Course Coordinator, Teaching Program Director, Discipline Lead

02



Communicate (optional)

The Topic Coordinator* emails the new Casual Academic – Teaching candidate's contact details to the delegate.

This communication also serves as confirmation that the Topic Coordinator* approves the initiation of the engagement process for that candidate.

03



Initiate Service One request

The Topic Coordinator* or delegate submits a Service One request to start the Casual Academic – Teaching engagement process.

Note: identify the engagement type as 'Former employee'. If acting as the delegate, tick the 'Raise request on behalf of someone else' box.

Please attach the candidate's CV to the Service One form.

The Requestor can view the request status through the Service One portal under 'My Requests' list.

04



Budget owner approval

The Dean, People and Resources reviews and approves the engagement of the new Casual Academic – Teaching for their college via Service One

05



Service One ticket flows to the People and Culture, Employment Services team

06



Casual Academic employment offer issued

People and Culture, Employment Services issue the Casual Academic – Teaching employment offer.

An automatic notification is sent to the Topic Coordinator* and the Education Resources Officer through Workday to confirm that the offer has been issued to the candidate.

07



Review and accept Casual Academic employment offer

The Casual Academic – Teaching candidate reviews and accepts the Casual Academic employment offer through their Workday Candidate Profile. At this stage, the candidate provides banking, tax and superannuation information.

If the Casual Academic – Teaching candidate has not accepted the casual employment offer after three days of it being issued, the Topic Coordinator*, Education Resources Officer and People and Culture, Employment Services team will receive a notification in Workday to alert them.

People and Culture, Employment Services will email the candidate to prompt them to action the employment offer; the Topic Coordinator and the Education Resources Officer will be Cc'd into the email, and they are encouraged to follow up on the acceptance with the candidate to fast-track the process.

08



Finalise engagement

People and Culture, Employment Services finalise the Casual Academic – Teaching engagement and close the Service One ticket. An automatic email notification is sent to the Service One Requestor to confirm the completion of the engagement.

A separate automatic notification is sent to the Topic Coordinator* and Education Resources Officer via Workday to confirm the casual has been hired.

09



Casual available on the Casual Academic Scheduling and Payments (CASP application)

The new Casual Academic activates the Flinders Authentication Number (FAN) and gains access to Flinders University systems.

10



Create work schedule

The Education Resources Officer generates the work schedule in the CASP application.

CASP sends an automatic notification to the Casual Academic - Teaching to advise them a schedule is ready to review and accept.

11



Review and accept work schedule

The new Casual Academic reviews and accepts the work schedule on the CASP application.

*[Click here](#) for information on Casual Academic - Teaching scheduling and payment.



Now the Casual Academic - Teaching can start working in accordance with the Work Schedule.