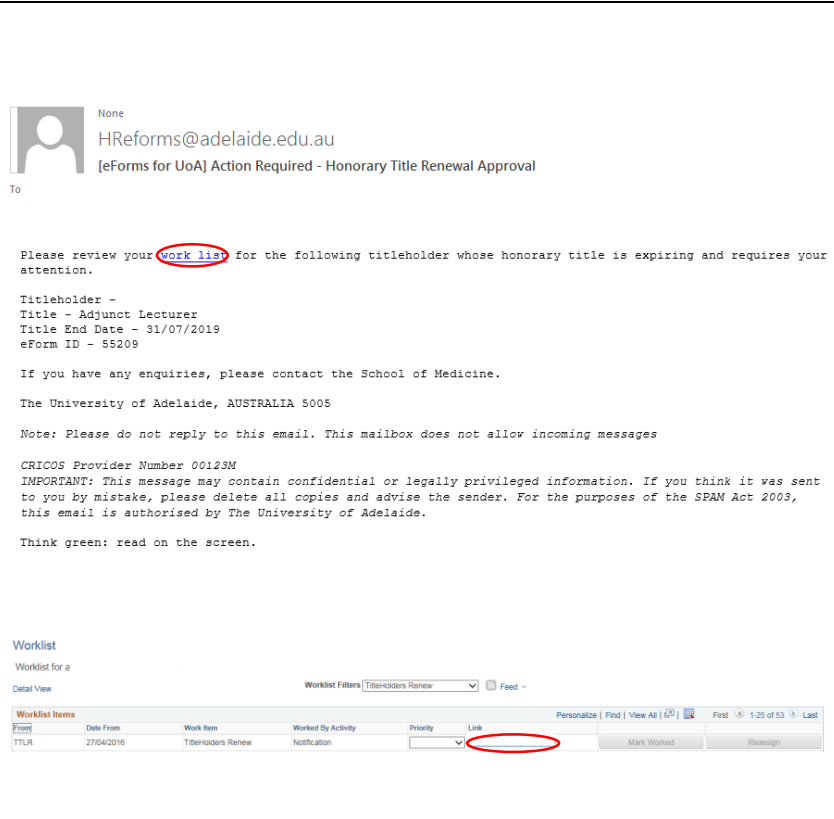


Titleholder Renewal tasks will be created 3 months prior to the title expiration date.

The School Contact/Delegate, in consultation with the Head of School, will action the title as a renewal or termination.

Tasks will workflow to the respective approvers as outlined in the [Titleholder - Conferral of Honorary Roles Procedure](#).



None  
HReforms@adelaide.edu.au  
[eForms for UoA] Action Required - Honorary Title Renewal Approval

To

Please review your **work list** for the following titleholder whose honorary title is expiring and requires your attention.

Titleholder -  
Title - Adjunct Lecturer  
Title End Date - 31/07/2019  
eForm ID - 55209

If you have any enquiries, please contact the School of Medicine.  
The University of Adelaide, AUSTRALIA 5005

Note: Please do not reply to this email. This mailbox does not allow incoming messages

CRICOS Provider Number 00123M  
IMPORTANT: 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 Act 2003, this email is authorised by The University of Adelaide.

Think green: read on the screen.

Worklist  
Worklist for a  
Detail View      Worklist Filters | Titleholders Renew      Feed -

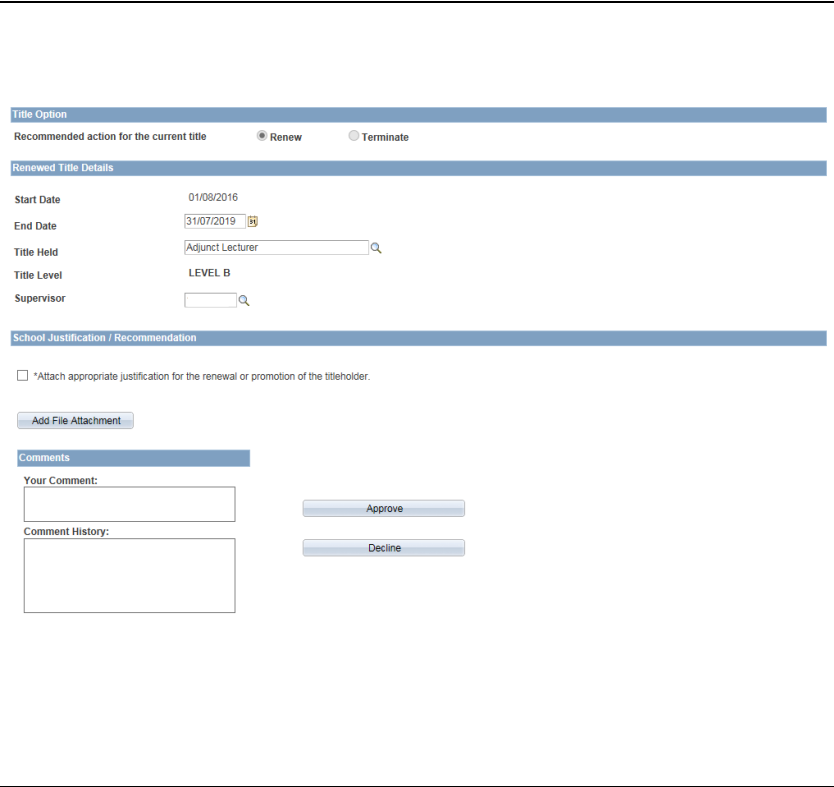
From	Date From	Work Item	Worked By Activity	Priority	Link
TTLR	27/04/2016	Titleholders Renew	Notification		<a href="#">worklist</a>

**Approving a Titleholder Renewal task**

The Approver receives an **Action Required - Honorary Title Renewal Approval** email notification.

Click on the **worklist** link and the **name** link.

The eform is displayed.



**Title Option**

Recommended action for the current title       Renew       Terminate

**Renewed Title Details**

Start Date      01/08/2016

End Date      31/07/2019

Title Held      Adjunct Lecturer

Title Level      LEVEL B

Supervisor     

**School Justification / Recommendation**

\*Attach appropriate justification for the renewal or promotion of the titleholder.

**Comments**

Your Comment:

Comment History:

**Approve or Decline a Renewal**

Review the form together with comments and attachments (if any).

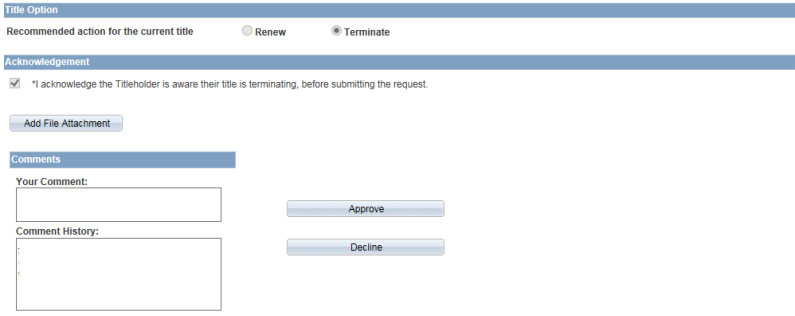
Click on **Approve** or **Decline**.

**Note:**

**The Renewed Title Details** section is displayed and editable by the School Contact and Head of School only.

The School Contact or Head of School must attach a justification, refer to the [Upload a Document - Quick Reference Guide](#)

Recruitment Handbook	Quick Reference Card-Approve a Titleholder Renewal Task	Effective Date:	5 May 2016	Version 1.0
Authorised by	Associate Director, HR Shared Services	Review Date:	5 May 2019	Page 1 of 2
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			

	<p>Comments can be added in the <b>Your Comment</b> box.</p> <p>When <b>Decline</b> is selected, a comment is mandatory.</p>
	<p><b>Approve or Decline a Termination</b></p> <p>Review the form and any comments or attachments.</p> <p>Click on <b>Approve</b> or <b>Decline</b>.</p> <p>When <b>Decline</b> is selected, a comment is mandatory.</p> <p>The School Contact or Head of School must acknowledge that the Titleholder is aware their title is being terminated/lapsed.</p>
<p>Once the eform is fully approved an email will be <b>automatically generated to the Titleholder</b> notifying them of the renewal or lapse.</p> <p>Where the title is renewed, the email will contain a letter confirming the details of the title, including the duration and useful links.</p> <p><i>If you require further information, please contact the HR Service Centre at 8313 1111 or complete the <a href="#">online enquiry form</a>.</i></p>	