

Quick Reference Guide

Viewing and Accepting Casual Academic Work Online via Casual Academics @ CSU



Steps	Notes
<p>To view and accept work</p> <ol style="list-style-type: none">1. Login to Casual Academics @ CSU2. Click on Action to view and action work that has been offered.3. Take note in the next screen if you have been offered work in multiple years or positions.4. You can view the terms and conditions of employment by selecting Review my terms and conditions of employment. This will download a PDF5. If you are happy to accept the work. Click Accept. Move towards the bottom of the screen and select the tick box to agree to the terms and conditions.6. Click Submit7. If you have been offered work in multiple schools, years or positions return to the top of the screen and select the relevant drop down and submit. You can then repeat the process above.	<p>A link will be sent every time you are offered work, but you can access the portal at any time via https://apps.csu.edu.au/awms/candidateAccount/. You should use your non-CSU email address to access the portal.</p> <p>If this is the case you will have a message at the top of the screen that allows you to select from the various contracts where there is work offered and pending your action. Simply select the year and contract ID and click Submit</p> <p>You will note that the items of work that you accepted have now moved to an Agreed status.</p> <p>You can view the status of all of your work for each school that you work for by Selecting the name of the School in the left hand navigation.</p> <p>Once your acceptance has been processed by Human Resources you will receive a notification detailing your login, email details and other useful information.</p>

Quick Reference Guide

Viewing and Accepting Casual Academic Work Online via Casual Academics @ CSU



Steps	Notes
<p>To query work that has been offered that you think may be incorrect or requires further clarification</p> <ol style="list-style-type: none">1. Follow all of the steps outlined above until you get to Step 5.2. Select Query. A text box will appear which will allow you to type your question.3. Select the tick box to accept the terms of employment and click Submit.	<p>While you are required to accept the offer and conditions this obviously only applies if you end up accepting at least one item of work.</p>
<p>To decline work that has been offered</p> <ol style="list-style-type: none">1. Follow all of the steps outlined above until you get to Step 5.2. Select Decline. A text box will appear which requires to type a reason e.g. <i>Not available this session</i>.3. Select the tick box to decline the offer and click Submit.	<p>You can accept, query and decline different items of work at the same time.</p>
<p>To view the status of your work at any time</p> <ol style="list-style-type: none">1. Log into Casual Academics @ CSU.2. Click on the relevant School in the left hand navigation (Under <i>My Work</i>).	<p>Note: Fluctuating student numbers may require casual academic work to be amended at any time (either increased, decreased or withdrawn altogether), particularly following census date. While you are not required to accept reductions or deletions – these will be marked in your portal as a modification or deletion.</p> <p>You can also update your profile at any time using the portal. Changes of name, gender and DOB can only be made by HR and will require some documentary evidence.</p>
<p>A detailed user guide including screen shots can be found here. If you are experiencing any problems please contact the HR Service Centre hr@csu.edu.au or phone +61 2 6338 4884 for assistance.</p>	