

Quick Reference Guide

Extending Adjunct appointments via Web Kiosk

Steps	Notes
<ol style="list-style-type: none"> 1. Login to Web Kiosk. 2. Select the MY TEAM tab 3. Select Management tab 4. Select Casual General Extensions & Adjunct Renewals 5. 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 calendar 7. Go to I Confirm an Updated CV has been Reviewed & Retained and Select YES 8. Complete the duties to be undertaken 9. Enter Discipline Codes and Percentages (only if changed from original appointment) 10. Enter Field of Research Codes & Percentages (only if changed from original appointment) 11. Add requested Privileges only if changed 12. Email Address – enter non-CSU email address. This is a mandatory field 13. Telephone Number – enter phone number. This is a mandatory field 14. If you need to View or Amend general ledger account codes click the View/Change Account Codes button then click on the drop down box 15. Click Update if you have changed and the confirmation of GL change will appear 16. Click Close 	<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 • The maximum period of appointment for an Adjunct staff member is 5 years • 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 • Duties to be undertaken is a mandatory field and the extensions will automatically reject if not completed • A fact sheet containing information about Discipline Codes and Field of Research Codes can be found at http://www.csu.edu.au/data/assets/pdf_file/0018/150552/Work-Function,-Discipline-and-FOR.pdf • Possible privileges include Library Services, On-Site Buildings & Facilities Access, IT Access and CSU Card • A non-CSU email address is required so that an offer can be made to the Adjunct via email • 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

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17. Click the **Submit for Approval** button

- Once submitted the confirmation page will appear which advises your request has been submitted for approval. Once approved your request will go directly to HR for confirmation within the next 2 business days.
- Approval recommendations not actioned within 5 days will escalate to the next level

A detailed user guide can be found at https://www.csu.edu.au/data/assets/pdf_file/0016/825010/User-Guide-Processing-adjunct-renewals-in-Web-Kiosk.pdf

Important information:

- 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 and telephone number 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 **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.