

CASUAL/SESSIONAL ACADEMIC APPOINTMENTS ONLINE FREQUENTLY ASKED QUESTIONS (FAQS)

HRonline Appointment Processing

1.1 Why is it important to search for an existing employee record before creating a new employee record?

It is common when appointing a new casual academic in New Hire that the staff member already has an employee record. This could be for a scholarship, a Conjoint appointment or another appointment with the University.

If an employee record is found when searching in New Hire, click on the most recent record to copy the personal details over to your New Hire appointment.

If a new record is created when an employee record already exists, the employee will receive multiple Letters of Offer for the same job, which can be quite confusing to the sessional academic.

Important Information:

- If a staff member has only had a Conjoint, Affiliate or Scholarship appointment in the past or has not been employed since 2010, a UON Employment Pack and certified copies of Proof of Working Rights and Photo Identification must be attached in HRonline.

1.2 How to search for an employee in New Hire

Please follow the instructions below when searching for an existing employee record in New Hire.

In the search fields, enter:

1. First Name
2. Last Name
3. Middle Name – use the '%' wildcard
4. Date of Birth

Remember: use the wildcard - % if you are unsure of the exact name.

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New Hire

Search for Existing Employees and/or Applicants

Employee No :	<input type="text"/>	Vacancy No :	<input type="text"/>	Applicant No :	<input type="text"/>
Surname :	SMITH			Prev Surname :	<input type="text"/>
First Name :	A%			Second Name :	M%
Preferred Name :	<input type="text"/>			Date of Birth :	<input type="text"/>
Applicant Action :	<input type="text"/>	Applicant Action Date :	<input type="text"/>	Gender :	<input type="text"/>
Licence No :	<input type="text"/>			Occupancy :	Substantive

<input type="checkbox"/>	32	EMPLOYEE	SMITH	AI		MR	M	-FEB	27-NOV-2013	20-DEC-2013	SUPECS5	Casual Academic	1112510513000	1021866---	CAL
<input type="checkbox"/>	32	EMPLOYEE	SMITH	AI		MR	M	-FEB	06-JUN-2011	02-DEC-2011	SUPECSW	Research Assistant	1112510513000	10804607202	CAL
<input type="checkbox"/>	32	EMPLOYEE	SMITH	AI		MR	M	-FEB	01-JAN-2016	31-DEC-2016	63951	Casual Academic	1112510513000	1020415---	CAL
<input type="checkbox"/>	32	EMPLOYEE	SMITH	AI		MR	M	-FEB	30-JUL-2010	30-NOV-2010	SUPFEB7	Project Assistant	1112510510000	10103087202	CAL
<input type="checkbox"/>	32	EMPLOYEE	SMITH	AI		MR	M	-FEB	17-JUL-2007	17-JUL-2007	SUPUNS1	Administrative Assistant	1110120112000	10105077202	CAL
<input type="checkbox"/>	32	EMPLOYEE	SMITH	AI		MR	M	-FEB	01-JUN-2007	01-JUN-2007	SUPECS12	Casual Miscellaneous	1112510513000	51300007202	CAL
<input type="checkbox"/>	32	EMPLOYEE	SMITH	AI		MR	M	-FEB	01-JAN-2010	31-DEC-2010	SCHOEBO2	Undergraduate Scholarship	3112510510000	10302787302	CAL

Click on the most recent record to copy the personal details over to your New Hire appointment.

If the employee number is known:

New Hire

Search for Existing Employees and/or Applicants

Employee No :	348876	Vacancy No :	<input type="text"/>	Applicant No :	<input type="text"/>
Surname :	<input type="text"/>			Prev Surname :	<input type="text"/>
First Name :	<input type="text"/>			Second Name :	<input type="text"/>
Preferred Name :	<input type="text"/>			Date of Birth :	<input type="text"/>
Applicant Action :	<input type="text"/>	Applicant Action Date :	<input type="text"/>	Gender :	<input type="text"/>
Licence No :	<input type="text"/>			Occupancy :	Substantive

New Hire

Search for Existing Employees and/or Applicants

Employee No :	348876	Vacancy No :	<input type="text"/>	Applicant No :	<input type="text"/>
Surname :	<input type="text"/>			Prev Surname :	<input type="text"/>
First Name :	<input type="text"/>			Second Name :	<input type="text"/>
Preferred Name :	<input type="text"/>			Date of Birth :	<input type="text"/>
Applicant Action :	<input type="text"/>	Applicant Action Date :	<input type="text"/>	Gender :	<input type="text"/>
Licence No :	<input type="text"/>			Occupancy :	Substantive

[Create New Employee](#)

Search results. Click on header to re-order

Copy Position	Employee Vacancy/Applicant Number	Source	Surname	Previous Surname	First Name	Second Name	Third Name	Preferred Name	Title	Gender	Date of Birth	Commence Date	Occupancy Termination Date	Position	Position Title	Clevel	Account	Location
<input type="checkbox"/>	348876	EMPLOYEE	ROCHOW		NORA			NORA	MRS	F	16-MAR	01-JAN-2014	31-DEC-2049	60517	HR Systems Officer	1110110167000	1010084---	CAL
<input type="checkbox"/>	348876	EMPLOYEE	ROCHOW		NORA			NORA	MRS	F	16-MAR	25-FEB-2008	24-FEB-2009	AGENS01	HR Systems Officer	1110160167000	00000000001	CAL

[Return to the list screen](#)

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Click on the most recent record to copy the personal details over to your New Hire appointment.

1.3 Why is the contract start date and end date always 01/01/xxxx to 31/12/xxxx?

An annual casual academic contract was introduced in 2016 as an initiative of the UON Academy. A 12 month overarching contract ensures that sessional academic staff have access to library services and IT systems such as email and Blackboard for the full calendar year.

Maintaining the contract dates as 01/01/xxxx through to 31/12/xxxx ensures that Timetables can be easily uploaded via the Employment Contract Generator (ECG) and annual re-appointments in HRonline are seamless.

1.4 What do I do if I cannot enter the contract dates as 01/01/xxx – 31/12/xxxx?

You may not be able to enter the standard contract dates in HRonline for one of the following reasons:

1. There is a current contract with a commencement date greater than 1st January in the current year.

Hide Employee Details

Employee Number	
Title	MRS
First Name	
Second Name	
Third Name	
Preferred Name	
Surname	
Previous Surname	
Gender	F
Date of Birth	16-MAR
First Commence	25-Feb-2017
Home Phone	
Personal Email	
Permanent Resident	X Not applicable
Citizenship and Working Rights	AU Australian Citizen - evidence on file
Employee Indicator	
Probation Date	

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To change the first commence date, click on the calendar, and change the date back to 01-JAN-20XX

Preferred Name	<input type="text"/>
Surname	<input type="text"/>
Previous Surname	<input type="text"/>
Gender	F <input type="button" value="v"/>
Date of Birth	16-MAR <input type="button" value="v"/>
First Commence	01-JAN-2017 <input type="button" value="v"/>
Home Phone	<input type="text"/>
Personal Email	<input type="text"/>
Permanent Resident	X <input type="button" value="v"/> Not applicable
Citizenship and Working Rights	AU <input type="button" value="v"/> Australian Citizen - evidence on file
Employee Indicator	<input type="text"/> <input type="button" value="v"/>
Probation Date	<input type="text"/> <input type="button" value="v"/>

1.5 How do I appoint a staff member on a Visa?

The School or Business Unit must ask the staff member to provide a copy of their passport and Visa Notification. The Visa Notification provides important information about the conditions of the Visa, such as the end date. Depending on the type of Visa, additional documentation may be required, such as for a Student Visa, proof of enrolment must also be provided.

Important: the contract end date must be the same as the Visa end date and not 31/12/xxxx.

If the Staff Member informs you that they have a **Bridging Visa**, the appointment end date is 3 months from the date the appointment is submitted. An extension (casual academic re-appointment) can be processed in HRonline every three months to ensure that the Visa remains current.

The HR Support Team will conduct a VEVO check to validate the Visa details prior to the appointment being processed by HRS.

Please call the HR Support team for further information and advice on Visas.

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1.6 How do I extend an appointment with a Visa?

A sessional academic appointment will appear in the Contract Extend/Cease list in HRonline 90 days prior to the contract end date.

For a staff member on a **Bridging Visa**, the appointment can be extended a further 3 months from the date the re-appointment is processed.

For staff on other Visa types, the staff member will need to provide an updated Visa Notification. The end date of the re-appointment will correspond with the end date of the Visa.

1.7 Can I appoint a sessional academic beyond their Visa end date?

No, a staff member cannot be appointed beyond their Visa end date. Appointments beyond a Visa end date are prohibited under Immigration legislation.

Human Resource Services (HRS) will contact you when the Visa is expiring.

1.8 Which 'commence reason' do I select in HRonline?

If processing an appointment in New Hire, there are 2 options:

- **APPT** – Appointment (select this option if this employee has been employed by the University previously)
- **NAPPT** – New Appointment to the University (select this option if the employee has never been employed by the University)

If processing a re-appointment in Contract Extend/Cease, select **APPT – Appointment**.

It is important that the correct 'occupancy commence reason' is selected in HRonline. This reason triggers the process for a Letter of Offer to be sent.

1.9 Why do I need to enter a personal email address in 'New Hire'?

A personal email address is not mandatory, however, it is strongly recommended that a personal email address is entered. Often, our sessional staff do not access their University email address frequently or at all.

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When you enter a personal email address, correspondence such as the Letter of Offer and Timetable Details are emailed directly to the personal email address.

1.10 Do I need to select an attachment type when uploading documents in a New Hire appointment?

Yes, it is mandatory to select an attachment type when uploading a document in New Hire. If an attachment type is not selected, HRS will be unable to view the attachment and the Approver will receive an error message when they are trying to approve the appointment.

Attachments such as the UON Employment Pack, signed copies of Proof of Working Rights and Photo ID can be scanned and attached in one document.

Please note that Tax File Declaration Forms should be scanned and emailed separately to taxationforms@newcastle.edu.au.

1.11 Do copies of Photo Identification and Proof of Working Rights need to be signed for certification?

Yes, it is an Audit requirement that documents related to staff appointments such as copies of Drivers Licenses, passports, Citizenship Certificates are certified. Accepted forms of certification include:

- A University staff member sighting the original documentation and signing the copy 'original sighted'.
- A copy of a document signed by a Justice of the Peace.

1.12 I need to add additional hours to a casual contract, how do I do this?

Additional hours within the contract period are added to an Employee/Job Number via **Timesheet Control**. A new appointment or extension in HRonline is not required. Remember to send a new Timetable Details via the Employment Contract Generator (ECG) if required.

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Timetable Upload (Employment Contract Generator - ECG)

2.1 Why won't my Timetable file upload?

The most common reasons why a Timetable file will not upload are:

- The Letter of Offer has not been sent;
- The Timetable upload file does not contain exact matches to the Employee Number, Job Number and Commencement Date; and
- The Timetable upload file has the incorrect name or format.

CHECKLIST FOR ISSUING SESSIONAL ACADEMIC TIMETABLES

- Letter of Offer has been sent** via the Employment Contract Generator (ECG)

Once you have submitted an extension or New Hire in HRonline and it has been approved by your Head of School or their delegate, the appointment can be processed by HRS. Given the volume of appointments at this time, it is anticipated that HRS will process and issue the Letter of Offer within 4 working days. Once the appointment has been processed by HRS (following School approval), a Letter of Offer is issued to the staff member the following day.

An easy way to check if a Letter of Offer has been sent is to search in the ECG (Page 14 of the User Guide provides easy step by Step instructions for searching) or you can check your ECG Letter Output directory: O:\corporate\ECG\prd\hroutput\attachmentoutput\<School abbreviation>. If copies of the letters are available in the Output directory, you can now issue a Timetable.

- 'Timetableupload' file** is ready and you have checked that the Commencement Date ('01/01/20xx), Employee Number and Job Number match the Letter of Offer and that the leading 'zero' is entered for example: '098135, Job '01.

You can check these details in the ECG or by referring to a copy of the Letter of Offer.

- Upload Timetables** in ECG. Follow instructions on page 15 of the [User Guide](#).

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Remember:

1. The file name and file type must be: "timetableupload.csv"
2. The file must be saved in your School 'timetable upload' directory - [\\uncle.newcastle.edu.au/entities/corporate/ECG/prd/hrupload/timetableupload/<School abbreviation>](https://uncle.newcastle.edu.au/entities/corporate/ECG/prd/hrupload/timetableupload/<School abbreviation>) or

[\\macuncle.newcastle.edu.au/entities/corporate/ECG/prd/hrupload/timetableupload/<School abbreviation>](https://macuncle.newcastle.edu.au/entities/corporate/ECG/prd/hrupload/timetableupload/<School abbreviation>) for MAC Users.

- **Generate Attachments and Send Timetable Emails.** Page 16 and 17 of the [User Guide](#) provide easy step by step instructions.

2.2 Why did the ECG display a message that my timetable uploaded successfully but I can see it is missing staff?

It is Important that you check that all of the Timetable records uploaded successfully. Currently the ECG display a message that your Timetable records uploaded 'successfully' even if there were errors. This will be resolved with IT team in 2017.

In the meantime, an easy way to do this is to refer to the 'Timetable' column in ECG and ensure that all Timetables that you are uploading have changed to a status of 'UPLOADED'. If a Timetable has not uploaded, the status will remain 'NO TIMETABLE'. If a Timetable has not uploaded it is most likely that the Commencement Date, Employee Number or Job Number do not exactly match the Letter of Offer in the ECG.

Timetable
NO TIMETABLE
NO TIMETABLE
NO TIMETABLE

2.3 Not all rows on my TimetableUpload file uploaded.

When ECG uploads the Timetable file, it starts at Row 1, then Row 2 and so on. If the ECG cannot find a match, that is a valid Employee Number, Job Number and Commencement Date it will stop uploading Timetable details and any Rows of data that exist beyond this will not be uploaded.

At present the ECG does not display an error message for this. This is being resolved with an IT project in 2017.

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Timesheet Control

3.1 Do I need to create a Timesheet Control Group for each cost collector?

Yes, a new Timesheet Control Group needs to be created for each cost collector.

3.2 Can I have the same Employee Number and Job Number in more than one snapshot?

No, an employee number and job number can only appear in one snapshot in Timesheet Control.

For advice on how to best set up Timesheet Control for your business unit, please contact hris@newcastle.edu.au to arrange a time to discuss your requirements.

3.3 Can I have the same employee with more than one job number in the one Snapshot?

Yes, an employee with multiple job numbers can appear in the one snapshot.

3.4 How do I find my employee in the Timesheet Control snapshot to update hours?

Employees are sorted in 'Employee Number' ascending order in Timesheet Control.

3.5 Do I need to enter employees and add hours for a casual academic to submit a 'New Academic' Timesheet?

No, a casual academic employee can still submit a Timesheet even if they have not been added to Timesheet Control. This is why it is important to ensure that the employee is added to the Timesheet Control prior to them submitting a timesheet.

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3.6 How many hours should I put in the 'Warning' field?

It is recommended that the 'Estimate' hours equals the 'Warning' hours. For example: Estimate is 35 hours, Warning would be 35 hours.

3.7 How can I prevent an employee claiming a paycode that is not applicable to them?

Enter '0' hours against a paycode that should not be claimed for an employee. This will ensure that the employee receives an error message when trying to submit a Timesheet.

It is the responsibility of the Timesheet Approver to review Timesheets prior to approving. The Timesheet Approver will have visibility of hours allocated by paycode to the employee in HRonline to assist with the approval process.

3.8 Do I create a Timesheet Control Group for casual professional staff in my Business Unit?

No, Timesheet Control is only available for casual academic and casual teaching staff to date.

3.9 I have received an error message when updating a Timesheet Control Snapshot.

This error occurs when you have exceeded 300 lines in the Snapshot. To correct, please contact the HRIS Team.

3.10 Do updates in Timesheet Control require approval from the Head of School?

Adding or removing hours to employees in Timesheet Control does not require explicit approval from the Head of School (HoS). The HoS provided approval at the time of appointment.

To comply with audit processes, the Head of School and Executive Officer will receive a notification via email the day following updates are made to Timesheet Control. This notification includes the value of the changes made for each employee. It is the responsibility of the School to review these emails and take action as needed.

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HRS receive notifications for changes in Timesheet Control that result in a value >\$5,000. Each week, the Payroll Team will randomly select a sample of 20% of these transactions and email the School Executive Officer requesting details for the change in hours. These details are filed by HRS in TRIM and can be retrieved as needed during an audit review.

3.11 Why does the employee receive a warning when submitting a timesheet for the correct hours?

The Timesheet Control Snapshot is designed to warn employees when they reach a designated number of hours submitted against each paycode. The message is just a warning to notify for those staff who may forget where they are up to with their timesheet claims. It will automatically warn the employee when they are submitting a timesheet which reaching the total hours against that paycode.

Eg: If there are 5hrs against T3, and the employee claims all 5 in timesheet, it will give them a warning to say they have reached the limit.

If this the case, the employee can ignore the warning, and click submit again, and it will go through.