**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.