

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.

Staff Services Online			
	Staff Services Online Login Username: a1000010 Password: •••••• Login		

3. Select Contract>Contract Acceptance

Staff Services Online нсм 9.2 иат (нсм92иат)
Employee Home Manager Home
Need Help? Call the HR Service Centre (08) 8313 1111 B:30am - 5:00pm Mon to Fri
Personal Info
Absences
Payroll
> PDR
Learning and Development
- Contract
Contract Acceptance
Actions
Delegations

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

Staff Services Online	HCM 9.2 UAT (HCM92UAT)			
Contrac <u>t</u> Acceptance				
Employment Contract Acceptance Form				
Congratulations, you have received an offer University of Adelaide.	er for a Fixed Term Contract contract of employment in the po	sition of HR Advisor in the Human Resources at the		
Please review the attached Employment Co	ontract before accepting this offer.			
If you have questions relating to your offer, or you believe the offer details are incorrect, please select 'Request More Information'. This will send the offer back to your School/Faculty delegate to review your query and act accordingly. Please ensure you provide sufficient information in the Comment box to enable appropriate action.				
Please only select 'I Decline' if you no long - Employment Contract Position Description Once you have accepted, you will receive a populate the information below before accepted.	er wish to take up this position, as the action will permanent a copy of your Employment Contract via email for your record epting.	y conclude the offer. Is. If you wish to update your tax details, please		
I have read and understood the terms	and conditions of my Employment Contract and accept the U	Iniversity's offer of employment.		
Comments Your Comment:		I Accept		
	₩.	Request More Information		
Do you want to update your tax details	⊖ Yes			

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:	I Accept			
¥	Request More Information			
	I Decline			

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 O No				
If you want to update your tax-free threshold claim, please select the desired option 1. I don't wish to claim tax-free threshold				
Do you have Higher Education Loan Program (HELP), Student Start-up Loan (SSL) or Trade Support Loan (TSL): O Yes O No				
Do you have Student Financial Supplement Scheme (SFSS) : O Yes O 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	LAccept				
Your Comment:	17 Keept				
	Request More Information				
	I Decline				

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 co	onditions of my Employment Contract and accept the University's offer of employment.
Comments Your Comment:	I Accept
×	Request More Information

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