

Action Offer of Employment in AppoINT

Introduction

Congratulations! You've received an email notifying you of an offer of employment. As you're an internal staff member, the internal appointment process may differ slightly to what you experienced when you were first employed by the University. Please follow the steps outlined below to action this offer of employment **within 15 days of receiving the email**.

If you're having issues accessing your Employment Contract, try disabling pop-up blockers in your browser.

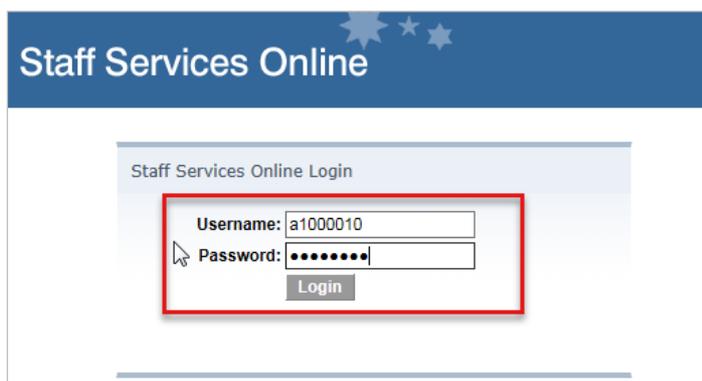
Procedure

How to action your offer of employment

1. In the email you received, click the Employment Contract link.



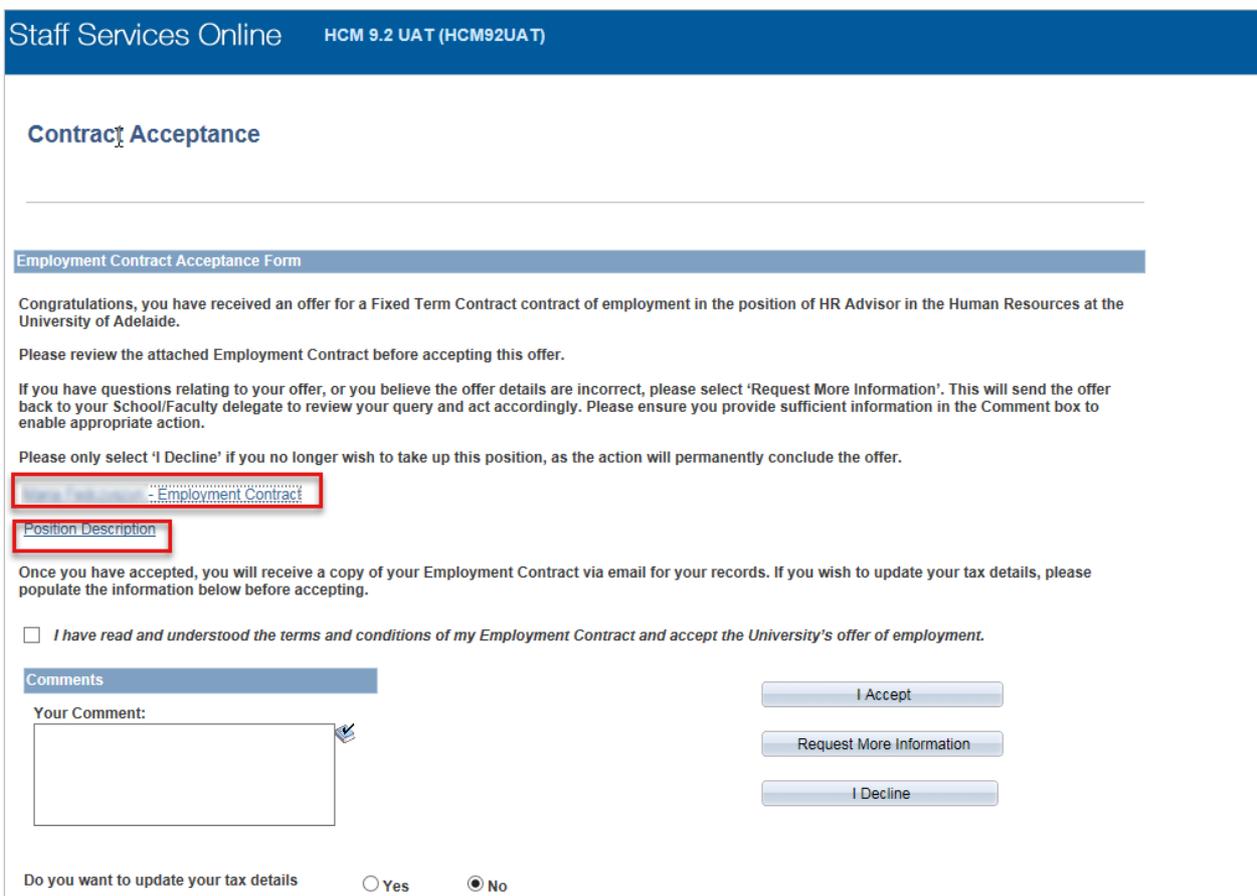
2. This link will take you to Staff Services Online (SSO). Login with your usual University ID and password.



3. Select **Contract**>**Contract Acceptance**



4. Please select both your **Employment Contract** and **Position Description** and ensure you read the detail of your offer of employment carefully.



5. If you have questions relating to your offer, or believe the offer details are incorrect, **select Request More Information** and enter your query in the **Your Comment** box

Once you have accepted, you will receive a copy of your Employment Contract via email for your records. If you wish to update your tax details, please populate the information below before accepting.

I have read and understood the terms and conditions of my Employment Contract and accept the University's offer of employment.

Comments

Your Comment:

Accept the offer

1. If you need to **update your tax details**, (for example you are going from casual to fixed term and need to claim the tax free threshold) select **Yes**.
The fields below will prepopulate with your current tax arrangement. **Change as required** then **check the tick box** to declare that the information you have given is true and correct.

Do you want to update your tax details Yes No

If you want to update your tax-free threshold claim, please select the desired option

Do you have Higher Education Loan Program (HELP), Student Start-up Loan (SSL) or Trade Support Loan (TSL): Yes No

Do you have Student Financial Supplement Scheme (SFSS) : Yes No

I declare that the information I have given on this form is true and correct

(Note: If you want to update your bank details and/or distribution, please do so via SSO banking page.)

2. Once you've reviewed all information and you agree with the terms, **tick the box** confirming you have read and understood the terms and conditions of employment, then click **I Accept**.

Once you have accepted, you will receive a copy of your Employment Contract via email for your records. If you wish to update your tax details, please populate the information below before accepting.

I have read and understood the terms and conditions of my Employment Contract and accept the University's offer of employment.

Comments

Your Comment:

3. A window will appear asking you to **confirm your acceptance** to the contract; select **Yes**.

Decline the offer

1. If you do not wish to accept, please enter your reason for declining the contract in the **Your Comment** box, then select **I Decline**.

I have read and understood the terms and conditions of my Employment Contract and accept the University's offer of employment.

Comments

Your Comment:

2. A window will appear asking you to **confirm the declining** of the contract; select **Yes**.

Contact Us

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