

Access and create an AppoINT eForm

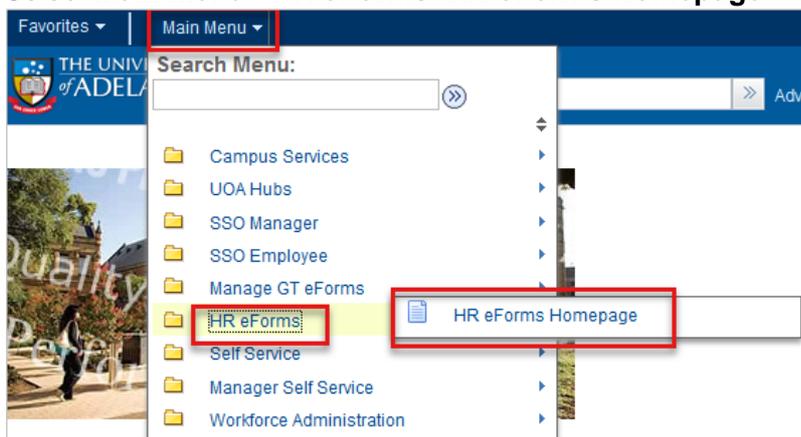
Introduction

Have you completed the pre-checklist? If not please download from [here](#) and complete. The system has a time limit of 60 minutes without activity, if you haven't gathered all the required information, it may time out, and all information will be lost.

Procedure

Login and access the form

1. In an Internet browser, open the HCM worklist: <https://hcm.adelaide.edu.au/>
2. Sign in using your usual University employee ID and password.
3. Select **Main Menu >HR eForms>HR eForms Homepage**



4. Select **Create a HR eForm**, then on the next screen click **AppoINT eForm**.

Search for the employee and position

1. **Enter the candidate's employee ID** then click **Search**.

Employee Search

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Empl ID: begins with ▼ 1000716

First Name: begins with ▼

Last Name: begins with ▼

Search Clear Basic Search  Save Search Criteria

- The eForm will appear, and will be prepopulated with employee information. Please review and ensure that the Employee ID and Name match your selected candidate.

Appointment of Internal Candidate

Position Information

Employee Information

Name	John Davies	Employee ID	1000716
eForm ID	67768		

- Next, **enter the position number** (including all zeros at the beginning of the number) then click the **Lookup icon**.

New Position Information

*Position Number	<input type="text" value="00003049"/>	Classification	Higher Education Officer Lvl 4
Position Long Title	Payroll Officer		
Department	Human Resources		

- Some position details will then auto-populate into the form. Please ensure you check the details for accuracy. If any changes to this auto-populated information (e.g. *Position Title*) are required, please refer to the QRG for position management.
NOTE: Amendments to position numbers are effective dated. Therefore updated position details will not appear in the eForm until entering a contract start date equal to, or greater than, the amendment effective date.

Appointment of Internal Candidate

Position Information

Employee Information

Name	John Davies	Employee ID	1000716
eForm ID	67771		

New Position Information

*Position Number	<input type="text" value="00001938"/>	Classification	Higher Education Officer Lvl 5
Position Long Title	Payroll Officer		
Department	Human Resources		

What's next?

Refer to Guide: **Enter new job Information in an AppoINT eForm** for help with the next section of the form.

Contact Us

For further support or questions, please contact the Service Centre on +61 8 8313 1111 or hrservicecentre@adelaide.edu.au