



Overview

It is appropriate to appoint a staff member to "Act" in another position if that staff member is required to take on all duties associated with the other position where:

- The position is vacant while a recruitment process takes place or;
- The current incumbent is on extended leave of absence (eg SSP)

In some cases the Acting Appointment is in addition to undertaking duties associated with their substantive position.

A Responsibility Loading may be paid, at the discretion of the area, for the period of the Acting Appointment.

The staff member acting in the position will be responsible for leave approvals for direct reports and will automatically get Staff Services Online (SSO) access appropriate to the position.

School/Branch Responsibilities

To initiate the Acting Appointment the following process should be followed:

1. Discuss acting opportunity with staff member.
2. Complete the Acting Appointment Request Form including considering if a Responsibility Loading is appropriate.

NOTE: The Acting Appointment Request Form automatically assigns the relevant HR Delegations associated with the position. Therefore if you complete the Acting Appointment Request Form there is no need to complete the Temporary HR Delegation Request Form.

3. Send completed form to Human Resources.
4. Consider if the following Financial Services forms are required for positions that also hold Financial Delegation:
 - Acting Finance Delegation - to request Finance Delegation (if applicable).
 - Financial Business System (PeopleSoft) Access Request Form - to enable the Financial Delegation if the staff member does not already have PeopleSoft Finance access.
 - Travel & Entertainment (T&E) Approver amendment form - to approve T&E transactions.
5. If the Acting Appointment is being made to fill a period of extended leave, notify the staff member going on leave to visit the ITS DIY guide to set up the following (where appropriate):
 - Email vacation messages
 - Email forwarding
 - Remote Files
 - Voicemail

- Global Roaming
- Desk Phone Diversion

Note: For an Acting Head of School position, open consultation with the School staff should occur as per the University's Recruitment Policy.

HR Responsibilities

On receipt of the Acting Appointment Request form, HR will:

1. Seek approval from the Vice-Chancellor for any loadings greater than 25%.
2. Send a letter to the staff member to confirm the Acting Appointment for periods greater than 2 months. For periods of 2 months or less the staff member will not receive an acknowledgement letter.
3. As the end date for the Acting Appointment approaches, HR will contact the School/Branch to discuss renewal/cessation of this arrangement

Human Resources	Acting Appointment Information Sheet	Effective Date:	02/01/2014	Version 1.0
Authorised by	Manager, Employee Services	Review Date:	02/06/2014	Page 2 of 2
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