

Approve or Decline an AppoINT eForm

Introduction

An AppoINT eForm, once created by a hiring co-ordinator and reviewed by Human Resources, requires approval from the delegated approver for the area. As this information uploads automatically into PeopleSoft, it is important that the approver reviews the details carefully prior to approving or declining the eForm.

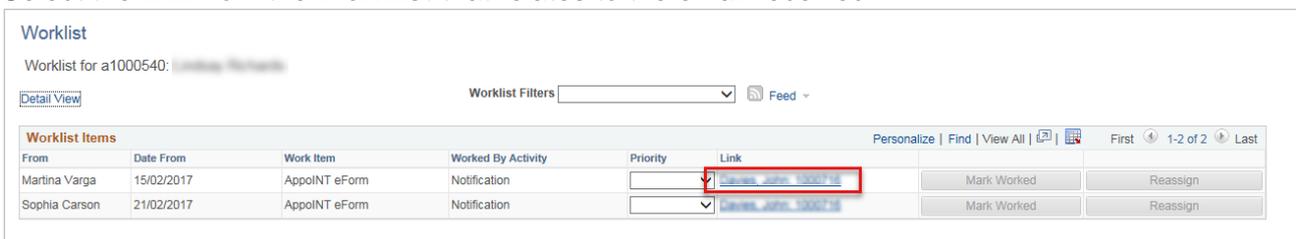
Procedure

Accessing the eForm to review

1. An automated email will be sent to you, detailing the name and proposed start date for the internal appointment. To review the eForm, click the **work list link**.



2. This link will take you to the PeopleSoft sign in screen. Log in with your usual University **employee id** and **password**.
3. Select the **link** from the **Worklist** that relates to the email received



Reviewing the eForm

1. Please review **Employee Information, New Position Information** and **New Job Information**

Staff Services Online HCM 9.2 UAT (HCM92UAT)

Appointment of Internal Candidate

Review the request for appointment of internal candidate

Employee Information

Name [redacted] Employee ID 1000433
 eForm ID 67919

New Position Information

*Position Number 00017189 Classification Higher Education Officer Lvl 3
 Position Long Title Administrative Officer
 Department Dental

New Job Information

Recruitment Process Advertised Direct

*PageUp Requisition No. 3456435345
 Position Type Professional Staff
 Employment Type Continuing
 *Employment Category Continuing
 *Function Code Other function
 Weekly Hours 22.05
 FTE 0.600000
 *Start Date 01/03/2017
 Supervisor 00003318
 Work will be undertaken in: South Australia
 Probation Not Applicable

2. Scroll down and review **New financial information** and **Work Pattern**

New Financial Information

Classification Higher Education Officer Lvl 3
 *Salary Step Step 1
 Annual Rate 21180.00
 *Superannuation Rate Default Full Super

Non-fixed Loadings

Name	Full Time Equivalent Amount	Start Date	End Date
1 Responsibility Loading Amount	20000.00	01/03/2017	31/12/2017

*Type of Funding Recurrent Student Fees Grant (competitive) Other external

Account Code

Account	Fund Code	GL Dept	Campus	Project	Project Description	Percent to Allocate
1 2181	15	319	00	15114463	BDS Program	100.00

Work Pattern

Assignment Method Personal Schedule - 1 week

Day	Scheduled Work Hours
1 Monday	7.35
2 Tuesday	7.35
3 Wednesday	7.35
4 Thursday	0.00
5 Friday	0.00

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- Review the **Additional Information** and **File Attachments**. You can click **View** to see the attachments, or **Add File Attachment** if you need to add attachments yourself.

Additional Information

* Does this position require a Working with Children Check? Yes No

* Does this position require a police check? Yes No

* Has the reference check been done for the selected candidate? Yes No

Please note: This new contract will cease any current loading/ voluntary flexible work arrangement related to the previous employment contract. If required, please inform the candidate to submit a new voluntary flexible work arrangement request form for new contract.

File Attachments

	Upload	View	Description	Doc ID	
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Position Description	a12220892017-03-01-12.57.12	<input type="button" value="Delete"/>

Transaction / Signature Log

Approve or Decline the eForm

- If all sections are correct, select **Approve**

Transaction / Signature Log

	DateTime	Role Name	User ID	User Description	Action	Status
1	27/02/2017 8:26:27AM	GT Hiring Coordinator	a1222445	Sophia Carson	Submit	Pending
2	01/03/2017 12:58:06PM	GT Employee Services	a1222089	Trisha Crichton	Approve	Part Apprv

Comments

Your Comment:

Comment History:

- If there are sections that are incorrect select **Decline**, and type the reason in **Your Comment** text box. This will be sent back to the originator of the form (hiring coordinator).

Transaction / Signature Log

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Comments

Your Comment:

Comment History:

Contact Us

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