



Professional/General Staff Casual Form

The appointment **must not commence** until Band 6 approval is given and the timesheet approver has been notified by Employee Services that the appointment has been processed in the system.

☐ New appointment

Amendment to:
(select all that apply)

☐ Position title

☐ Dates

☐ GL code

☐ Other

Employee details

Family name

Given names

Courtesy title

Employee number

Gender

Date of birth

Contact phone number

Right to work in Australia

Home address in full (not C/- School/Area)

Email address (not Charles Sturt email)

Appointment details

Faculty/Division/Office

School/Section/Centre

Note: Appointments will only be processed for a maximum of six months from the start date selected below, with the exception of externally funded appointments

☐ Externally funded appointment (please specify funding source in the *Reason for appointment* below)

Start date

End date

Duration of appointment (calendar days)

Use the calendar drop-down in each field above to choose dates

Estimated total number of hours for this appointment

Job no. (if known)

Position title

Level/Step

Campus location

Building number

Part-Time Staff Only:

Are these hours additional hours directly
associated with a continuing or fixed-term position?

☐ Yes

☐ No

This work will be performed: ☐ On campus ☐ Off campus ☐ Partially on and partially off campus

This person has:

☐ A primary occupation outside of the University

☐ No primary occupation elsewhere

☐ A primary occupation elsewhere within the University

Reason for appointment

Salaries and other associated costs are to be funded from:

%

%

Timesheet approver

The timesheet approver is the person responsible for determining the accuracy of submitted timesheets.

Timesheet approver's name

Timesheet approver's position no.

Authorisation

Budget Centre Manager

if **different** from the Band 6
delegate below

Name

Signature

Date

ALL the approvals listed below are required

Required from first signatory:

☐ I have read the [Conflict of Interest Procedure](#) and confirm there is no conflict of interest associated with this appointment (for example, the casual must not have a personal/family relationship with someone in the area)

Band 5

[Who is this?](#)

Name

Signature

Date

Band 6

[Who is this?](#)

Name

Signature

Date

Employee Services will process the appointment as soon as possible (note: this could be several days).

A system notification will be emailed to the timesheet approver when processed in the system.

The casual can then commence.

This form needs to be submitted to dpc@csu.edu.au two weeks prior to commencement of employment to enable casual staff access to Charles Sturt systems and entry onto the payroll system. This form will be returned to you if not completed in full.

Please note: [Taxation](#), [banking](#) and [superannuation](#) forms must be completed by all new staff or those where details have changed.

DPC USE:

Signature:

Job No: