Overview

The Casual Contracts Extension allows schools & administrative business units to extend casual staff, who were current in the previous semester, via the Web. New staff or staff not current in the previous semester will still need to be entered by Human Resources.

Once contracts have been extended via the web, departments must print out and fill in the relevant casual contract information. The employee must sign the contract and be provided with a copy, one copy should be keep for school/administration records and one copy forwarded to HR Services.

Contacts:

If you experience any difficulties please contact HR Services on any of the following extensions – 8748, 3209, 3009, 3641.
Login to Contracts

Step 1: Enter the Main Page for Processing via the Web at https://his.applications.uwa.edu.au/portal_availability.asp

Step 2: Enter your staff number and Pheme password then click Login.

Step 3: In the Applications, select UWA Processing via the Web.

Please note that if you have access to Web Reports you will both UWA Web Reports and UWA Processing via the Web in you Applications.

You will then be asked to select your business unit. For those users with access to more than one department, select the department required.
Step 4: You will be presented with the Main Menu on the left hand side of the screen. To the right will be a list of Timesheet batches, Allowance batches and Contracts that are still waiting to be loaded into Alesco.
Select Employees

Step 1: Choose **Extend Contracts** from the Main Menu. The following window will be displayed.

![Contract Extension Window](image)

Step 2: Select the Contract Category of the staff you wish to extend, this will be Casual Teaching, Casual General or External Contractors. You will then be presented with the staff in the business unit that fall into that category.

Step 3: Select the new end date for the employee. Please note that contracts can only be extended by 12 months from the current expiry date. A contract can only be extended within 3 months of expiry.

Step 4: Once you have entered the Proposed End Date click on Submit. If there are no issues you will get a message similar to the following:

1 row(s) updated, 0 row(s) inserted.

However, if there is an issue you will get a message similar to the following:

1 error has occurred
• Contract not due for extension - must be within 3 months of expiry (Row 1)

The relevant field will also be highlighted in red. If errors have been made, simply correct them and click on **Submit**.

Once you have submitted without issues a comment will be generated:

You can extend multiple contracts at one time.
Delete Contract Extensions

Step 1: Click on Approve/Load Contract Extensions.

Step 2: Select the checkbox at the beginning of the line (leftmost column) for the employee/s that you wish to delete.

Step 3: Once you have selected all of the contract extensions you would like to delete, click on Delete. You will get the following message:
Load Contract Extensions

**Step 1:** Click on **Approve/Load Contract Extensions**.

**Step 2:** Select the Approve checkbox (rightmost column) for the employee/s that you wish to load.

**Step 3:** Once you have selected all of the contract extensions you would like to approve and load, click on **Approve and Load**.
You will get the following message:
**View/Print Casual Contracts**

**Step 1:** Click on View/Print Casual Contracts.

**Step 2:** Under the column Contract click on View for the relevant staff member. A new window will appear with the contract displaying employee details. The user can print the contract using the browser “print” facility.

Please note that for casual general staff, the period of employment must be specified on the contract.

**NOTE:** The employee must sign the contract and be provided with a copy, one copy should be keep for departmental records and one copy forwarded to Human Resources.
Exit Processing via the Web

In the top right hand corner there are two options.

**UWA HR Portal:** This will take you to the initial login page and give you the option of accessing Web Reports (if you have access to the application).

**Logout:** This will log you out completely.