Charles Sturt University

ISSUE A CONTRACT FOR A SESSIONAL ACADEMIC

BACKGROUND

The Waiting to Offer stage allows time for all work to be planned and checked before the Head of School has the final approval. This also allows the Sessional to know their complete workload in one sighting and to make any necessary changes before a contract is issued.

Once all the work for a Sessional has been planned the approver will be able to see everything in the Waiting to Offer stage and be able to approve or reject accordingly.

ISSUE A CONTRACT

➢ The easiest way to find the Sessional who requires a contract is to start to type the individual's name in the Recent/ Search box on the bottom of the left hand menu and then choose the name from the list provided.

➢ Work items must be in the Waiting to Offer phase to be able to be moved to the Issue a Contract & Schedule of Work (SoW) phase.

➢ Only the Head of School is able to move the work items to the Issue a Contract & Schedule of Work (SoW) phase.

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CRICOS Provider Numbers for Charles Sturt University are 00005F (NSW), 01947G (VIC) and 02960B (ACT). ABN: 83 878 708 551

ISSUE A CONTRACT

➢ After clicking Issue Contract and SoW the Issue Contract and SoW confirmation box will appear on your screen.

➢ This allows you to check the contract either on the screen or to preview a copy of what the contract will look like when issued.

➢ Once a contract is issued it will be sent to the Sessional via email.

➢ When the contract is issued the Contract and SoW tab in the Sessional's Individual Workload will be populated with the relevant information from the contract.

➢ This tab also contains information on when the contract was issued and sent and whether or not it has been accepted.

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