

Workflow Approval

Secondment manager submits Recruitment and Appointment Justification eForm

Finance Manager

Branch Head / Head of School

Corporate Head / Executive Dean

Secondment manager completes Secondment Recommendation Form and attach Justification approval

Staff member's substantive and secondment manager sign Secondment Recommendation form

Corporate Head / Executive Dean signs Secondment Recommendation Form

Secondment	Award Type	Funding Type							
Secondment	Academic	All	•	•	•	•	•	•	
	Professional	All	•	•	•	•	•	•	