

Approve or Decline a Position Creation and Amendment eForm

Introduction

A Position Creation and Amendment eForm, once created by a hiring co-ordinator, requires approval from the delegated approver for the area. As this information uploads automatically into HCM, 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. To review the eForm, click the **approval list**

Position Creation and Amendment

21 August 2019

Please review your [approvals list](#) for the following request for a Position Creation which requires your attention.

Effective Date: 01/09/2019
 Position Number: NEW
 Tied Funded Position: Yes
 Classification: Higher Education Officer Lvl 5
 Position Title: Finance Officer
 Department: Adelaide Graduate Centre
 Weekly Hours: 20
 Employment Type: Continuing
 Job Family: Finance
 Comments:

If you have any further queries, please contact the HR Service Centre on (08) 8313 1111 or email hrservicecentre@adelaide.edu.au.

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 **approval list** that relates to the email received

All			2 rows
Position Management NEW Externally-Funded Research Fellow (A) Position Creation	177 : Institute for Mineral and Energy Resources		Routed 14/08/2019
Position Management NEW Finance Officer Position Creation	233 : Adelaide Graduate Centre		Routed 21/08/2019

Reviewing the eForm

1. Please review **Position Details**

Form Details

Position Number	NEW	eForm ID	233
Position Long Title	Finance Officer	Creator Name	Stella Wang
Form Change Type	Position Creation	Datetime Created	21/08/19 - 9:58 PM
Tied Funded Position	Yes		

▼ Position Details

Effective Date	01/09/19
Classification	3100 Higher Education Officer Lvl 5
Job Family	Finance
Position Title	Finance Officer
Position Long Title	Finance Officer
Employment Type	Continuing
Department	6360 Adelaide Graduate Centre
Supervisor	00020370 Project Officer
Weekly Hours	20
FTE	0.54
Prescribed Position	Yes
National Police Clearance	Yes

Approve or Decline the eForm

1. If all sections are correct, select **Approve**
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).

Contact Us

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