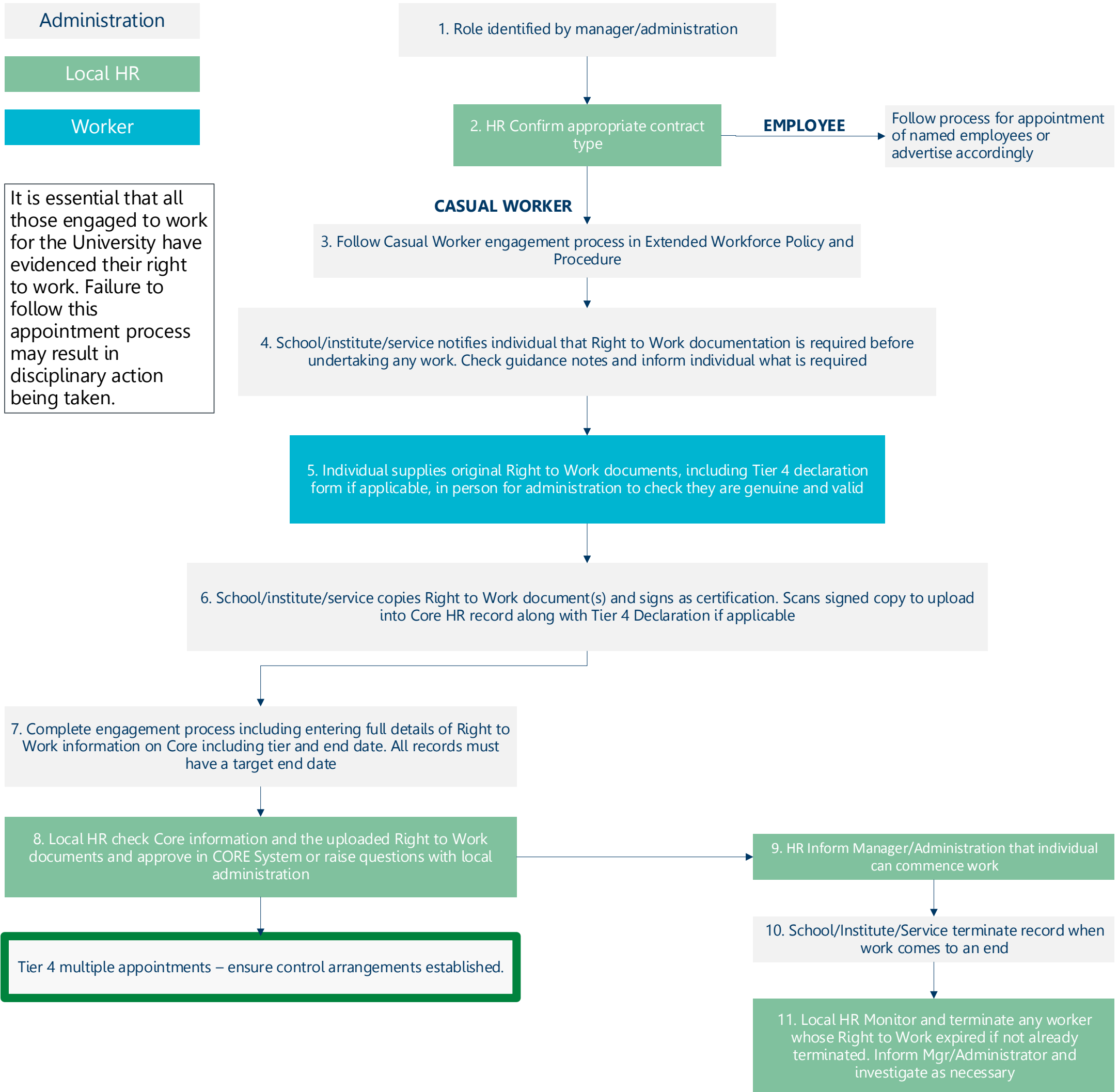


# High-level flowchart for the appointment of Casual Workers – Right to Work Checks



## Notes and Links

- 2. See Extended Workforce Policy
- 3. See Extended Workforce Policy – Procedural Guideline
- 4/5. See Right to Work Checklist
- 6. See Tier 4 Control Guidance
- 7. Only trained Administrators may enter individuals on CoreHR. HR Systems team manage access permissions
- 9. **No work may be scheduled or carried out until the worker is approved by HR in Core.**
- 10/11. Assumption is that local administration terminate all records for workers no longer used unless alternative local agreement with HR.
- 10. Local Administration monitor target end dates/visa expiry dates and terminate casuals accordingly.
- 11. No work may be scheduled after right to work has expired.

N.B. Central HR will run periodic reports to monitor compliance and accuracy of data.