

HR001
PEOPLE AND CULTURE
INFORMATION SHEET FOR MANAGERS and ADMINISTRATORS
Engagement of Casual Staff Members

It is most important that you carefully read the following information as it sets out the requirements for completion of the forms.

- There are two Casual Employment Forms
 - **Casual Employment Form – Initial Contract:** This must be completed on the first casual engagement or re-instatement of the terminated employee. In addition to the appointment details – personal details are requested of the employee for banking and taxation purposes. Should you wish to cease the Casual Engagement complete a Casual Cessation Advice Form.
 - **Casual Additional WageType Form:** Once the above form has been completed, this form records any amendments / additions to the above appointment details (eg: additional casual work to be undertaken).
- The relevant Head of School or equivalent must in all cases, complete and sign the relevant sections of the Offer of Casual Employment Form and forward
 - the full original document to People and Culture, and
 - Provide a copy of the document to the employee, including any subsequent amendments that may be made.
- As casual staff are engaged by the hour or session, no cessation date needs to be recorded unless on an immigration visa.
- Casuals who have not been paid in any of their contracted areas for a period of 12 months will be ceased from the Payroll.
- Ensure that the Orientation Information for Supervisors is downloaded and actioned. This can be obtained from <http://www.latrobe.edu.au/hr/forms/orientation.htm>
- If a Working with Children Check card is required, please refer to <http://www.latrobe.edu.au/hr/recruitment/working-with-children/>