

## **CASUAL CONTRACT EXTENSION USER GUIDE FOR FACULTY AND ADMINISTRATION USERS**

### **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 kept for school/administration records and one copy forwarded to HR Services.

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|------------|---|---------------|
| <b>1.0</b> | <b>Log on to Casual Contracts Extension</b> | <b>Page 2</b> |
| <b>2.0</b> | <b>To select employees to be extended</b>   | <b>Page 3</b> |
| <b>3.0</b> | <b>To add or delete extensions</b>          | <b>Page 3</b> |
| <b>4.0</b> | <b>To load the batch into Alesco</b>        | <b>Page 4</b> |
| <b>5.0</b> | <b>To view or print contracts</b>           | <b>Page 4</b> |
| <b>6.0</b> | <b>To log out</b>                           | <b>Page 4</b> |

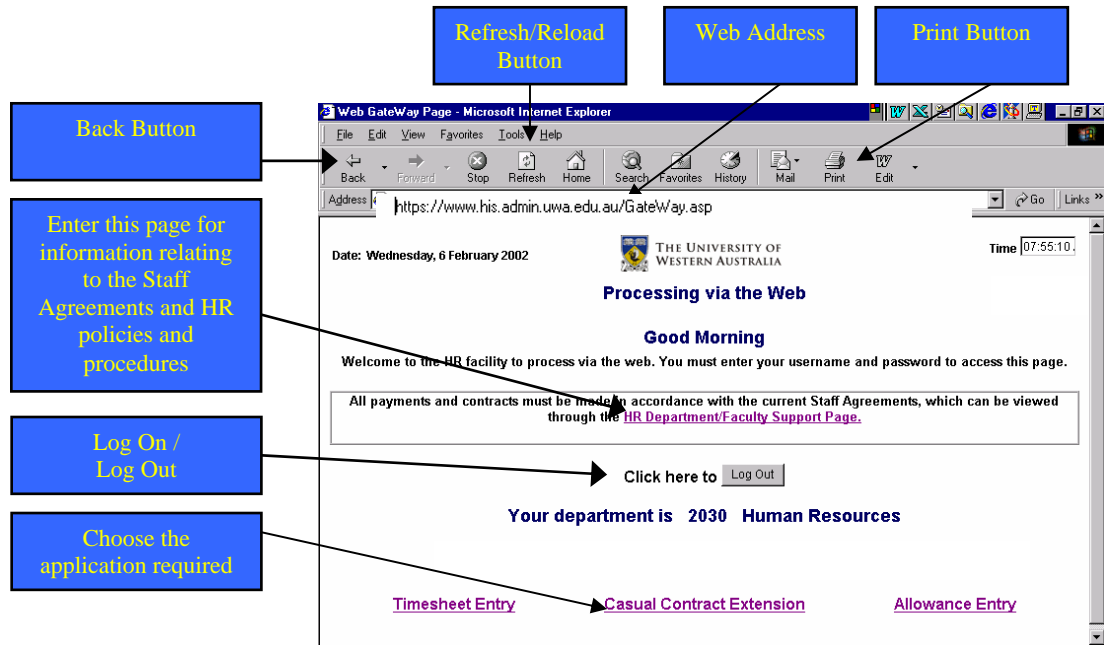
### **Contacts:**

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

## 1.0 To log on to Casual Contracts Extension

### Step 1: Enter the Main Page for Processing via the Web at

<https://www.his.admin.uwa.edu.au/GateWay.asp> You may bookmark this page.

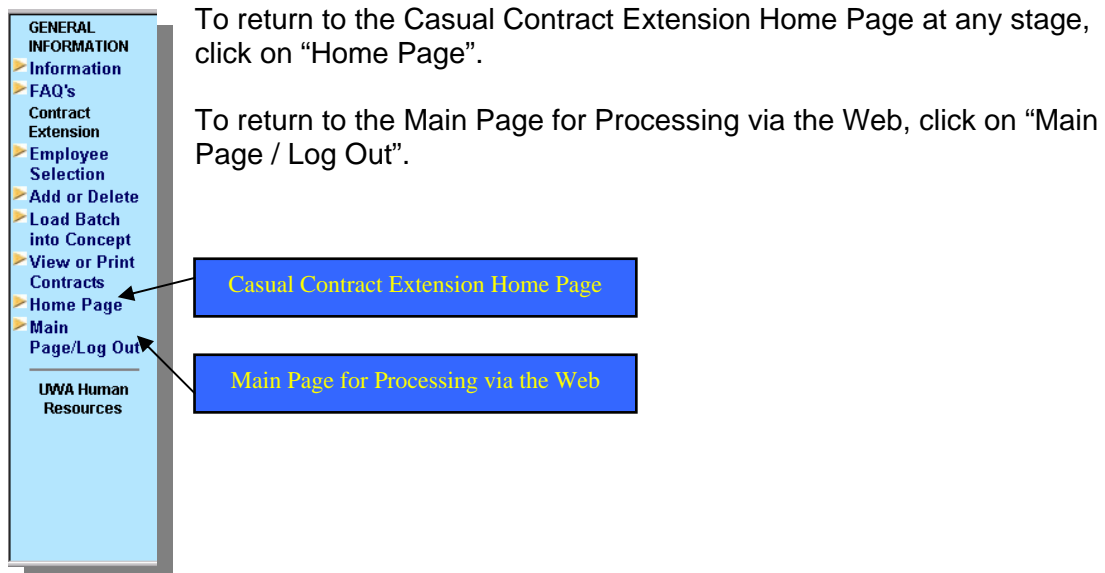


**Step 2: Click "Log On",** and type your admin (or ACS) username and password when prompted.

**Step 3: The department number and name will be displayed.** For those users with access to more than one department, select the department required, and click "Choose". If a message appears "You have not authority to access this application" please contact Human Resources.

**Step 4: Choose the application required.**

You will be presented with the Casual Contract Extension Home Page, with the Main Menu on the left hand side of the screen.



## 2.0 To select employees to be extended

**Step 1:** Click on Employee Selection from the Main Menu.

Casual teaching staff and casual general staff who have had casual contracts in the previous semester will be displayed.

**Step 2:** Choose the type of staff you wish to extend, that is, casual general or casual teaching staff.

**Step 3:** For **casual general staff** click in the “Please tick” column to select the staff to be extended.

For **casual teaching staff**, click on the “6 month” or “12 month” extension as required.

Please note that you can only extend an employee to the end of the current year.

**Step 4:** Once you have completed the selection click on the “Update” button. This will load the selected data into a holding area and assign a batch number. You will then receive a message that warns that you have created a batch which has been put into the Holding Area only.

You may add or delete employees from this batch before loading to Alesco.

The screenshot shows the 'Employee Selection' interface. On the left is a navigation menu with options like 'GENERAL INFORMATION', 'Information', 'FAQ's', 'Contract Extension', 'Employee Selection', 'Add or Delete', 'Load Batch into Concept', 'View or Print Contracts', and 'Home Page / Log Out'. The main content area is titled 'Employee Selection' and shows 'Department: 0001 Social Sciences'. It includes instructions: 'Please tick the staff to be extended for the next semester. When finished click [Update] or [Reset ALL]'. Below this is a table with columns: Row, Staff#, Job#, Name, Term Date, and Please tick.

Row	Staff#	Job#	Name	Term Date	Please tick
1	00051112	03	JAGGER, MICHAEL JOHN	17/07/00	<input checked="" type="checkbox"/>
2	00058411	01	MARSDEN, MIDGE	17/07/00	<input type="checkbox"/>
3	00061245	02	HARRISON, EMMA JANE	17/07/00	<input checked="" type="checkbox"/>

## 3.0 To add or delete extensions

**Step 1:** Click on “Add or Delete”. Select the batch to add to or delete from.

**Step 2:** To add casual contract extensions to the batch click on “Add Record” and choose the staff to be extended from the employee selection screen.

**Step 3:** To delete casual contract extensions, tick as required in the “Delete the extension” column.

#### 4.0 To load the batch into Alesco

**Step 1:** Click on "Load Batch Into Concept". Select the batch you wish to load then click on "Load". You will then receive a message to confirm your batch has been loaded successfully.

#### 5.0 To view or print contracts

**Step 1:** Click on View or Print Contracts.

GENERAL INFORMATION

- ▶ Information
- ▶ FAQ's
- Contract Extension
- ▶ Employee Selection
- ▶ Add or Delete
- ▶ Load Batch into Concept
- ▶ View or Print Contracts
- ▶ Home Page / Log Out

UWA Human Resources

### View or Print Contracts.

Department: 0001 Social Sciences

Please select a batch number  and click

**Batch : 01**

Row	Staff#	Job#	Name	Start Date	End Date	
1	00051112	02	JAGGER, MICHAEL JOHN	18/07/00	31/12/00	<a href="#">Contract</a>

**Step 2:** Click on the "Contract" text button. 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 kept for departmental records and one copy forwarded to Human Resources.

#### 6.0 To log out

The user is required to log out of the system when finished by clicking on the Main Page / Log Out option. However the system does have inbuilt security and will time out if left idle for more than 20 minutes.