



Casual Transition Factsheet

From **2 January 2025**, all casual employees will be transitioned to new employment arrangements in line with the [MOP\(S\) Enterprise Agreement 2024-27](#).

The new casual employment agreements can be for a maximum period of 12 months and an employee must have a completed agreement before they undertake work.

Important dates and transition arrangements

Employment agreements under previous arrangements

For work completed **up to COB 1 January 2025**, the existing [117 Form: Employing a Casual Employee](#) form should be completed and submitted to MaPS as soon as possible, and by no later than **16 January 2025**. Payment for casual agreements with workdays up to and including 1 January 2025 will be made in accordance with [payroll cut-offs](#).

Please ensure all 28-day casual employment agreements are submitted before 16 January 2025.

Due to system constraints, after 16 January 2025, MaPS will be unable to accept previous casual agreements covering workdays prior to 2 January (117 Forms).

An example of payment timeframes for final 28-day casual agreements in this transition period is provided below:

- A casual employee undertakes work from 5 December 2024 to 1 January 2025. Their 28-day Casual Employment Agreement (117 Form) is submitted at the end of this period, on **2 January 2025** (payroll cut-off).
- In accordance with [payroll cut-offs](#), the Agreement is processed and paid on payday **16 January 2025**.

Employment agreements under new arrangements

Effective from **2 January 2025**, offices will be required to use the new casual employment agreement – [166 Form: Employing a Casual Employee \(from 2 January 2025\)](#).

This forms the employment agreement between the employing parliamentarian and casual employee. Under the new arrangements, the agreement is **not** used to document hours worked for payment – workdays will now be recorded using the Record of Hours form.

Record of Hours

Under the new arrangements, **2-15 January 2025** is the first pay period for the new Record of Hours. Casuals who have worked during this period will be required to complete the Record of Hours form at the end of the fortnight, for submission by payroll cut-off on **16 January 2025** (due to the Australia Day public holiday, the cut-off for **payday 30 January 2025** has been brought forward).

16-29 January 2025 is the second pay period for the Record of Hours. Cut-off will be **2 February 2025** with payment received on **13 February 2025**.

The new retrospective Record of Hours form is hosted on the [MaPS Website | Forms](#). Further instructions on how to complete the Record of Hours are also available within the form itself (refer to the *Instructions* tab).

MaPS cannot process a Record of Hours document without a casual employment agreement in place. If the employee changes classification or salary point, or the previous casual agreement has expired, a new casual employment agreement must be completed prior to submission of further Record of Hours forms.

Prospective Record of Hours forms will not be accepted for processing.

Electorate Support Budget (ESB)

The ESB will be debited when payment is processed in the system each fortnight, for hours already worked. Anticipated hours are unable to be reflected in PEMS.

Further assistance

For further assistance, please contact the MaPS Helpdesk via MPShelp@finance.gov.au or 02 6215 3333 (option 1).

Key Dates

MON	TUE	WED	THU	FRI	SAT	SUN
December						
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
January						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
February						
					1	2

Previous Arrangements

Casuals working up to and including 1 January 2025 should complete *Form 117: Employing a Casual Employee*. Please submit forms for processing as soon as possible, and by no later than **16 January 2025**.

Transition to New Arrangements

Casuals transition to new arrangements from **2 January 2025**. Casuals engaged from this date should complete a new *166 Form: Employing a Casual Employee (from 2 January 2025)*. At the end of each pay period, casuals should also submit a Record of Hours form for retrospective payment.

New Arrangements

2-15 January 2025 is the first pay period for the first *Record of Hours*. Casual employees will need to submit their first *Record of Hours* to an authorised officer at the end of the period, for submission to MaPS by cut-off on **16 January**.

Payday **30 January 2025** is the first payday for Record of Hours forms submitted by cut-off on 16 January.