Enter New Financial Information in an AppoINT eForm

Introduction

The financial information is an important section of the AppoINT eForm, as the data entered here drives what remuneration the candidate is offered and paid once their contract is processed. Please ensure you have filled out the AppoINT checklist (available in the training materials) before starting work on the eForm, as it will enable you to fill out the financial information section easily and accurately.

Procedure

Enter the salary step

1. **Classification:** no data entry required; this is auto-populated based on the position number.
2. **Salary Step:** select the appropriate 'Step' from the **drop down menu**.
3. **Annual Rate:** no data entry required; this is auto-populated based on the 'Step' selection.

Enter an agreed salary (Non Enterprise Agreement Salary)

1. **Tick** "Base Salary is a negotiated rate exceeding the maximum classification step available."
2. In the **Annual Rate** text box, **type** the full-time equivalent annual salary.
3. **Select Yes** or **No** based on whether the Base Salary is linked to the Enterprise Agreement.

4. If the entered Annual Rate amount is less than the salary range, a warning message appears**. Click OK,** amend the amount and proceed to the next step.

Enter the Superannuation Rate

1. Select the entitled superannuation rate, either **'Default'** or **'Full Super'**.

Note: The 'decision matrix' link provides detailed specifications on the payable Superannuation rates.

2. If you forget to select a superannuation rate, you'll see a warning message:

Enter Fixed Loadings (if applicable)

1. Select the applicable loadings to which the candidate is entitled, by ticking the appropriate boxes.

Enter ARC Loadings (if applicable)

The ARC loading option will only appear on the form if it's relevant to the position.

1. Tick the box for **ARC loadings**, then from the drop-down menu that's revealed, select the **'Fellowship type'**. Different data entry may be required next, depending on the type.

   ➢ Fellowship Amount

   If a '*Fellowship amount*' is required, **type it** as the full time equivalent annual amount (6 digit amount).

➢ Fellowship Step

If a 'Fellowship step' is required, **select** the correct step from the **drop down menu**.

➢ Some Fellowship types do not require any further data entry.

Enter Non- Fixed Loadings (if applicable)

1. From the **drop down menu**, **select** the applicable Non-Fixed loadings and **type the amount**.
2. To add more 'Non-fixed loadings' **click '+'** to add row/s (use '-' sign to delete row/s).
3. **Type in** or use the calendar to **select the End Date,** which must not exceed three (3) years or duration of the contract.

4. If a date exceeds 3 years or the duration of the contract, you'll see a warning message. **Click Ok** and amend the date accordingly.

Select Type of Funding

1. **Select** the applicable funding type.

2. If you forget to select a funding type, you'll see a warning message. **Click Ok** and amend.

Entering Account Codes (single or split)

1. Enter the details as captured on the checklist, either in each field or by using the fast entry field. The allocated percent is defaulted to '100%'.

2. To **split account codes**, click '**+**' to add row/s *(use* '**-**'sign to delete row/s).

3. If adding split account codes, please ensure that the percentages total 100%. If not you'll see a warning message and will need to resolve before continuing.

4. If an account code has been incorrectly entered, you'll see a warning message and will need to resolve before continuing.

What's next?

Refer to Guide: **Enter Additional 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