



University of South Australia

Guidelines for the Management and Administration of Casual Employment

Written and distributed by
Human Resources
Payroll Services

Control Sheet

Contact for Enquiries and Proposed Changes

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Web address of this document: http://www.unisa.edu.au/hrm/manuals/casual_admin_handbook.doc

Revision History

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1	28/11/2003	Tracy Dickens	Update to ensure accurate and current.
2	September 2004	Bryanne Smith	Revised and updated
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Table of Contents	
Control Sheet	2
Introduction	5
Handbook purpose	5
Audit requirements and fortnightly reporting	5
Casual forms	5
Recruitment of Casual Staff	5
Re-employment of Staff following Redundancy	6
Induction of Casual Staff	6
Conditions of Employment for Casual Staff	7
Monitoring Performance of Casual Staff	7
Superannuation	7
Salary Sacrifice	7
Payroll Deductions	7
Workers Compensation	7
Journey Insurance	8
Professional Indemnity	8
Contracts of employment for casual staff	8
Casual Employment for Professional, Document Services or Security and Grounds Staff Positions ____	8
Casual Employment for Academic Staff Positions	9
Casual appointment process flow chart	10
An Overview of the Casual Administration System	11
Creating a Casual Staff Contract of Employment	12
Management Reporting	12
Overview of Contract Type (Claim Method)	12
Automatic Payment Method (Autopay)	12
Timesheet Claim Method	13
Taxation Information	13
TFN Declaration (Formally Employment Declarations)	13
Withholding Declaration	13
CAS Reporting	14
Reporting Overview	14
Audit Requirements	14
Audit Report (COMPULSORY)	14
Other Reports	16
View contracts	16
View claims	19
The Casual Payment Report	21
Record Keeping	22

<i>University Staff Roles and Responsibilities</i>	23
<i>Useful contact details</i>	23

Introduction

Handbook purpose

The University acknowledges the important contribution of casual staff. It is imperative that the University has thorough administrative processes in place, to achieve transparency and consistency whilst providing casual staff with the relevant information they need during their employment.

This handbook provides assistance to those responsible for the employment and administration of casual staff to ensure legislation, audit, and policy requirements pertaining to the employment of casual staff are adhered to.

This handbook compliments the User Guide to the Casual Administration System (CAS) by focusing more explicitly on the administration of casual staff, whereas the User Guide to the Casual Administration System (CAS) concentrates on the operational use of the CAS system.

Audit requirements and fortnightly reporting

It is the responsibility of the University of South Australia (UniSA) Management through the CAS Administrators to ensure that all casual payments are accurate and bona fide. The section on CAS reporting, commencing on page 14 of this document, outlines in detail the CAS reports that are required fortnightly.

It is the responsibility of each School/Unit to ensure that appropriate procedures are developed, so that CAS reports are checked, printed and appropriately filed in order to meet minimum audit requirements.

Casual forms

The Human Resources Unit (HRU) has forms relevant for casual employment that are available via the web page. <http://www.unisa.edu.au/hrm/forms/admin.asp>

HRIS 003c	Casual employee details
HRIS 005	Request for casual staff contract of employment
HRIS 005A	Request for casual staff contract of employment - Academic

NOTE: All casual contracts and timesheet templates are generated from CAS. CAS also has online functionality enabling everyone to request casual staff contracts of employment.

Recruitment of Casual Staff

Approval to recruit staff within the University must be in accordance with the Vice Chancellor's Authorisations. Managers should note that the local area might have specific approval processes that need to be followed. Please seek clarification from the local HR officer or go to <http://www-p.unisa.edu.au/cha/protocol&authrstn/default.asp>

Consistent with the recruitment and selection guidelines for continuing and fixed term contract (FTC) staff, the University is required to provide a clear statement of the expectations of the casual role including the relevant skills knowledge, experience, and qualifications required of the vacant position. This is achieved via the development of an appropriate position description (PD). The recruitment and selection website provides detailed steps in developing an appropriate PD, or liaise with your local HR Officer. <http://www.unisa.edu.au/recruitment/default.asp>

The casual employee should receive a copy of their position description prior to the commencement of their employment to ensure they understand their responsibilities while employed at UniSA.

Casual staff are found through a number of sources including:

- professional association with University staff or work area
- graduates

- postgraduate students
- advertisement to establish or supplement an existing database of staff
- industry contacts

It is also advisable to ensure that a current resume is secured to ensure appropriate selection of candidates and for staff records.

- For a comprehensive guide to recruitment and selection please refer to:
<http://www.unisa.edu.au/recruitment/default.asp>

Re-employment of Staff following Redundancy

Staff who have separated from the University within three years under redundancy or pre-retirement provisions are not eligible for re-employment by the University without the approval of the Director Human Resources.

Please contact the Director's office before finalising any offer of employment.

Induction of Casual Staff

Induction of casual staff is an important step to ensuring that their employment with the University contributes to the goals of the local area and the wider University. Effective induction provides the process that allows these staff to access the required information (both local and University wide) to assist them to perform their role in the organisation.

The University has developed an induction framework for casual staff. The casual staff program can be found on the HR website: Conditions of Employment; Induction

<http://www.unisa.edu.au/staffdev/induction/overview.asp>

Further information is found at:

<http://www.unisa.edu.au/staffdev/induction/info.asp>

It is recommended that the local area produce an information kit to be provided to casual staff.

The kit may include the following information:

- staff names and contact details of who can provide support during employment
- access to photocopying – what are the procedures at the local level
- access to printing – what are the University and local area procedures for requesting printing
- physical facilities – where are the teaching areas located: staff rooms: computing facilities: administrative offices etc
- meetings – what meetings will they be required to attend
- car parking – what car parking can they access; where is Campus Central located
- textbooks – do they need to arrange for the supply of a particular textbook either through the local area administration or through the Student Union
- access to email, internet, IP addresses etc
- accommodation – is there an office assigned to them; do they require room and building access; do they have access to a voicemail facility

The information kit should also provide induction information relating to teaching and assessment in the University environment, including relevant academic policy and procedures. This information is provided in addition to:

- Letter of Offer (with enclosures available from the HR website:
<http://www.unisa.edu.au/hrm/manuals/manuals.asp>)
- Casual Employment Contract (generated from the Casual Administration System)
- Casual Employee Details (HRIS003c) form (for new casual staff or changes to details for existing casual staff) (generated from the Casual Administration System)

- Conditions of Employment (Schedule 5 for Casual Academic Staff or Clause 71 for Casual Professional Staff of the University of South Australia Enterprise Agreement 2011)
http://www.unisa.edu.au/hrm/industrial/UniSA_EA_2011_Final.pdf
- Pay Period Schedule
- School Information/Induction Package (this can be developed to suit the local area)
- Quick Guide for Sessional Academic Staff (if applicable)
- Timesheets for the contract period
- Tax File Number Declaration form
- Reply paid envelope addressed to the School/Casual Administrator

Conditions of Employment for Casual Staff

Monitoring Performance of Casual Staff

The University is committed to ensuring optimum performance of casual staff. The induction process for casual staff should clearly communicate the key outcomes required and the appropriate assistance available to ensure that a quality product is provided to University standards. The University has a performance management system, which details principles that should be used as a framework for monitoring casual staff's work performance. Guidelines can be viewed on the Human Resources Unit's home page.

In addition, there is information in the applicable Industrial Instrument and University Policies that outline the requirements of course evaluation. This process may assist in monitoring some aspects of an academic casual staff's performance.

For performance management guidelines, please refer to:
<http://www.unisa.edu.au/hrm/employment/performance/pm.asp>

Superannuation

The University will pay 9% contributions (calculated on gross earnings) for casual employees (aged over 18 years and less than 70 years of age), this is in excess of the requirements of the Superannuation Guarantee Legislation.

It is a requirement of the Australian Taxation Office (ATO) that casual staff who have had superannuation paid for them by the University, must receive a quarterly statement indicating the total amount of contributions paid for the quarter and the Fund contact details.

An Award Plus Plan (APP) Application Form is required to be submitted by the casual employee. Additionally casual staff may also be entitled to insurance benefits from UniSuper.

For further information relating to superannuation, please refer to the Human Resources Superannuation Officer on ext 21667.

Salary Sacrifice

Casual staff are only able to sacrifice part of their salary into superannuation. Please refer to the University's Salary Sacrifice Guidelines and Conditions:
http://www.unisa.edu.au/hrm/guidelines/guidelines_sal_sac.doc

Payroll Deductions

Casual staff are ineligible to access payroll deductions.

Workers Compensation

Casual staff are covered by the University's workers compensation and each incident will be examined on a case by case basis.

For assistance with health and safety information, please contact the University's Occupational Health Safety & Welfare team on ext: 21583.

Journey Insurance

All staff, including casuals, are eligible for Journey insurance.

Professional Indemnity

The University of South Australia provides professional indemnity to all staff including casual staff.

Contracts of employment for casual staff

Prior to a casual employee (Academic, Professional, Security and Grounds or Document Services) commencing duties, a casual employment contract is generated from the University's Casual Administration System (CAS) and signed by the employee and a University representative (in accordance with the Vice Chancellor's delegations).

The contract of employment should be of sufficient duration to cover the entire period of activity and casual staff must not undertake any duties outside the start and end dates of the contract. It is not possible to extend a casual contract – if the casual needs to work beyond the life of the casual contract, a new contract needs to be created for the new work period.

It is possible to elect to have automatic payments made to casual staff where the hours worked are regular over a period. Where the hours are not systematic, the casual staff member should submit timesheets to ensure claims for payment are entered into CAS accurately.

Casual Employment for Professional, Document Services or Security and Grounds Staff Positions

Casual staff employed to undertake duties defined as a 'professional, document services or security and grounds staff' position are paid in accordance with the classification of that position. Casual staff receive an hourly rate of pay, incorporating a 25% loading for work performed after 4th April 2011 in lieu of leave entitlements (excluding Long Service Leave).

For assistance to determine the appropriate classification based on the associated duties please contact your HR Officer.

There are also some CAS rates for staff that fall outside of the normal classification structure e.g. Models & Pilots. All staff classifications rates are accessible through BI Reporting.

The Casual Administration System will only pay a staff member who is contracted on a standard recognised rate of pay. A CAS staff member should be contracted for a number of hours times the classification rate, not a lump sum payment.

Overtime and Weekend Rates

Professional, Document Services and Security and Grounds staff employed as casuals are entitled to overtime. Casual Academic staff are not.

Overtime is to apply to casual staff when working in excess of 7.5 hrs per day or 37.5 hrs per week OR outside the span of hours (7.00am to 7.00pm Monday to Friday). Time worked on weekends (excluding shiftwork) also attracts appropriate overtime penalty rates for the day worked where that time is approved by the supervisor.

Current rates of pay for Professional, Document Services and Security and Grounds casual staff are available in the applicable Industrial Instrument or via BI Reporting at:

https://my.unisa.edu.au/staff/bireporting/cgi-bin/cognosisapi.dll?b_action=cognosViewer&ui.action=run&ui.object=%2fcontent%2ffolder%5b%40name%3d%27UniSA%20Public%27%5d%2ffolder%5b%40name%3d%2710.0%20Staff%27%5d%2freport%5b%40name%3d%27Classification%20and%20Pay%20Rates%27%5d&ui.name=Classification%20and%20Pay%20Rates&run.ouputFormat=sheetML&run.prompt=true&ui.backURL=%2fstaff%2fbireporting%2fcgi-bin%2fcognosisapi.dll%3fb_action%3dxts.run%26m%3dportal%2fcc.xts%26m_folder%3di3AF91759DB51405E978DCFFBE1482E61

Casual Employment for Academic Staff Positions

Schedule 5 of the University's Academic and Professional Staff Enterprise Agreement 2011 (EA) specifies the industrial framework for appointing academic staff on a sessional (casual) basis.

The staff member will deliver specific services as set out in their employment agreement. The rate of pay for delivery of such services will be determined in accordance with the rates set out in the applicable industrial instrument.

Employing Research Degree Candidates

Full time research degree candidates are required to consider their PhD/Masters as their full time job. For students on scholarships, Australian and New Zealand or international students, there is usually a limit within the Scholarship/Visa regarding paid employment.

For full time candidates who receive a scholarship (APA, UniSA or Presidents), the conditions of the Award of Scholarship state:

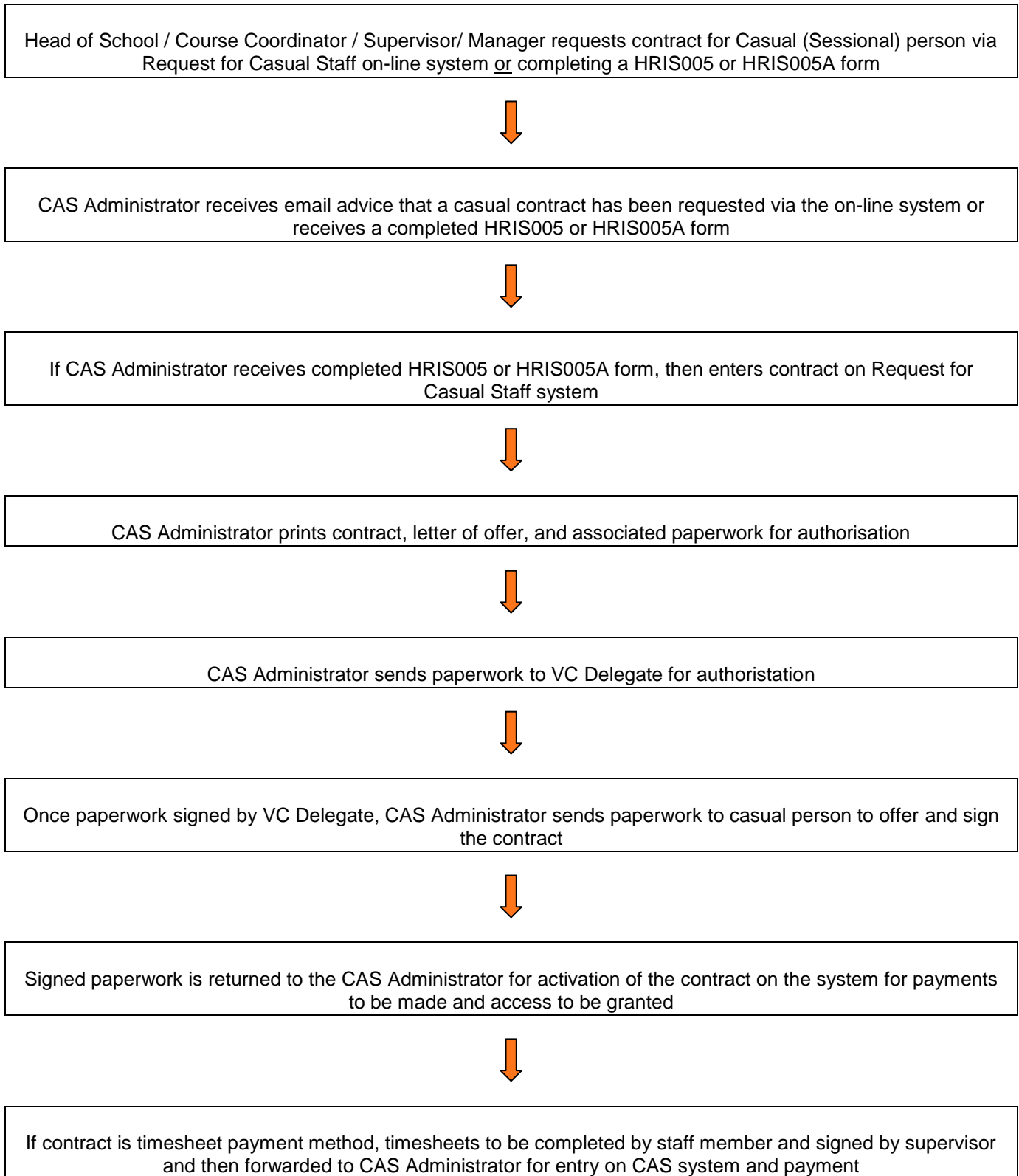
The primary role of full time research degree students is to work on their thesis and complete within the allocated period of candidature. Candidates will only be allowed to work a strictly limited amount of part time employment, with the approval of the University, and provided it does not interfere with the candidate's study program.

The University may not require a candidate to undertake employment at the institution.

The University's Research Degrees Committee recommends that full time candidates undertake paid employment for no more than eight hours per week or for a total of the equivalent of eight hours per week over a twelve month period.

In essence, this means that students should not be employed to work more than **384** hours per year (students have 4 weeks unpaid leave).

Casual appointment process flow chart



An Overview of the Casual Administration System

CAS is a web-based human resource system designed specifically for the administration and management of casual staff. Managers of casual staff have control over casual employment through the tracking and reporting functions within the system.

The system will enable authorised users to:

- view casual staff member's details;
- create casual contracts for all staff;
- print contracts of employment including terms and conditions;
- close and/or suspend contracts;
- view contracts for all casuals;
- enter timesheets directly for payment;
- have increased control over the payments for casuals using the auto payment method;
- generate detailed reports regarding casuals and financial commitments.
- view claims and contract to reconcile pay rates in accordance with audit requirements.

CAS links to a number of other systems in the University. The process of how CAS acquires its information is briefly outlined below:

- Payroll Services Staff enter information into the **EmpowerHR** system.
- The information in **EmpowerHR** downloads overnight to myUniSA.
- myUniSA then downloads relevant information to **CAS**.
- Additionally, Payroll Officers manually use EmpowerHR to extract claims from **CAS** for fortnightly payments.
- The information is automatically transferred from **EmpowerHR** to **Finance 1** at the completion of each pay cycle.
- **Finance 1** provides **EmpowerHR** and in turn **myUniSA** with current valid area and cost centre codes.
- **CAS** contract data is transferred to **myUniSA** overnight and in turn commitment data is transferred to **Finance 1**.

Access to the Casual Administration System is provided only to University staff who are required to administer casual employment; therefore access to the CAS requires approval from Heads of Schools, Unit Directors or Managers.

If required, CAS Administrators may have access to more than one School or Unit depending on the requirements of the Administrator position. For example, if an Administrator is required to maintain casual data for more than one School or Unit access will be provided for each relevant school or unit. A Casual Administrator who is responsible for writing contracts for more than one school / unit requires authorisation from each School / Unit that they administer. Divisional CAS Staff will require access to all areas in the Division.

View access is provided to all users. All data entered in CAS has an audit log created to identify the operator and time of entry.

The Access form is located on the Human Resources Web Site at <http://www.unisa.edu.au/hrm/forms/casaccess.doc>

An Application for Access to CAS form is forwarded to Human Resources – specifically, the Senior Casual Administrator. The Senior CAS Administrator (in Central HR) ensures that access has been approved and signed by both the Cost Centre Manager and HR Officer.

Creating a Casual Staff Contract of Employment

The contract function provides an employment contract for the casual employee. Details include:

- a) An agreed salary
- b) A period for the contract, or specific body of work or project as agreed. Contract start and end dates should cover the whole period of time that the employee is required to undertake their work.
- c) The terms and conditions under which the contract is to be performed.

When entering a contract into CAS, ensure the employee personal details are up to date.

The following scenarios require a HRIS 003c form to be submitted to Payroll Services:

- Existing employee details require updating (Employee Status on CAS will be CURRENT)
- The employee is new (The employee will not be found on CAS when searching)
- The employee has previously left the university or does not have an occupancy record in UniSAinfo, they require recommencement on Empower (Employee Status on CAS will be NON CURRENT)
- The employee is not a currently paid employee but should be (Employee Status on CAS will be NON PAYABLE)

Once the details on the HRIS 003c form are entered into Empower HR (and downloads overnight), the Casual Administrator will have access to the updated or new employee personal details in CAS the next working day.

NOTE: Due to Payroll Services daily workload, forms submitted after 3:00 pm may not enable adequate input time so that the new details are available the next working day.

Availability of data in CAS is dependent upon successful completion of the myUniSA download each night.

For further CAS procedures please refer to the User Guide to the Casual Administration System on the HR website.

Management Reporting

It is essential that the University's information systems (CAS, EmpowerHR, and myUniSA) have up-to-date staff member information. This will ensure staff member's homepages and management reporting is accurate.

Overview of Contract Type (Claim Method)

There are two types of contract modes for the implementation of casual contracts;

Automatic Payment Method (Autopay)

Automatic casual payments can be set up within CAS providing the casual staff member works regular hours each fortnight (ie the same day and time each week/fortnight). Initiation of autopay is required when setting up the initial casual contract.

Contracts that are set up for automatic payment need to have the payments modified in accordance with any variations to working hours/patterns due to employee absences. All CAS payments should be reported and reconciled on a fortnightly basis.

IMPORTANT

1. *If a casual staff member ceases the contractual agreement prior to the end of the contract, to prevent an overpayment, ensure Payroll Services is notified as quickly as possible and all auto payments are ceased in CAS.*
2. *Please note: Payments for SA public holidays will not be paid to casual staff unless specifically entered onto the system.*

Timesheet Claim Method

Timesheets are required when the number of hours worked per week is estimated or unplanned. For example, a casual thesis marker or a person assisting with a mail out would submit a timesheet when the work is finished.

Audit requirements indicate that casual hours need to be appropriately verified and authorised prior to data entry into CAS. Following this practice will ensure that legislative and audit regulations are met.

IMPORTANT

1. *CAS Administrators are not authorised to sign time sheets.*
2. *When using the timesheet claim method, timesheets cannot be submitted in advance of the work being performed.*

Taxation Information

TFN Declaration (Formally Employment Declarations)

When undertaking employment with the University, staff are required to lodge an Australian Taxation Office Tax File Number (TFN) Declaration form (NAT3092) to assist Payroll Services to determine the correct rate of tax applicable.

If staff do not provide a TFN Declaration form to Payroll Services, the highest tax rate is applicable in accordance with ATO regulations.

Staff are able to lodge more than one TFN Declaration with different employers; however, they are not able to claim the general exemption more than once. Staff should refer to the detailed information included on the TFN Declaration form for more information.

The TFN Declaration includes useful information relating to the correct completion of the form. Lodgement of this form with an employer is the responsibility of the staff member.

IMPORTANT

1. *Casual staff payments are taxed according to the pay fortnight in which the work was carried out. For example, EmpowerHR will take into account the tax that was deducted from any payments made in relation to the fortnight worked.*

Any clarification required on taxation for casual staff should be directed to the Payroll Services team.

Withholding Declaration

University staff may choose to submit a Withholding Declaration Form to alter the amount of tax withheld from payments made to them.

If the staff member has chosen not to submit a TFN Declaration form, a Withholding Declaration Form is not required.

A withholding declaration form is used

- to advise a change in Australian Residency status,
- to claim or discontinue the tax free threshold,
- to advise a HECS debt or to cease a HECS debt,
- to claim or vary a rebate or the family tax benefit.

Prior to completing the form, the staff member should read the Withholding Declaration booklet. The Withholding Declaration Form should be sent to Payroll Services prior to (or with) the staff member's HRIS 003c form to ensure the correct tax deductions are made on payments.

Once the staff member submits a TFN and/or Withholding Declaration to the University, the details will remain current on the system until a new form is submitted or the staff member terminates. The staff member is not required to submit TFN forms with each claim.

Providing accurate taxation details (including the lodgement of the two forms with the CAS Administrator) remains the responsibility of the staff member.

For more information on the TFN and Withholding Declaration form contact the ATO on 13 28 61 or visit www.ato.gov.au.

CAS Reporting

Reporting Overview

Enquiries and reporting within CAS utilises parameters to refine selections and has the ability to utilise the functionality of Microsoft Excel.

Enquiries can be based on the contract and thus expenditure and commitment, or claims.

All contracts held in the system can be viewed by all Casual Administrators.

Further specialised reports can be developed where the functionality provided within CAS does not fit the requirements of the area. Please contact Human Resources, Information Management for further information.

Audit Requirements

It is the responsibility of UniSA Management and CAS Administrators to ensure that all casual payments are accurate and bona fide. It is the responsibility of each school to ensure that appropriate procedures are developed, so that CAS reports are checked, printed and appropriately filed in order to meet minimum audit requirements.

Audit Report (COMPULSORY)

Review Claims for this Pay

This report must be called fortnightly by the CAS Administrator to check that all 'Active' contracts are valid and that any new contracts entered in the last fortnight accurately reflect the paperwork as supplied and that the auto claims and timesheets reflect both the contract and the actual paperwork supplied – this is an audit requirement. CAS Administrators may need to liaise with supervisors/managers to complete this procedure. This report reflects all claims due to be downloaded and paid for the current fortnight.

CAS data is transferred up by Payroll Services at 5.00 pm on Thursday's of off pay week (N.B. may be changed at the discretion of Payroll Services), consequently this report needs to have been printed and checked prior to this deadline.

Once reconciled this report needs to be marked as checked and then stored with relevant paperwork for audit purposes.

The report is available via the CAS main menu or via [BI Reporting](#).

Via BI Reporting

From [BI Reporting](#), navigate via **Public Folders > UniSA Local > Human Resources > HR Casual Administration**.

Select "Review Claims for This Pay" and select the desired Organisational Unit/s.

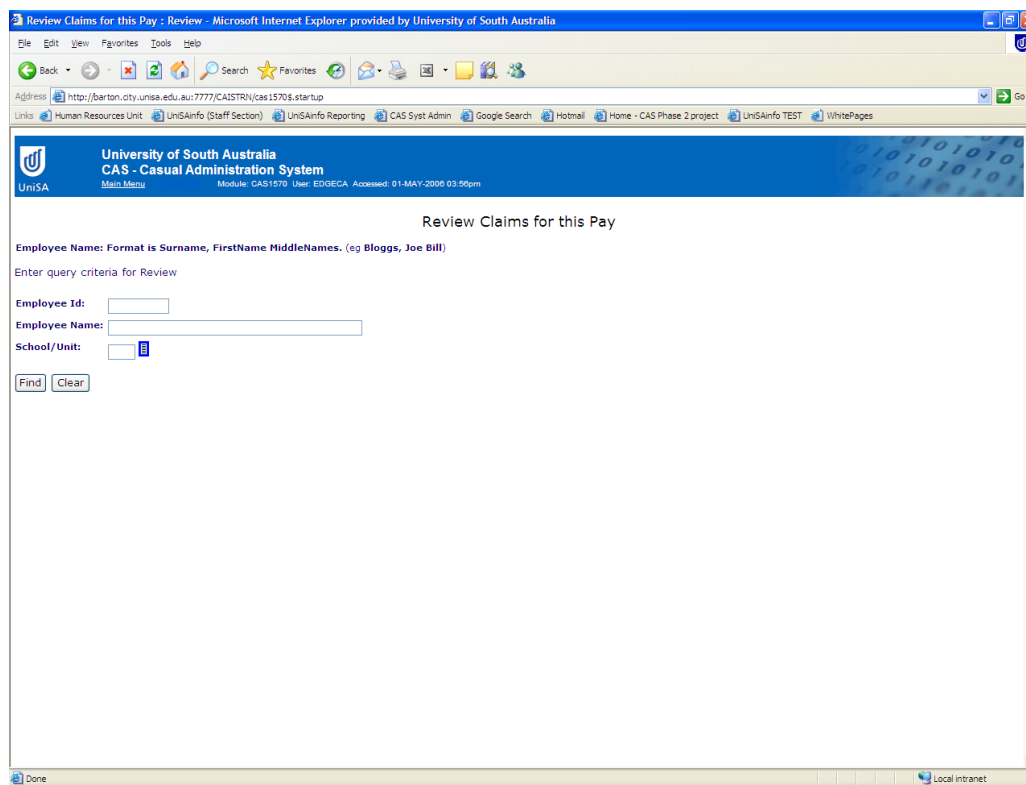
Claims Summary

Emp ID	Employee Name	Org Unit 2	Org Unit 3	Claim Method	Pay Code	Contract Id	Contract Line	Total Hours Worked	Total Dollars Paid	Checked?
123654	Mr Joe Bloggs	School of Commerce	School of Commerce	Auto Payment	p10	501	9	1.00	\$72.20	<input type="checkbox"/>
				Auto Payment	p10		12	1.00	\$108.30	<input type="checkbox"/>
				Auto Payment	p10		15	1.00	\$72.20	<input type="checkbox"/>
				Auto Payment	p10	506	2	2.00	\$144.40	<input type="checkbox"/>
				Auto Payment	p10		4	2.00	\$144.40	<input type="checkbox"/>
				Auto Payment	p10		6	2.00	\$216.60	<input type="checkbox"/>
				Timesheet	p10	915	1	16.67	\$720.14	<input type="checkbox"/>
								25.67	\$1,478.24	
059999	Miss Susan Semple	School of Commerce	School of Commerce	Auto Payment	p10	8697	9	1.50	\$162.45	<input type="checkbox"/>
				Auto Payment	p10		11	1.50	\$108.30	<input type="checkbox"/>
				Auto Payment	p10		13	1.50	\$108.30	<input type="checkbox"/>
				Auto Payment	p10		15	1.50	\$108.30	<input type="checkbox"/>
				Timesheet	p10	940	1	63.50	\$3,215.64	<input type="checkbox"/>
								69.50	\$3,702.99	

Print the report and check the data against the appropriate paperwork to ensure payments are valid and accurate.

Via CAS

From the CAS Main Menu, click on Review Claims for this Pay (under the Claim Function heading).



Enter the School / Unit the report is to be run for (the look up box will display the valid codes).
(Note: Only claims relevant to your School / Unit will be displayed).

Click Find.

The following screen is displayed.

Review Claims for this Pay - Review - Microsoft Internet Explorer provided by University of South Australia

Address: http://barton.cty.unisa.edu.au:7777/CASISTRN/cas1570\$mc_tsl.actionquery

University of South Australia
CAS - Casual Administration System
Module: CAS1570 User: EDGECA Accessed: 01-MAY-2006 04:04pm

Review Claims for this Pay

Next cut off date is 15/05/0006 17:00 for payments up to and including 19/05/2006.

Excel

Employee Id	Employee Name	Contract Id	Line No	Okay To Pay	Course /Work/ Project	Date Worked	Hours Worked	Class Code (Level)	Pay Rate Per Hour	Per Delivery	Account Code	Pay Code	School/ Unit	Sub Unit
110143	Bagnall, Alison	42499	3	<input checked="" type="checkbox"/>	006864	10/04/2006	0: 45	UAMOTH (1)	27.84		5676821	p10	HRM	HRM
110143	Bagnall, Alison	42499	3	<input checked="" type="checkbox"/>	006864	21/04/2006	1: 05	UAMOTH (1)	27.84		5676821	p10	HRM	HRM
110143	Bagnall, Alison	42499	3	<input checked="" type="checkbox"/>	006864	01/05/2006	1: 30	UAMOTH (1)	27.84		5676821	p10	HRM	HRM
115023	Clueless, George	42514	1	<input checked="" type="checkbox"/>	ADM	09/05/2006	8: 30	03S (5)	21.16		5695179	p10	HRM	HRM
115023	Clueless, George	42514	1	<input checked="" type="checkbox"/>	ADM	11/05/2006	8: 30	03S (5)	21.16		5695179	p10	HRM	HRM
115023	Clueless, George	42514	1	<input checked="" type="checkbox"/>	ADM	16/05/2006	8: 30	03S (5)	21.16		5695179	p10	HRM	HRM
115023	Clueless, George	42514	1	<input checked="" type="checkbox"/>	ADM	18/05/2006	8: 30	03S (5)	21.16		5695179	p10	HRM	HRM
115016	Mouse, Mickie	42515	1	<input checked="" type="checkbox"/>	ADM	11/04/2006	6: 30	05 (6)	31.34		5676817	p10	HRM	HRM
115016	Mouse, Mickie	42515	1	<input checked="" type="checkbox"/>	ADM	13/04/2006	5: 30	05 (6)	31.34		5676817	p10	HRM	HRM
115016	Mouse, Mickie	42515	1	<input checked="" type="checkbox"/>	ADM	18/04/2006	6: 30	05 (6)	31.34		5676817	p10	HRM	HRM
115016	Mouse, Mickie	42515	1	<input checked="" type="checkbox"/>	ADM	20/04/2006	5: 30	05 (6)	31.34		5676817	p10	HRM	HRM
115016	Mouse, Mickie	42515	1	<input checked="" type="checkbox"/>	ADM	25/04/2006	6: 30	05 (6)	31.34		5676817	p10	HRM	HRM
115016	Mouse, Mickie	42515	1	<input checked="" type="checkbox"/>	ADM	27/04/2006	5: 30	05 (6)	31.34		5676817	p10	HRM	HRM
115016	Mouse, Mickie	42515	1	<input checked="" type="checkbox"/>	ADM	02/05/2006	6: 30	05 (6)	31.34		5676817	p10	HRM	HRM
115016	Mouse, Mickie	42515	1	<input checked="" type="checkbox"/>	ADM	04/05/2006	5: 30	05 (6)	31.34		5676817	p10	HRM	HRM
115016	Mouse, Mickie	42515	1	<input checked="" type="checkbox"/>	ADM	09/05/2006	6: 30	05 (6)	31.34		5676817	p10	HRM	HRM
115016	Mouse, Mickie	42515	1	<input checked="" type="checkbox"/>	ADM	11/05/2006	5: 30	05 (6)	31.34		5676817	p10	HRM	HRM
115016	Mouse, Mickie	42515	1	<input checked="" type="checkbox"/>	ADM	16/05/2006	6: 30	05 (6)	31.34		5676817	p10	HRM	HRM
115016	Mouse, Mickie	42515	1	<input checked="" type="checkbox"/>	ADM	18/05/2006	5: 30	05 (6)	31.34		5676817	p10	HRM	HRM
114900	Stone, Selene	39486	1	<input checked="" type="checkbox"/>	ADM	18/01/2006	-7:-15	02 (A1)	20.02		5676810	p10	HRM	HRM

The screen should then either be printed and manually checked or saved as an excel spreadsheet and saved on the School/Units local server.

Select the Excel button to save the information into an Excel spreadsheet - all the functionality of Excel is available to manipulate the data into the required format.

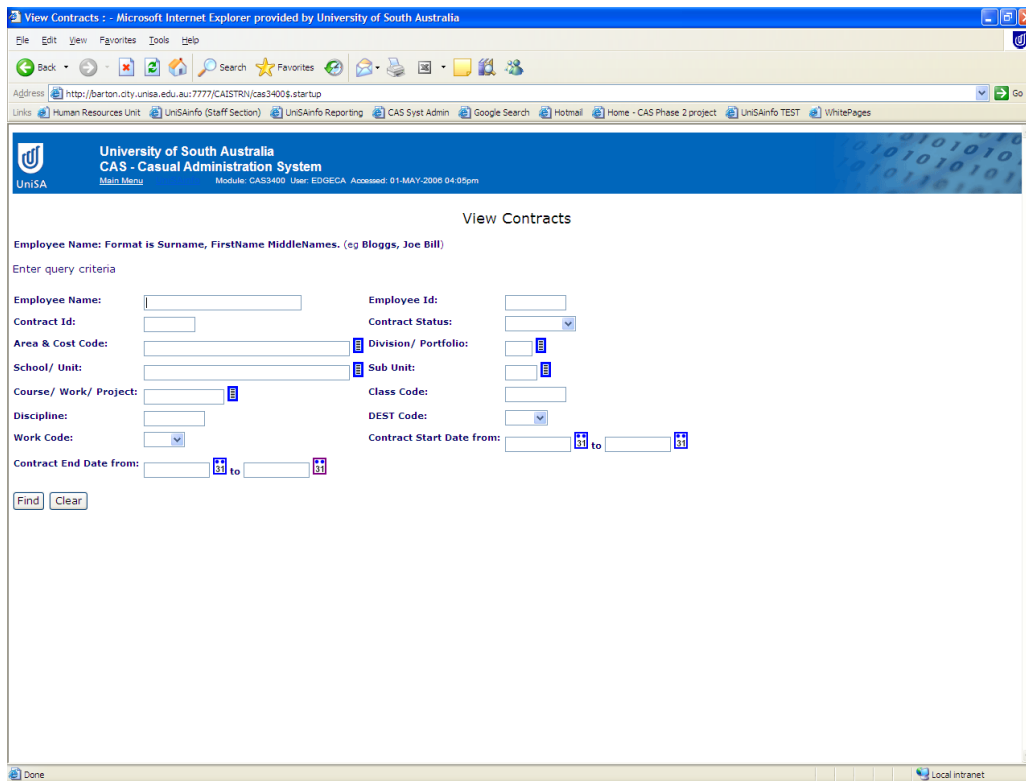
All claims on this report with the OK to pay box ticked will be paid in the **NEXT FORTNIGHT**

Other Reports

View contracts

From the CAS Main Menu, find the section titled Enquiry Functions and then click on View Contracts.

The following screen displays.



Enter criteria in the appropriate field/s to retrieve specific contracts.

Click on Find.

Data selection guidelines

All contracts held in the system can be viewed by all Casual Administrators. It is therefore essential that the administrator carefully restrict their selections. Entering combinations of criteria will enable the report to be restricted to the required information.

Field	Selection Guideline
Employee Name	Enter all or part of the employee's name to view all contracts for that employee
Employee Id	Enter the Employee ID to view all contracts for that employee
Contract Id	Enter the Contract Id to view all lines for a contract
Contract Status	Values are Entered, Active, Closed, Suspended
Area & Cost Code	Enter an Area & Cost Code (or use the pop up box) to View all contracts for an Area & Cost Centre
School/ Unit	Enter the School/Unit code to view all contracts that have been written against that School/Unit
Course/ Work/ Project	Enter the Course/Work/ Project code to view all contracts that have been written against that Course /Work/Project
Class Code	Enter a Classification Code to view all contracts that have been written with that Classification
Discipline	Enter the Discipline Code to view all contracts that have been written with that Discipline
DEST Code	Enter a DEST code to view all contracts with that DEST code
Work Code	Values are LEC, TUT, OTH.
Contract Start Date from / to	Enter a date range to view all contracts that start within that date range
Contract End Date from / to	Enter a date range to view all contracts that end within that date range
Line Start Date from / to	Enter a date range to view all contracts that have contract lines starting within that date range
Line End Date from / to	Enter a date range to view all contracts that have contract lines ending within that date range

Individual contracts and contract lines are presented as displayed below.

Employee Name	Employee Id	Contract Id	Contract Start Date	Contract End Date	Contract Status	Division/Portfolio	School/Unit	Sub Unit	Line No	Line Start Date	Line End Date	Line Status	Account Code	Class Code	Level Code	Pay Rate Per Delivery Hour	Hours Per Week (decimal)	Claim Method	Calculated Number Of Weeks	Estimated Deliv Hour (dec)
Mouse, Mickie	115016	42502	10/04/2006	13/10/2006	active	EAS	EDS	EDS	1	10/04/2006	28/07/2006	active	2115011	ARA	3	29.19	8.00	Auto	16	1
Mouse, Mickie	115016	42502	10/04/2006	13/10/2006	active	EAS	EDS	EDS	2	10/04/2006	13/10/2006	active	2115011	04	2	24.76	Timesheet	27	5	
Mouse, Mickie	115016	42503	10/04/2006	13/10/2006	active	EAS	SWP	SWP	1	10/04/2006	28/07/2006	active	2135900	ARA	3	29.19	8.00	Auto	16	1
Mouse, Mickie	115016	42503	10/04/2006	13/10/2006	active	EAS	SWP	SWP	2	10/04/2006	13/10/2006	active	2135900	04	2	24.76	Timesheet	27	5	
Mouse, Mickie	115016	42504	10/04/2006	13/10/2006	active	EAS	EAO	CCE	1	10/04/2006	28/07/2006	active	2102101	ARA	3	29.19	8.00	Auto	16	1
Mouse, Mickie	115016	42504	10/04/2006	13/10/2006	active	EAS	EAO	CCE	2	10/04/2006	13/10/2006	active	2102101	04	2	24.76	Timesheet	27	5	
Mouse, Mickie	115016	42505	10/04/2006	13/10/2006	active	EAS	SWP	SWP	1	10/04/2006	28/07/2006	active	2135900	ARA	3	29.19	8.00	Auto	16	1
Mouse, Mickie	115016	42505	10/04/2006	13/10/2006	active	EAS	SWP	SWP	2	10/04/2006	13/10/2006	active	2135900	04	2	24.76	Timesheet	27	5	
Mouse, Mickie	115016	42506	10/04/2006	13/10/2006	active	BUE	GSB	GSB	1	10/04/2006	28/07/2006	active	2031000	ARA	3	29.19	8.00	Auto	16	1
Mouse, Mickie	115016	42506	10/04/2006	13/10/2006	active	BUE	GSB	GSB	2	10/04/2006	13/10/2006	active	2031000	04	2	24.76	Timesheet	27	5	
Mouse, Mickie	115016	42507	10/04/2006	13/10/2006	active	BUE	CMR	CMR	1	10/04/2006	28/07/2006	active	2035120	ARA	3	29.19	8.00	Auto	16	1
Mouse, Mickie	115016	42507	10/04/2006	13/10/2006	active	BUE	CMR	CMR	2	10/04/2006	13/10/2006	active	2035120	04	2	24.76	Timesheet	27	5	
Mouse, Mickie	115016	42508	10/04/2006	13/10/2006	active	BUE	GSB	GSB	1	10/04/2006	28/07/2006	active	2045223	ARA	3	29.19	8.00	Auto	16	1
Mouse, Mickie	115016	42508	10/04/2006	13/10/2006	active	BUE	GSB	GSB	2	10/04/2006	13/10/2006	active	2031002	04	2	24.76	Timesheet	27	5	
Mouse, Mickie	115016	42509	10/04/2006	13/10/2006	active	EAS	PSY	PSY	1	10/04/2006	28/07/2006	active	2140049	ARA	3	29.19	8.00	Auto	16	1

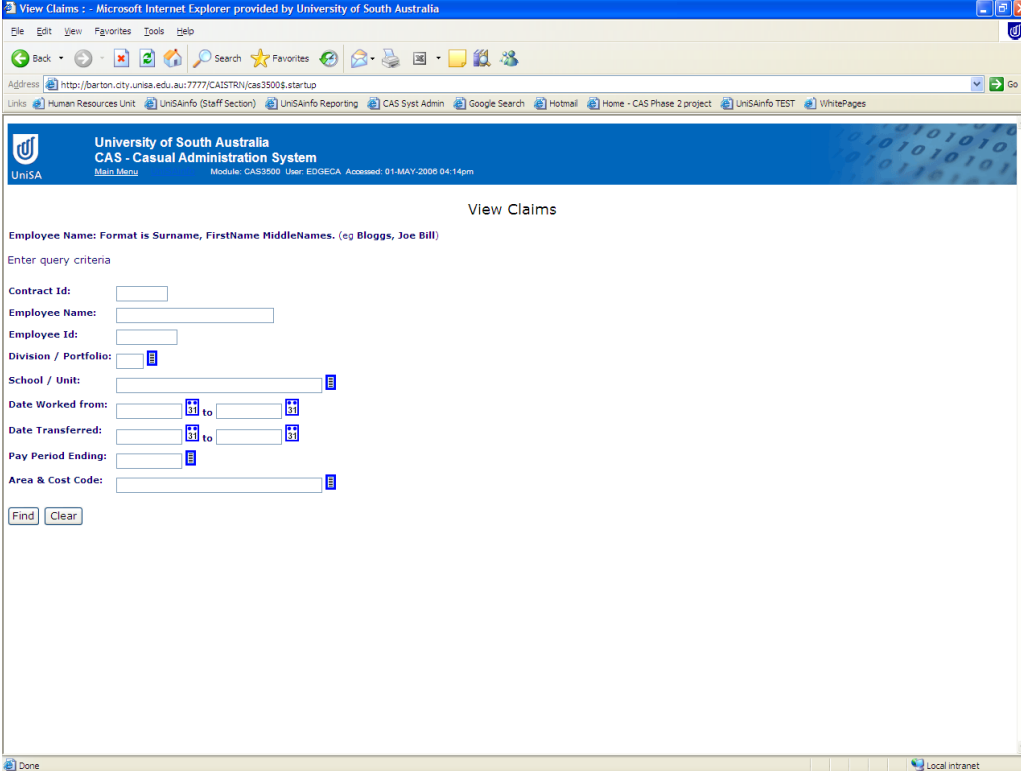
View contracts in excel

Use the Excel button to save the information into an Excel spreadsheet – all the functionality of Excel is available to manipulate the data into the required format.

Note: In Microsoft Explorer, Excel appears within the browser itself.

View claims

From the Main Menu, click on View Claims.



The screenshot shows a web browser window titled "View Claims - Microsoft Internet Explorer provided by University of South Australia". The address bar shows the URL: <http://barton.cty.unisa.edu.au:7777/CAISTRN/cas35005.startup>. The page header includes the University of South Australia logo and the text "CAS - Casual Administration System". The main content area is titled "View Claims" and contains a search form with the following fields and labels:

- Employee Name: Format is Surname, FirstName MiddleNames. (eg Bloggs, Joe Bill)
- Enter query criteria
- Contract Id:
- Employee Name:
- Employee Id:
- Division / Portfolio:
- School / Unit:
- Date Worked from: to
- Date Transferred: to
- Pay Period Ending:
- Area & Cost Code:

At the bottom of the form are two buttons: "Find" and "Clear".

The following screen displays.

Enter criteria in the appropriate field/s to retrieve specific claims.

Click on Find.

Data selection guidelines

All claims held in the system can be viewed by all Casual Administrators. It is therefore essential that the administrator carefully restrict their selections. Entering combinations of criteria will enable the report to be restricted to the required information.

Field	Selection Guideline
Contract Id	Enter the contract id to view all claims for a contract
Employee Name	Enter all or part of the employee's name to view all claims for that employee
Employee Id	Enter the Employee ID to view all claims for that employee
School/ Unit	Enter the School/Unit code to view all claims that have been created against that School/Unit
Date Worked from / to	Enter a date range to view all claims for work within that date range
Date Transferred from / to	Enter a date range to view all claims that were transferred to Empower within that date range
Area & Cost Code	Enter an Area & Cost Code (or use the pop up box) to view all claims for the Area & Cost Code

Individual claims are presented as displayed below.

Employee Name	Employee Id	Worked Date	Delivery Hours (decimal)	Date Transferred	Pay Rate	Dollars Paid	Pay Code	Okay To Pay Flag	Contract Id	Contract Status	Division Portfolio	School Unit	Sub Unit	Contract Line Id	Start Date	End Date	Pay Period Ending	Line Status	Account Code	Cl Co
Bagnall, Alison	110143	01/05/2006	1.50		27.84	41.76	p10	Y	42499	active	OCD	HRM	HRM	3	23/01/2006	30/07/2006		active	5676821	UA
Bagnall, Alison	110143	21/04/2006	1.08		27.84	30.07	p10	Y	42499	active	OCD	HRM	HRM	3	23/01/2006	30/07/2006		active	5676821	UA
Bagnall, Alison	110143	10/04/2006	0.75		27.84	20.88	p10	Y	42499	active	OCD	HRM	HRM	3	23/01/2006	30/07/2006		active	5676821	UA
Bagnall, Alison	110143	06/04/2006	1.00	28/04/2006	116.87	116.87	p10	Y	42499	active	OCD	HRM	HRM	1	02/03/2006	06/04/2006	21/04/2006	active	5676821	UA
Bagnall, Alison	110143	06/04/2006	1.00	28/04/2006	116.87	116.87	p10	Y	42496	active	OCD	HRM	HRM	1	02/03/2006	06/04/2006	21/04/2006	closed	5676811	UA
Bagnall, Alison	110143	30/03/2006	1.00	28/04/2006	116.87	116.87	p10	Y	42499	active	OCD	HRM	HRM	1	02/03/2006	06/04/2006	21/04/2006	active	5676821	UA
Bagnall, Alison	110143	30/03/2006	1.00	28/04/2006	116.87	116.87	p10	Y	42496	active	OCD	HRM	HRM	1	02/03/2006	06/04/2006	21/04/2006	closed	5676811	UA
Bagnall, Alison	110143	23/03/2006	1.00	28/04/2006	116.87	116.87	p10	Y	42499	active	OCD	HRM	HRM	1	02/03/2006	06/04/2006	21/04/2006	active	5676821	UA
Bagnall, Alison	110143	23/03/2006	1.00	28/04/2006	116.87	116.87	p10	Y	42496	active	OCD	HRM	HRM	1	02/03/2006	06/04/2006	21/04/2006	closed	5676811	UA
Bagnall, Alison	110143	21/03/2006	1.00	28/04/2006	155.83	155.83	p10	Y	42499	active	OCD	HRM	HRM	5	21/03/2006	21/03/2006	21/04/2006	active	5676821	UA
Bagnall, Alison	110143	21/03/2006	1.00	28/04/2006	155.83	155.83	p10	Y	42496	active	OCD	HRM	HRM	5	21/03/2006	21/03/2006	21/04/2006	closed	5676811	UA
Bagnall, Alison	110143	16/03/2006	1.00	28/04/2006	116.87	116.87	p10	Y	42499	active	OCD	HRM	HRM	1	02/03/2006	06/04/2006	21/04/2006	active	5676821	UA
Bagnall, Alison	110143	16/03/2006	1.00	28/04/2006	116.87	116.87	p10	Y	42496	active	OCD	HRM	HRM	1	02/03/2006	06/04/2006	21/04/2006	closed	5676811	UA
Bagnall, Alison	110143	14/03/2006	1.00	28/04/2006	155.83	155.83	p10	Y	42499	active	OCD	HRM	HRM	4	14/03/2006	14/03/2006	21/04/2006	active	5676821	UA
Bagnall, Alison	110143	14/03/2006	1.00	28/04/2006	155.83	155.83	p10	Y	42496	active	OCD	HRM	HRM	4	14/03/2006	14/03/2006	21/04/2006	closed	5676811	UA
Bagnall, Alison	110143	09/03/2006	1.00	28/04/2006	116.87	116.87	p10	Y	42499	active	OCD	HRM	HRM	1	02/03/2006	06/04/2006	21/04/2006	active	5676821	UA
Bagnall, Alison	110143	09/03/2006	1.00	28/04/2006	116.87	116.87	p10	Y	42496	active	OCD	HRM	HRM	1	02/03/2006	06/04/2006	21/04/2006	closed	5676811	UA

View claims in excel

Use the Excel button to save the information into an Excel spreadsheet – all the functionality of Excel is available to manipulate the data into the required format.

Note: In Microsoft Explorer, Excel appears within the browser itself.

The Casual Payment Report

In response to Auditor General recommendations an on-line process has been created that details all “Casual” payments being paid per pay against each cost centre.

The report was previously distributed in paper format after each pay for review and verification by Cost Centre Managers, this will now be available on-line.

If you are responsible for a cost centre from which payments have been made to casual employees you will now receive an alert on your myUniSA homepage following the close of each pay.

The Cost Centre Manager is required to review the payments and complete the online verification that payments were made to bonafide employees.

- Action required

Cost Centre managers will need to satisfy themselves that the payments listed are bona fide, and accept the report Audit purposes.

- Queries

These reports may generate queries to CAS Administrators.

Record Keeping

The minimum documents the University needs to retain for casual staff mirrors that necessary for continuing and contract staff.

The CAS system collects and retains much information about the employment record of recent and current casual staff.

For Casual staff at UniSA we should retain, in particular:

- HRIS 003C Casual Employment details. This form gathers name, residential and postal address, emergency contact details, visa information, bank details, and qualifications. This is the documentation which verifies **who** is employed. Payroll Services are responsible for retaining this document.
- The signed contract - signed on behalf of the employer and by the employee. This verifies **when** and **for what** the employment was offered and accepted. This should be retained by the local area.

These need to be retained for the expected lifetime of the employee, regardless of how short their employment period is. This minimum is set as 85 years from the birth of the staff member or 7 years after last employment, whichever is longer.

These documents are to be converted into STAFF files for each individual, to facilitate the retention and retrieval of these records. This will help address retrospective long service leave entitlement queries.

Timesheets and individual claims only need to be retained for 6 years, or for as long as there is a contract against which the claim or time is being measured.

Below is a copy of the SA State Records requirements for what to keep and how long to retain files about employees, for background information.

Case files relate to particular incidents, persons, organisations or clients. The activities involved in maintaining personal information about employees and volunteers for a range of personnel management functions. Information includes:

- *contracts of employment*
- *application for employment*
- *appointments, reassignments, approvals, etc.*
- *confirmation of appointment*
- *record of study courses and completed training courses*
- *salary determination and approvals*
- *evidence of qualifications*
- *records of honours and awards*
- *scholarships, prizes and gifts*
- *approvals relating to conditions of employment*
- *approval to engage in outside employment*
- *current address, next of kin, telephone number*
- *medical condition/s which may affect an employee and create an emergency situation, including emergency contacts*
- *medical history checks*
- *drug use checks*
- *summary of action taken in relation to unsatisfactory performance management*
- *summary of action and outcome regarding conduct of criminal history checks*
- *informed consent forms completed by employee for checks conducted*
- *other relevant information.*

University Staff Roles and Responsibilities

Responsibilities of Supervisors / Managers

- Negotiating the details of the contract with casual staff including their work schedule;
- Providing correct information to the Casual Administrator to maintain accurate details on the Casual Administration System;
- Ensuring a contract is prepared and authorised prior to the casual's first day of work;
- Authorising any timesheet claims submitted by the staff member;
- Ensuring casual staff are properly inducted into the workplace on commencement;
- Managing the performance of casual staff.

Responsibilities of Casual Administrators

- The efficient administration of casual contracts within the school / unit they work;
- Maintaining their own casual administrator template for each school / unit they are authorised to write contracts for;
- Ensuring the casual staff member's personal details are accurate on the Casual Administration System;
- Generating casual contracts using the Casual Administration System;
- Maintaining contract details on the Casual Administration System;
- Ensuring the accurate and timely entry of casual payment requests into the Casual Administration System;
- Providing casual employment reports at the request of their manager.
- Reconciliation of payments and the maintenance of accurate files and paperwork for audit purposes.

Responsibilities of Payroll Services

- Maintaining casual employment data on the Human Resource Information System (EmpowerHR) in a timely and accurate manner;
- Notifying the Casual Administrators when casual staff member's personal details have been entered onto EmpowerHR;
- Ensuring Casual Administrators are suitably trained to use the Casual Administration System and are supplied with appropriate documentation;
- Ensuring casual staff member salary payments are extracted from the Casual Administration System and paid fortnightly;
- Providing ongoing customer service and system support to Casual Administrators.
- Updating documentation and publishing it on the Human Resources website.

Useful contact details

Payroll Services

Phone: Ext 22911
Fax: Ext 21812
Email: payrollservices@unisa.edu.au