Enter Additional Information in an AppoINT eForm

Introduction

The Additional Information section is where you indicate a work pattern for part-time employees, record specific checks required for the role and attach supporting documentation, including VC Memos and VFWA forms. So, remember to have all your documents ready to upload. You'll also be able to make further directives or notes in the 'Your Comment' free text box.

Procedure

Specifying work pattern

If the position is a standard 1 FTE work pattern, this information is auto-populated, and you don't need to do any data entry. (Continue to the next page of this QRG)

If the position varies from the standard 1 FTE pattern, then you'll need to enter the work pattern as per the instructions below.

1. Select an Assignment Method from the dropdown menu (choose 'Personal Schedule – 2 Week' when the work pattern will be spread across 2 weeks).

2. Type in the hours to be worked each day. The total must add up to the number of hours you entered on the Position Information page.

Entering Additional information

1. Select Yes or No as appropriate for each question below. These are mandatory questions.

2. If you need to upload a VC Approval Memo or a new Voluntary Flexible Work Arrangements form, click **Add File Attachment.** Follow the prompts to choose files and upload documents.

3. Type in a description of the document into the text field.

4. To add another file, click Add File Attachment again and repeat the process.

5. Type any further comments or directives in the Your Comment box (see example in image below). Comments will be seen by every approver in the workflow (the candidate will not see these). Comment History shows the messages, who wrote them and when.

What's next?

Refer to Guide: **Submission and Workflow for an AppoINT eForm** to see how to submit the form and how to monitor its progress through the approvals workflow.

Contact Us

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