**Casual Appointment Process**

**Casual Appointments:**

1. Supervisor to complete SPH Appointment form
2. New staff member to submit personal documents (requirements listed below) to supervisor
3. Complete paperwork (requirements listed below) to be emailed to the Human Resource Officer (HRO, Emma-Lee Tilley [e.tilley1@uq.edu.au](mailto:e.tilley1@uq.edu.au)) by processing deadline (dates listed below)
4. HRO will then arrange for finance check and Head of School approval
5. Once appointments have been approved by the Head of School the HRO will process in Aurion (UQ’s Human Resources System)
6. Offer of Appointment emailed to employee once the HRO has processed the appointment

**Complete paperwork consists of:**

The following paperwork is required to set up casual appointments for staff who have not previously worked for UQ:

Supervisor to complete:

* SPH Appointment Form detailing a Title, Salary Level and Increment, Start and End dates, Total Hours, Chart String/Account and approval signatures

Staff Member to complete:

* Casual Appointment Part A Form
* Method of Salary Payment Form
* Tax Declaration
* Certified Copy of Passport or Birth Certificate or original sighted by HRO Emma-Lee Tilley
* Visa Details (if applicable)

The following paperwork is required to set up casual appointments for staff who have previously worked for UQ:

Supervisor to complete:

* SPH Appointment Form detailing a Title, Salary Level and Increment, Start and End dates, Total Hours, Chart String/Account and approval signatures

Staff Member to complete:

* Casual Appointment Part A Form
* Tax Declaration, Method of Salary and Passport/Visa documents only required if details have changed since previous employment at UQ

**NOTE**: Any incomplete/late appointment paperwork submitted may risk a delay to the following fortnight which will push back the start date so please ensure all paperwork is complete and all documents are submitted by the deadlines listed below.

***Please be aware that any new staff members, whether new to UQ or a previous employee, cannot start work until they have received their new Offer of Appointment letter from the Faculty. Any requests for backdating of appointments will need to include a full justification with their appointment paperwork to be approved by the Head of School.***

**Please also keep in mind that casual appointments take 6 months to be terminated once the staff member has completed the work but that does not mean it is a current and active contract that can be used, all new work will require hours to be approved by HR & Finance before work can commence, these requests can come through as an email to the HRO, Emma-Lee Tilley** [**e.tilley1@uq.edu.au**](mailto:e.tilley1@uq.edu.au)**.**

**Processing Deadlines for 2016**

|  |  |
| --- | --- |
| **Complete Paperwork to be sent to HRO by:** | **For changes to take effect/staff to start work by:** |
| 4 January | 18 January |
| 18 January | 1 February |
| 1 February | 15 February |
| 15 February | 29 February |
| 29 February | 14 March |
| 14 March | 28 March |
| 28 March | 11 April |
| 11 April | 25 April |
| 25 April | 9 May |
| 9 May | 23 May |
| 23 May | 6 June |
| 6 June | 20 June |
| 20 June | 4 July |
| 4 July | 18 July |
| 11 July | 18 July |
| 18 July | 25 July |
| 25 July | 1 August |
| 1 August | 8 August |
| 8 August | 15 August |
| 15 August | 22 August |
| 22 August | 29 August |
| 29 August | 5 September |
| 5 September | 12 September |
| 12 September | 19 September |
| 19 September | 26 September |
| 26 September | 3 October |
| 3 October | 10 October |
| 10 October | 17 October |
| 17 October | 24 October |
| 24 October | 31 October |
| 31 October | 7 November |
| 7 November | 14 November |
| 14 November | 21 November |
| 21 November | 28 November |
| 28 November | 5 December |
| 5 December | 12 December |
| 12 December | 19 December |