

Quick Reference Guide

Extending casual Professional/General appointments via Web Kiosk



Steps	Notes
<ol style="list-style-type: none">1. Login to Web Kiosk2. Select the MY TEAM tab3. Select Management tab4. Select Casual General Extensions & Adjunct Renewals5. Under the Extend/Renew column click on Request for the staff member you are wishing to extend.6. Amend the end date by choosing from the drop down calendar7. No other fields in the screen are required to be completed as they relate to Adjunct extensions8. If you need to View or Amend general ledger account codes click the View/Change Account Codes button then click on the drop down box9. Click Update if you have changed and the confirmation of GL change will appear10. Click Close11. Click the Submit for Approval button	<ul style="list-style-type: none">• Requests will appear in the Casual Extensions & Adjunct Renewals screen 60 days prior to the appointment expiring. You should only extend via this method if the details of the appointment are remaining substantially the same. If not you should use the following form http://www.csu.edu.au/_data/assets/pdf_file/0010/149716/general-staff-form.pdf• The maximum period of appointment for a casual staff member is 12 months• You can choose to scroll down to find the GL account you are looking for or you can search either by entering the first few letters of the Account name and then the % symbol (e.g. Div%Human%) or Fund Code then% and Org code then % (e.g. A102%6514%). Then click Find. Note some codes have a hyphen and some do not. If your initial search doesn't find anything try adding or removing hyphens between the Fund-Org-Prog code• Once submitted the confirmation page will appear which advises your request has been submitted for approval. If you are a Band 5 delegate or higher your request will go directly to HR for confirmation within the next 2 business days. If you are a supervisor below Band 5 your request will be forwarded up until it reaches a Band 5 approver• Approval recommendations not actioned within 5 days will escalate to the next level
<p>A detailed user guide can be found at: https://www.csu.edu.au/_data/assets/pdf_file/0016/825001/User-Guide-Casual-Professional-General-extensions-via-web-kiosk.pdf</p>	

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Important information:

- Extensions for Casual Professional/General staff can only be approved or rejected by staff with a delegation of **Band 5** or higher for a **maximum appointment period of 12 months**. If you are the supervisor (i.e. you are the timesheet approver) for a casual staff member and have a lower delegation you will only be able to recommend approval. You are reminded that casual employees should only be engaged to undertake work which is ad hoc, intermittent, unpredictable or involves hours that are irregular.
- If you choose to do nothing the appointments will cease as previously advised. There is no ability for you to terminate an appointment via Web Kiosk.
- Email reminders will be sent to the supervisor 30 days prior to the expiry of the appointment. The supervisor will however be able to see these appointments in Web Kiosk and be able to action from 60 days before the expiry of the appointment.
- A notification is sent 10 days prior to expiry to any casual staff that have not been extended to remind them that their appointment is ending and where applicable advise that they will lose access to CSU facilities and systems at that date.
- You should be aware that any casual extensions could result in eligibility for conversion. As per the provisions of the Enterprise Agreement 2013 in some cases casual Professional/General staff may be eligible to apply for conversion to continuing or fixed term employment (*Please see clause 21.18 of the [enterprise agreement](#) for further details*).
- If you make a mistake when processing or if the request is rejected, the supervisor can delete the request in **My Requests**. It will then re-appear in **Extensions and Renewals** for actioning again.
- During short periods of leave you can delegate your approvals to another staff member (providing that a formal acting appointment has not been made as in this case approvals will re-route automatically). Click on **My Approvals>Approval Delegation** to progress.