

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.**

None
HReforms@adelaide.edu.au
[eForms for UoA] Action Required - Review New Appointment Request
To 🗌 natalia.hubczenko@DISABLED.DISABLED; 🗌 lindəay.richards@DISABLED.DISABLED.
Please review your <u>work list</u> for the following request for a new appointment which requires your attention:
1000716 - Davies, John T
Proposed Start Date: 01/03/2017
The University of Adelaide, AUSTRALIA 5005
Note: Place do not copy to this amail. This mailbay does not allow incoming massages
Note: Preuse au not reply to ans email. This manbox ages not allow incoming messages
CRICOS Provider Number 00123M
IMPORIANI: This message may contain confidential or legally privileged information. If you think it was sent to you by mistake, please delete all copies and advise the sender. For the purposes of the SPAM ket 2003, this email is authorised by The University of Adelaide.
Think green: read on the screen.

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

Worklist							
Worklist for a1	1000540:	arita					
Detail View			Worklist Filters		✓ S Feed ✓		
Worklist Items	•					Personalize Find View All 💷 🔣	First 🕚 1-2 of 2 🕑 Last
From	Date From	Work Item	Worked By Activity	Priority	Link		
Martina Varga	15/02/2017	AppoINT eForm	Notification		Daves, John. 1000716	Mark Worked	Reassign
Sophia Carson	21/02/2017	AppoINT eForm	Notification		Cavies, John, 1000716	Mark Worked	Reassign

Reviewing the eForm

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

Staff Services C	nline нсм э.2	UAT (HCM92	UAT)		
Appointment of In Review the request for	nternal Candidat	e I candidate			
Employee Information					
Name			Employee ID	1000433	
eForm ID	67919				
New Position Information					
*Position Number	00017189		Classification	Higher Education Officer LvI 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 i	n:South Australia				
Probation	Not Applicable				

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

Classification	Higher Ed	ducation	Officer LvI 3				
Salary Step	Step 1						
Annual Rate	21180.00						
Superannuation Rate	O Defaul	lt (Eull Supe	er			
Non-fixed Loadings							First 🗹 1 of 1 D Last
Name			Full T	ime Equivalent Amou	<u>int</u>	Start Date	End Date
1 Responsibility Loadir	ng Amount				2000	0.00 01/03/2017	31/12/2017
Type of Funding Recurrent Stud	ent Fees	Grant	(competitiv	ve) Other exte	ernal		
Type of Funding Recurrent Stud	ent Fees	Grant	(competitiv	ve) Other exte	ernal		
Type of Funding Recurrent Stud Account Code Account Fund	ent Fees	Grant	(competitiv	ve) Other exte	ernal Project Descri	ption_	First 1 of 1 Last Percent to Allocate
Type of Funding Recurrent Stud Account Code Account Fund 1 2181 15	ent Fees	Grant	(competitiv	ve) Other externation	ernal Project Descri BDS Program	اتي ption	First 1 of 1 D Last Percent to Allocate 100.00
Type of Funding Recurrent Stud Account Code Account Fund 1 2181 15	ent Fees	Grant	(competitiv	ve) Other extreme Project 15114463	ernal Project Descri BDS Program	الع ption	First XI 1 of 1 X Last Percent to Allocate 100.00
Type of Funding Recurrent Stud Account Code Account 1 2181 15 ork Pattern	ent Fees (Code <u>GL</u> 31	Grant	(competitin Campus 00	ve) Other externation Other ex	ernal Project Descri BDS Program	L Ca	First 1 of 1 Luss Percent to Allocate 100.00
Type of Funding Recurrent Stud Account Code Account Fund 1 2181 15 Ork Pattern Assignment Method	ent Fees (<u>Code GL</u> 31 Personal 3	Grant	(competition Campus 00 e - 1 week	ve) Other extern Project 15114463	ernal Project Descri BDS Program	j (권 ofion	First 1 of 1 D Last Percent to Allocate 100.00
Type of Funding Recurrent Stud Account Code Account Fund 1 2181 15 Ork Pattern Assignment Method Day	ent Fees (Code <u>GL</u> 31 Personal :	Grant	(competitiv Campus 00	ve) Other externation	ernal Project Descri BDS Program	رق ا 1990 م	First T of t D Last Percent to Allocate 100.00
Type of Funding Recurrent Stud Account Code Account Fund 1 2181 15 ork Pattern Assignment Method Day 1 Monday	ent Fees (Code GL 31 Personal :	Grant	(competitin Campus 00	ve) Other externation of the second s	ernal Project Descri BDS Program	j 년 p <u>tion</u>	First T of 4 D Last Percent to Allocate 100.00
Type of Funding Recurrent Stud Account Code Account I 2181 I5 Ork Pattern Assignment Method Day I Monday Z Tuesday	ent Fees (Code <u>GL</u> 31 Personal	Grant	(competitin Campus 00	ve) Other externation	ernal Proiect Descri BDS Program ork Hours 7.35 7.35	tion	First 1 of 1 Lest Percent to Allocate 100.00
Type of Funding Recurrent Stud Account Code Account 1 2181 15 Ork Pattern Assignment Method Day 1 Monday 2 Tuesday 3 Wednesday	ent Fees (<u>Code GL</u> 31 Personal :	Grant	(competitin Campus 00	ve) Other external of the second seco	ernal Proiect Descri BDS Program ork Hours 7.35 7.35 7.35	l E	First 1 of 1 Lest Percent to Allocate 100.00
Type of Funding Recurrent Stud Account Code Account 1 2181 15 Ork Pattern Assignment Method Pay 1 Monday 2 Tuesday 3 Wednesday 4 Thursday	ent Fees (<u>Code</u> <u>G</u> 31 Personal :	Grant	(competitin Campus 00	ve) Other external of the second seco	ernal Proiect Descri BDS Program ork Hours 7.35 7.35 0.00	Legion	First 1 of 1 D Less Percent to Allocate 100.00

3. 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 Workin	g with Children Check?	Ves	No	
* Does this position require a police	check?	Yes	No	
* Has the reference check been done	for the selected candidate?	Yes	No	
<u>Please note:</u> This new contract will c employment contract. If required, ple for new contract.	ease any current loading/ v ease inform the candidate to	oluntary flexible work arraı o submit a new voluntary fle	ngement related to the previou exible work arrangement reque	s est form
File Attachments				
Upload View	Description	Doc ID		
1 Upload View	Position Description	a12220892017-03- 01-12.57.12	Delete	
Add File Attachment				
Transaction / Signature Log				

Approve or Decline the eForm

1. If all sections are correct, select Approve

Tra	nsaction / Sig	jnature Log					
	DateTime	ROLE Martie	USELID	User Description	ACUON	<u>status</u>	
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	
Cor	nments						
Yo	our Comment	:					
					- F	Approve	Declin
Co	omment Histo	ory:					
					-		

2. 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).

Tr	ansaction / Sig	jnature Log				
	DateTime	KOIE Marrie	USELID	User Description	ACUON	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
Co	mments					
Y	our Comment	:				
C	omment Histo	ry:				Approve

Contact Us

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