

# Submission & Workflow for an AppoINT eForm

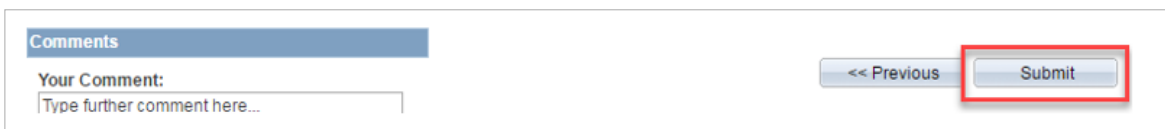
## Introduction

Upon submission, an AppoINT eForm moves through the workflow to Human Resources (HR) for a compliance check. After HR, the eForm flows to the Head of School (or equivalent) and then to Faculty Finance for approvals. If a loading is included, the eForm flows to the Corporate Manager. If the form includes a loading or agreed salary >25% of the maximum base salary, the eForm flows to Corporate Manager and VC for approval. Lastly, an offer is sent to the candidate via email.

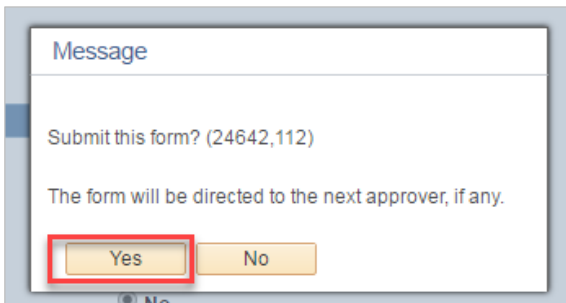
## Procedure

### Submit a completed eForm

1. After entering all the details in the eForm, and attaching relevant documents, click **Submit**.



2. If you're ready to submit, click **Yes**. Click **No** if you need to amend the eForm before submitting.



Once the form is submitted, you'll see the status and workflow screen. The form will go to Human Resources for compliance checking, then continue to the relevant approvers.

### View workflow and locate a completed eForm

For instructions to help you locate an eForm or view its status, please refer to [View an AppoINT eform status](#) guide.

## Contact Us

For further support or questions, please contact the Service Centre on +61 8 8313 1111 or [hrservicecentre@adelaide.edu.au](mailto:hrservicecentre@adelaide.edu.au)