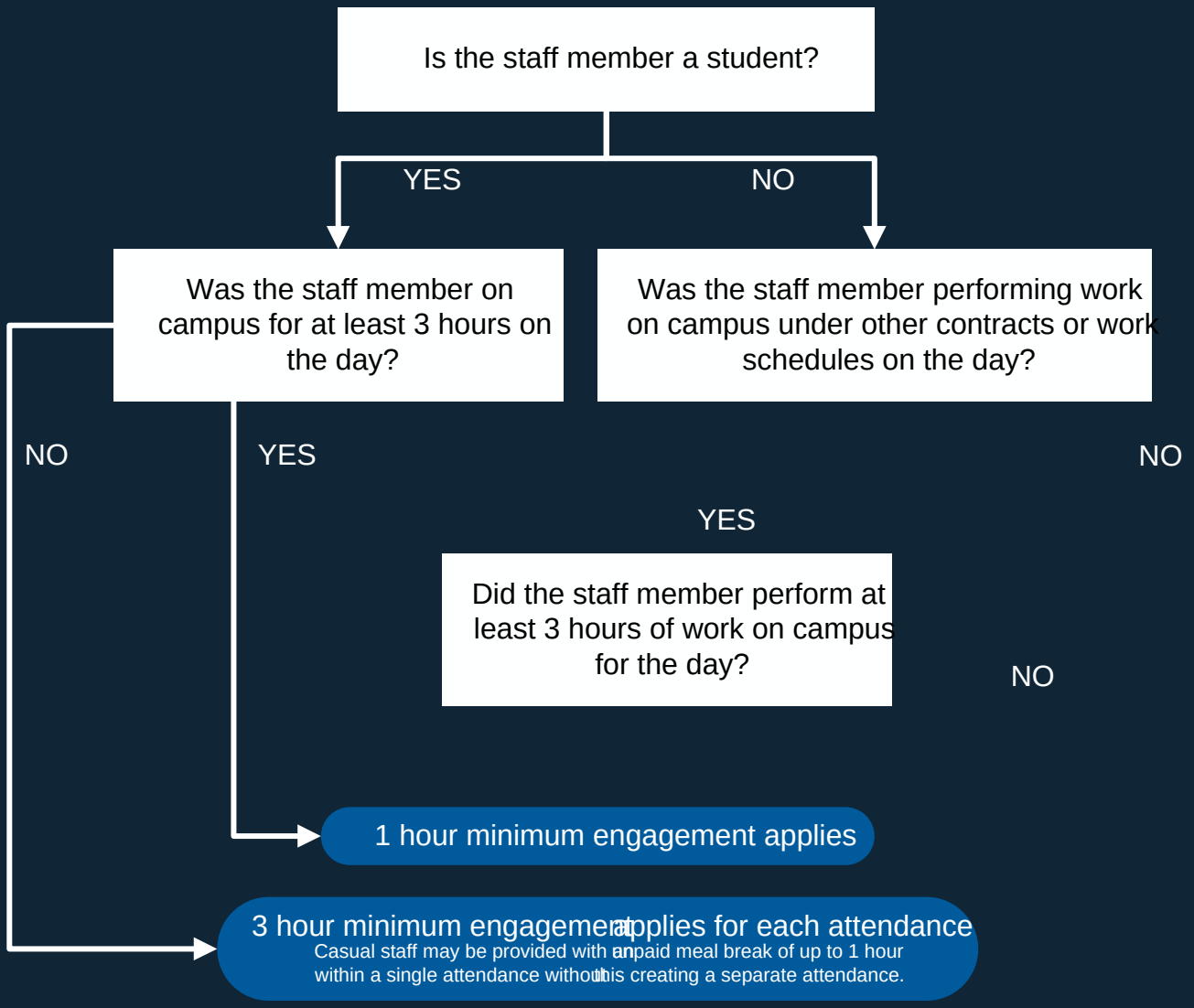
Casual Professional Minimum Engagement Decision Tree



Example 1 – One Work Schedule
Rob has a casual work schedule in DTC. They work between 10am – 12pm and then 4pm – 5pm. Rob will record 3 hours on their casual timesheet. Because they were not working on another contract or work schedule on the day, they will be paid for 6 hours for their casual work.

Example 2 – Multiple Work Schedules or Contracts
James works as a fixed-term research assistant in the Faculty of SET. They also work as a casual professional in the Faculty of ABLE. On Tuesday they work 4 hours on campus under their fixed-term contract between 8am – 12pm and then work 1 hour on campus under their casual contract from 12.30pm – 1.30pm.
James will record 1 hour on their casual timesheet and select "On campus 3 hrs or more p/day" in the location field. They will be paid 1 hour for their casual work.

Example 3 – Multiple Work Schedules /Contracts
Rita has two casual professional roles. On Tuesday, they work on campus for 1 hour between 10am – 11am and then work another 1 hour on campus between 2pm – 3pm under their other casual engagement.
Rita will record 1 hour on each of their casual timesheets and select "On campus less than 3 hrs p/day" in the location field.