

Quick Reference Guide

Extending Adjunct Appointments in Web Kiosk



Steps	Notes
1. Login to Web Kiosk.	
2. From the Home menu, select My Team Select the Management submenu , then Casual Extensions & Adjunct Renewals	
3. Under the Extend/Renew column click on Request for the staff member you are wishing to extend	<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 relevant Recommendation to Appoint Adjunct Form Academic Adjunct Level A – E or Adjunct Professional or Administrator located on the DPC Adjunct appointments webpage.
4. Enter the End date by choosing from the calendar	<ul style="list-style-type: none">• The maximum period of appointment for an Adjunct staff member is 5 years
5. Go to I Confirm an Updated CV has been Reviewed & Retained and Select YES	<ul style="list-style-type: none">• Please note that if you do not select YES the extension will automatically reject. You need to keep a copy of the updated CV on file
6. Enter Field of Research Codes & Percentages (only if changed from original appointment)	
7. Email Address – enter non-CSU email address. This is a mandatory Field	<ul style="list-style-type: none">• A non-CSU email address is required so that an offer can be made to the Adjunct via email
8. Attach other supporting documentation	
9. If you need to View or Amend general ledger account codes select the View/Change Account Codes button then click on the drop down box to make selection Click Update if you have changed and the confirmation of GL change will appear. Click Close	<ul style="list-style-type: none">• 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. %Dentist%) 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
10. View Current Allowance Details	<ul style="list-style-type: none">• Adjunct staff do not currently receive any allowances
11. Click the Submit for Approval button	<ul style="list-style-type: none">• Once submitted the confirmation page will appear which advises your request has been submitted for approval. Once approved your request will go to DPC for confirmation within the next 2 business days.• Approval recommendations not actioned within 5 days will escalate to the next level

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Important information:

- A **detailed user guide** can be found at <https://www.csu.edu.au/division/people-culture/current-staff/my-employment/web-kiosk>
- Adjunct renewals require **Band 6, 7 or 8** approval and renewals can be made for a maximum period of 5 years. A current non CSU email address for the adjunct staff member, together with a current CV is a requirement for the renewal to be processed.
- Email reminders will be sent to the supervisor 60 days prior to the expiry of adjunct appointments and they will appear in Web Kiosk for action at this point.
- If you choose to do nothing the appointment will cease as previously advised. There is no ability for you to terminate an appointment via Web Kiosk.
- Approval recommendations will automatically escalate to the next level if no action has been taken after 5 days.
- A notification is sent 10 days prior to expiry to any adjunct 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.
- Process any extensions in web kiosk as soon as possible and as a minimum at least two weeks prior to the expiry of the current appointment.
- If you make a mistake when processing or if the request is rejected, the supervisor can delete the request in **Pending Requests**. It will then re-appear in **Extensions and Renewals** for actioning again.