

Position Management:

Recruitment & Appointment Justification Form



Table of Contents

1.	BACKGROUND	3
2.	PROCESS OVERVIEW	3
2.	1. WHEN TO COMPLETE THE JUSTIFICATION FORM?	3
2.	2. HIGH-LEVEL WORKFORCE PLANNING	3
3.	COMPLETING THE JUSTIFICATION FORM	4
3.	1. HOW TO ACCESS THE FORM	4
3.	2. HOW TO SAVE FORM PROGRESS	4
3.	3. HOW TO CLONE (COPY EXISTING) FORM	4
3.	4. HOW TO ADD REVIEWERS TO THE FORM	4
3.	5. HOW TO COMPLETE THE POSITION DETAILS	4
3.	6. ANSWERING THE JUSTIFICATION QUESTIONS	8
3.	7. WHAT HAPPENS AFTER FORM SUBMISSION?	8
3.	8. HOW DO I APPROVE THE FORM?	8
4.	COMMON RECRUITMENT AND APPOINTMENT SCENARIOS	. 10
5.	POSITION AMENDMENT	. 11
6.	WORKFLOW APPROVAL PATH	. 11
7.	FUNDING TYPE EXCLUSION LIST	. 12
8.	FUNDING TYPE PERMITTED DEVIATIONS (Position to Person)	. 12
9.	POSITION INACTIVATION	. 13
10.	ESCALATION MATRIX	. 13
11.	WHERE TO GET SUPPORT?	. 13

1. BACKGROUND

Robust position management processes are essential for the management, monitoring, planning, budgeting, and reporting of the University's diverse workforce.

The "Recruitment and Appointment Justification eForm" (Justification form) is the standard entry point and upfront approval process for recruitment and appointment activity. It replaces many of the internal approval processes previously undertaken and it delivers a standard set of important questions to inform recruitment and appointment activity. The form is designed to be requested/initiated by the business (faculty/division) prior to commencing any recruitment and appointment activity. Upfront approval is required before a new position, recruitment (advertising), contract renewal, secondment, or appointment is actioned. This includes all professional and academic staff positions, fixed term and continuing (excluding tied funded contract renewals).

In March 2023 the management of recruitment and appointment of discretionary FTE was transitioned to Portfolio Heads. Each Portfolio Head (Deputy Vice-Chancellors, Executive Deans and COO/ACOO) is responsible and accountable for managing recruitment within their approved Discretionary FTE and salary expenditure budgets and subsequent forecasts.

2. PROCESS OVERVIEW

2.1. WHEN TO COMPLETE THE JUSTIFICATION FORM?

An approved justification form is required in advance of commencing any recruitment and appointment activity of

academic and professional staff in fixed term and continuing positions. This includes:

- Requesting a new position
- Filling or backfilling a vacant position via recruitment activity or direct appointment
- Secondments
- Position amendments including conversion to continuing (changes to: Position FTE Fraction, GL/HR Department, Classification (if vacant), Funding Type, Employment Type, Workload Model and Title Changes)
- Fixed term contract renewals of discretionary or strategic funded position

A justification form is not required for:

- Fixed term contract renewals where the Funding Type is not discretionary or strategic funded (e.g., tied research, residual tied, consulting, SRIF). <u>Refer 5. Funding Type Exception List</u>
- Casual appointments
- Continuing contingent funded appointments
- Major Organisational Change (MOC).

An approved justification form is valid for 3 months from approval. This means that the recruitment activity, where applicable to fill the position must commence within 3 months and it is valid until an incumbent has been found. If the successful candidate resigns after being appointed, a new justification form is required.

2.2. HIGH-LEVEL WORKFORCE PLANNING

- 1. Undertake workforce and capacity planning in consultation with your <u>Human Resources</u> and <u>Finance</u> <u>Managers</u> before initiating a justification form so that alternative options can be considered before recruitment activity is commenced.
 - a. There is an expectation that your <u>Human Resources</u> and <u>Finance Managers</u> are consulted in advance of submitting a justification form.

- b. Ensure you have an approved Position Description or Role Statement. Consult with <u>Human</u> <u>Resources</u>, if support is needed.
- 2. Log-into HR eForm and complete the "Recruitment and Appointment justification form"
- 3. Ensure that each question is answered comprehensively in accordance with this guide to prevent the form from being denied and to avoid delays in the process.
- 4. Once submitted, the form will follow the applicable workflow path (refer Workflow Path).
 - a. The Approver will receive a notification email advising them of the approval link.
 - b. The Initiator will receive a notification when the form is fully approved (or denied).
 - c. The status of the form can be tracked using the "<u>View an HR eForm</u>" search function available on the eForms Homepage tile.
- 5. If approved, Human Resources is notified, and they will action the request or reach-out to the Initiator if additional information is required (such as to advise of recruitment activity).

3. COMPLETING THE JUSTIFICATION FORM

3.1. HOW TO ACCESS THE FORM

The justification form is available in <u>PeopleSoft Human Resources</u> as an eForm – Click on the "eForms Homepage tile" and select "Create a HR eForm". Choose the Recruitment and Appointment justification form.

3.2. HOW TO SAVE FORM PROGRESS

Complete the necessary fields and at the bottom of the form is a button labelled 'Save for Later'. Click this button and click ok on the confirmation prompt. Take note of the eform ID and you can then close the window. You can then initiate another form.

If you need to retrieve a saved form, click on the eforms Homepage Tile and choose the Update, Resubmit or Withdraw option. Type in the eform ID and continue to edit the form. You can save for later multiple times, however once the form is submitted no further edits are possible.

3.3. HOW TO CLONE (COPY EXISTING) FORM

Cloning allows you to copy an existing form to save time when requesting multiple positions which have similar justification, or in circumstances where an error was made on the form that requires correction and resubmission.

3.4. HOW TO ADD REVIEWERS TO THE FORM

This enhancement will allow the initiator of a form to add multiple collaborators (reviewers) who can access and edit the form before submission. This is useful where the initiator may complete the position details, however the supervisor may need to provide the justification or to include HR Manager and/or Finance Manager input. These value-add edits can be made on the system rather than through email. Any Reviewer will be able to submit the form and once submitted it can't be edited again.

3.5. HOW TO COMPLETE THE POSITION DETAILS

The Position Details section only captures information about the position, and except for contract renewals will not ask for information about the incumbent or potential incumbents. The purpose of the justification form is to approve the position, or to approve that the position can move to the appointment or recruitment processes. Information relating to the incumbent (person) is captured on existing HR systems and forms such as CRAFT, AppoINT, and PageUp.

Not every field listed below will be displayed. Fields will display based on your inputs.

Note: If the position exists, the form will pre-fill with locked cells. To change a position attribute, select either Request Type: Position Amendment Only, or Are you also requesting to amend the position: Yes. Refer to the position amendment section for further information.

Fields	Comments
Request Type:	 Request New Position Fill & Backfill Position - incl. secondment or direct appointment Contract Renewals – refer to <u>"funding type exception list"</u> Position Amendment Only - If the request only relates to a position amendment
Position Number	If the position exists, use the look up to select the position. The form will pre-fill with the existing position information.
Are you also requesting to amend the position?	If you are intending to amend one or more position attributes (such as fraction change, title change etc.) then select Yes. Refer to <u>"position amendment section"</u> for more information.
Professional/Academic	Academic Professional
Employment Type	Continuing Fixed-term Contract
Faculty / Division	If the position exists, the form will pre-fill with the existing position information.
School / Branch	If the position exists, the form will pre-fill with the existing position information.
HR Dept (position)	HR Dept is the owner of the position and where the position sits for delegation purposes, and organisational structure.
Salary Administration Plan	Academics English Language Teachers Higher Education Officers Scholarly Teaching Fellow Senior Managers
Position Title	Short title of the position
Classification	Relates to the position classification (not the incumbent). E.g., if the incumbent is on higher duties, the position will correctly display the underlying classification.
Employment Type (being filled)	This relates to the employment type of the person going into the role. For example, if the position employment type is = continuing you may decide to fill the position on a fixed-term basis such as during a secondment, maternity backfill etc. In these circumstances you should choose fixed-term contract even though the position is continuing to make it clear to the approver how you are intending to fill the position. This selection will be enforced during recruitment.
Position FTE Fraction	The original approved position FTE when the position was created.
FTE Fraction (being filled)	The FTE fraction cannot exceed the position FTE fraction, and the total of all incumbents in the position (for job share arrangements) cannot exceed the Position FTE Fraction. Check with your HR Manager for advice if job share is required.
Current Incumbent Name	Displayed if the request type is = contract renewal

Current Incumbent Employee ID	Displayed if the request type is = contract renewal
Supervisor Name	Name of current supervisor (report to)
Length of Contract (or length of Contract Extension)	Required for Contract Renewals. Note: If the incumbent was not appointed through a merit-based selection then the total length of contracts cannot exceed 12-months.
Contract Renewal End Date	This field is only completed for Fixed-term contract renewals.
Annual Salary Cost (incl. oncosts)	Use the salary calculator to calculate the proposed annual salary cost.
Estimated Loadings or Allowances (if applicable)	If clinical loadings, or attraction allowances are anticipated, include the value of those loadings or allowances in this field.
Workload Allocation	Education Specialist Research Specialist Teaching and Research
When are you intending to fill this position?	Use this field to note the intended effective date of the requested change. This date assists Talent Acquisition to determine when the position is intended to be filled. Please allow sufficient time for the appointment or recruitment process and relevant approvals. Commencement date will be subject to contract acceptance and all pre-conditions being met. If requesting a position amendment, use this field to note the intended effective date of the requested change.
Anticipated Appointment Type	 This choice will assist HR to provide you with the appropriate service. Once the position is approved, the appointment or recruitment decision can change in consultation with HR and no additional approval is required. Recruit/Advertise Position Direct Appointment Secondment Renewal Other/Unknown – Talent Acquisition will reach-out to discuss recruitment options. If requesting a position amendment only, choose Other/Unknown
Is Working with Children Clearance required?	Yes/No – speak to your HR Manager for more information. Any role which is required to or likely required to work with children even on occasion will require a working with children clearance.
Is a National Police Check required?	Yes/No – speak to your HR Manager for more information to determine if a National Police check is required for this position.
Is there a likelihood that the recruited employee will be engaging in Defence-related research?	Yes/No – If there is a likelihood select Yes.
Primary GL Department (Position)	Denotes the Department (Financial) which owns and controls the position from a budgeting perspective. Refer to the <u>University Chart of Accounts</u> – Department details.
Primary GL Fund Code (Position)	The Fund Code denotes the underlying funding source funding the position. This is the owner of the position for budgeting control purposes and decision-making. Refer to the <u>University Chart of Accounts</u> and the <u>"Funding Type Lookup Matrix"</u> for more information.

Position GL Funding Type (Position)	 The Funding Type is derived from the Fund Code (Position) and this description assists Approvers to understand the underlying funding type and need for the position. Discretionary Tied Research Tied Operating Strategic Residual Research Co-contribution to Tied Funds Consulting Funds Strategic Research Investment
Primary GL Department (Person)	Denotes the Department (Financial) where the salary costs will be paid from (budget and costing perspective). Refer to the <u>University Chart of Accounts</u> – Department details. Note: The Financial Department (Person) can be different to the Financial Department (Position) temporarily. However, an amendment is required if this change is expected to be permanent.
Primary GL Project Code (Person)	The Project denotes the project where the salary expenses will be paid from. This is important for Finance to verify that the project has sufficient funds to cover the position. Refer to the <u>Finance Service Catalogue</u> for support accessing Project details.
Primary GL Fund Code (Person)	The Fund Code should always equal the first two digits of the project code. Determines where the person is getting paid from (salaries). Refer to the <u>University Chart of Accounts</u> and the <u>"Funding Type Lookup Matrix"</u> for more information. Further support is available by referring to the <u>Finance Service Catalogue</u> Note: The Fund Code (Person) can be different to the Fund Code (Position) provided it complies with the "Funding Type Permitted Deviations" explained later in the guide.
Job GL Funding Type (Person)	 The Funding Type is derived from the Fund Code (Person) and this description assists Approvers to understand the underlying funding type and need for the position. Discretionary Tied Research Tied Operating Strategic Residual Research Co-contribution to Tied Funds Consulting Funds Strategic Research Investment
Is the role split funded? (Person)	The above fields capture the primary financial codes– If the role will be split funded (for salaries) enter this information below.
List the Financial Dept, Project Code, Fund Code and % Split	List the Financial Dept, Project Code, Fund Code, and % Split in the following format. % Must sum to 100% Example: 812-15932220-15-80% 805-15932840-15-20%

New Position Justification Reason	A selection is required if the request type is new position and relates to a professional staff member funded from discretionary funds.				
	Specify the justification reason for the new position request. Different justification questions will be prompted based on this selection.				
	Note: New Positions in the following categories (except Other) must initially be fixed term:				
	 Revenue Generation (the position is required to generate new revenue) Work Volume Increase (the position is required due to work volume increase) Strategic (the position is required for a strategic purpose) Other (the position is required for some other reason not covered above) 				

3.6. ANSWERING THE JUSTIFICATION QUESTIONS

Comprehensive justification is required when completing this form. Insufficient detail may result in the form being denied or pushed-back by an approver.

3.7. WHAT HAPPENS AFTER FORM SUBMISSION?

On submission, the eForm will be routed vi Dynamic workflow rules as per the Workflow Matrix.

To track an eForm, log into <u>PeopleSoft Human Resources</u> - Click on the "eForms Homepage tile" and select View an HR eForm. Enter the eForm ID and choose the JUSTIF workflow form type. If the eForm ID is unknown leave this field blank. Only eForms relating to the logged-on user profile's HR Dept will be shown. The HR Service Centre can also provide assistance with tracking the status of an eForm. View a HR eForm

Enter any information you have and click Search. Leave fields blank for a list of a

Find an Existing Value		
Search Criteria		
eForm ID begins with 🗸		
Workflow Form Type begins with 🗸 JUSTIF	Q	
Workflow Form Status = 🗸		\sim
Empl ID begins with 🗸	Q	

Approval of Form: Once the form is approved, the Initiator will receive an email notification advising of the approval. The HR Team will also receive an email advising of the approval and they will commence actioning the form. There is no need to raise a request with HR manually as the form will be automatically processed and where recruitment is applicable, Talent Acquisition will be in contact to initiate recruitment activity.

3.8. HOW DO I APPROVE THE FORM?

Dynamic workflow rules are in place. An approver will receive an email notification with a link to the approval screen in PeopleSoft. Alternatively, log into PeopleSoft SSO to access your full worklist.

The pdf version of the Justification form will be included as an attachment and is a valuable resource to review justification prior to approval. Any approval comments or instructions can be added to the approver comment field, and they will be visible to the next approve and also to Human Resources when processing the form.

An appointment and recruitment request has been submitted for your approval.

Form ID:	601				
Request Type:	Request New Position	uman			
Position Number:	NA	umun			
Position Title:	test				
Classification:	HEO Level 7	:ss m			
Employment Type:	Continuing				
Contract Type:	Professional Staff				
Requested By:	Kumar Bohra				
Please <u>review the req</u> Should you have any on 8313 1111.	<u>uest</u> and action as appropriate. questions about this request, please contact the HR Service Centre				
The University of Adela	aide, AUSTRALIA 5005				
Note: Please do not re	ply to this email. This mailbox does not allow incoming messages.	2			
Should you have any questions about this request, please contact the HR Service Centre on 8313 1111 and quote the Form ID above.					

The eForm can either be approved – which moves it on to the next workflow recipient. It can be pushed-back – which moves it to the previous workflow recipient i.e. one step back only. Or it can be declined – which returns it to the initiator.

Note: Declined will cancel the form and a new form will need to be initiated. If the issue is minor, additional information such as an email can be attached to the approval workflow or added to the approver comment instead of declining. If the issue is material, decline is appropriate, and the decline comment should include an explanation for the initiator.

				Approve	Decline
Position Details					_
Request Type	Request New Position	eForm ID	200		
Position Number	NEW	Created By	a1231367		
Position Title	testWF	Datetime	01/08/22 - 3:31 PM		
Professional/Academic	Professional Staff	Primary GL Department (Position/Budget)	810 Finance Strategy & Governance		
Employment Type	Continuing	Primary GL Fund Code (first two	10 General University Funds		
Faculty/Division	S800 Division of University Operations	digits of project code) (Position/Budget)			
School/Branch	S851 Information Technology and Digital Services	Position Funding Type	Tied Operating		
HR Dept	8660 ITDS Digital Transformation	Primary GL Department	810 Finance Strategy & Governance		
Salary Plan / Classification	HEO HEO Level 2	(Job/Salary)			
Position FTE Fraction	1 36.75 hrs per week	Primary GL Project Code	10000600 Special Fund		
FTE Fraction (being filled)	1 36.75 hrs per week	Primary GL Fund Code (first two digits of project code)	10 General University Funds		
Reports To Position	00021965 Manager, ITDS Core Platforms Tylana Hill	(Job/Salary)			
Annual Salary Cost (incl. oncosts, loadings, allowances, and bonuses)	\$1,000.00	Job Funding Type Is the role split funded?	Co-contribution to Tied Funds No		
Estimated Loadings, Allowances, and Bonuses (excl. oncosts)	\$100.00				
When are you intending to fill this position?	01/08/22				
Anticipated Appointment Type	Unknown/Other				

4. COMMON RECRUITMENT AND APPOINTMENT SCENARIOS

Common recruitment and appointment scenarios are listed below to guide users on the appropriate HR process to follow.

An approved Justification form is valid for 3 months from approval. This means that the recruitment activity to fill the position must commence within 3 months and it is valid until an incumbent has been found. If the successful candidate resigns after being appointed, a new justification form is required.

Scenario	Description	Comments				
Replacement due to long term leave (e.g. Parental Leave cover)	This is a backfill scenario for the duration of the maternity leave cover against the existing position number.	A justification form is required. Select Fill & Backfill and select Secondment or Direct Appointment as the Anticipated Appointment Type. Under Employment Type being filled enter Fixed-Term contract even if the substantive position is continuing.				
		Check that the end date corresponds with the leave period.				
Contract Renewal	Extension of contracts, with or without multiple variations where the existing incumbent is being renewed. If a new incumbent is being appointed the Fill and Backfill type should be chosen.	A justification form is required for discretionary/strategic funded positions and must be completed prior to submitting the CRAFT renewal. Select "Contract Renewal" as the Request Type.				
Direct appointment	Cannot exceed 12-months.	A justification form is required. Select either Fill & Backfill or Request New Position and select Direct Appointment as the Anticipated Appointment Type.				
		If exceeds 12 months must follow merit-based process Link to webpage https://www.adelaide.edu.au/hr/hr- online-systems/appoint				
Secondment	Category is usually where its identified as moving into the position for developmental purposes.	A justification form is required. Select either Fill & Backfill or Request New Position and select Secondment as the Anticipated Appointment Type.				
Fill Vacant position	Must have the eForm attached.	A justification form is required. Select Fill & Backfill.				
amendment/s (replacement of existing position where staff has exited)	Include position amendments if required, so that only one form is submitted.	If required choose Yes at the "Are you also intending to amend this position question? Then choose all position amendments that are applicable				
Convertible Contracts	This is for contracts converting from Fixed-term to Continuing.	A justification form is required. Choose Amendment Only as the Request Type.				
		Attach record of performance measures being achieved.				
Job sharing arrangement	Where the position FTE is shared between multiple incumbents. Both	A justification form is required. Choose Fill & Backfill position as request type.				
	employees will share the same position ID.	The FTE Fraction of the two incumbents (in the job share) can't exceed the Position FTE Fraction.				
Position	If multiple amendments are required	A justification form is required. Includes:				
Amendment only.	for the same position number, select all applicable and only submit the eForm once.	Financial Impact: change to fraction, funding type, contract type, classification, ad/or				
		Non-financial impact: title change, workload change. GL/HR Dept				
		Choose Request Type, Amendment Only and select all the amendments which are applicable to your request.				

Account Code Amendment – when filling vacancy	Account code amendments for new staff can be done at the time of Recruitment and/or Appointment.	Justification Form is required. Choose the relevant Request Type for the Recruitment and Appointment scenario and enter the account code information in the GL Account Details section for the Job/Salary. Note: If the position is occupied, account code amendments should be made through the Account Code Amendment eform.
Supervisor (Report To) Change	Changing the reporting line of a new position/vacant as part of a Recruitment and/or Appointment process.	A justification form is required to change a reporting line at time of Recruitment and/or Appointment. Enter all position amendments into the same form. Change of reporting lines for existing staff should follow the process outlined here: <u>https://www.adelaide.edu.au/hr/recruitment/position- management#change-in-reporting-lines</u>
Senior Appointments	This includes all Senior Manager level professional appointments and Senior academic appointments	Liaise directly with the <u>Talent Acquisition Team</u> .

5. POSITION AMENDMENT

The following position amendments can be made using the Justification Form.

Note: These amendments relate to the position (underlying attributes of the position). If a change is required for the incumbent in the position, use the existing processes such as the Account Code Amendment Form, Higher Duties, Reclassification Process etc.

More than one position amendment can be requested at once using the Justification Form by either selecting the Request Type of 'Position Amendment Only' if no recruitment or appointment activity is required, or by selecting one of the other Request Types and answering Yes to the "Are you also intending to amend this position" question.

- Title Change
- Position FTE Fraction Change
- Funding Type (Position)
- GL Department (Position)
- Employment Type Change (Position)
- Change in Workload Model
- Classification Change (Position Vacant)
- HR Dept (Position)

6. WORKFLOW APPROVAL PATH

The justification form will follow different workflow paths depending on the contract type and funding type as per the workflow matrix below.

Tied Continuing FTE management will be routed to the relevant Portfolio Head, (Deputy Vice-Chancellors, Executive Deans and COO/ACOO) for final approval.

Tied Fixed-term FTE management will be routed to the Head of School/ Branch Head for approval with the exception of Tied contract renewals.

				INITIATE		REVIEW		APPROVE			
eForm	Approval wo	rkflow		Supervisor (Initiator)	Talent Acquisition	HR Ops (Initiator)	HR Ops (Compliance review)	Finance Manager	Branch Head / Head of School	Executive Deans / Corporate Heads	Portfolio Head
Recuitment and Appointment Justification Form	Award Type	Funding Type	Contract Type					FINMG	ECHS	ECED	PJFA
		Not Discretionary or Strategic	Continuing	✓			✓	✓	✓	*	✓
	Academic	Not Discretionary of Strategic	Fixed-Term	✓			✓		✓	*	*
	Academic	Discretionary / Strategic	Continuing				✓	✓	✓	*	
New position / Fill & Backfill a Position		bisectionary / stratege	Fixed-Term	✓			✓	✓	✓	*	✓
new position / fin & backin a rosition	Professional	Not Discretionary or Strategic	Continuing	✓			✓	✓	✓	*	✓
			Fixed-Term				✓	A	✓	*	*
		Discretionary / Strategic	Continuing	✓			✓	✓	✓	*	✓
			Fixed-Term	✓			✓	✓	✓	*	✓
	Academic	Not Discretionary or Strategic	All				eForm no	t required			
Contract Renewal (FTC)		Discretionary / Strategic	All	✓			✓	✓	✓	*	✓
contract nenewar (i rej	Professional	Not Discretionary or Strategic	All				eForm no	t required			
		Discretionary / Strategic	All	✓			1		✓	*	4
Position Amendments (Financial Impact) e.g.	Academic	All	All	×			×	×	×	*	×
Classification	Professional	All	All	×			×	×	×	*	×
Position Amendments (Non Financial Impact) e.g. Title Change, Workload Change, GL Dept, HR Dept	All	All	All	*			4	×	4	*	*

7. FUNDING TYPE EXCLUSION LIST

An approved justification form is required for all recruitment and appointment requests with the exception of Tied contract renewals where the position is funded from one of the following Tied funding codes:

- Tied Research
- Tied Operating
- 11 Consulting Funds
- 18 Residual Research,
- 19 Strategic Research Investment
- 17 Co-contribution to Tied Funds.

8. FUNDING TYPE PERMITTED DEVIATIONS (Position to Person)

The position fund type (determined when the position was approved) must match the job (person) fund type when filling or backfilling a position unless one of the temporary exceptions below apply. E.g., if a position was created as Tied Research, the salaries (person) cannot be paid from Discretionary. If this was required, then a justification form is needed to formally change the position funding type.

Funding Type (Position)	Permitted funding type deviations at the Job level.
Discretionary	All Funding Types can be used at the Job level
Strategic	Strategic funded positions can never be coded to discretionary unless a funding type change has been approved via the justification form.
Tied Research	Job can be coded to
Tied Operating	Tied Research
Residual Research	Tied Operating,
Co-contribution to Tied	Residual Research,
Funds	Strategic Research Investment,
Consulting Funds	Co-contribution to Tied Funds,
Strategic Research Investment	Consulting Funds.

9. POSITION INACTIVATION

Positions will be inactivated as follows:

- At the end of the fixed term period
- At the end of a secondment if the position was created for the purpose of facilitating that secondment
- When a position is deemed redundant, at the cessation of employment of the incumbent
- On request from the area.

A regular inactivation process will be carried out in July of every year:

- For professional positions, where the position has been vacant for 9 months or more
- For academic positions, where the position has been vacant for 24 months or more

Once a position has been inactivated it cannot be reactivated, a new position must be created using the justification form.

10. ESCALATION MATRIX

The escalation matrix provides clear escalation points when issues are encountered during the initiation of a justification form, approval or processing of the form.

Issue	First Level Support	Second Level Support
Issue completing the form, eForm error, bug	Self-service using the <u>user guide</u> and <u>position management website</u>	HR Service Centre Manager, HR Services
Require support with providing justification to support the intended recruitment and appointment process	Local HR Manager	Manager, HR Partnerships & Advisory
Require financial advice	Finance Managers	Manager, Faculty & Division Finance
GL account information queries	Finance & Accounting Services	Manager, Management Accounting & Reporting
		Manager, Research & Financial Accounting
Issue with details on the submitted form. If issue is serious, use decline button.	Initiator	Branch Head/Head of School Corporate Manager
Error with the eForm (needs correcting)	HR Service Centre	Current Workflow Recipient
Check status of the form	Self-service – <u>using view Form lookup</u> to see workflow steps	HR Service Centre

11. WHERE TO GET SUPPORT?

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

For finance support, please contact the applicable finance team in reference to the Finance Service Catalogue.

Additional information is available on the Position Management website and Quick Reference Guide.