

The University of Sydney  
Casual Staff Employment  
Checklist



Name of employee \_\_\_\_\_

Supervisor \_\_\_\_\_

- Consider whether casual employment is the **best option** eg type of work, restrictions on casual appointments
  
- Obtain the **information** that you will need to make the appointment:
  - the duties that the staff member will be required to perform (these must be incorporated in or attached to the letter of appointment)
  - the qualifications, knowledge or experience required to perform these duties
  - the appropriate level of appointment
  - the name of the staff member who will supervise the work of the appointee
  - the (estimated) duration of the appointment
  - the number of hours the casual staff member will be required to work
  - the appropriate rate of pay for the class of duty/level of appointment
  - the account from which the position will be paid
  - whether the duties constitute child-related employment
  
- Find a suitable casual staff member and check their **identification and right to work** in Australia:
  - identification and residence status (birth certificate/passport)
  - qualifications (copy of CV)
  - work rights (visa)
  
- Complete a **letter of appointment** and:
  - attach a copy of the Code of Conduct
  - have it signed by the senior delegated officer and the casual staff member
  
- Complete a **Casual Appointment Form** ensuring that the staff member's full legal name is used
  
- Provide the casual staff member with information about **how to complete a claim form**, reminding them that the forms should be submitted weekly. Also provide them with an **orientation** to the department and their duties
  
- Check** that the claim form has been correctly completed and signed by the appropriate staff member(s)
  
- Forward the following **documents** to the HR Service Centre by the deadline:
  - proof of identification and right to work in Australia
  - the original appointment letter, signed by the staff member
  - Casual Staff Appointment Form
  - Tax File Number Declaration Form
  - Bank Account Form
  - Casual Claim Form
  
- Monitor** all departmental casual staff payments