



Casual Staff Form

☐ New Appointment

Amendment to:
(select all that apply)

☐ Position Title

☐ Dates

☐ GL Account

☐ Other

Employee Details

Family Name

Given Names

Courtesy Title

Employee Number

Contact Phone Number

Gender

Date of Birth

Campus Location

Building

Address (not C/- School)

Job No. (if known)

Employment From

Position Title

Level and Step

Casual staff will have access to CSU IT services and will be visible on the Timesheet Approver's team list on the Web Kiosk until the HR Service Centre is advised that the staff member is no longer working for CSCS.

The Timesheet Approver is the person responsible for determining the accuracy of submitted timesheets. The timesheet approver is the person to whom this employee will directly report inside the HR system.

Timesheet Approver's Name

Timesheet Approver's Position No.

Salaries and other associated costs are to be funded from:

(please allocate percentages if there is more than one cost code)

%

%

%

Comments

Authorisation

**Authorised by
General Manager**

Name

Signature

Date

*The Campus Supervisor will forward the form to the
HR Service Centre, along with the employee's payment details.*

This form needs to be submitted to hr@csu.edu.au one week prior to commencement of employment to enable casual staff access to CSU systems and entry onto the payroll system. This form will be returned to you if not completed in full.

Please note: [Taxation](#), [banking](#) and superannuation forms (for [Australian Super](#)) must be completed by:

1. All new casual staff
2. Casual staff with current/previous employment at CSCS whose details have changed since last providing this information.

(Note: Banking details can be added/changed in the Web Kiosk once login details have been activated)

HUMAN RESOURCES USE:

Processed:

Job No: