<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I advertise a vacancy to current CSU students?</td>
<td>Vacancies can be posted onto the Student Employment Forum on Interact2. Students are also able to post onto this site advertising that they are available for work. Find out how to access the Student Employment Forum.</td>
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<tr>
<td>Do I need to have a position description for the casual position I want to fill?</td>
<td>It is not necessary to create a formal position description for casual student vacancies.</td>
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<tr>
<td>What pay rates apply to student casuals?</td>
<td>The CSU Enterprise Agreement 2013-2016 provides for 2 student rates as follows:</td>
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<td></td>
<td><strong>Student rate 2</strong> – Minimum adult award rate. Performs straightforward tasks with clearly defined procedures and relatively simple problem solving involved.</td>
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<td></td>
<td><strong>Student rate 3</strong> – 90% of CSU Level 1. Performs tasks which have some complexity and require more experience. Exercise of judgement is within standard practices and procedures.</td>
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<td></td>
<td>Student casuals are not entitled to overtime or additional loading for working after hours or on weekends and public holidays. <strong>Note: There is a Student rate 1, but it is not used.</strong></td>
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<td></td>
<td>Current rates are available on the HR website.</td>
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<td>Do weekend and out of hours loadings apply to Casual Students?</td>
<td>No. As per Schedule II Part B (ii) of the Enterprise Agreement 2013-2016, student rates are an all inclusive flat rate and no penalties or loadings apply.</td>
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<tr>
<td>Is it ok for a casual student to work less than 3 hours in a single shift?</td>
<td>Yes. A student casual may be requested to work a minimum of 1 hour, however being casual they are also able to decline the shift if it doesn’t suit them.</td>
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<tr>
<td>Receiving applications</td>
<td>All applications are to be emailed to a nominated person in your Division/Faculty/Office/School. Please ensure this person is available to respond to questions. Applications will not be processed via Web Kiosk. The hiring supervisor is the contact point for applicants and manages the application process.</td>
</tr>
<tr>
<td>How do I appoint the successful applicant?</td>
<td>Complete the Professional/General Staff Casual Form and submit this with their Tax File Number Declaration form and Australian banking details to HR at least 5 working days prior to commencement.</td>
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<td></td>
<td>The UniSuper Product Disclosure Statement (PDS) for the Accumulation 1 account applicable to casual employees is available on their website here. The application form can be found at the back of the PDS.</td>
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<tr>
<td>How do casual students submit timesheets for approval and payment?</td>
<td>Students should submit their timesheets fortnightly via Web Kiosk. It is the responsibility of the supervisor to ensure the student knows how to do this. A Web Kiosk quick reference guide is available to assist. You may also want to refer your student casual to the payday calendar.</td>
</tr>
<tr>
<td>Further Details</td>
<td>Charles Sturt University Enterprise Agreement (2013 – 2016)</td>
</tr>
</tbody>
</table>

In the event of any discrepancy between this fact sheet and the Enterprise Agreement or Leave Manual, the terms of the Agreement or Leave Manual will prevail.

Last reviewed: June 2016

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