

When a casual engagement has been initiated the approver has the options to Approve, Pushback or Withdraw the engagement.

You may need to pushback an engagement if the information entered is incorrect or has changed, or if the engagement is no longer required it can be withdrawn.

Procedure

- 1.

3. Review the engagement

From this screen, you have the option to **pushback**, **approve**, or **withdraw** the engagement.

4. If you select **pushback** or **withdraw** you will need to include a comment, then click **submit**.

What happens next

Approve

The Casual staff member will receive an email notification for an Offer of Work Schedule. If they don't have an existing