

## CASUAL WORKER CHECKLIST

The steps listed below are to be followed when a Casual Worker is needed:

- Department will:
  - Need a CMS position number to start this process (ex. FL – 000#####)
  - Log into CSUF portal and search/select CHRS Recruiting.
  - Complete a job requisition online in CHRS to initiate a Quick Hire request by clicking the “Job” tile.
  - Provide the following information in the Advertising Summary section:
    - Candidates name
    - CWID, if applicable
    - Salary
  - Review and route for approval (by selecting FL – Quick Hire Approval Process)
  - Instruct candidate to submit an online application to the temporary pool through our [Career Opportunities](#) page.
    - If a candidate is needed, contact HRDI
- Recruiter will:
  - Contact candidate and make verbal offer explaining the terms and conditions of the appointment  
Note: Background check will be conducted and completed prior to employment.
  - Contact department once all forms are ready to sign
  - Distribute offer to appropriate parties
  - Invite employee to visit HRDI to complete sign-in documents
- Department advises employee of timekeeping process (i.e., timesheets, etc.)

For additional information, please review our [CHRS User Guides](#).

### Quick Reference

Appt. Type	Overview	Length of Appt.	Pay Type/FLSA	Affordable Care Act (ACA) Eligibility
<b>Casual Worker</b>	Non-bargaining unit work that is temporary, part-time or intermittent	Best practice is fiscal year	Hourly	N/A