

Casual Academic Staff – People Services Quick Reference Guide

PAYMENTS

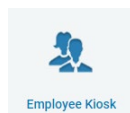
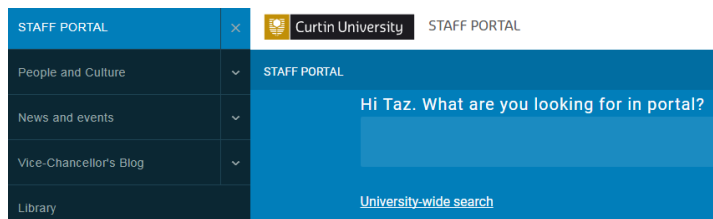
As a Casual Academic Staff member, your fortnightly payments will always be in arrears. This is because your work hours vary from week to week and must be completed before you can receive payment. You will find the payment frequency and schedule at <https://staffportal.curtin.edu.au/wps/myportal/staff/people-and-culture/working/pay-information/payment-frequency> (Curtin Staff Portal > 'People and Culture' > 'Working at Curtin' > 'Pay information' > 'Payment frequency' > 'Timesheet schedule').

CHECKING YOUR TIMESHEETS IN THE EMPLOYEE KIOSK

You are **not required to submit timesheets** for your work. At the **beginning of Semester**, your **School will provide us with your teaching timetable**, which is **loaded into our Casual Academic Payment System (CAPS)**.

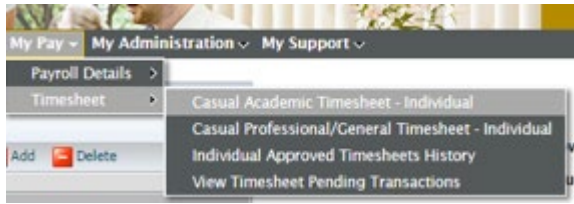
It is also **important for you to check the timesheets that are being pushed through to your Employee Kiosk from CAPS**. There are **two 'push-throughs'**; one on the **Friday of non-pay week**, and the other on the **Monday of pay week**, therefore, if you don't see any timesheets in Employee Kiosk over the weekend, please check back on Tuesday of pay week.

To check your timesheet, you will need to log in to your **Curtin Staff Portal account** (<https://staffportal.curtin.edu.au/wps/myportal/staff/curtin-staff-home>) which will direct you to the **Staff Portal home page**.



- Click on the **'Employee Kiosk'** icon. You'll notice the **'My Details'** section to the left of your screen, which tells you what Job Number you're currently viewing details for. Be sure to **select** the correct Job Number before attempting to view your timesheet;

- To check your timesheet highlight over the **'My Pay'** tab at the top of the screen and select **'Timesheet' > 'Casual Academic Timesheet – Individual'** from the drop down menu.



We understand that your teaching timetable may be subject to change, so it is **important to keep your Unit Coordinators and Teaching Support Staff informed of any changes**, so that they can liaise with us to ensure that these variances are accounted for in each fortnightly pay.

SALARY SCALES

A list of current Salary Scales for Casual Academics is available at <https://staffportal.curtin.edu.au/wps/myportal/staff/people-and-culture/working/pay-information/salary-scales> (Curtin Staff Portal > 'People and Culture' > 'Working at Curtin' > 'Pay information' > 'Salary scales').

PARKING INFORMATION

Information on parking at Curtin can be found at <https://staffportal.curtin.edu.au/wps/myportal/staff/people-and-culture/working/new-staff/getting-around> (Curtin Staff Portal > 'Working at Curtin' > 'New staff' > 'Getting around campus').

HOW TO GET A STAFF ID CARD AND MORE

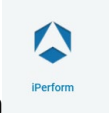
To order a Staff ID Card online, you will need to **log in** to your **Curtin Staff Portal account** and **follow these steps**:

In the Home screen, you will find the **'People and Culture'** heading; **click on it** and look for the heading **'Working at Curtin'**; **click on it**, then select **'New staff'** and **'Getting started'**. Under the heading **'How do I get one?'** **click on the 'Fast-track-id cards'** link. This will take you through to a page where you can **upload a photo** and **order your new card**. Once you've confirmed your details, your request will be sent through to the Curtin Connect team in Building 102, who will print your card. We (People Services) will be notified when it is ready to be collected from them and we will let you know once it's ready to be **picked up from your dedicated Service Teams' office**.

If you're a **new starter** at Curtin, or if you are an **existing staff member moving to a different job / work area**, your **People Services team will initiate building access for you at the request of your hiring manager**. This access will be **loaded on to your Staff ID Card**.

TRAINING REQUIREMENTS

To view your training requirements, please **log in** to your **Curtin Staff Portal account**. You will be

directed to the home page, where you'll be able to see the **'iPerform'** icon ; click this icon. Once in the iPerform home screen, click on **'My Training'** to **complete your training**.