

Web Kiosk User Guide

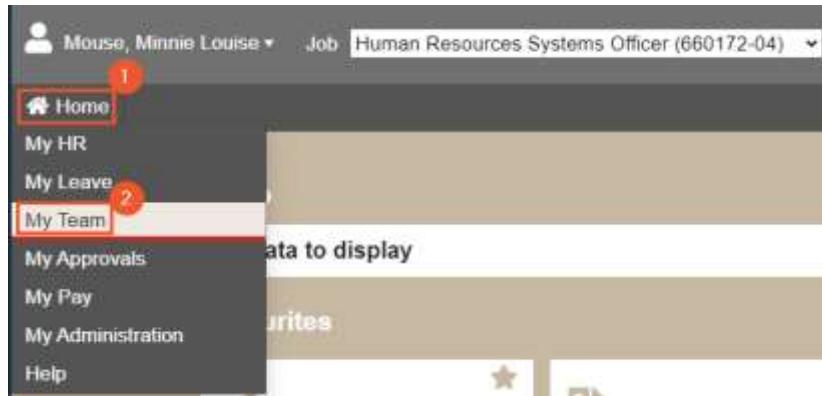
Processing Renewals for Adjunct Appointments

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 60 days, and 30 days prior to the expiry.

All adjunct appointments that you plan to extend should be processed a minimum of 20 days prior to the expiry if you wish to ensure no loss of access to systems etc

Casual Extensions & Adjunct Renewals

Search for name

Hint: Click on a column heading to order the data.

Person Id	Job	Name	Start Date	End Date	Occupancy Type	Award	Class	Extend/Renew	Termination
99931612	01	Abraham, Annabella	10-DEC-2019	09-DEC-2020	Substantive	110	ADJUA	Request	N/A
11648044	01	Ahern, Abby Kate	17-DEC-2019	17-DEC-2020	Substantive	CSU	GSR02	Request	N/A
99930787	01	Aimersole, Amy	27-NOV-2017	26-NOV-2020	Substantive	110	ADJUD	Request	N/A
99931739	02	Alexander, Alex	12-NOV-2018	11-NOV-2020	Substantive	110	ADJUB	Request	N/A
99932719	01	Angsoo, Amer Min	26-AUG-2019	18-DEC-2020	Substantive	110	ADJUC	Request	N/A

4. To extend the appointment,
 - i. Select and enter an **End date**.

Request Casual Extensions & Adjunct Renewals

Person Id: 98931612 Job: 01 Name: Abraham, Annabella

	New Occupancy	Current Occupancy
Occupancy Type:	SUB - Substantive Employment	SUB - Substantive Employment
Commence Date:	10-DEC-2020	10-DEC-2019
End Date: (Maximum Casual +12mths, Adjunct +5yrs)	<input type="text" value=""/>	09-DEC-2020
Position:	633418, Adjunct Research Associate	633418, Adjunct Research Associate
Company/Organisation Level:	FFSVAA - School of Animal and Veterinary Sciences	FFSVAA - School of Animal and Veterinary Sciences
Award:	110 - CSU Academic Staff Enterprise Agreement	110 - CSU Academic Staff Enterprise Agreement
Classification:	ADJUA - Adjunct Associate Lecturer	ADJUA - Adjunct Associate Lecturer
Step:	01	01
Position Fraction %: (Casual=0, Adjunct =0-100)	<input type="text" value="20"/>	20
Occupancy Commence Reason: (Must Be N10)	<input type="text" value="N10 - Extension/Renewal via Web Kiosk"/>	N10 - Extension/Renewal via Web Kiosk
Employment Status: (Please Do Not Change)	<input type="text" value="UADJ - Unpaid, Adjunct Appointment"/>	UADJ - Unpaid, Adjunct Appointment

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

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

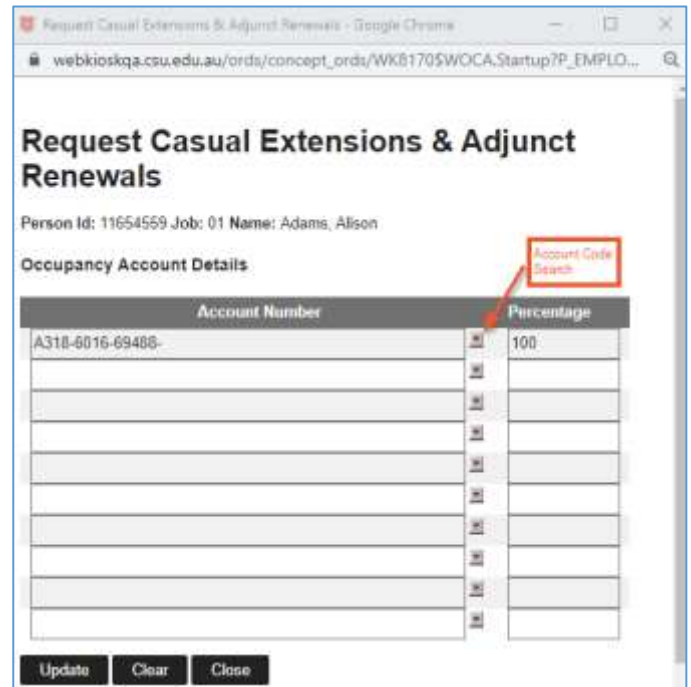
Email Address (Non CSU):
(Adjunct Only - Mandatory)

Supporting Documents

Attach Files:	Document Type:	File Name:
<input type="text" value=""/>	OTHER - Other document	<input type="text" value="Choose File"/> No file chosen
<input type="text" value=""/>	OTHER - Other document	<input type="text" value="Choose File"/> No file chosen
<input type="text" value=""/>	OTHER - Other document	<input type="text" value="Choose File"/> No file chosen
<input type="text" value=""/>	OTHER - Other document	<input type="text" value="Choose File"/> No file chosen
<input type="text" value=""/>	OTHER - Other document	<input type="text" value="Choose File"/> No file chosen

- ii. Select **YES** to **confirm that you have received and retained an updated CV**
Please note: This extension will be automatically rejected if you not select YES. Our auditors may require to see the updated CV at any time so please ensure it is stored safely
- iii. Add **Field of Research** codes and percentage if changed. If no changes leave this field blank. A fact sheet may be found at: <https://research.csu.edu.au/performance/for-codes>
- iv. Add a **non-CSU Email address**. This is a mandatory field so that an offer may be made to the Adjunct via email. Please ensure that this email address is current, A CSU email address should only be used if it is the primary email address for the adjunct.

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

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

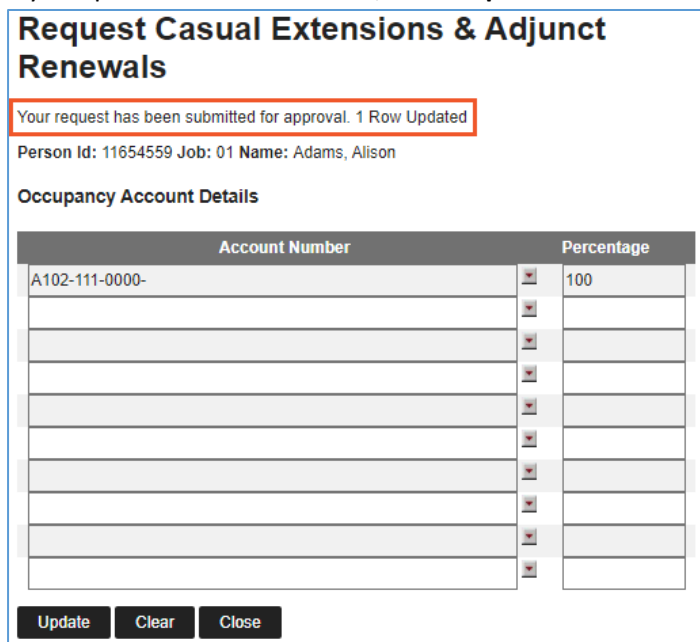
Occupancy Account Details

Account Number	Percentage
A318-6016-69488-	100

Update Clear Close

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

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



Request Casual Extensions & Adjunct Renewals

Your request has been submitted for approval. 1 Row Updated

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

Occupancy Account Details

Account Number	Percentage
A102-111-0000-	100

Update Clear Close

7. Back on the original request screen, select **Submit for Approval**. A confirmation page will appear which advises your request has been submitted for approval. If you have the correct approval delegation your request will go directly to Division of People and Culture (DPC) for confirmation within the next 2 days. If not your request will be escalated up until it reaches the appropriate 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*. Once approved it will be submitted to DPC for confirmation