

Enter New Job Information in an AppoINT eForm

Introduction

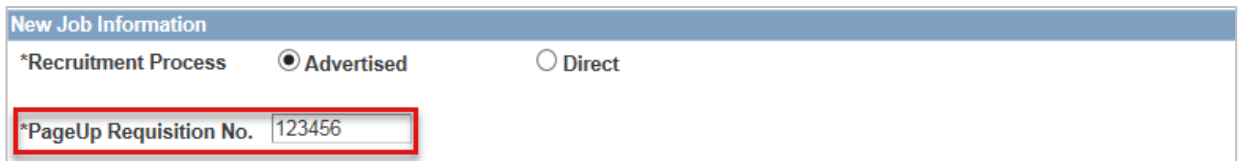
If you've filled out the AppoINT checklist (included in the training materials) prior to creating the eForm, you'll be able to enter the job information quickly and easily.

Note that in some instances of direct appointment and for some fixed-term contracts, you'll be asked to provide an additional written justification. These are flagged on your checklist with an asterisk – if required, make sure you have the text ready to add to the form.

Procedure

1. Select the **Recruitment Process**:

- If **Advertised** is selected, a field will appear into which you need to enter the **PageUp Requisition number**. (6 digit number.)

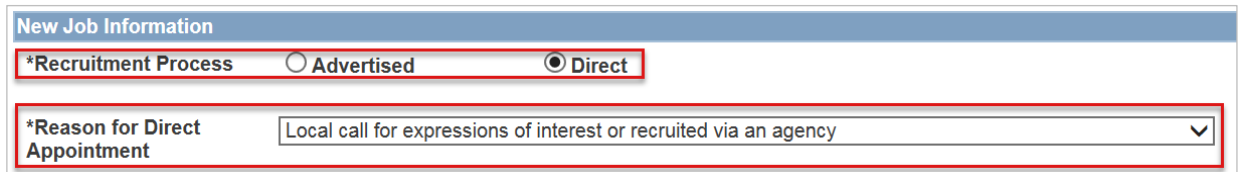


New Job Information

*Recruitment Process Advertised Direct

*PageUp Requisition No. 123456

- If **Direct** is selected, a drop down menu will appear, from which you need to select the appropriate **Reason for Direct Appointment**.

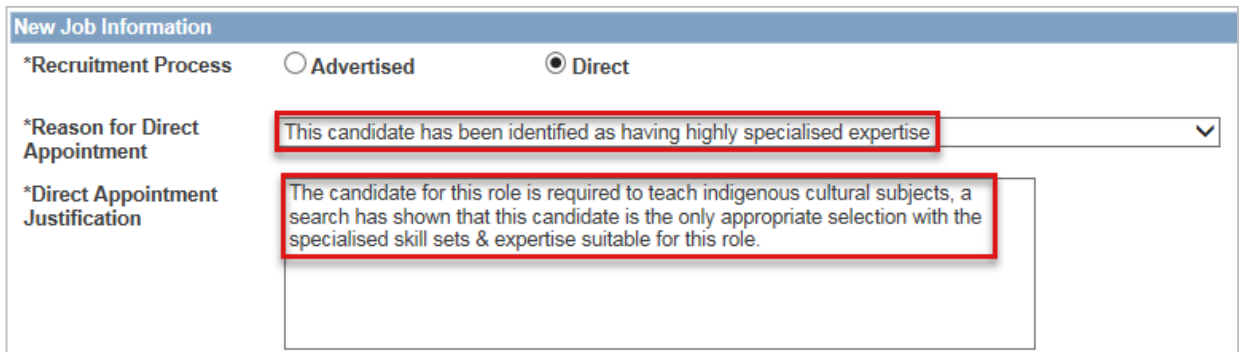


New Job Information

*Recruitment Process Advertised Direct

*Reason for Direct Appointment Local call for expressions of interest or recruited via an agency

Some direct appointment reasons will trigger the reveal of a text field into which you need to **type or paste text** for a justification.



New Job Information

*Recruitment Process Advertised Direct

*Reason for Direct Appointment This candidate has been identified as having highly specialised expertise

*Direct Appointment Justification The candidate for this role is required to teach indigenous cultural subjects, a search has shown that this candidate is the only appropriate selection with the specialised skill sets & expertise suitable for this role.

2. Select the appropriate **Employment Category** and **Function code** from the drop down menus. Some fixed term employment categories will trigger the reveal of a text field into which you need to **type or paste text** for a justification (as per the example in Step 1 above)

Employment Type	Continuing
*Employment Category	Continuing
*Function Code	Other function

3. **Type in or** use the calendar to **select** the effective Start Date that the employee will commence the new role. If typing, use the format dd/mm/yyyy.

Weekly Hours	36.75
FTE	1.00
*Start Date	01/03/2017

Note: The start date must always be in the future. It should also allow enough time for the eForm to go through the approvals workflow and for the candidate to accept the offer prior to commencing work.

4. Select the appropriate state where the **Work will be undertaken**. South Australia will be set as the default

Supervisor	00007485	Team Leader, Payroll and Superannuation
Work will be undertaken in:	South Australia	

Note: If work is to be undertaken interstate, please notify HR, as this has a flow on effect in relation to tax.

5. Once all data entry on this page of the eForm is complete, click **Next**.

What's next?

Refer to Guide: **Enter New Financial 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