

# CASUAL CONTRACT EXTENSION USER GUIDE

## 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.

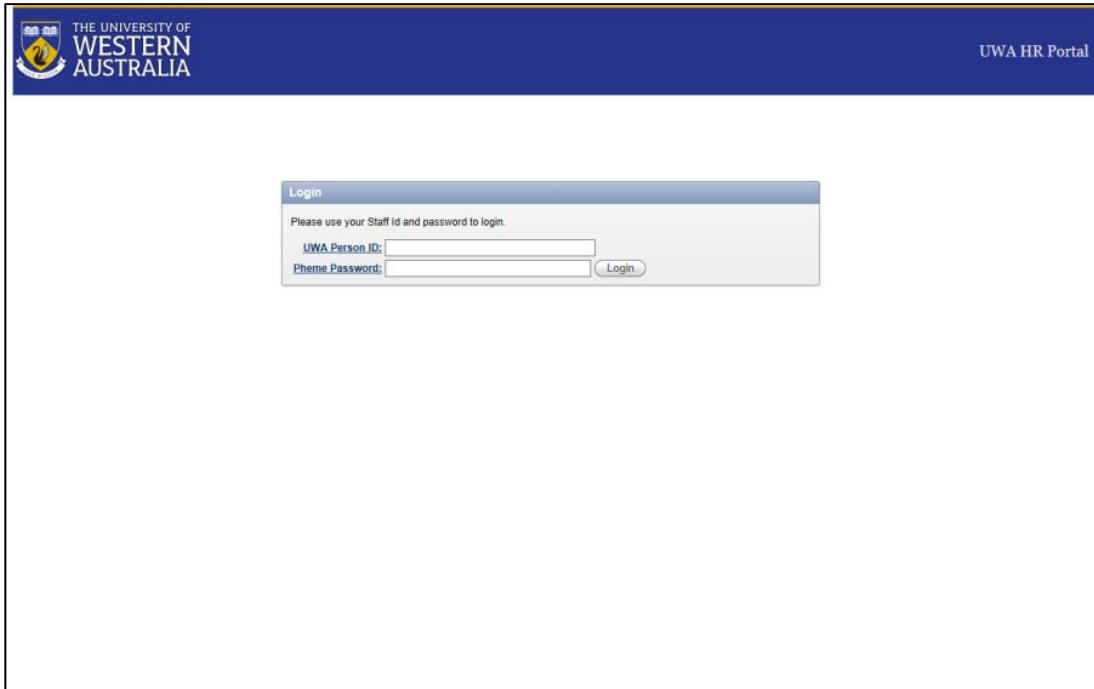
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## Contacts:

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](https://his.applications.uwa.edu.au/portal_availability.asp)



THE UNIVERSITY OF  
WESTERN  
AUSTRALIA

UWA HR Portal

Login

Please use your Staff Id and password to login.

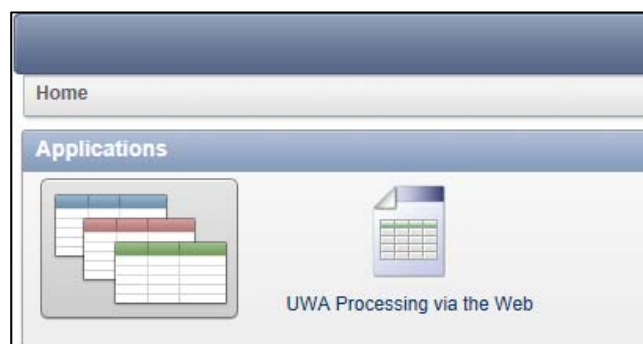
UWA Person ID:

PHEME Password:  Login

**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.



Home

Applications

UWA Processing via the Web

You will then be asked to select your business unit. For those users with access to more than one department, select the department required.



Please select your business unit

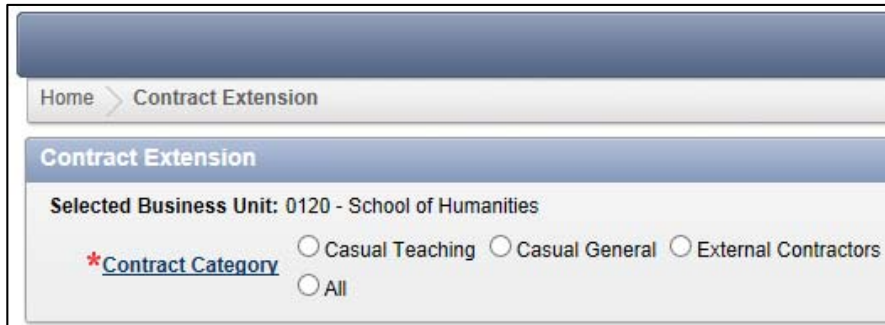
Business Unit \*\* Choose \*\*

**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.

<p><b>Main Menu</b></p> <p><b>Timesheet Entry</b></p> <ul style="list-style-type: none"><li>- Bulk Timesheet Entry</li><li>- View or Change Timesheet</li><li>- Copy Timesheet</li><li>- Load Timesheet into Alesco</li><li>- Reports</li></ul> <p><b>Allowance Entry</b></p> <ul style="list-style-type: none"><li>- Bulk Allowance Entry</li><li>- View or Change Allowance</li><li>- Copy Allowance</li><li>- Load Allowance into Alesco</li><li>- Reports</li></ul> <p><b>Contracts</b></p> <ul style="list-style-type: none"><li>- Extend Contracts</li><li>- Approve/Load into Alesco</li><li>- View/Print Contracts</li></ul>	<p><b><u>Timesheet Batches Awaiting Loading:</u></b></p> <p>* none *</p> <p><b><u>Allowance Batches Awaiting Loading:</u></b></p> <p>* none *</p> <p><b><u>Contracts Awaiting Approval/Loading:</u></b></p> <p>* none *</p>
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## Select Employees

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



Home > Contract Extension

Contract Extension

Selected Business Unit: 0120 - School of Humanities

\*Contract Category  Casual Teaching  Casual General  External Contractors  
 All

**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. X

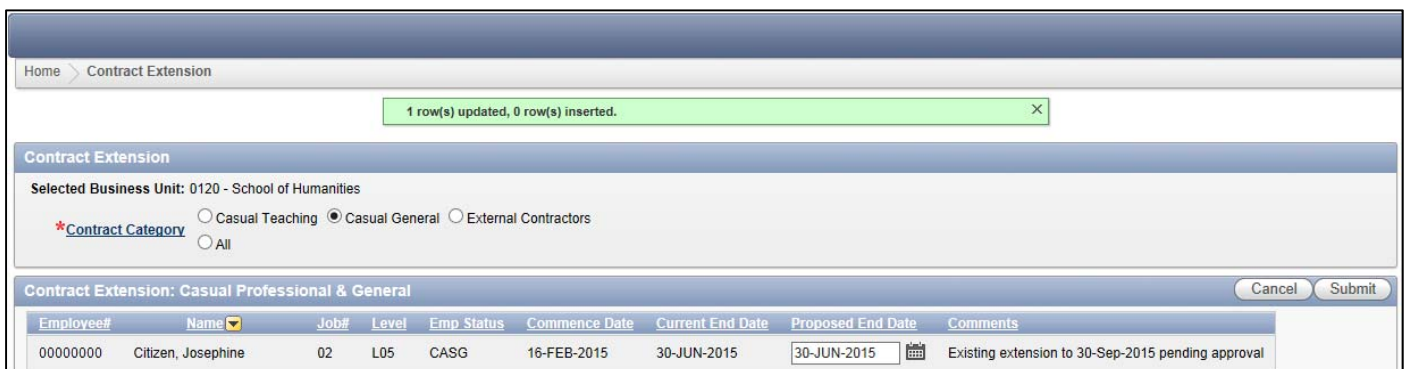
However If there is an issue you will get a message similar to the following:

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

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:



Home > Contract Extension

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

Contract Extension

Selected Business Unit: 0120 - School of Humanities

\*Contract Category  Casual Teaching  Casual General  External Contractors  
 All

Contract Extension: Casual Professional & General Cancel Submit

Employee#	Name	Job#	Level	Emp Status	Commence Date	Current End Date	Proposed End Date	Comments
00000000	Citizen, Josephine	02	L05	CASG	16-FEB-2015	30-JUN-2015	30-JUN-2015	Existing extension to 30-Sep-2015 pending approval

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.

Home > Approve/Load Contract Extensions

Selection Criteria

Selected Business Unit: 0120 - School of Humanities

Contract Extensions Cancel Delete Approve and Load

<input type="checkbox"/>	Employee#	Name	Job#	Start Date	End Date	Submitted by	Batch Date	Category	Approve
<input type="checkbox"/>	00000000	Abbot, Micky	04	21-JUL-2015	30-SEP-2015	S.Selman	10-AUG-2015	Casual Teaching	<input type="checkbox"/>
<input type="checkbox"/>	00000001	Citizen, Josephine	02	16-FEB-2015	30-SEP-2015	S.Selman	10-AUG-2015	Casual General Staff	<input type="checkbox"/>
<input type="checkbox"/>	00000002	Citizen, Josephine	11	21-JUL-2015	30-SEP-2015	S.Selman	10-AUG-2015	Casual Teaching	<input type="checkbox"/>

1 - 3

Selecting this checkbox will select all of the rows

Delete

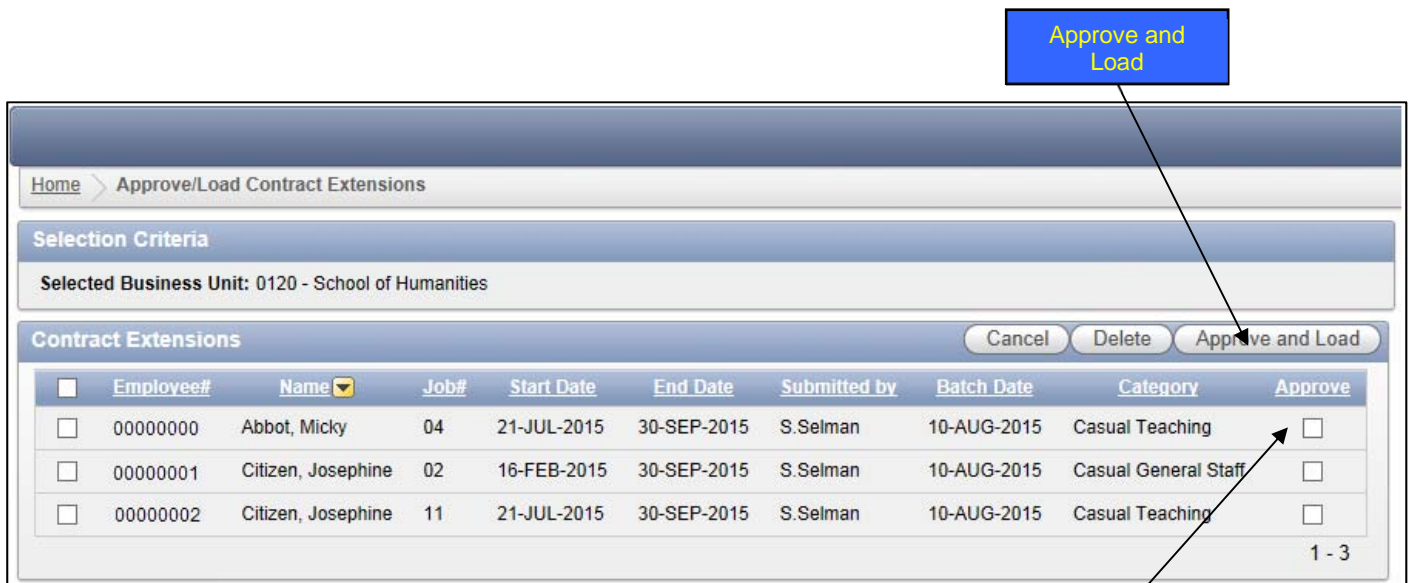
**Step 3:** Once you have selected all of the contract extensions you would like to delete, click on **Delete**. You will get the following message:

1 row(s) deleted. ×

## 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.



Home > Approve/Load Contract Extensions

Selection Criteria

Selected Business Unit: 0120 - School of Humanities

Contract Extensions Cancel Delete Approve and Load

<input type="checkbox"/>	Employee#	Name	Job#	Start Date	End Date	Submitted by	Batch Date	Category	Approve
<input type="checkbox"/>	00000000	Abbot, Micky	04	21-JUL-2015	30-SEP-2015	S.Selman	10-AUG-2015	Casual Teaching	<input type="checkbox"/>
<input type="checkbox"/>	00000001	Citizen, Josephine	02	16-FEB-2015	30-SEP-2015	S.Selman	10-AUG-2015	Casual General Staff	<input type="checkbox"/>
<input type="checkbox"/>	00000002	Citizen, Josephine	11	21-JUL-2015	30-SEP-2015	S.Selman	10-AUG-2015	Casual Teaching	<input type="checkbox"/>

1 - 3

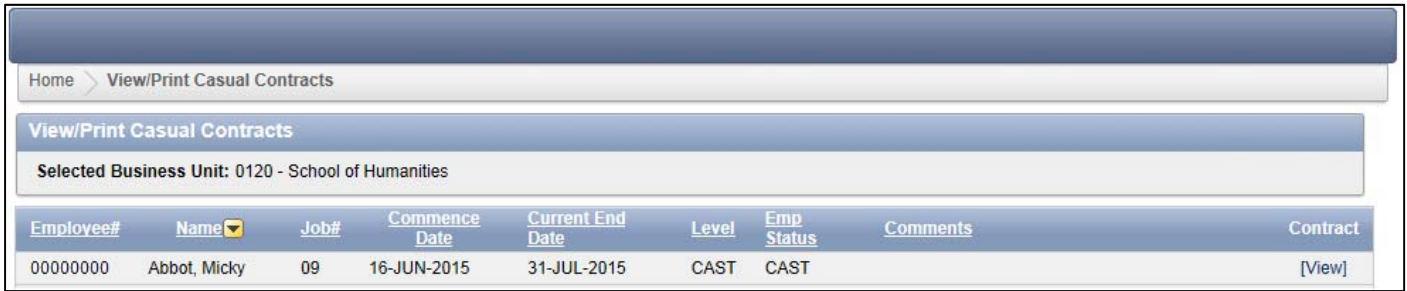
**Step 3:** Once you have selected all of the contract extensions you would like to approve and load, click on **Approve and Load**.

You will get the following message:

1 contract(s) extended ×

## View/Print Casual Contracts

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



Employee#	Name	Job#	Commence Date	Current End Date	Level	Emp Status	Comments	Contract
00000000	Abbot, Micky	09	16-JUN-2015	31-JUL-2015	CAST	CAST		[View]

**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 kept 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.

