CASUAL CONTRACT EXTENSION USER GUIDE FOR FACULTY AND ADMINISTRATION USERS

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 keep for school/administration records and one copy forwarded to HR Services.
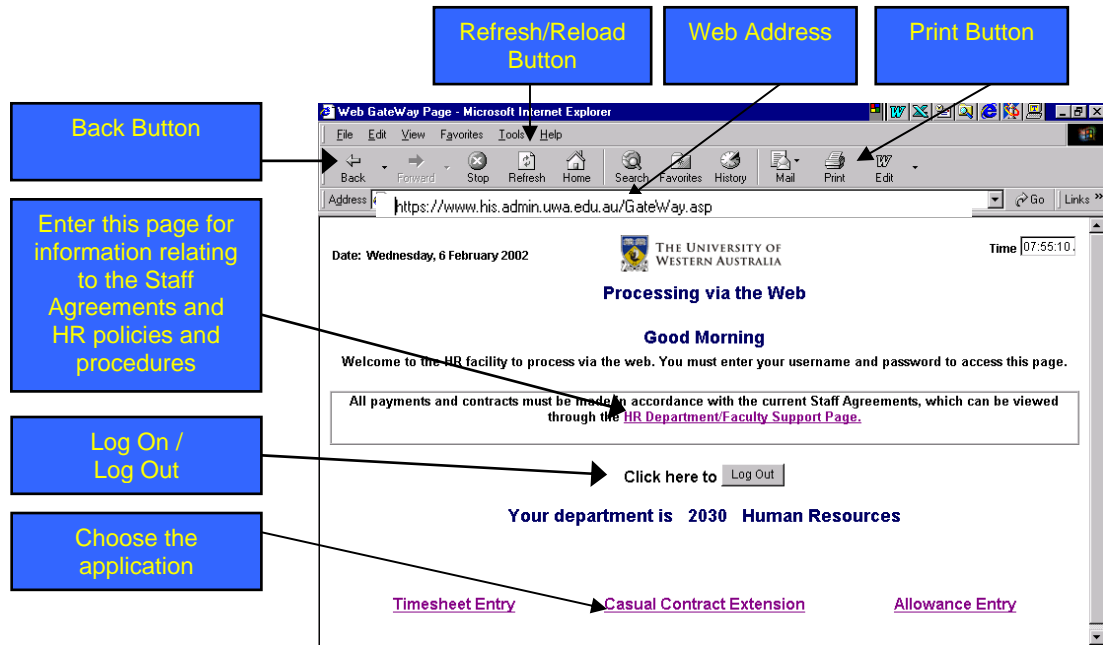
Contacts:

If you experience any difficulties please contact HR Services on any of the following extensions – 8748, 3209, 3009, 3641.

1.0 To log on to Casual Contracts Extension

Step 1: Enter the Main Page for Processing via the Web at https://www.his.admin.uwa.edu.au/GateWay.asp You may bookmark this page.

Refresh/Reload Button

Web Address

Print Button

Back Button

Enter this page for information relating to the Staff Agreements and HR policies and procedures

Log On / Log Out

Choose the application

Web GateWay Page - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Back   Forward   Stop   Refresh   Home   Search   Favorites   History   Mail   Print   Edit

Address https://www.his.admin.uwa.edu.au/GateWay.asp   Go   Links

Date: Wednesday, 6 February 2002   THE UNIVERSITY OF WESTERN AUSTRALIA   Time 07:55:10

Processing via the Web

Good Morning

Welcome to the HR facility to process via the web. You must enter your username and password to access this page.

All payments and contracts must be made in accordance with the current Staff Agreements, which can be viewed through the HR Department/Faculty Support Page.

Click here to   Log Out

Your department is   2030   Human Resources

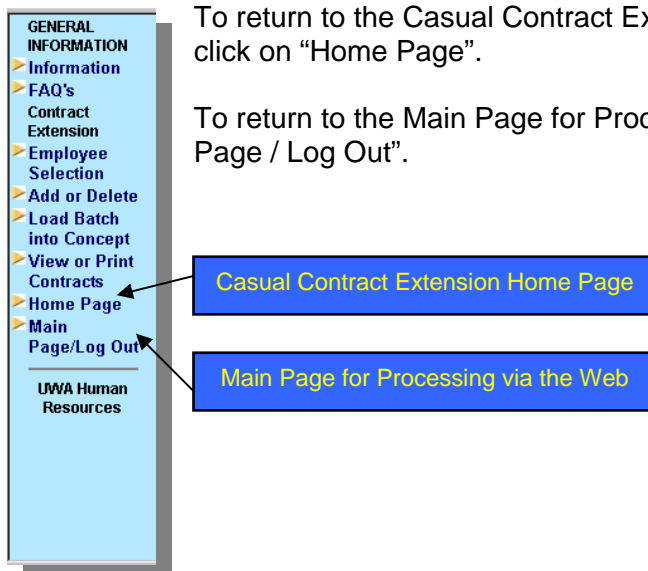Timesheet Entry   Casual Contract Extension   Allowance Entry

Step 2: Click "Log On", and type your Pheme username and password when prompted.

Step 3: The department number and name will be displayed. For those users with access to more than one department, select the department required, and click "Choose". If a message appears "You do not have access to this application." please contact Human Resources.

Step 4: Choose the application required.

You will be presented with the Casual Contract Extension Home Page, with the Main Menu on the left hand side of the screen.

GENERAL INFORMATION
Information
FAQ's
Contract Extension
Employee Selection
Add or Delete
Load Batch into Concept
View or Print Contracts
Home Page
Main Page/Log Out

UWA Human Resources

To return to the Casual Contract Extension Home Page at any stage, click on "Home Page".

To return to the Main Page for Processing via the Web, click on "Main Page / Log Out".

Casual Contract Extension Home Page

Main Page for Processing via the Web

2.0 To select employees to be extended

Step 1: Click on Employee Selection from the Main Menu.

Casual teaching staff and casual general staff who have had casual contracts in the previous semester will be displayed.

Step 2: Choose the type of staff you wish to extend, that is, casual general or casual teaching staff.
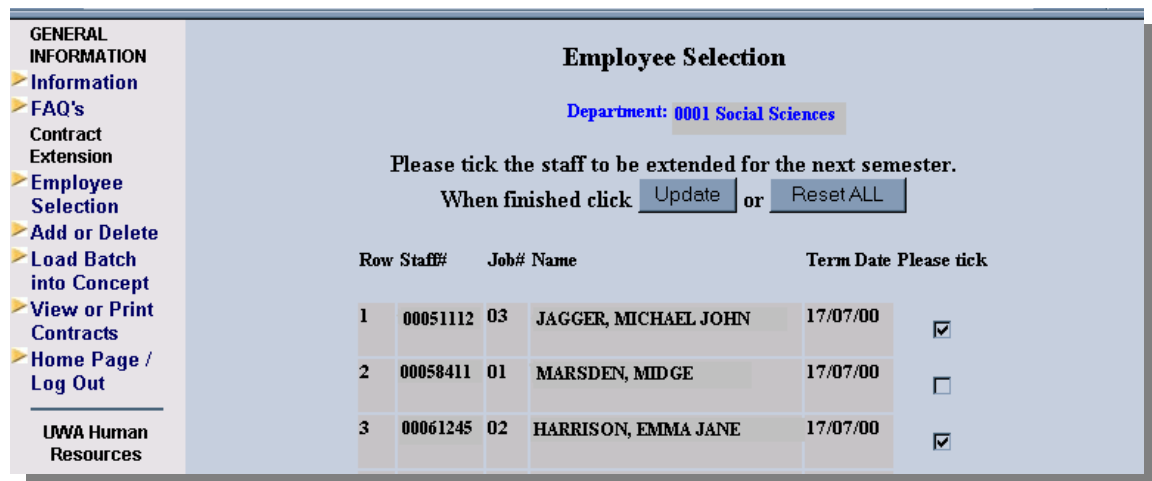
Step 3: For **casual general staff** click in the "Please tick" column to select the staff to be extended.

For **casual teaching staff**, click on the "6 month" or "12 month" extension as required.

Please note that you can only extend an employee to the end of the current year.

Step 4: Once you have completed the selection click on the "Update" button. This will load the selected data into a holding area and assign a batch number. You will then receive a message that warns that you have created a batch which has been put into the Holding Area only.

You may add or delete employees from this batch before loading to Alesco.

3.0 To add or delete extensions

Step 1: Click on "Add or Delete". Select the batch to add to or delete from.

Step 2: To add casual contract extensions to the batch click on "Add Record" and choose the staff to be extended from the employee selection screen.

Step 3: To delete casual contract extensions, tick as required in the "Delete the extension" column.

4.0 To load the batch into Alesco

Step 1: Click on "Load Batch Into Alesco". Select the batch you wish to load then click on "Load". You will then receive a message to confirm your batch has been loaded successfully.

5.0 To view or print contracts

Step 1: Click on View or Print Contracts.

Step 2: Click on the "Contract" text button. 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 keep for departmental records and one copy forwarded to Human Resources.

6.0 To log out

The user is required to log out of the system when finished by clicking on the Main Page / Log Out option. However the system does have inbuilt security and will time out if left idle for more than 20 minutes.