



Department

People & OD

Worker

Start

- Does the work activity align with medical practitioner work? OR,  
- Does the position attract a rate of pay above the bottom of the grade?

Request a casual contract via iTrent

Does the worker have an existing casual position on iTrent and a profile on Dashboard?

Send the worker the relevant casual worker link (student or worker) to register their details. If you need to add them to the School / Department mailing list follow the guidance on the University website here to do so manually.

Check with Recruitment, does the worker has a current casual position on iTrent?

Use existing profile to book worker for work via Dashboard

Process the requisition in the casual campaign process

Receive contract request and action contract

Source existing casual Right to Work check from Sharepoint or if salaried in another position use the existing check

Existing check on file?

Request attendance at a Right to Work appointment

Submit application on casual portal and receive 'Terms of Engagement' letter covering as hoc claims work

Attend in person for a Right to Work check

Use Dashboard Technology for casual variable work timesheets and bookings

Accept contract if provided with one (applicants to casual roles only - portal submission exempt)

