



Payroll Approver guide

Document purpose

- This document provides guidance for the Casual Work Management app for staff designated as Payroll Approvers, who perform the level 2 approvals of timesheets submitted by casual workers to make them ready for payroll.
- You can use the menu button in the bottom right of the screen to navigate between sections.



- If you'd prefer these instructions in a video format then please visit [LINK].
- If you have any questions about this document please contact cwcproject@imperial.ac.uk

Open the app



- Open the application in any browser (e.g., Safari, Chrome) **Note: Internet Explorer is not a compatible browser, please use an alternative.**
- If you are already logged in to other Office365 applications, you will not need to log in. If you are asked to log in, use your Imperial user id and password.
- You will see a dashboards page and a menu down the left-hand side of the screen

The screenshot shows a web application interface for 'Payroll Approver Overview'. It features a left-hand navigation menu with options like Home, Recent, Pinned, My Work, Dashboards, Requirement Schedule, Timesheet Management, and Schedule Manager. The main content area displays a table of 'All Awaiting Level 2 Approval' with columns for Current Status, Department, Week Commencing, Assigned Status, Requirement Schedule, Hiring Manager, and Role. The table lists three entries, all with a status of 'Approved (Level 1)' and 'Assigned Work'.

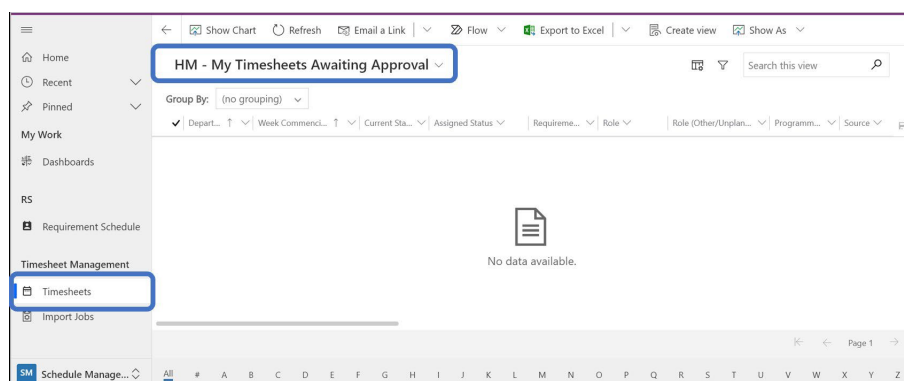
Current Status	Department	Week Commencing	Assigned Status	Requirement Schedule	Hiring Manager	Role
Approved (Level 1)	LA - Life Sciences	17/01/2022	Assigned Work	RS-1764	# CW Hiring Manager 1 LA - Silwood	
Approved (Level 1)	AE - Aeronautics	24/01/2022	Assigned Work	RS-1762	# CW Hiring Manager 1 AE - Administ	
Approved (Level 1)	AE - Aeronautics	24/01/2022	Assigned Work	RS-1762	# CW Hiring Manager 1 AE - Administ	

View timesheets awaiting level 2 approval



1. Click on 'Timesheets' from the 'Timesheet Management' menu on the left of the screen.

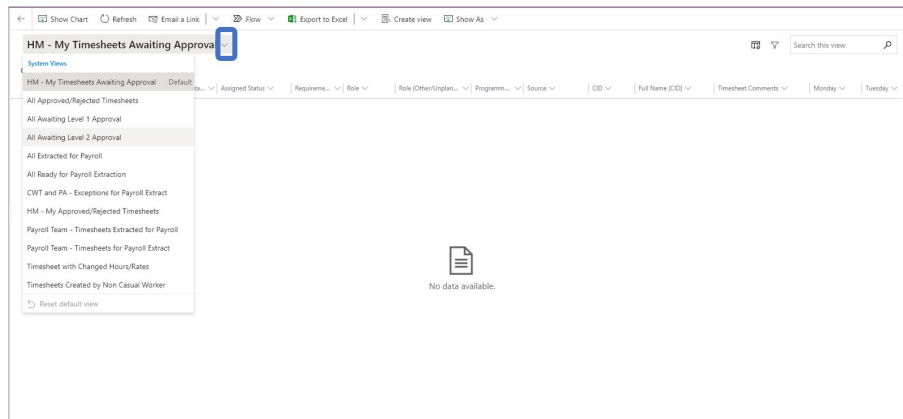
- The default view is “HM – My Timesheets Awaiting Approval” which the list for Hiring Managers.



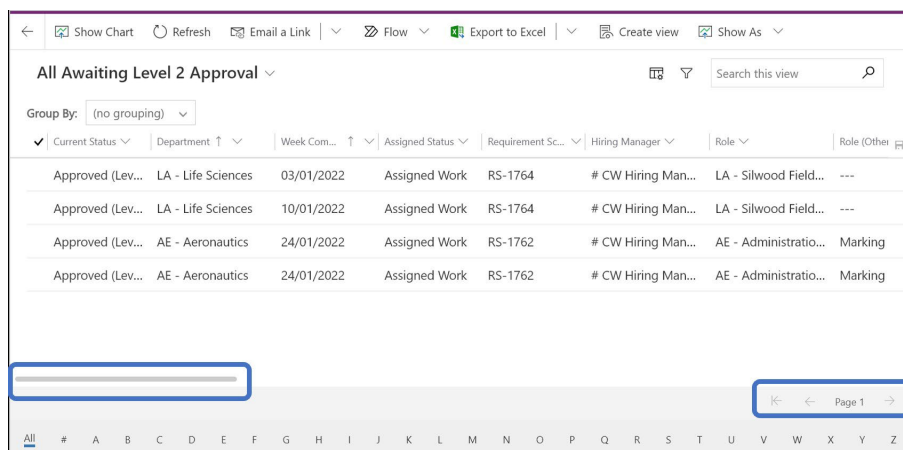
2. Change view

- Click on the down arrow next to the view name to display the list of Timesheet views and to select a new view.

- Any views you have created yourself appear at the top of the list. (See instructions for creating views.)

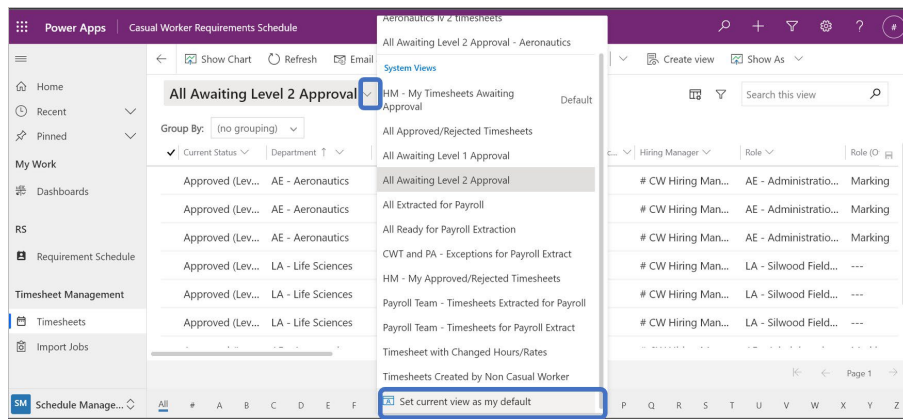


- Use the scroll bar at the bottom of the screen to view columns to the right. There may be more than one page, if so, click the arrows at the bottom right of the screen to scroll through these.



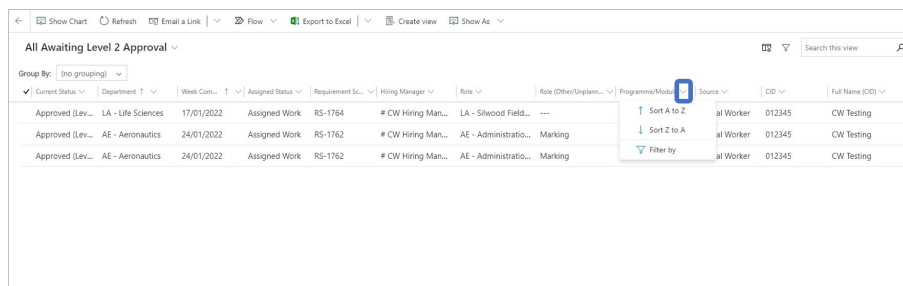
3. Change your default view

- The default view that displays when you click Timesheets in the menu on the left can be changed.
- Change view to the one you want as your default.
- Click the down arrow next to the view name to display the list of views.
- Click "Set current view as my default".

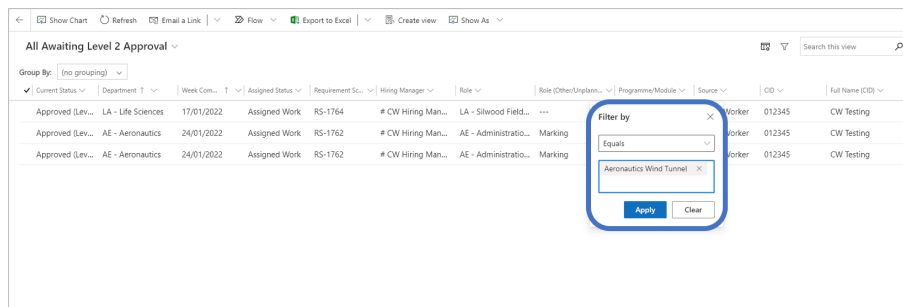


4. Sort and/or filter the list

- By default the timesheets are listed in ascending order by Week Commencing date.
- If there are a large number of timesheets in your list you may want to change the sort or filter them.
- Scroll across to view all columns using the scroll bar at the bottom of the screen. If there are multiple pages, change page using the arrows in the bottom right corner of the screen.
- To filter or sort using any column, click on the column heading.
- A menu appears under the heading.

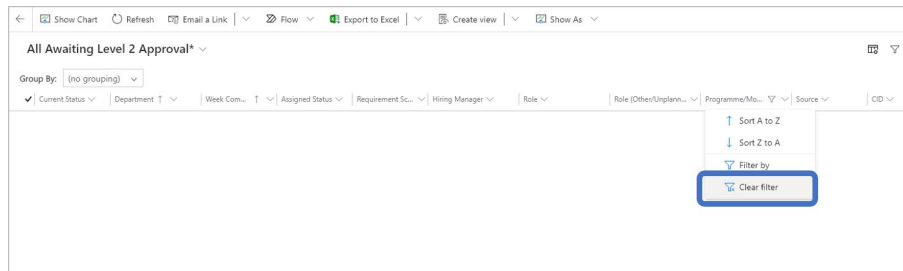


- If you select Filter by, you can type a value and click Apply.



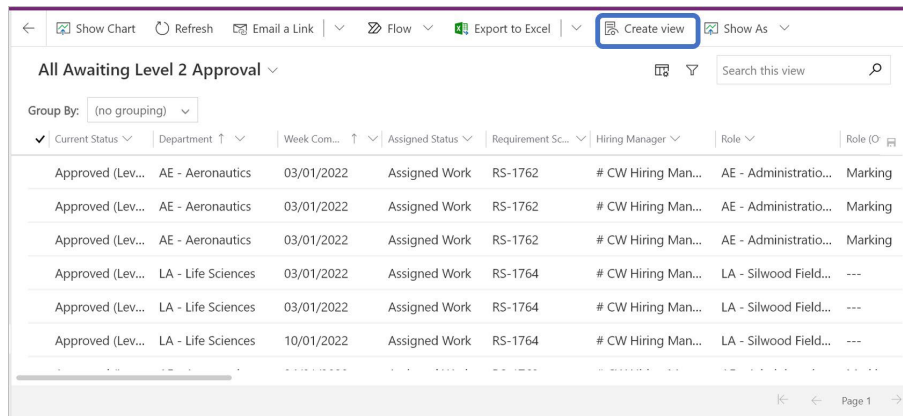
- This sets a temporary filter that is cleared when you change the view or leave the app.

- Clear the filter by clicking on the column heading again and selecting Clear filter.

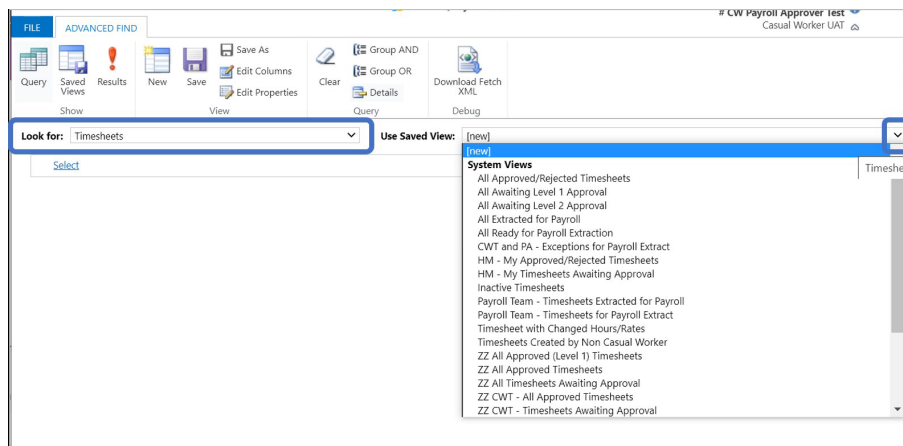


5. Create your own view

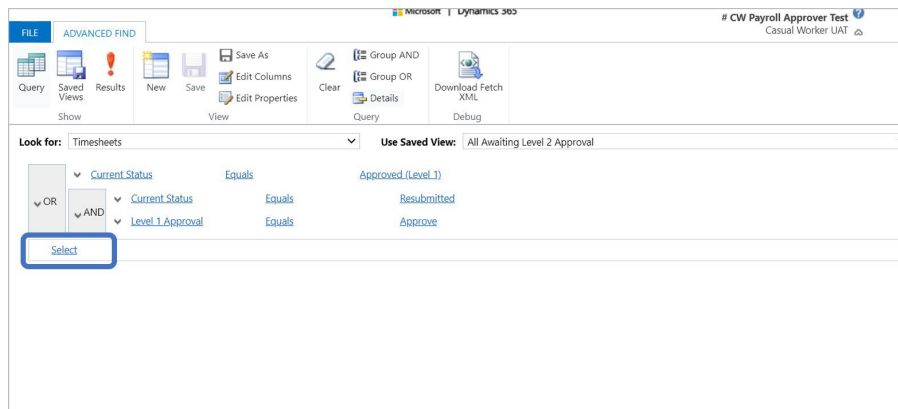
- To permanently save filters, you can create your own views.
- Click Create view in the menu at the top of the screen.



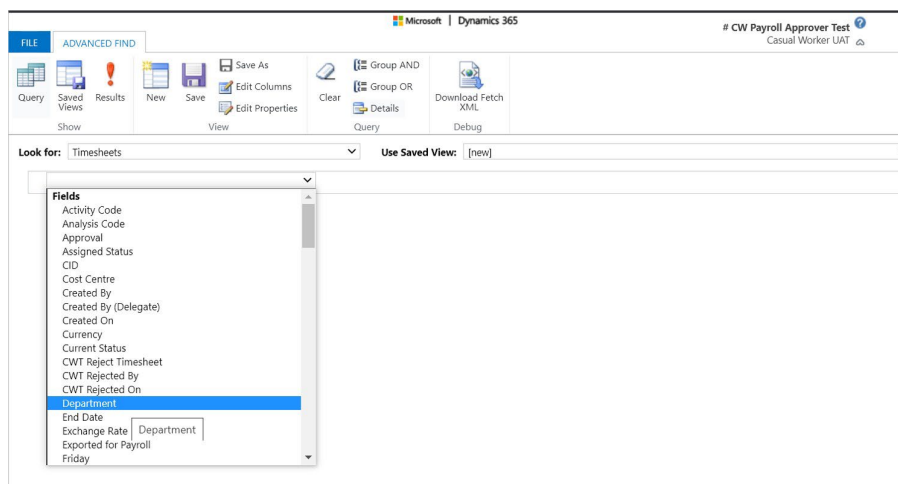
- A pop-up window opens.
- 'Look for' is set to Timesheets. Do not change this.
- Use the down arrow in the Use Saved View field to display and select a view to start from.



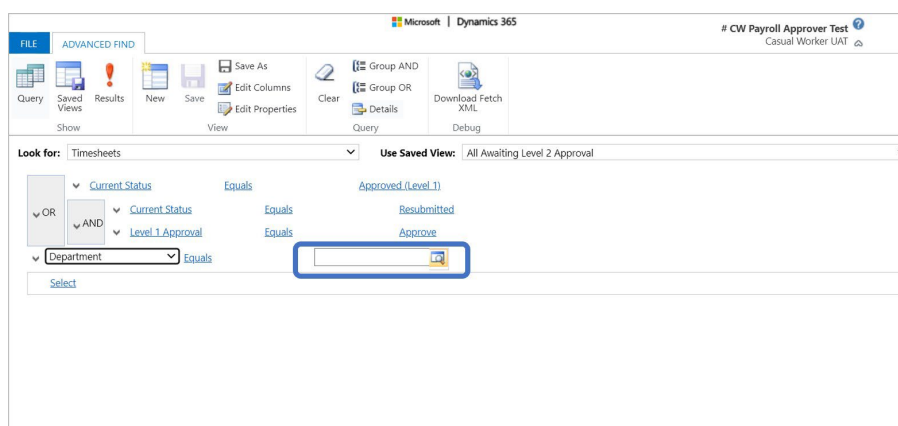
- Click Select.



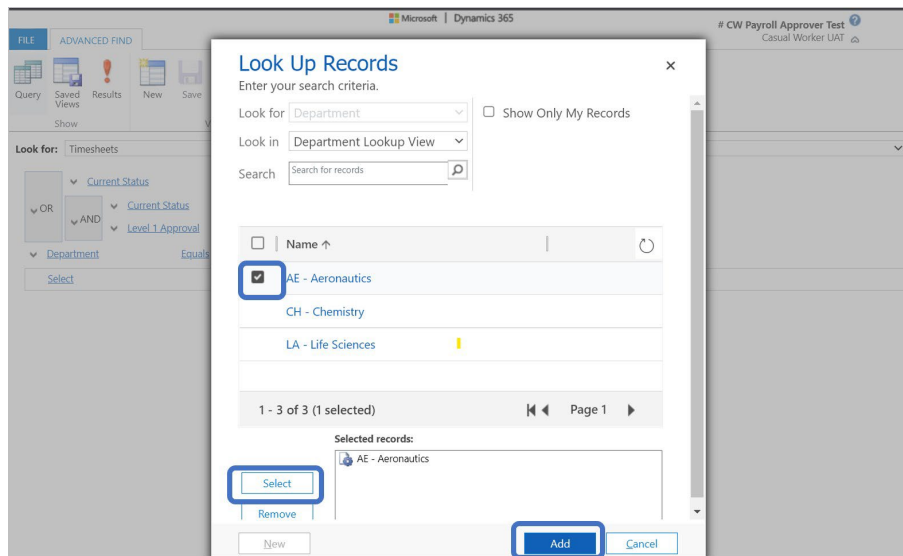
- Scroll down to select the field you want to filter on.



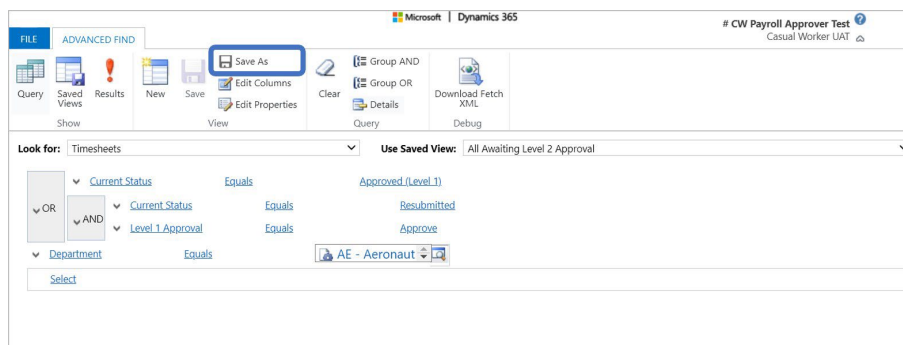
- The wizard may make an initial assumption about the filter you want to set, or you may have to define this by selecting the pop-up box and choosing your criteria.



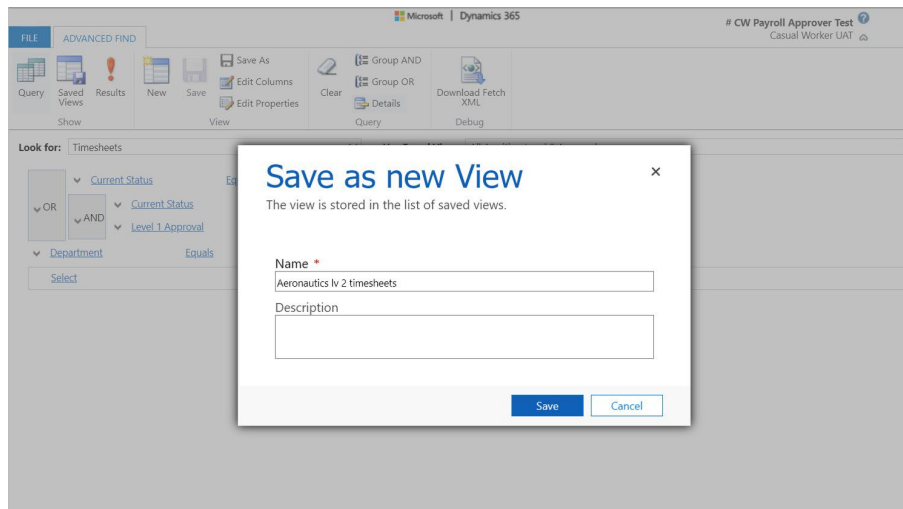
- In the pop-up box, tick the box next to the item(s) you wish to select, then the 'Select' button. They will appear in the 'Selected records' window. Click the Add button.



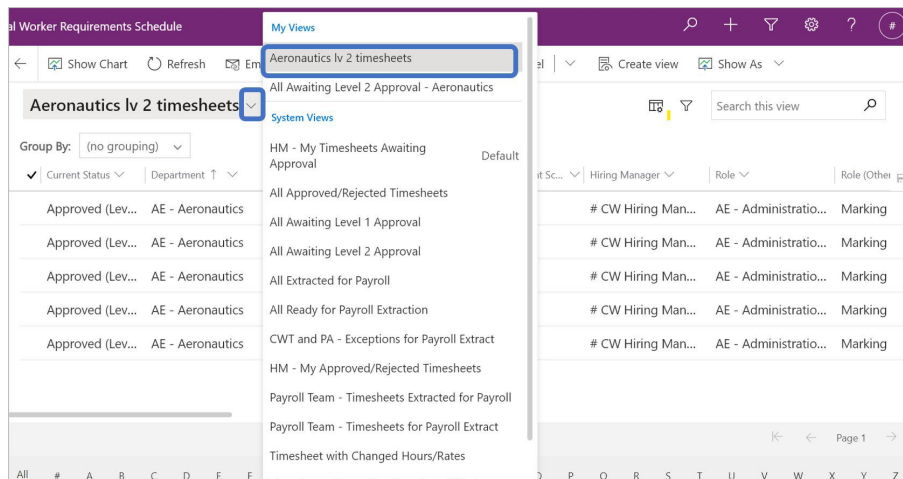
- You can change the filter you just added by clicking on the criteria.
- You can add more filters by clicking Select again.
- Click “Save As” in the menu at the top.



- Change the Name and optionally add a description.
- Click Save.



- The new view will appear at the top of your list of views.



6. Approve or reject timesheets

- Use one of the three options explained below to check and approve or reject each timesheet:
 - In a single timesheet detail
 - In the list view
 - In Excel Online

7. Clear all filters

- Clear all filters and continue to approve or reject until the list is empty.

Check and approve/reject in a single timesheet detail



1. Double-click on a timesheet in the list to open it or scroll to the far right and click the arrow at the end of the row.

All Awaiting Level 2 Approval											
Group By: (no grouping)											
Sunday	Total Hours Worked	Rate	Total Pay	Cost Centre	Activity Code	Analysis Code	Level 1 Approval	Level 1 Approve / Re...	Level 1 Approve/Rej...	Level 2 Approval	Rejection Comments
0.00	7.00	£11.58	£81.06	---	---	---	Approve	# CW Hiring Man...	09/02/2022 16:06	---	---
0.00	12.00	£25.00	£300.00	---	---	---	Approve	# CW Hiring Man...	09/02/2022 16:06	---	---
0.00	5.00	£25.00	£125.00	---	---	---	Approve	# CW Hiring Man...	09/02/2022 16:06	---	---

2. Check the field Assigned or Unassigned Work to determine how the timesheet was entered.

- **Assigned** indicates that the worker selected a Role that has been setup in the system by a Department Administrator (DA) in your department. The Rate will either be fixed or the worker has selected from a list of valid rates for the role.
- **Unassigned** indicates that the worker has typed the role name and the rate. The role name will be displayed in the Role (Other/Unplanned) column.

2022-01-17, CW Testing, LA - Silwood Fieldwork Assistant - Lower Rate, LA - Life Sciences - Saved

Timesheet

CW Casual Worker Test Owner RS-1764 Requirement Schedule Approved (Level 1) Current Status

Timesheet Detail Related

Overview

Source Casual Worker

Requirement Schedule RS-1764

CID 012345

Department LA - Life Sciences

Programme/Module Genetics

Rate £11.58

Timesheet Comments ---

Hiring Manager # CW Hiring Manager Test

Role LA - Silwood Fieldwork Assistant - Lower Rate

Role (Other/Unplanned) ---

Assigned or Unassigned Work Assigned Work

Total Pay £81.06

Time Submitted

Week Commencing 17/01/2022

3. Check the Programme/Module (if required) and Rate.

2022-01-17, CW Testing, LA - Silwood Fieldwork Assistant - Lower Rate, LA - Life Sciences - Saved

Timesheet

CW Casual Worker Test Owner RS-1764 Requirement Schedule Approved (Level 1) Current Status

Timesheet Detail Related

Overview

Source Casual Worker

Requirement Schedule RS-1764

CID 012345

Department LA - Life Sciences

Programme/Module Genetics

Rate £11.58

Timesheet Comments ---

Hiring Manager # CW Hiring Manager Test

Role LA - Silwood Fieldwork Assistant - Lower Rate

Role (Other/Unplanned) ---

Assigned or Unassigned Work Assigned Work

Total Pay £81.06

Time Submitted

Week Commencing 17/01/2022

4. If there are errors in the timesheet you can either Reject it or make the corrections and Approve it.

- If you reject, the timesheet will be returned to the worker for resubmission. You are prompted to enter comments for the worker explaining the corrections they should make.
 - The worker will receive an email notification and can make corrections and resubmit in the timesheet app.
- N.B. If you make corrections to the timesheet:**
 - They cannot be undone.
 - The system will not inform the worker that changes have been made.
 - Click Save before choosing Approve in the Approve/Reject field.

5. Make corrections if you've chosen to do that and click Save from the menu at the top of the screen.

2022-01-17, CW Testing, LA - Silwood Fieldwork Assistant - Lower Rate, LA - Life Sciences - Saved

Timesheet

Owner: CW Casual Worker Test RS-1764 Requirement Schedule Approved (Level 1) Current Status

Timesheet Detail Related

Overview

Source: Casual Worker

Requirement Schedule: RS-1764

CID: 012345

Department: LA - Life Sciences

Programme/Module: Genetics

Rate: £11.58

Timesheet Comments: ---

Hiring Manager: CW Hiring Manager Test

Role: LA - Silwood Fieldwork Assistant - Lower Rate

Role (Other/Unplanned): ---

Assigned or Unassigned Work: Assigned Work

Total Pay: £81.06

Time Submitted

Week Commencing: 17/01/2022

6. Review or enter the costing information.

- The costing information must be completed in order to Approve.
- If the information has been entered by the Hiring Manager but is not correct you can change it. You cannot reject it to the Hiring Manager for correction (rejected timesheets will be returned to the worker).
- Select Cost Centre from a dropdown list.
- Type the Activity Code (e.g. G00000, P00000)
- Select the Analysis Code from a dropdown list.

2022-01-17, CW Testing, LA - Silwood Fieldwork Assistant - Lower Rate, LA - Life Sciences - Unsaved

Timesheet

Owner: CW Casual Worker Test RS-1764 Requirement Schedule Approved (Level 1) Current Status

Timesheet Detail Related

Thursday: 5.00

Friday: 0.00

Payroll Information

Cost Centre: LA00

Activity Code: G00000

Analysis Code: 144000

Exported for Payroll: ---

Payment Month: ---

9. Scroll down to Level 2 Approval and select Approve or Reject.

2022-01-17, CW Testing, LA - Silwood Fieldwork Assistant - Lower Rate, LA - Life Sciences - Saved

Timesheet

Owner: CW Casual Worker Test RS-1764 Requirement Schedule Approved (Level 1) Current Status

Timesheet Detail Related

Level 1 Approval

Level 1 Approve/Reject: Approve

Level 1 Approved/Rejected Set By: CW Hiring Manager Test

Level 1 Approve/Reject Date: 09/02/2022 16:06

Level 2 Approval

Level 2 Approve/Reject: --Select--

Level 2 Approved/Rejected By: ---

Level 2 Approve/Reject Date: ---

- If you select Reject, you are prompted to enter a comment to explain the reason for the rejection to the worker.

2022-01-17, CW Testing, LA - Silwood Fieldwork Assistant - Lower Rate , LA - Life Sciences - Unsaved
CW Casual Worker Test
RS-1764
Approved (Level 1)

Timesheet
Timesheet Detail
Related

Level 1 Approval
Level 1
Approve/Reject
Approve
Rejection Comments
Incorrect module, please amend and then re-submit.

Level 1
Approved/Rejected
Set By
CW Hiring Manager Test
Level 1
Approve/Reject Date
09/02/2022
16:06

Level 2 Approval
Level 2
Approve/Reject
Reject
Rejection Comments
Incorrect module, please amend and then re-submit.

Level 2
Approved/Rejected
By
Level 2
Approve/Reject Date

10. Click Save & Close from the menu at the top of the screen.

Save & Close
Deactivate
Refresh
Check Access
Email a Link
Flow

2022-01-17, CW Testing, LA - Silwood Fieldwork Assistant - Lower Rate , LA - Life Sciences - Saved
CW Casual Worker Test
RS-1764
Rejected

Timesheet
Timesheet Detail
Related

Level 1 Approval
Level 1
Approve/Reject
Approve
Rejection Comments
Incorrect module, please amend and then re-submit.

Level 1
Approved/Rejected
Set By
CW Hiring Manager Test
Level 1
Approve/Reject Date
09/02/2022
16:06

Level 2 Approval
Level 2
Approve/Reject
Reject
Rejection Comments
Incorrect module, please amend and then re-submit.

Level 2
Approved/Rejected
By
CW Payroll Approver Test
Level 2
Approve/Reject Date
10/02/2022
16:26

Check and approve/reject in the list view



1. Scroll across to view all columns using the scroll bar at the bottom of the screen.

The screenshot shows a software interface with a table of tasks. The table has columns for various fields, and a horizontal scrollbar is visible at the bottom, indicating that the table content extends beyond the visible width. A blue box highlights the scrollbar.

All Awaiting Level 2 Approval									
Group By: (no grouping)									
	Week Com...	Assigned Status	Requirement Sc...	Hiring Manager	Role	Role (Other/Unplann...	Programme/Module		
autics	03/01/2022	Assigned Work	RS-1762	# CW Hiring Man...	AE - Administratio...	Marking	Aerodynamics	Ca:	
autics	03/01/2022	Assigned Work	RS-1762	# CW Hiring Man...	AE - Administratio...	Marking	Aeronautics Wind...	Ca:	
autics	03/01/2022	Assigned Work	RS-1762	# CW Hiring Man...	AE - Administratio...	Marking	AI for Aerospace ...	Ca:	
ciences	03/01/2022	Assigned Work	RS-1764	# CW Hiring Man...	LA - Silwood Field...	---	Genetics	Ca:	
ciences	03/01/2022	Assigned Work	RS-1764	# CW Hiring Man...	LA - Silwood Field...	---	Evolution	Ca:	
ciences	10/01/2022	Assigned Work	RS-1764	# CW Hiring Man...	LA - Silwood Field...	---	Evolution	Ca:	

2. Check the field Assigned or Unassigned Work to determine how the timesheet was entered:

- Assigned indicates that the worker selected a Role that has been setup in the system by a Department Administrator (DA) in your department. The Rate will either be fixed or the worker has selected from a list of valid rates for the role.
- Unassigned indicates that the worker has typed the role name and the rate. The role name will be displayed in the Role (Other/Unplanned) column.

← Show Chart Refresh Email a Link Flow Export to Excel Create view Show As

All Awaiting Level 2 Approval

Group By: (no grouping)

	Week Com...	Assigned Status	Requirement Sc...	Hiring Manager	Role	Role (Other/Unplann...	Programme/Module	
autics	03/01/2022	Assigned Work	RS-1762	# CW Hiring Man...	AE - Administratio...	Marking	Aerodynamics	Ca:
autics	03/01/2022	Assigned Work	RS-1762	# CW Hiring Man...	AE - Administratio...	Marking	Aeronautics Wind...	Ca:
autics	03/01/2022	Assigned Work	RS-1762	# CW Hiring Man...	AE - Administratio...	Marking	AI for Aerospace ...	Ca:
ciences	03/01/2022	Assigned Work	RS-1764	# CW Hiring Man...	LA - Silwood Field...	---	Genetics	Ca:
ciences	03/01/2022	Assigned Work	RS-1764	# CW Hiring Man...	LA - Silwood Field...	---	Evolution	Ca:
ciences	10/01/2022	Assigned Work	RS-1764	# CW Hiring Man...	LA - Silwood Field...	---	Evolution	Ca:

Page 1

3. Check the Programme/Module (if required) and Rate.

← Show Chart Refresh Email a Link Flow Export to Excel Create view Show As

All Awaiting Level 2 Approval

Group By: (no grouping)

	Programme/Module	Source	CID	Full Name (CID)	Timesheet Comments	Rate	Monday
ng	Aerodynamics	Casual Worker	012345	CW Testing	---	£25.00	2.00
ng	Aeronautics Wind...	Casual Worker	012345	CW Testing	---	£25.00	0.00
ng	AI for Aerospace ...	Casual Worker	012345	CW Testing	---	£25.00	0.00
	Genetics	Casual Worker	012345	CW Testing	---	£11.58	0.00
	Evolution	Casual Worker	012345	CW Testing	---	£11.58	0.00
	Evolution	Casual Worker	012345	CW Testing	---	£11.58	0.00

Page 1

4. If there are errors in the timesheet you can either Reject it or make the corrections and Approve it.

- If you reject, the timesheet will be returned to the worker for resubmission. You are prompted to enter comments for the worker explaining the corrections they should make.
 - The worker will receive an email notification and can make corrections and resubmit in the timesheet app.
- **N.B. Corrections to hours or rate should be made in the timesheet detail. If you make corrections to the timesheet:**
 - They cannot be undone.
 - The system will not inform the worker that changes have been made.
 - You must click Save before choosing Approve in the Approve/Reject field.

5. Scroll across and check or enter the costing information.

- Select Cost Centre from a dropdown list.
 - Type the first two characters to shorten the dropdown list to Cost Centres for your department.
- Type the Activity Code (e.g. G00000, P00000)
- Select the Analysis Code from a dropdown list.

The screenshot shows a table titled 'All Awaiting Level 2 Approval'. The table has columns for 'Friday', 'Saturday', 'Sunday', 'Total Hours Wor...', 'Total Pay', 'Cost Centre', 'Activity Code', 'Analysis Code', and 'Level 1 Approval'. A dropdown menu for 'Cost Centre' is open, showing options: AEAC, AEACM, AEACO, and AEACT. The 'Activity Code' is G00000 and the 'Analysis Code' is 144000. The 'Level 1 Approval' column shows 'Approve'.

6. Scroll across to Level 2 Approval and select Approve or Reject.

- If you select Reject, enter a comment in the Rejection Comments column to explain the reason for the rejection to the worker. The worker will be notified and can edit and resubmit the timesheet.

The screenshot shows a table titled 'All Awaiting Level 2 Approval'. The table has columns for 'Activity Code', 'Analysis Code', 'Level 1 Approval', 'Level 1 Approve / Re...', 'Level 1 Approve/Rej...', 'Level 2 Approval', and 'Rejection Comments'. The 'Level 2 Approval' column shows 'Reject' and the 'Rejection Comments' column shows 'Module info incorrect'.

7. Click the small Save icon at the right hand side of the screen next to the column headings.

<div> Show Chart Edit Activate Deactivate Email a Link Flow Export Selected Records </div>						
<div> <div>All Awaiting Level 2 Approval</div> <div> <div>Group By: (no grouping)</div> <div> <div>Activity Code</div> <div>Analysis Code</div> <div>Level 1 Approval</div> <div>Level 1 Approve / Re...</div> <div>Level 1 Approve/Rej...</div> <div>Level 2 Approval</div> <div>Rejection Comments</div> </div> </div> </div>						
---	---	Approve	# CW Hiring Man...	10/02/2022 16:38	Reject	Module info incorrect
---	---	Approve	# CW Hiring Man...	10/02/2022 16:38	---	---
---	---	Approve	# CW Hiring Man...	10/02/2022 16:38	---	---
---	---	Approve	# CW Hiring Man...	10/02/2022 16:38	---	---
---	---	Approve	# CW Hiring Man...	09/02/2022 16:06	---	---
---	---	Approve	# CW Hiring Man...	09/02/2022 16:06	---	---
Warning: Unsaved Changes						

8. Refresh the screen.

- The timesheets that have been Approved and Rejected are no longer displayed. They can be seen on the view All Approved/Rejected Timesheets.

<div> Show Chart Refresh Email a Link Flow Export to Excel Create view Show As </div>							
<div> <div>All Approved/Rejected Timesheets</div> <div> <div>Group By: (no grouping)</div> <div> <div>Current Status</div> <div>Department</div> <div>Week Com...</div> <div>Assigned Status</div> <div>Requirement Sc...</div> <div>Hiring Manager</div> <div>Role</div> <div>Role (O)</div> </div> </div> </div>							
Rejected	AE - Aeronautics	10/01/2022	Assigned Work	---	Lee Jenner	AE - GTA	---
Approved	AE - Aeronautics	03/01/2022	Assigned Work	RS-1762	# CW Hiring Man...	AE - Administratio...	Marking
Rejected	AE - Aeronautics	03/01/2022	Assigned Work	RS-1762	# CW Hiring Man...	AE - Administratio...	Marking
Rejected	AE - Aeronautics	03/01/2022	Assigned Work	RS-1762	# CW Hiring Man...	AE - Administratio...	Marking
Approved	LA - Life Sciences	03/01/2022	Assigned Work	RS-1764	# CW Hiring Man...	LA - Silwood Field...	---
Approved	AE - Aeronautics	27/12/2021	Assigned Work	---	Nicola Carman	AE - Academic Te...	Visiting Le
Page 1							
All	#	A	B	C	D	E	F
		G	H	I	J	K	L
		M	N	O	P	Q	R
		S	T	U	V	W	X
		Y	Z				

Check and approve/reject in Excel Online

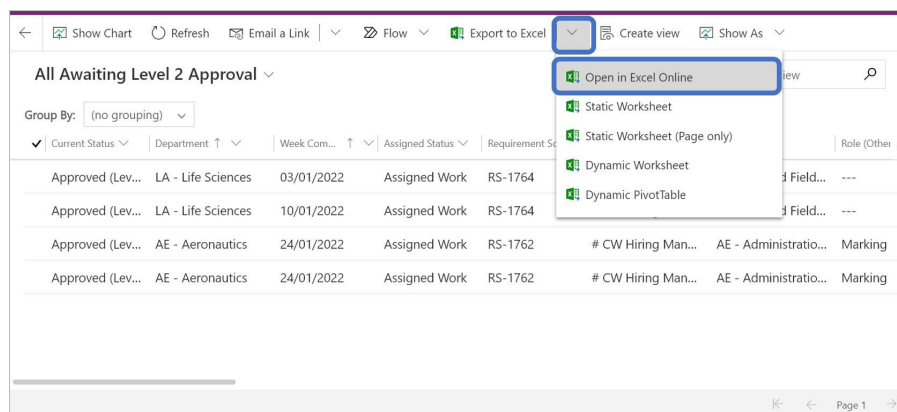


You can approve or reject timesheets using Excel Online but cannot make corrections.

1. From your view of timesheets awaiting your approval, filter to the list of timesheets you want to mass approve or reject. (See instructions above for Filtering and Sorting in a view)

2. Open Excel Online by clicking on the down arrow next to “Export to Excel” and selecting Open in Excel Online.

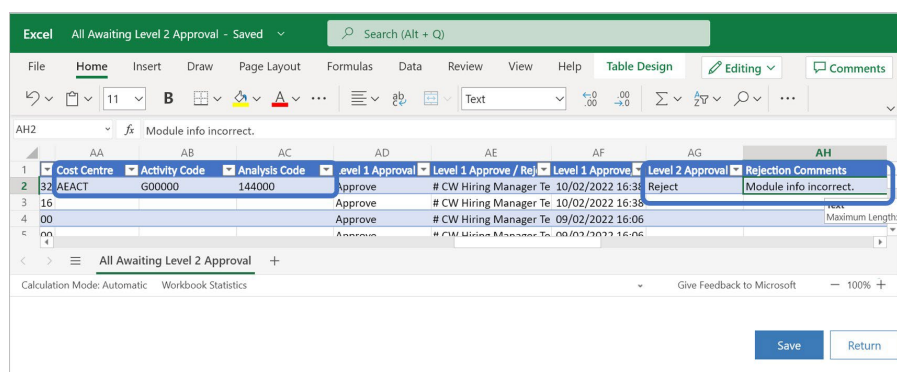
a. A pop up window opens in Excel



3. Scroll across to the costing and Level 2 approval columns.

4. Enter values in the first row.

- Enter the costing information in one row. The Cost Centre and Analysis Code must be valid codes for the updates to work.
- Select Approve or Reject from the drop-down list in the Level 2 Approval column
- If you select Reject, enter a comment in the Rejection Comments column to explain the reason for the rejection to the worker.
- Do not make changes in any other columns.



5. You can copy and paste from one row to the others.

- Do not drag or auto fill from one row to the others as it will sequence fill (increasing values) rather than copying values.

6. Click Save or Return

- Save will start a background job to update all the timesheets listed. You can monitor the process until it completes or return to the main app. You can refresh the page in the browser in the main app to see that the timesheets are removed as the updates are completed.
- If there are any errors, the timesheet will remain on your list awaiting approval. Open the timesheet detail to see an error message.
- Return will discard your changes and return you to the main app in the browser.

View previously approved or rejected timesheets



To review timesheets that you have previously approved or rejected

1. Click on 'Timesheets' from the 'Timesheet Management' menu on the left of the screen.

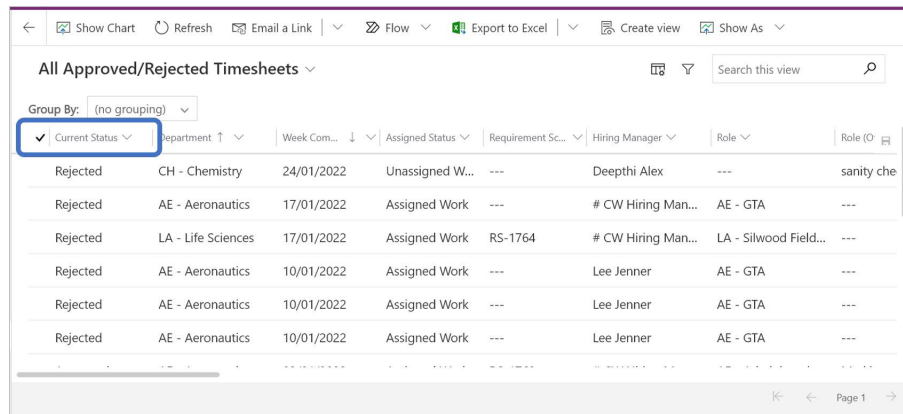
2. Click the down arrow next to the view title at the top of the screen and select All Approved/Rejected Timesheets.

The screenshot shows a software interface with a top navigation bar containing links like 'Show Chart', 'Refresh', 'Email a Link', 'Flow', 'Export to Excel', 'Create view', and 'Show As'. Below this is a dropdown menu for 'All Approved/Rejected Timesheets' which is currently selected. A search bar is also present. The main area displays a table with columns for 'Current Status', 'Department', 'Week Com...', 'Assigned Status', 'Requirement Sc...', 'Hiring Manager', and 'Role'. The table contains several rows of data, including entries for 'Rejected' and 'Approved' timesheets for various departments like 'Aeronautics' and 'Life Sciences'.

Current Status	Department	Week Com...	Assigned Status	Requirement Sc...	Hiring Manager	Role
Rejected	AE - Aeronautics	10/01/2022	Assigned Work	---	Lee Jenner	AE - GTA
Approved	AE - Aeronautics	03/01/2022	Assigned Work	RS-1762	# CW Hiring Man...	AE - Administratio... Marking
Rejected	AE - Aeronautics	03/01/2022	Assigned Work	RS-1762	# CW Hiring Man...	AE - Administratio... Marking
Rejected	AE - Aeronautics	03/01/2022	Assigned Work	RS-1762	# CW Hiring Man...	AE - Administratio... Marking
Approved	LA - Life Sciences	03/01/2022	Assigned Work	RS-1764	# CW Hiring Man...	LA - Silwood Field... ---
Approved	AE - Aeronautics	27/12/2021	Assigned Work	---	Nicola Carman	AE - Academic Te... Visiting Le

3. Sort or filter the list by clicking on the heading at the top of the column you would like to sort or filter on.

4. The Current Status column displays the latest status of that timesheet. Workers can see this status for their own timesheets in their app.



All Approved/Rejected Timesheets							
Group By: (no grouping)							
Current Status	Department	Week Com...	Assigned Status	Requirement Sc...	Hiring Manager	Role	Role (O)
Rejected	CH - Chemistry	24/01/2022	Unassigned W...	---	Deepthi Alex	---	sanity che
Rejected	AE - Aeronautics	17/01/2022	Assigned Work	---	# CW Hiring Man...	AE - GTA	---
Rejected	LA - Life Sciences	17/01/2022	Assigned Work	RS-1764	# CW Hiring Man...	LA - Silwood Field...	---
Rejected	AE - Aeronautics	10/01/2022	Assigned Work	---	Lee Jenner	AE - GTA	---
Rejected	AE - Aeronautics	10/01/2022	Assigned Work	---	Lee Jenner	AE - GTA	---
Rejected	AE - Aeronautics	10/01/2022	Assigned Work	---	Lee Jenner	AE - GTA	---

Add/remove data and other access



Payroll Approvers are able to request the following for their department:

- Add/remove roles
- Add/remove rates
- Add/remove cost centres
- Add/remove system access for other members of staff.

Send requests to the Casual Worker Team via email casualworkerteam@imperial.ac.uk.

Further information and support



Information and FAQs are available on the [Temporary Workforce Service website](#):

- [Temporary Workforce Service](#)
-

Local department contacts:

Many of the departments that regularly hires casual workers have local experts in the system and processes for managing casual work.

The Casual Worker Team (CWT):

Contact the Casual Worker Team via email (casualworkerteam@imperial.ac.uk) or through your department Casual Work Requirements Schedule channel in Teams.