

## 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.