

AppoINT Checklist

Employee's current position

Classification & Step		FTE	
Contract start date & end date (if fixed term)		Superannuation	
Relevant position info? e.g. VFWAs, HDAs, loading, secondment, etc			

Employee's new position

What you need to know for the AppoINT eForm			Where to get this information	
Employee and position information				
Employee ID			From the employee or the hiring manager/ supervisor, or from PeopleSoft	
Full Name				
Visa/Permit details (if applicable)	Type			
	Exp. date			
Position Number			From hiring manager / supervisor or from PeopleSoft	
Position Long Title				
Position Description	<input type="checkbox"/> A PD has been approved (mandatory for professional positions) Unsure if new position number is required? See Position Management Decision Matrix			
How was the employee recruited?	<input type="checkbox"/> Advertised	PageUp Requisition #		From PageUp
	<input type="checkbox"/> Direct	Note: Written justification required if marked with asterisk* <input type="checkbox"/> Local call for EOIs or recruited via agency <input type="checkbox"/> Extenuating circumstances for not advertising* <input type="checkbox"/> Candidate has highly specialised expertise* <input type="checkbox"/> Candidate identified through redeployment process <input type="checkbox"/> Candidate originally employed via competitive merit-based process <input type="checkbox"/> Work reqd. for limited purpose - less than 12 months * <input type="checkbox"/> If required, written justification is prepared		From the hiring manager. If unsure, consult Recruitment Policy & Procedure
Employment category	<input type="checkbox"/> Continuing	<input type="checkbox"/> Continuing <input type="checkbox"/> Continuing Research Appointment <input type="checkbox"/> Replacement Staff Member <input type="checkbox"/> Scholarly Teaching Fellows		From the hiring manager

<input type="checkbox"/> Fixed Term	<p>Note: Written justification required if marked with asterisk*</p> <ul style="list-style-type: none"> <input type="checkbox"/> Apprenticeship or traineeship* <input type="checkbox"/> Fixed-term contract employment subsidiary to studentship* <input type="checkbox"/> Higher Degree Research Fellows* <input type="checkbox"/> Organisational change –Disestablished area* <input type="checkbox"/> Organisational change – New Area* <input type="checkbox"/> Organisational change – Unanticipated change in enrolments* <input type="checkbox"/> Other circumstances – PCE Teachers <input type="checkbox"/> Other circumstances – Union approved (General)* <input type="checkbox"/> Other Circumstances – Veterinary School Residents <input type="checkbox"/> Recent professional practice* <input type="checkbox"/> Replacement staff member* <input type="checkbox"/> Research-Only <input type="checkbox"/> Research-Only – Fellowship* <input type="checkbox"/> Specific task or project* <input type="checkbox"/> Teaching Fellowship* <p style="text-align: right;">* <input type="checkbox"/> If required, written justification is prepared</p>
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What you need to know for the AppoINT eForm							Where to get this information
Function code	<input type="checkbox"/> Other <input type="checkbox"/> Teaching-only <input type="checkbox"/> Research only <input type="checkbox"/> Teaching & Research						Refer to HC Info Sheet ; p. 7-8
What is the employee's intended:	Start date						Start date should be negotiated with the employee
	End date (if applicable)	<input type="checkbox"/> The end date complies with recruitment procedures					
Will the employee undertake any work outside SA?	<input type="checkbox"/> No <input type="checkbox"/> Yes > Contact HR for advice.						From the hiring manager
Financial information							
Salary Step (or negotiated base salary)							From hiring manager (who may negotiate with employee)
Superannuation	<input type="checkbox"/> Full super (17%)						
Loadings (if applicable)	<input type="checkbox"/> Fixed	<input type="checkbox"/> Clinical Loading <input type="checkbox"/> Dental Loading <input type="checkbox"/> Dental Attraction/Retention Loading <input type="checkbox"/> Para-Clinical Loading <input type="checkbox"/> Pre-Clinical Loading <input type="checkbox"/> ARC loading (if Cat 1 ARC position)					Fixed loadings: see EA 2014 - 2017 , Section 3.14
		<input type="checkbox"/> Non-fixed			FTE Eq. Amt	Start date	
	<input type="checkbox"/> Attraction/Retention						
	<input type="checkbox"/> Responsibility Loading						
	<input type="checkbox"/> Accomm. Allowance						
<input type="checkbox"/> ALL NH&MRC Loading							
Funding type	<input type="checkbox"/> Recurrent <input type="checkbox"/> Student Fees <input type="checkbox"/> Grant (Competitive) <input type="checkbox"/> Other external						Local area Finance Officer
Funding source (use multiple lines if split across multiple sources)	Account	Fund code	GL Dept	Campus	Project	%	
Additional information							
	Week 1			Week 2			

If the position is part-time (i.e. less than 1 FTE) please specify the work pattern over a fortnight.	M		M		From the hiring manager (who may negotiate with employee)
	T		T		
	W		W		
	Th		Th		
	F		F		
Does the position require?	<input type="checkbox"/> Working with Children Check <input type="checkbox"/> Police Check				Confirm with the hiring manager/supervisor Note: No attachments are required
Reference Check completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Does the employee need to submit a new VFWA form?	<input type="checkbox"/> No <input type="checkbox"/> Yes > You'll need to attach the completed form to the AppoINT eForm.				From the employee
Provost (Academic) -or- COO (Professional) Approval required?	<input type="checkbox"/> Agreed salary in excess of 25% <input type="checkbox"/> Loading in excess of 25% <input type="checkbox"/> Offer of Employment for Professor Level E If Yes to any of the above: <input type="checkbox"/> VC justification memo is ready to attach to the AppoINT eForm				From the hiring manager