

Casual Professional Timesheets: Minimum Engagement FAQs

Overview

Casual professional staff must submit timesheets reflecting the actual hours worked each day. An automatic payment adjustment will be applied if hours fall below the minimum engagement period. This ensures compliance with Deakin's enterprise agreement and accurate staff payments.

- The minimum engagement is 1 hour for Deakin students or Deakin Staff with a fixed term or continuing contract, and 3 hours for external casual staff, combining hours across jobs per day.
- The automatic adjustment is paid at the normal or highest applicable rate, covering all casual professional hours including training and meetings.
- Questions can be directed to [Deakin HELP](#), and policies are detailed in the Enterprise Agreement Section 14.3 and related employment procedures.

For Casual Professionals (submitting a timesheet)

My supervisor has asked me to collate my hours across days into a bundle of hours to meet the minimum engagement period. Is this okay?

No. You must submit the hours you worked on each individual day. If those hours don't meet the minimum engagement period, a payment adjustment will be applied automatically. Please contact Deakin HELP via [email](#) if you require assistance or support in this circumstance.

Do I submit my time sheet for 3 hours even if I have worked less than that? Or do I submit a timesheet for the actual hours worked?

Staff are required to submit timesheets that accurately reflect the actual hours worked. Time entries must not be rounded up to meet the minimum engagement period.

Does this apply if I am a student at another University?

Yes. Minimum engagement requirements apply to all casual professional staff. Deakin students have a 1-hour minimum engagement, while external (non-Deakin) students are covered by the standard 3-hour minimum.

Does a minimum engagement apply per job worked per day?

The system will calculate hours submitted across all professional casual jobs in one day. If the total hours worked in a day is less than the minimum engagement requirement, a payment adjustment will be applied.

I'm intermitted (student) does this apply to me?

If you are not currently enrolled as a Deakin student, the student minimum engagement period will not apply to you.

Who should we talk to if we have questions or concerns?

If you have any questions, please contact Deakin HELP via [email](#) or +61 3 5247 9999. Further information and frequently asked questions are available at [Pay review](#).

Is the payment adjustment paid at my normal rate?

Yes. The payment adjustment matches the pay rate of the associated job. If your total hours from multiple jobs don't reach the minimum engagement period, the adjustment will be based on the highest rate from any job you worked that day.

Why is this being introduced now? Why wasn't this applied previously?

This system enhancement is being implemented to ensure compliance with Deakin's Enterprise Agreement. Strengthening these processes supports Deakin's broader commitment to accurate and compliant staff payments.

I have submitted timesheets in the past that have only been for 1 or 2 hours. Do I get a back payment for timesheets that were for less than the minimum engagement?

We are currently reviewing previous timesheets submitted that may not have met the minimum engagement criteria to identify impacted staff and quantify any remediation payments to be made. Identified staff will be contacted in due course.

Will there still be flexibility in the minimum engagement period based on my personal circumstances?

The Enterprise Agreement allows for shorter minimum engagement periods in some situations by making an agreement with your supervisor. Moving forward, the University will be applying minimum engagements of 1 or 3 hours for all engagement periods. This approach is designed to simplify processes while also providing more consistent and predictable hours for staff, helping ensure fairer and more beneficial engagement arrangements.

Where can we find the written policy or guidelines?

The Enterprise Agreement (clause 14.3) and the [Casual Professional and Sessional Academic Staff Employment Procedure](#) (section 33) provides details and guidelines



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For Supervisors/Timesheet Approvers

Can I ask my staff member to collate hours worked that do not meet the minimum engagement requirement across multiple days into a bundle of hours worked on one day on the timesheet?

No. Staff are required to submit the hours worked each day. If this does not meet the minimum engagement period, there will be an automatic system uplift in hours applied to meet the minimum engagement period applicable. Please contact Deakin HELP via [email](#) if you require assistance or support in this circumstance.

How do we handle short shifts/tasks that are required? (e.g. 1–2 hours of work)?

Staff are required to submit a timesheet for the actual hours worked. If this does not meet the minimum engagement period, their hours paid will be uplifted accordingly. Supervisors are responsible for ensuring timesheets accurately reflect the hours worked and for approving this via timesheet declaration in DeakinPeople. Supporting compliance with minimum engagement requirements may involve reviewing and adjusting task planning and time allocation when scheduling work. For support and advice on workforce planning and work allocation, please contact your Senior P&C Partner.

What happens if business needs change or a staff member falls unwell mid-shift and is sent home early?

The payment adjustment will apply regardless of the circumstances that led to a staff member not performing the minimum period of hours worked.

How will automatic adjustments of hours affect budgets?

Any additional hours paid as part of minimum engagement payment adjustments will come out of the same budget as regular hours worked for that job.

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Does this include training, meetings, or onboarding shifts?

Yes. Minimum engagement requirements apply to all casual professional hours worked which may include training, meetings, and onboarding or induction activities. For support and advice on workforce planning and allocation of work, please contact your Senior P&C Partner.

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