

How do I appoint many people off one requisition?

1) You set up your requisition; your applicants apply to it

- The requisition is the first step to creating an agreement.
- You can enter an indicative number of hours/rate/term of agreement – note, the applicant does not see the rate you have selected, until they have actually been made an offer.
- The requisition can be public (advertised on the HR website) or private (shared via a link).
- The requisition remains in a state of “pending”, until it is approved. Once it is approved, your applicants can apply to it.
- As applications come in, their status is “pending” - this means you need to take action.

2) You review applications and edit relevant details

- You click on the applicant’s name, to review their application.
- If you don’t need to edit any information and you are happy with the offer details, then “approve appointment” or “request approval”. This generates a letter of offer.
- If you only want to edit their rate, you can do this from the actions toolbar.
- If you want to edit the dates of the agreement or the number of hours, you need to click on the “edit application” button.
- Once you are happy with the offer, “approve appointment” or “request approval”. This generates a letter of offer, which the applicant accepts.
- Your base requisition stays the same as it was when you set it up. However, each different application will have different offer information.



The screenshot shows the 'CASPER TEST' interface for a 'Casual pay scale test, SA 19 June, Single Payment' requisition. The applicant, Michelle Devenie, is in a 'Pending' state. The interface is divided into several sections: 'APPLICANT DETAILS' (including address, phone, email, citizenship, previous employment, username, student status, health conditions, and attached documents), 'PRE-SCREENING QUESTIONS' (none present), 'POSITION DETAILS' (title, quick reference, department, position, duties, job description, other documents, location, and appointment dates), and 'REMUNERATION' (total hours, pay rate level, pay rate step, total to be paid, and account code). On the right, an 'ACTIONS' panel offers options like 'Approve Appointment', 'Request Approval', 'Place on hold', 'Reject', and 'Edit Application'.

I want to change the details of the agreement, but the applicant has already accepted or started. What do I do?

You need to send a countersigned agreement to Payroll

- As this is a change to their terms and conditions, the employee needs to countersign that they are happy with the change on the “Details of Offer” page.
- When Payroll receives the copy (a scanned copy is fine, of the Details of Offer page only), they will update Casper.

My employee has resigned, what do I do?

You need to advise Payroll as soon as possible

- An e-mail notification is fine. If the employee is a Set Hours Tutor, you need to specify how many hours they have completed of their agreement.
- Payroll will update Casper.

NEED HELP?

Contact Payroll on 03 479 8332 or payroll@otago.ac.nz

CASPER: Frequently Asked Questions cont...

The offer has expired, what do I do?

- You will receive an e-mail providing instructions
- The e-mail contains a hyperlink that takes you directly to the offer
- Re-approve the offer, or send it to your approver for action.
- This will generate a new letter of offer and e-mail to the applicant, for them to accept.

How do I enter an adjustment?

You can access the employee's agreement via the "search activity across my department" button, or via the requisition.

1. On the right hand side (at the bottom of the actions toolbar), click on the "Add a time adjustment" button.
2. Enter a reason for the adjustment (e.g. "Tom did not show up for tutorial").
3. Specify how many hours the adjustment is for as a whole number e.g. 2 for two hours.
4. Tick whether the hours are additional, or whether they need to be taken off the employee's pay.
5. Press save and submit. This will now display on your employee's agreement screen.

TIME ADJUSTMENTS

View all time adjustments

Add a time adjustment **1**

TIME ADJUSTMENT

Reason*

Ella did not undertake her tutorial as she was ill. **2**

How many hours?*

2 **3**

Adjustment date*

08/07/2014 **4**

These hours are:*

Hours worked Hours NOT worked

Save and Submit **5** Cancel

What if I want to take off more hours than my employee has available?

- If your employee has insufficient hours in this pay period, the system will automatically reduce their next fortnight's balance as well until the adjustment is completed.
- If you have left the adjustments to the end of your employee's agreement and they have no hours left, then you will need to contact Payroll as this is an overpayment situation.

Can I do a future-dated adjustment?

- Yes, just select a future date from the calendar. This will be paid out in the pay period relating to that adjustment date.

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