Web Kiosk User Guide
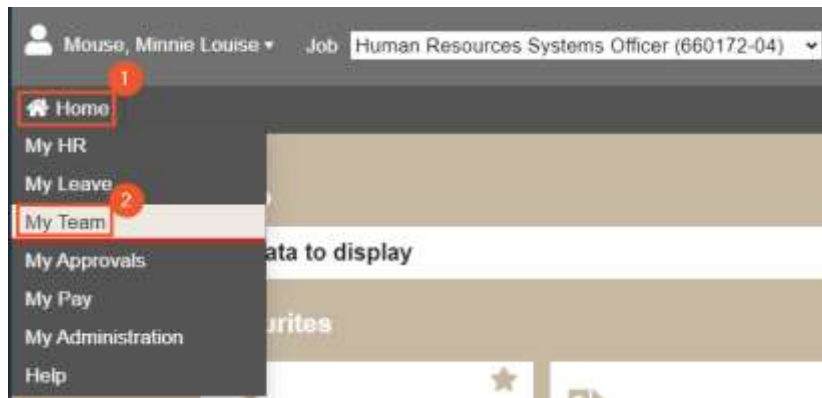
Processing Extensions for Casual Professional/General Staff

Prepared by

DPC, Systems

Division of People & Culture

1. From the **Home** menu select **My Team**

2. Select the **Management** tab, **then Casual Extensions & Adjunct Renewals**

3. Identify the employee and select **Request.**
   The details of the appointment must remain substantially the same.
   Note: Requests will appear in this screen from 60 days prior to the appointment expiring.
   You will receive an email reminder if no action has been taken at 30 days, and 15 days prior to the expiry.

4. To extend the appointment, select and enter an end date. A maximum period of appointment is 12 months.

Request Casual Extensions & Adjunct Renewals

Person Id: 11654559 Job: 01 Name: Adams, Alison

	New Occupancy	Current Occupancy
Occupancy Type:	SUB - Substantive Employment	SUB - Substantive Employment
Commence Date:	09-OCT-2020	08-OCT-2019
End Date: (Maximum Casual +12mths, Adjunct +5yrs)	⬜ 🗓️	08-OCT-2020
Position:	637221, Casual: Lifeguard	637221, Casual: Lifeguard
Company/Organisation Level:	FFTUSA - DSS, Student Support and Representation	FFTUSA - DSS, Student Support and Representation
Award:	CSU - Charles Sturt University Enterprise Agreement	CSU - Charles Sturt University Enterprise Agreement
Classification:	GSR03 – Casual Student Rate 3 - 90% of Level 1 Step 1	GSR03 – Casual Student Rate 3 - 90% of Level 1 Step 1
Step:	01	01
Position Fraction %: (Casual=0, Adjunct =0-100)	0	0
Occupancy Commence Reason: (Must Be N10)	N10 - Extension/Renewal via Web Kiosk ⌄	N10 - Extension/Renewal via Web Kiosk
Employment Status: (Please Do Not Change)	CASG - Casual General ⌄	CASG - Casual General
I Confirm An Updated CV Has Been Reviewed and Retained: (Adjunct Only - Must Be Yes)	⌄	
Oncost Pattern: (Please Do Not Change)	A - NSW Payroll Tax, W/Comp ⌄	A - NSW Payroll Tax, W/Comp

Field of Research Codes and Percentages: (Adjunct Academic Only - If Changed)

Email Address (Non CSU): (Adjunct Only - Mandatory)

Supporting Documents

Attach Files: Document Type: File Name:

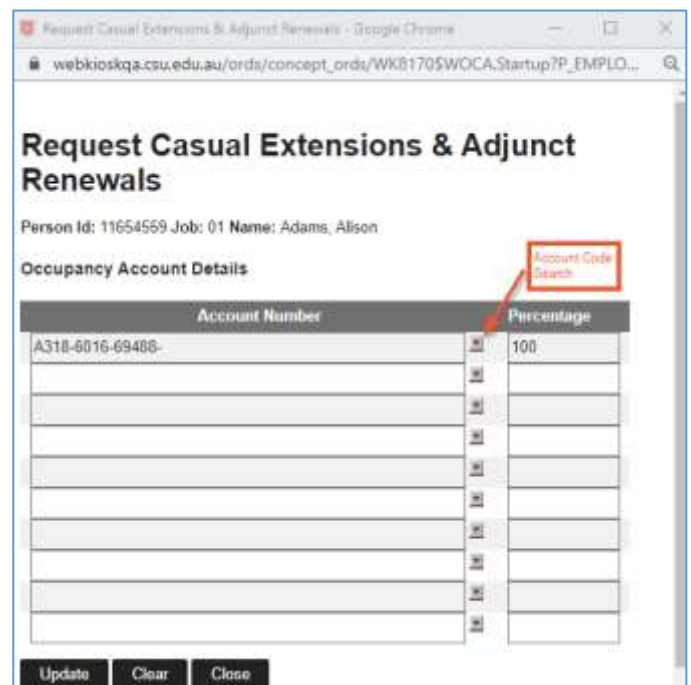|	
OTHER - Other document ⌄	Choose File · No file chosen
OTHER - Other document ⌄	Choose File · No file chosen
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[View/Change Account Codes] ←

[View Current Allowance Details]

This request will be submitted for appropriate approval before being processed by the HR Service Centre. Use 'My Requests' to monitor approvals progress.

[Submit For Approval] [Clear]

Note: Most other fields in this screen *do not* need to be updated as they relate to Adjunct extensions

5. Select **View/Change Account Codes**. A popup windows will display enabling you to view and or update General Ledger account codes. If no changes are required select **Close.**

Request Casual Extensions & Adjunct Renewals - Google Chrome

🔒 webkioskqa.csu.edu.au/ords/concept_ords/WK8170$WOCA.Startup?P_EMPLO...

Request Casual Extensions & Adjunct Renewals

Person Id: 11654559 Job: 01 Name: Adams, Alison

Occupancy Account Details

Account Code Search

Account Number		Percentage
A318-6016-69488-	📋	100
	📋	
	📋	
	📋	
	📋	
	📋	
	📋	
	📋	
	📋	
	📋	

[Update] [Clear] [Close]

6. Use the Search field to enter all or part of the required account code. Note that some codes have a hypen while others do not. If your initial search does not return anything, ty adding or removing hyphens between the Fund-Org-Prog code

7. If you update the account code, select **Update**. A confirmation of the change will display:

8. Back on the original request screen, select **Submit for Approval.**
    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 Division of People and Culture (DPC) for confirmation within the next 2 days. If you are a supervisor below Band 5 your request will be escalated to a Band 5 approver.

    Approvals not actioned within 5 days will escalate to the next level in the hierarchy.

6. If you return to the **Casual Extensions & Adjunct Renewals** screen you can see that the status for this request has changed from *Request* to *Approved.*
    In this case the supervisor had a delegation of below band 5 to the status shows only as *Submitted.*