The Tests - Contracts vs. the Claims Register Does their work activity align with medical practitioner work? OR, Do you need to give them a higher salary than the bottom of the grade? (e.g. market forces or employee returning on casual basis), OR, Yes, one or more of these situations applies Will the work be consistently needed or needed for more than 4 weeks either on a fixed term/open ended basis? OR, Do you need them to join the department lists/ Request a casual contract have a telephone number/staff card/use printers? Create your requisition using the 'New casual campaign' link and No, it's completely adhoc finally upload the completed 'Advert E.g. open day help, careers fair, Spreadsheet'. This will go to the exam invigilation **Recruitment officers. Once the** applicant has applied, request the Send the worker the casual portal link (student link for students, worker link for contract through Recruitment on non-students) to register their details if iTrent and indicate hours available hey're not already on the Casual Register (e.g. 10 hours per week, 80 hours in Dashboard Technology. If you ever wanted them adding to your School/ available in total, zero hours.) Service mailing lists or staff workspaces you would need to request this from IT Services. Process the requisition in the casual campaign process* Receive contract request Put the hours per week/total hours straight on the contract; change the grade/spinal point to an hourly rate if the department have chosen to offer a flat rate; add any detail of additional supplements such as London weighting or market supplement. Source existing casual Right to Work check Yes! Progress the from Sharepoint or if salaried in another applicant to the role use the existing check next stage Request attendance at a Right to Work appointment (through interview scheduling on iTrent if they submitted details through CAS 180001 or CAS 180002). Issue the contract once they have attended their RTW check if one was requested. Receive 'Terms Attend in person of Engagement provided with one (applicants to casual roles only – for a Right to letter covering Jse Dashboard Technology Work check with ad hoc claims for casual variable work HR when timesheets and bookings work at requested to Loughborough attend. University