

Staff Connect User Guide Internal Appointment

| VERSION | DATE | CONTRIBUTOR |
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| 1.0 | 4/8/2021 | Released |

1. Contents

| | | |
|------|---|----|
| 1 | Internal Appointment Purpose..... | 3 |
| 1.1 | Introduction..... | 3 |
| 1.2 | Guide Conventions..... | 3 |
| 2 | Background..... | 3 |
| 2.1 | Position Review..... | 3 |
| 3 | Initiate Internal Appointment..... | 3 |
| 3.1 | Request to fill..... | 3 |
| 3.2 | Request to Fill Details..... | 4 |
| 3.3 | Position Details..... | 5 |
| 3.4 | Staff Member to be Appointed..... | 6 |
| 3.5 | Create Recruitment or Appointment Form..... | 7 |
| 4 | Internal Appointment Form..... | 7 |
| 4.1 | Staff Member..... | 7 |
| 4.2 | Reason for Appointment..... | 8 |
| 4.3 | Pre-Appointment Checks..... | 9 |
| 4.4 | Position Information..... | 12 |
| 4.5 | Appointment Details..... | 12 |
| 4.6 | Appointment Endorsement & Approval..... | 15 |
| 4.7 | Working Notes..... | 17 |
| 4.8 | Due Diligence Checklist and Submit..... | 17 |
| 5 | Hiring Manager..... | 18 |
| 6 | Human Resources..... | 19 |
| 6.1 | Working Notes..... | 19 |
| 6.2 | Appointment Endorsement & Approval..... | 19 |
| 6.3 | Staff Member..... | 19 |
| 6.4 | REASON FOR Appointment..... | 20 |
| 6.5 | Pre-Appointment Checks..... | 20 |
| 6.6 | Position Details..... | 20 |
| 6.7 | Appointment Details..... | 20 |
| 6.8 | Movement Configuration..... | 22 |
| 6.9 | Appointment documentation..... | 25 |
| 6.10 | Appointment Endorsement & Approval..... | 25 |
| 6.11 | Working Notes..... | 26 |
| 6.12 | Process..... | 26 |
| 7 | Endorser and Approver Steps..... | 27 |
| 8 | Staff Member Appointment Acceptance..... | 29 |
| 9 | Human Resources Checklist..... | 30 |
| 9.1 | Process Type..... | 30 |
| 9.2 | Auto-generated Placement..... | 32 |

1 Internal Appointment Purpose

1.1 INTRODUCTION

The purpose of the Internal Appointment is to appoint a current staff member to an existing position.

The Internal Appointment can be used to:

1. Request that a current staff member be directly appointed into a position.

Examples include but are not limited to appointment following a limited EOI, placements following a change process/redeployment, as an outcome of a casual conversion process, or invitation to a role as allowed by Recruitment and Selection Policy.

2. Request the Secondment of a current staff member.
3. Request the Transfer of a current staff member.

1.2 GUIDE CONVENTIONS

Bold indicates a field or phrase used in the form. For example, a section heading, a question or a button.

Italic with Underline and > mark means the pathway to find the target.

Red font with Underline is an active hyperlink to a web resource.

2 Background

2.1 POSITION REVIEW

Each position within the ACU organisational structure should have a current position description that accurately reflects the key responsibilities of the position and how it is performed. Position descriptions should be reviewed regularly and at least annually, or, prior to any recruitment and selection activity. Position descriptions can be reviewed electronically using the Position Review form in Staff Connect, via Dashboard > My Forms > +Add > Position Review Form.



Please refer to the Position Review User Guide on the Staff Connect Support page for further information.

Once a position has been reviewed using this process, the position description is attached to the position and is ready for all appointment processes.

3 Initiate Internal Appointment

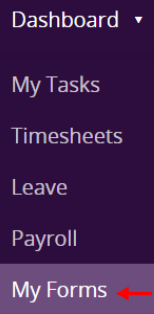
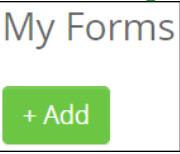

3.1 REQUEST TO FILL

The Request to Fill is the commencement of many recruitment and selection activities at ACU, the Internal Appointment is one of the options to select.

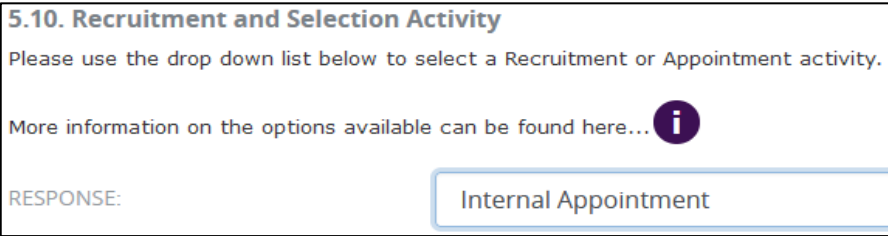
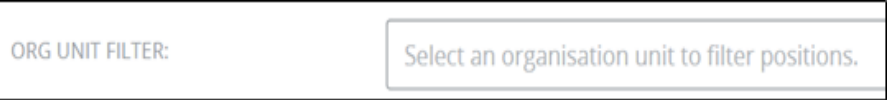
Please use the  and  buttons within the Request to Fill and Internal Appointment forms, to access additional information and help.

If the position selected does not have an online position description, or if it was last reviewed more than one year ago, the Request to Fill will automatically navigate to the Position Review form, instead of the Internal Appointment or any other recruitment and selection activity.

If the position is new, please see the knowledge article in Service Central "[How do I develop a Position Description for a new position?](#)".

| Step | Description |
|-------|--|
| 3.1.1 | Log into Staff Connect. |
| 3.1.2 | Click on menu Dashboard > My Forms  |
| 3.1.3 | Click on the green Add button.  |
| 3.1.4 | Select Recruitment and Selection (RECSEL) in the Folder Filter field. Select Request to Fill (RECR.1) in the Form field.  |
| 3.1.5 | Click Next to create a new Request to Fill. |

3.2 REQUEST TO FILL DETAILS

| Step | Description |
|-------|--|
| 3.2.1 | Select Internal Appointment from the recruitment and selection activity drop down RESPONSE field to initiate the Internal Appointment process.  |
| 3.2.2 | Use the ORG UNIT FILTER field to view positions within a particular organisational or functional unit.  |
| 3.2.3 | Use the RESPONSE field to select the position within the organisational or functional unit to be reviewed. Alternatively, if the position number is already known, type the number directly into the RESPONSE field and select the position. When searching for a position, the RESPONSE field will also display details in relation to the position number to assist in identifying the correct position to select. |

| | |
|-------|--|
| | RESPONSE: <input type="text" value="Search all positions."/> |
| 3.2.4 | For further assistance in identifying the correct position to review, click on the report link available. Note: If working off Campus, ensure you are connected to VPN to view the position report. <input type="text" value="For further assistance with identifying positions within your organisational unit, please use the Position Report here."/> |
| 3.2.5 | Click the Next button to save and proceed to Page 2 |

3.3 POSITION DETAILS

| Step | Description |
|-------|---|
| 3.3.1 | <p>The Request to Fill will identify if an online and current position description is available for the selected position. This will appear in green with the Last Reviewed Date.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">POSITION DETAILS</p> <p>A current position description(PD) for the selected position was found.</p> <p>Last Review Date: 01/06/2021 ✓</p> <p>A link to download the PD is attached below. Please confirm the PD is still aligned with the expectations of the role prior to commencing the recruitment or appointment activity.</p> <p>Below are the Position Details of the selected Position. The position details displayed are not editable. They reflect the current details of the position, not the details related to the incumbent or future incumbent of the position.If you wish to amend the PD elements or content please commence a Position Review through the 'My Forms' section in Staff Connect. Once the Position Review is approved, raise a new Request to Fill form.</p> </div> |
| 3.3.2 | <p>If an online position description was found however has not been reviewed in the past 12 months, the Request to Fill will flag the last review date in red and will request to automatically raise a Position Review for the position.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">POSITION DETAILS</p> <p>A position description (PD) for the selected position was found but is no longer valid as per the University policy.</p> <p>Last Review Date: 01/02/2020 ⚠</p> <p>A link to download the old PD is attached below.</p> <p>Please view the current position details below and raise a Position Review for this position by following the instructions at the bottom of this page.</p> </div> |
| 3.3.3 | <p>If no online position description was found, the Request to Fill will advise that no online position description was found for the position and will request to automatically raise a Position Review for the position.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">POSITION DETAILS</p> <p>There are no currently approved Online Position descriptions for this position. You can use this form to commence a position review. Please read the instructions at the bottom of this page to commence the Position Review form for this position. ⚠</p> </div> |

3.3.4 If the position has been reviewed online as per Step 3.3.1, the Position Description document and the position details are displayed. The position details displayed are not editable. They reflect the current details of the position, not the details related to the incumbent or future incumbent of the position. If you wish to amend the Position Description content, please commence a Position Review through the 'My Forms' section in Staff Connect. Once the Position Review is approved, raise a new Request to Fill form.

25.2. Position Description Document

ATTACHMENT: [10610213 Workforce Systems, Business Analyst 07 June 2021.docx](#)

25.4. Position Number

RESPONSE:

25.5. Position Title

RESPONSE:

25.10. Position Full Title

RESPONSE:

25.13. Position Supervisor

RESPONSE:

25.14. Career Pathway

RESPONSE:

25.15. Position Details Table

| Organisation Unit | Authority Level | Classification | Hours per Week | Position Type | Attendance Type | FTE | CDF Level |
|-------------------------------|-----------------|----------------|----------------|--------------------------|-----------------|-----|---------------------|
| Workforce Sys Processes (116) | Staff Member | HEW 7 (HEW7) | 35:00 | Fixed Specific Task/Proj | Full Time | 1 | HEW 7 CDF1 (700100) |

25.20. Current Positions Reporting Into

| Position | Occupant |
|----------|------------------------|
| | No reporting positions |

25.25. Current Position Occupants

| Employee | Salary Rate | FTE | Contract Expiry Date |
|----------|-------------|--------|----------------------|
| | | VACANT | |

25.30. Position Costing

| Entity | Project/SOF | Activity | Costing % |
|-------------------|---|-------------------------|-----------|
| AUS National (91) | Replacement of CES and SES - Phase 1 (904829-322) | Default Activity (9999) | 100 |


25.35. Essential Position Attributes

| Type | Item | Description |
|----------|---------------------------|--|
| Training | Consumer Comp Act Train | Consumer Competition Act Training |
| License | W/w Chld Vul Adlt Authrty | W/w Children Vulnerable Adult Authority Required |

3.4 STAFF MEMBER TO BE APPOINTED


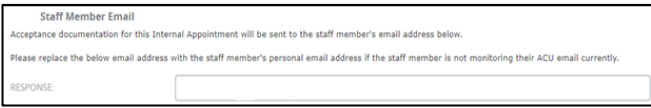
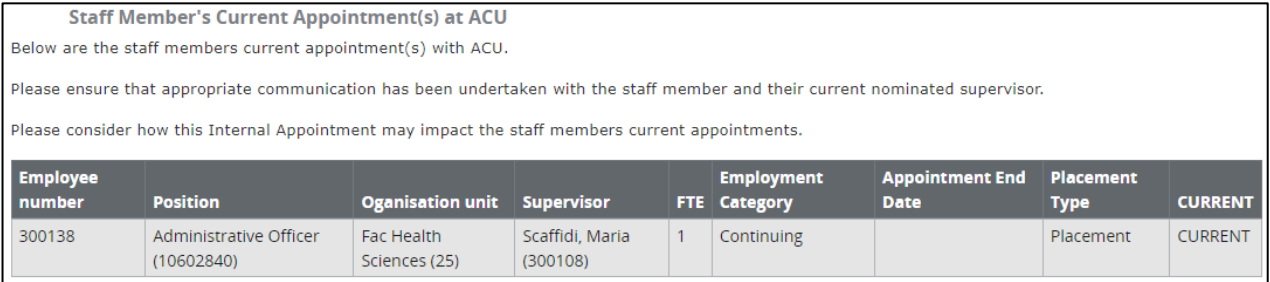
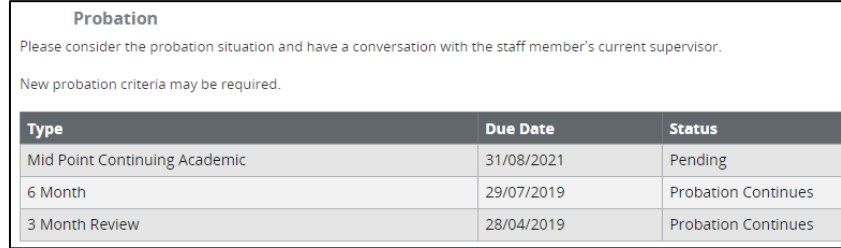
| Step | Description |
|-------|--|
| 3.4.1 | <p>Select the staff member to be appointed to the selected position.</p> <p>30. STAFF MEMBER TO BE APPOINTED</p> <p>30.5. Select Staff Member for Internal Appointment</p> <p>RESPONSE: <input type="text"/></p> |

3.5 CREATE RECRUITMENT OR APPOINTMENT FORM

| Step | Description |
|-------|--|
| 3.5.1 | <p>To confirm and submit the Request to Fill and initiate the Internal Appointment, tick the check box, and then click the blue Save button.</p> <p>This step may take 60 seconds to save and initiate the Internal Appointment Please do not refresh the page.</p>  |

4 Internal Appointment Form

4.1 STAFF MEMBER

| Step | Description | | | | | | | | | | | | | | | | | | |
|-------------------------------|--|--------------------------|--------------------------|-------------------|-------------------------------|----------------------|---------------------|----------------------|----------------|---------------------|----------------|-----------------------------------|--------------------------|--------------------------|---|------------|--|-----------|---------|
| 4.1.1 | <p>The staff member selected in the Request to Fill form is displayed in the RESPONSE field.</p>  | | | | | | | | | | | | | | | | | | |
| 4.1.2 | <p>Acceptance documentation for this Internal Appointment will be sent to the staff member's email address. It is defaulted to the staff member's ACU email address.</p>  | | | | | | | | | | | | | | | | | | |
| 4.1.3 | <p>In the table are the staff members current appointment(s) with ACU.</p> <p>Please ensure that appropriate communication has been undertaken with the staff member and their current nominated supervisor.</p> <p>Please consider how this Internal Appointment may impact on the staff members current employment and/or appointment/s.</p>  <table border="1"> <thead> <tr> <th>Employee number</th> <th>Position</th> <th>Organisation unit</th> <th>Supervisor</th> <th>FTE</th> <th>Employment Category</th> <th>Appointment End Date</th> <th>Placement Type</th> <th>CURRENT</th> </tr> </thead> <tbody> <tr> <td>300138</td> <td>Administrative Officer (10602840)</td> <td>Fac Health Sciences (25)</td> <td>Scaffidi, Maria (300108)</td> <td>1</td> <td>Continuing</td> <td></td> <td>Placement</td> <td>CURRENT</td> </tr> </tbody> </table> | Employee number | Position | Organisation unit | Supervisor | FTE | Employment Category | Appointment End Date | Placement Type | CURRENT | 300138 | Administrative Officer (10602840) | Fac Health Sciences (25) | Scaffidi, Maria (300108) | 1 | Continuing | | Placement | CURRENT |
| Employee number | Position | Organisation unit | Supervisor | FTE | Employment Category | Appointment End Date | Placement Type | CURRENT | | | | | | | | | | | |
| 300138 | Administrative Officer (10602840) | Fac Health Sciences (25) | Scaffidi, Maria (300108) | 1 | Continuing | | Placement | CURRENT | | | | | | | | | | | |
| 4.1.4 | <p>Staff member's probation status is listed in the table. Please consider the probation status and have a conversation with the staff member's current supervisor. New probation criteria may be required.</p>  <table border="1"> <thead> <tr> <th>Type</th> <th>Due Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Mid Point Continuing Academic</td> <td>31/08/2021</td> <td>Pending</td> </tr> <tr> <td>6 Month</td> <td>29/07/2019</td> <td>Probation Continues</td> </tr> <tr> <td>3 Month Review</td> <td>28/04/2019</td> <td>Probation Continues</td> </tr> </tbody> </table> | Type | Due Date | Status | Mid Point Continuing Academic | 31/08/2021 | Pending | 6 Month | 29/07/2019 | Probation Continues | 3 Month Review | 28/04/2019 | Probation Continues | | | | | | |
| Type | Due Date | Status | | | | | | | | | | | | | | | | | |
| Mid Point Continuing Academic | 31/08/2021 | Pending | | | | | | | | | | | | | | | | | |
| 6 Month | 29/07/2019 | Probation Continues | | | | | | | | | | | | | | | | | |
| 3 Month Review | 28/04/2019 | Probation Continues | | | | | | | | | | | | | | | | | |

4.2 REASON FOR APPOINTMENT

Below are the relevant policies that can assist in determining the reason for the Internal Appointment.

[Recruitment and Selection Policy](#)


[Internal Secondment](#)

[Staff Transfers](#)

[Management of Staff Unattached from Substantive Position](#)


[Change Management](#)

[Delegations of Authority Policy](#)

| Step | Description | | | | | | | | | | | | | | | | |
|---|--|------|--------|---|--------------------------|--------------------------------|--------------------------|---|--------------------------|--|--------------------------|---|--------------------------|---|--------------------------|---|--------------------------|
| 4.2.1 | <table border="1"> <thead> <tr> <th>Type</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>Appointment - Following an invitation from a nominated supervisor</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Appointment - Following an EOI</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Appointment - Staff Member currently unattached from their substantive position</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Appointment - As part of a change management process</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Appointment - Following Casual Conversion</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Transfer - At the direction of the University</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Transfer - At the request of the staff member</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Select one or more of the statements which are applicable for this Internal Appointment.</p> | Type | Select | Appointment - Following an invitation from a nominated supervisor | <input type="checkbox"/> | Appointment - Following an EOI | <input type="checkbox"/> | Appointment - Staff Member currently unattached from their substantive position | <input type="checkbox"/> | Appointment - As part of a change management process | <input type="checkbox"/> | Appointment - Following Casual Conversion | <input type="checkbox"/> | Transfer - At the direction of the University | <input type="checkbox"/> | Transfer - At the request of the staff member | <input type="checkbox"/> |
| Type | Select | | | | | | | | | | | | | | | | |
| Appointment - Following an invitation from a nominated supervisor | <input type="checkbox"/> | | | | | | | | | | | | | | | | |
| Appointment - Following an EOI | <input type="checkbox"/> | | | | | | | | | | | | | | | | |
| Appointment - Staff Member currently unattached from their substantive position | <input type="checkbox"/> | | | | | | | | | | | | | | | | |
| Appointment - As part of a change management process | <input type="checkbox"/> | | | | | | | | | | | | | | | | |
| Appointment - Following Casual Conversion | <input type="checkbox"/> | | | | | | | | | | | | | | | | |
| Transfer - At the direction of the University | <input type="checkbox"/> | | | | | | | | | | | | | | | | |
| Transfer - At the request of the staff member | <input type="checkbox"/> | | | | | | | | | | | | | | | | |
| 4.2.2 | <p>As the Internal Appointment combines both the approval to proceed to recruit and the appointment, it requires a reason to recruit outlined in the RESPONSE text box below.</p> <p>This may include summarised details that may have taken place between current and future supervisors below.</p> <p>Please attach any additional supporting documentation by using the ATTACHMENT upload option below.</p> <p>Note: If this appointment is in relation to a transfer, please refer to the Staff Transfers Policy and provide the necessary documentation.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Additional Appointment Information</p> <p>This Internal Appointment is a combination of approval to recruit and appoint, and therefore requires a reason to recruit outlined below.</p> <p>Please outline the details regarding the intended appointment, including reference to any communications which may have taken place between current and future supervisors below.</p> <p>Please attach any additional supporting documentation by using the ATTACHMENT upload option below.</p> <p>NOTE: If this appointment is in relation to a transfer, please refer to the Staff Transfers Policy and provide the necessary documentation.</p> <p>RESPONSE: <input style="width: 100%;" type="text"/></p> <p>ATTACHMENT: <input style="width: 100%;" type="text"/> </p> </div> | | | | | | | | | | | | | | | | |
| 4.2.3 | <p>Identify if the Internal Appointment is Permanent (no end date) or Temporary (for an identified period). Please provide reasons for the selection in the COMMENTS field provided.</p> <div style="border: 1px solid black; padding: 5px;"> <p>CHOOSE AN OPTION: <input type="radio"/> Permanent Appointment</p> <p><input type="radio"/> Temporary Appointment</p> <p>COMMENTS: <input style="width: 100%;" type="text"/></p> </div> | | | | | | | | | | | | | | | | |

4.3 PRE-APPOINTMENT CHECKS

4.3.1 Extension of Temporary Appointment

| Step | Description |
|---------|---|
| 4.3.1.1 | <p>The purpose of the Extension of Temporary Appointment section is to enable the form initiator to extend the current temporary appointment that the staff member is currently temporarily fulfilling.</p> <p>This question is displayed when the Internal Appointment identifies that the initiator is attempting to extend out a current temporary appointment for the staff member in the same selected position as they are currently in.</p> <p>Tick the EXTENSION OF TEMPORARY APPOINTMENT checkbox to confirm it is an extension.</p> <p>The form initiator will need to consider the impact of any extension of the temporary appointment by referring to relevant policies.</p> <p>Do not use this Internal Appointment form to extend a fixed-term contract. Fixed Term Contract extensions are completed in the Fixed Term Expiry Advice (FTEA) Staff Connect form.</p> <p>This question is hidden if this is not an Internal Appointment contract extension.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Extension of Temporary Appointment</p> <p>The position selected for this Internal Appointment was identified to be the same as the staff members current temporary appointment. Please note that Fixed Term Extensions should not be actioned via this form. Fixed Term Extension forms are raised and delivered automatically.</p> <p>If this is an extension of an existing temporary appointment please check the checkbox below to indicate that the staff member is aware of any impacts to their substantive appointment as per the relevant policies.</p> <p>Please view further information on potential impacts to the staff members employment here... </p> <p>EXTENSION OF TEMPORARY APPOINTMENT: <input type="checkbox"/></p> </div> |

4.3.2 Member of Religious Congregation

| Step | Description |
|---------|---|
| 4.3.2.1 | <p>Appointment of members of Religious Congregations are subject to formal arrangements being confirmed with the Congregation. Such arrangements are subject to an Agreement between the University and the Religious Congregation.</p> <p>Appointment to a position which involves teaching theological subjects will require the approval of the Vice-Chancellor following communication from the relevant ecclesiastical authority in line with Delegations of Authority 6.11.</p> <p>If the staff member is a member of a Religious Congregation, please select Yes from the options below and provide contact and postal details of the Congregation and its Congregational Leader in the COMMENTS field. This will allow HR to contact the Religious Congregation to establish or update the Agreement.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Member of a Religious Congregation</p> <p>Appointment of members of Religious Congregations are subject to formal arrangements being confirmed with the Congregation. Such arrangements are subject to an Agreement between the University and the Religious Congregation.</p> <p>Appointment to a position which involves teaching theological subjects will require the approval of the Vice-Chancellor following communication from the relevant ecclesiastical authority in line with Delegations of Authority 6.11.</p> <p>If the staff member is a member of a Religious Congregation, please select Yes from the options below and provide contact and postal details of the Congregation and its Congregational Leader in the COMMENTS field. This will allow HR to contact the religious congregation to establish or update the Agreement.</p> <p>CHOOSE AN OPTION: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>COMMENTS: <input style="width: 100%;" type="text"/></p> </div> |

4.3.3 Work Rights

| Step | Description | | | | | | | | |
|---------------------------|--|---------------------------|----------------------|-----------|------------------|-------|--|----------------------|-----|
| 4.3.3.1 | <p>Work Rights are recorded and listed in a table if the staff member has Visa documentation attached to their HR record. This identifies if the staff member has the right to work in Australia for future appointments.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Work Rights</p> <p>The table below shows the work rights currently held on record for this staff member.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Passport Country of Issue</th> <th style="width: 20%;">Passport Expiry Date</th> <th style="width: 30%;">Visa Type</th> <th style="width: 20%;">Visa Expiry Date</th> </tr> </thead> <tbody> <tr> <td>China</td> <td></td> <td>189 Skilled Independ</td> <td>N/A</td> </tr> </tbody> </table> <p>Any other working right documentation necessary to meet the requirements of this appointment should be attached in PDF format using the ATTACHMENT upload option below. Attached documents should be certified or the originals sighted by you as per the requirements of the Recruitment and Selection Procedures.</p> <p>Select the relevant option below to indicate which type of work right documentation is either present in the table above and or is being attached. If there is outstanding documentation still being sourced then, in the COMMENT box please note what is required and how/when it will be obtained.</p> </div> | Passport Country of Issue | Passport Expiry Date | Visa Type | Visa Expiry Date | China | | 189 Skilled Independ | N/A |
| Passport Country of Issue | Passport Expiry Date | Visa Type | Visa Expiry Date | | | | | | |
| China | | 189 Skilled Independ | N/A | | | | | | |
| 4.3.3.2 | <p>If no work right documentation is found on the staff members HR record, then please select the most relevant option that describes the staff members right to work in Australia.</p> <p>Supporting documentation as evidence of the selection made is to be placed in the ATTACHMENT field, and further information can be placed in the COMMENTS field.</p> <p>If the staff member is an Australian citizen, and would like to provide this certified documentation for their HR record if ACU currently does not have this documentation, there is an opportunity at this time to provide HR with documentation to place on their HR Record If the staff member would like this information recorded.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Currently no work right documentation is recorded for this staff member.</p> <p>If the staff member is an Australian citizen and would like to provide this documentation for their HR record, please upload this sighted or certified supporting documentation in PDF format using the ATTACHMENT upload option below.</p> <p>If the staff member is not an Australian citizen, any work right documentation necessary to meet the requirements of this appointment should be attached in PDF format using the ATTACHMENT upload option below. Attachments that are uploaded should be certified documents or the originals sighted as per the requirements of the Recruitment and Selection Procedures.</p> <p>Select from the options below to indicate which type of work right documentation is attached. If there is outstanding documentation still being sourced, please use the COMMENT box to note what is required and how/when it is being obtained.</p> <p>CHOOSE AN OPTION:</p> <ul style="list-style-type: none"> <input type="radio"/> Perm Resident/Citizen <input type="radio"/> Temporary work rights <input type="radio"/> ACU Sponsored Visa <input type="radio"/> Other (Provide Comments) <p>ATTACHMENT: <input style="width: 100%;" type="text" value=""/></p> <p>COMMENTS: <input style="width: 100%;" type="text" value=""/></p> </div> | | | | | | | | |

4.3.4 Qualifications or Experience

| Step | Description | | | | | | | | |
|----------------|---|-----------------------|-----------------|-----------|-------|------------|---|-----------------------|-----------------|
| 4.3.4.1 | <p>Qualifications and Experience of the selected staff member currently recorded in their HR record are displayed in the table.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Qualifications or Experience</p> <p>The table below shows the qualifications currently held for the staff member.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date Completed</th> <th style="width: 40%;">Title</th> <th style="width: 20%;">Institute</th> <th style="width: 25%;">Level</th> </tr> </thead> <tbody> <tr> <td>02/02/2004</td> <td>Bachelor of Business (Human Resources Management)</td> <td>No Institute Recorded</td> <td>Bachelor Degree</td> </tr> </tbody> </table> </div> | Date Completed | Title | Institute | Level | 02/02/2004 | Bachelor of Business (Human Resources Management) | No Institute Recorded | Bachelor Degree |
| Date Completed | Title | Institute | Level | | | | | | |
| 02/02/2004 | Bachelor of Business (Human Resources Management) | No Institute Recorded | Bachelor Degree | | | | | | |

4.3.4.2 Any other qualifications necessary to meet the requirements of this appointment should be attached in PDF format using the **ATTACHMENT** upload option below.

Attached documents should be certified or the originals sighted and notated as sighted and notated by you as per the requirements of the [Verification of Qualifications Policy](#).

Select **Yes** to indicate that all necessary qualifications are either present in the table above and or are being attached.

Select **No** if there are outstanding qualification documents still being sourced. In the **COMMENTS** box please note any outstanding documents required and how/when they will be obtained. A conditional Offer may occur resulting in the staff member not commencing in the position.

| | |
|-------------------|---|
| CHOOSE AN OPTION: | <input type="radio"/> Yes <input type="radio"/> No |
| ATTACHMENT: | <input style="width: 100%;" type="text"/> |
| COMMENTS: | <input style="width: 100%;" type="text"/> |

4.3.5 Supplementary Assessment and Selection Methods

| Step | Description | | | | | | |
|-------------------|--|-------------------|---|-------------|---|-----------|---|
| 4.3.5.1 | <p>If an assessment exercise occurred which confirms that the proposed staff member meets the necessary skill and qualification requirements of the position, select Yes from the options.</p> <p>Please attach the assessment methods and/or exercises to the ATTACHMENT field</p> <p>Please use the COMMENTS field to provide any further information regarding the supplementary assessment or selection methods.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">CHOOSE AN OPTION:</td> <td style="padding: 5px;"> <input type="radio"/> Yes <input type="radio"/> No </td> </tr> <tr> <td style="padding: 5px;">ATTACHMENT:</td> <td style="padding: 5px;"><input style="width: 100%;" type="text"/></td> </tr> <tr> <td style="padding: 5px;">COMMENTS:</td> <td style="padding: 5px;"><input style="width: 100%;" type="text"/></td> </tr> </table> | CHOOSE AN OPTION: | <input type="radio"/> Yes <input type="radio"/> No | ATTACHMENT: | <input style="width: 100%;" type="text"/> | COMMENTS: | <input style="width: 100%;" type="text"/> |
| CHOOSE AN OPTION: | <input type="radio"/> Yes <input type="radio"/> No | | | | | | |
| ATTACHMENT: | <input style="width: 100%;" type="text"/> | | | | | | |
| COMMENTS: | <input style="width: 100%;" type="text"/> | | | | | | |

4.3.6 Referee Checks

| Step | Description | | | | | | |
|-------------------|---|-------------------|---|-------------|---|-----------|---|
| 4.3.6.1 | <p>If a reference check has been completed on the staff member, select Yes, from the options, add the Referee Report to the ATTACHMENT upload.</p> <p>Use the COMMENTS box to add additional information regarding the reference checks.</p> <p>Click the link to download a Referee Report template.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">CHOOSE AN OPTION:</td> <td style="padding: 5px;"> <input type="radio"/> Yes <input type="radio"/> No </td> </tr> <tr> <td style="padding: 5px;">ATTACHMENT:</td> <td style="padding: 5px;"><input style="width: 100%;" type="text"/></td> </tr> <tr> <td style="padding: 5px;">COMMENTS:</td> <td style="padding: 5px;"><input style="width: 100%;" type="text"/></td> </tr> </table> | CHOOSE AN OPTION: | <input type="radio"/> Yes <input type="radio"/> No | ATTACHMENT: | <input style="width: 100%;" type="text"/> | COMMENTS: | <input style="width: 100%;" type="text"/> |
| CHOOSE AN OPTION: | <input type="radio"/> Yes <input type="radio"/> No | | | | | | |
| ATTACHMENT: | <input style="width: 100%;" type="text"/> | | | | | | |
| COMMENTS: | <input style="width: 100%;" type="text"/> | | | | | | |

4.3.7 Attach a Resume

| Step | Description |
|---------|---|
| 4.3.7.1 | <p>A PDF resume can be attached which is the staff member's outline of qualifications and experience required to perform the position. Select Yes if the resume has been attached to help demonstrate qualifications and experience. Select No if a resume was not required. Use the COMMENTS text box to add additional information i.e. why the resume was not required.</p> <div data-bbox="193 551 746 770" style="border: 1px solid black; padding: 5px;"> <p>CHOOSE AN OPTION: <input type="radio"/> Yes <input type="radio"/> No</p> <p>ATTACHMENT: <input type="text"/></p> <p>COMMENTS: <input type="text"/></p> </div> |

4.4 POSITION INFORMATION

This section displays the non-editable Position Details of the selected Position. Appointment Details are editable below this Position Details section.

A Position in the organisation is associated with details such as: Position Number, Position Title, Position Supervisor, Organisational Unit, Cost Code, Employment Type, Employment Category, Classification, FTE, Hours per Week, CDF Level, Authority Level and Essential Position Attributes.

The most recently reviewed Position Description document is attached to this section and can be downloaded for reference.

4.5 APPOINTMENT DETAILS

An appointment contains the details when a staff member is appointed into a Position. Appointment Details are defaulted with the information held against the Position, however, some of the Appointment Details can be varied, such as Hours per Week, Location, Employment Type, Employment Category, Career Pathway.

The reason for the variation could be due to the Internal Appointment being Temporary (not Permanent) and the underlying Position remaining for example full time and continuing. A good illustrative example, the current staff member in a Continuing Full-time Position is taking maternity leave, and the Hiring Manager is appointing a staff member into the Position as Temporary with a Fixed-term contract.

4.5.1 Salary Rate and Incremental Step

| Step | Description |
|---------|--|
| 4.5.1.1 | <p>Select the salary rate and incremental step for this appointment.</p> <div data-bbox="193 1637 756 1778" style="border: 1px solid black; padding: 5px;"> <p>Salary Rate (Increment)</p> <p>Please select the Salary Rate Increment for the appointment.</p> <p>RESPONSE: <input type="text"/></p> </div> |

4.5.2 Hours Per Week

| Step | Description |
|---------|--|
| 4.5.2.1 | <p>Insert how many hours per week the staff member will be working in this appointment.</p> <p>The format of the hours per week is hh:mm. For example, 14:30 – Fourteen and a half hours per week. Maximum full-time hours are 35:00.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Hours Per Week</p> <p>Please select how many hours per week the staff member will be working in this position.</p> <p>RESPONSE: <input style="width: 100px;" type="text" value="35:00"/></p> </div> |

4.5.3 Location

| Step | Description |
|---------|---|
| 4.5.3.1 | <p>Select the campus location of the appointment.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">32.20. Location</p> <p>Please select the campus location of the appointment.</p> <p>RESPONSE: <input style="width: 100px;" type="text" value="Brisbane"/></p> </div> |

4.5.4 Employment Type

| Step | Description |
|---------|---|
| 4.5.4.1 | <p>Select the employment type of the appointment from the drop-down RESPONSE field.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">32.25. Employment Type</p> <p>Please select the employment type of the staff member.</p> <p>RESPONSE: <input style="width: 100px;" type="text" value="Full Time"/></p> </div> |


4.5.5 Other Remuneration Instructions

| Step | Description | | | | | | | | | | | | | | |
|----------------|--|----------------|-------------|---------|--------|----------|--------|----------|------|------------------|---|---|---|--|--|
| 4.5.5.1 | <p>The other remuneration instructions field identifies if the staff member to be appointed currently has salary allowances as part of their current appointment.</p> <p>The details of any current allowances are displayed in a table.</p> <p>If no allowances are found for the staff member, the table will not display on screen.</p> <p>If the allowances listed in the table require amendment, please state this instruction in the RESPONSE field.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Other Remuneration Instructions</p> <p>The table below shows the current allowances for the staff member.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Allowance Code</th> <th>Description</th> <th>Percent</th> <th>Units</th> <th>Rate</th> <th>Amount</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>2047</td> <td>Salary Loading %</td> <td>7</td> <td>1</td> <td>1</td> <td></td> <td></td> </tr> </tbody> </table> <p>Outline any additional or redundant allowances necessary to meet the requirements of this appointment in the comment section below.</p> <p>Additional instructions here..</p> <p>RESPONSE: <input style="width: 100%; height: 20px;" type="text"/></p> </div> | Allowance Code | Description | Percent | Units | Rate | Amount | End Date | 2047 | Salary Loading % | 7 | 1 | 1 | | |
| Allowance Code | Description | Percent | Units | Rate | Amount | End Date | | | | | | | | | |
| 2047 | Salary Loading % | 7 | 1 | 1 | | | | | | | | | | | |

4.5.6 Appointment Commencement Date

| Step | Description |
|---------|--|
| 4.5.6.1 | <p>Please select the staff member's Appointment Commencement Date. Please ensure the commencement date selected has been discussed and agreed with the staff member's current supervisor.</p> <p>For Secondments, commencement date can be discussed and agreed as outlined in the Internal Secondment Policy.</p> <p>If the commencement date is in the past, please state the reason in the COMMENTS box.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>32.60. Appointment Commencement Date</p> <p>Please select the staff member's appointment commencement date. Please ensure the commencement date selected has been negotiated with the staff member's substantive supervisor.</p> <p>For Internal secondments, commencement date can be negotiated as per the Internal Secondment Policy.</p> <p>If the commencement date is in the past, please state the reason in the COMMENT box below.</p> <p>RESPONSE: <input style="width: 100%; border: 1px solid #ccc;" type="text" value=""/></p> <p>COMMENTS: <input style="width: 100%; border: 1px solid #ccc;" type="text" value=""/></p> </div> |

4.5.7 Appointment End Date

| Step | Description |
|---------|---|
| 4.5.7.1 | <p>If temporary appointment was selected, the Appointment End Date field will display. Select the staff members appointment end date from the date RESPONSE field.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>32.65. Appointment End Date</p> <p>Please select the staff members appointment end date below:</p> <p>For more information about the appointment end date, click here... </p> <p>RESPONSE: <input style="width: 100%; border: 1px solid #ccc;" type="text" value=""/></p> </div> |

4.5.8 Work Pattern

| Step | Description | | | | | | | | | | | | | | | | | | |
|----------------------------|--|----------|-----|-----|-----|-----|-----|--------------------------|-----|------------|----------------------------|--|--|--|--|--|--|--|--------------------------|
| 4.5.8.1 | <p>Select the staff members Work Pattern from the two options.</p> <p>Standard Full Time Hours: Monday to Friday, 7 hours per day or</p> <p>Other: Variable Hours, Nominated days and hours, full time or part time.</p> <p>If Other is selected, the details of the work pattern can be recorded in the next page.</p> <p>NOTE: The work pattern affects how leave requests and the application of public holidays will apply for the staff member in Staff Connect. A change in work pattern will impact any future leave previously submitted by the staff member and will need to be resubmitted in Staff Connect. Please ensure you discuss any existing future leave bookings with the staff member.</p> <div style="border: 1px solid black; padding: 5px;"> <p>32.75. Work Pattern</p> <p>Please select the staff members work pattern for this new appointment from the options provided below.</p> <p>If 'Other' is selected, further details will be requested within this form.</p> <p>Please Note:</p> <ul style="list-style-type: none"> • Standard Full Time Hours: Monday to Friday, 7 hours per day • Other: Variable Hours, Nominated days and hours, full or part time <p>The work pattern affects leave requests and the application of public holidays in Staff Connect. A change in work pattern will impact any future leave previously submitted by the staff member and will need to be resubmitted in Staff Connect. Please ensure you discuss any existing future leave bookings with the staff member.</p> <p>CHOOSE AN OPTION: <input type="radio"/> Standard Full Time Hours <input type="radio"/> Other</p> </div> | | | | | | | | | | | | | | | | | | |
| 4.5.8.2 | <p>If Other was selected in the Work Pattern. Outline the staff members work pattern in the table.</p> <p>Click the Add Row button to create a second row in the table if the staff members work pattern is different in each week within the fortnight.</p> <div style="border: 1px solid black; padding: 5px;"> <p>32.80. Work Pattern Details</p> <p>Please outline the candidate's work pattern for this new appointment in the grid below.</p> <p>Click the Add Row button to create a second row, if the candidates work pattern is different for each week within the fortnight.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #444; color: white;"> <th>Week No.</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> <th>Sun</th> <th>Start Week</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> *</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>+ Add row</p> </div> | Week No. | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Start Week | <input type="checkbox"/> * | | | | | | | | <input type="checkbox"/> |
| Week No. | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Start Week | | | | | | | | | | | |
| <input type="checkbox"/> * | | | | | | | | <input type="checkbox"/> | | | | | | | | | | | |

4.6 APPOINTMENT ENDORSEMENT & APPROVAL

4.6.1 Hiring Manager

| Step | Description |
|---------|---|
| 4.6.1.1 | <p>The Hiring Manager RESPONSE field is pre-populated with the form initiator's name.</p> <p>If the Internal Appointment is raised by a staff member on behalf of the Hiring Manager of the position, replace the form initiators name in the RESPONSE field with the Hiring Manager name.</p> <p>The Hiring Manager will be the first to endorse the Internal Appointment if the Internal Appointment was not raised by the Hiring Manager.</p> <div style="border: 1px solid black; padding: 5px;"> <p>78.5. Hiring Manager</p> <p>If you are <u>NOT</u> the Hiring Manager, please indicate who the Hiring Manager is in the below Response Field.</p> <p>The Hiring Manager will be engaged in the form before the form goes to the Endorser 1 (optional).</p> <p>RESPONSE: <input style="width: 80%; border: 1px solid #ccc;" type="text" value=""/></p> </div> |

4.6.2 Human Resources

| Step | Description |
|---------|--|
| 4.6.2.1 | <p>Human Resources (HR) is the second endorser in the workflow. HR will review the form and attach the relevant Offer documentation prior to seeking further endorsement and approval.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Human Resources</p> <p>Human Resources will review this form prior to seeking further endorsement and approval.</p> <p>RESPONSE: <input style="width: 200px; height: 20px;" type="text"/></p> </div> |

4.6.3 Endorser 1 to 3 (Optional)

| Step | Description |
|---------|--|
| 4.6.3.1 | <p>Endorser Steps 1 through to 3 are optional in the workflow, however some are automatically populated to assist with notifying all required supervisors of the Internal Appointment.</p> <p>Endorser 1 is populated with the current supervisor of the staff member to be appointed if they are not the same as the Hiring Manager.</p> <p>Endorser 2 is populated with the current Member of Executive of the staff member to be appointed if the Internal Appointment is between two different organisational units.</p> <p>Endorser 3 is blank and optionally available for any additional staff that may be required to endorse the Internal Appointment.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Endorser 1 (Optional)</p> <p>Search and pick the name of Endorser 1 if you need to engage an additional Endorser in the form.</p> <p><small>NOTE: If this appointment is an Internal Secondment, the staff member's current supervisor should be included as Endorser 1. This includes any subsequent extensions to the secondment.</small></p> <p>RESPONSE: <input style="width: 400px; height: 20px;" type="text"/></p> <p style="text-align: center;">Endorser 2 (Optional)</p> <p>Search and pick the name of Endorser 2 only if you have picked Endorser 1. Do NOT skip Endorser 1.</p> <p><small>NOTE: If this is an Internal Secondment, the staff member's current Member of Executive should be included as an Endorser 2. This includes any subsequent extensions to the secondment.</small></p> <p>RESPONSE: <input style="width: 400px; height: 20px;" type="text"/></p> <p style="text-align: center;">Endorser 3 (Optional)</p> <p>Search and pick the name of Endorser 3 only if you have picked Endorser 1&2. Do NOT skip Endorser 1&2.</p> <p>RESPONSE: <input style="width: 400px; height: 20px;" type="text"/></p> </div> |

4.6.4 Executive for Approval (Mandatory)

| Step | Description |
|---------|---|
| 4.6.4.1 | <p>This is a mandatory field that is populated based on the organisational unit of the form initiator. The Member of Executive name can be amended if required. If a name is used that is not a Member of Executive an error message will be generated.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Executive for Approval (Mandatory)</p> <p>This is a mandatory field. The Executive member is prepopulated based on the ACU Organisational Structure. If the Executive member requires amendment, it can be changed.</p> <p>RESPONSE: <input style="width: 400px; height: 20px;" type="text"/></p> </div> |

4.6.5 Senior Executive for Approval

| Step | Description |
|---------|--|
| 4.6.5.1 | <p>The Member of Senior Executive is prepopulated into the Internal Appointment based on the organisational unit of the form initiator. The Senior Executive name can be amended if required. If a name is used that is not a Member of Senior Executive an error message will be generated,</p> <p>Note: Not all appointment types require Senior Executive approval. See Delegations of Authority Policy for further information.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Senior Executive for Approval</p> <p>The Member of Senior Executive is prepopulated based on the ACU Organisational Structure. If the Senior Executive requires amendment, it can be changed.</p> <p>Note: Not all Appointment types require Senior Executive level of approval.</p> <p>RESPONSE: <input style="width: 100%; border: 1px solid #ccc;" type="text"/></p> </div> |

4.7 WORKING NOTES

| Step | Description |
|-------|--|
| 4.7.1 | <p>This section is an open dialogue for all form contributors.</p> <p>Please use this section to add and exchange any comments, explanations, observations, remarks, notes, written approvals, queries, and clarifications.</p> <p>Information contained in this area will be visible by all contributors of the form as it progresses.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">WORKING NOTES</p> <p style="text-align: center;">Working Notes</p> <p>This section is an open dialogue for all form contributors.</p> <p>Please use this section below to add and exchange any comments, explanations, observations, remarks, notes, written approvals, queries, and clarifications.</p> <p>Information contained in this area will be visible by all contributors of the form as it progresses.</p> <p>RESPONSE: <input style="width: 100%; border: 1px solid #ccc;" type="text"/></p> </div> |

4.8 DUE DILIGENCE CHECKLIST AND SUBMIT

| Step | Description |
|-------|---|
| 4.8.1 | <p>To process and submit the Internal Appointment, click on the purple information bubble to ensure due diligence has occurred.</p> <p>The due diligence checklist includes:</p> <ul style="list-style-type: none"> • Does the staff member meet the essential requirements and selection criteria for the vacant position? • Have all necessary documents been certified and attached as appropriate? • Has the Internal Appointment of the selected staff member been discussed with the substantive supervisor prior to submission of this Internal Appointment? • Has the commencement date been discussed with the substantive supervisor? Note: in an Internal secondment appointment the substantive nominated supervisor may reasonably request that the staff member take up a secondment, no earlier than 21 days following the date of the approved request. • If this is a subsequent extension of an Internal Secondment for the staff member outside their organisational unit, has the staff member been notified that they may be required to vacate their substantive position and become unattached? • If this is a Transfer, then have the current nominated supervisor and proposed nominated supervisor discussed the requirements as per the Staff Transfers Policy? • If this is a Transfer, then has the proposal been considered in line with the operational requirements of the University and has consultation occurred with the staff member? • If the staff member is an unattached academic, has the staff member maintained academic and/or professional standing (registrations/accreditations) during the period of approved leave and therefore remains qualified to perform the position? |

- In the case of a currently unattached staff member, the preferred outcome is that the staff member is placed in a suitable position at the same level and fraction if one is available. A trial placement of an unattached staff member may be applied for a period of up to thirteen (13) weeks, after which time the staff member may be placed in the position if they are found to be performing to the required standard.

Tick the Due **Diligence Checklist Confirm and Submit**


Click **blue Save** button to Save the Internal Appointment and to display the blue Submit button.

Click on the **blue Submit** button to submit the Internal Appointment

PROCESS

Due Diligence Checklist and Submit

By checking the checkbox below, you acknowledge that the relevant due diligence recruitment activities have been undertaken in alignment with ACU policy and procedure.

For more information regarding the requirements click here...  ←

DUE DILIGENCE CHECKLIST AND SUBMIT: ←

Page 4 of 4

« Previous Next »

Save ←


5 Hiring Manager

| Step | Description |
|-------|--|
| 5.1.1 | <p>If the Hiring Manager was not the form initiator the hiring manager will receive the form next in the workflow. The Internal Appointment is not editable at the Hiring Manager step.</p> <p>The Hiring Manager can either review and endorse the Internal Appointment, return the Internal Appointment to the Initiator for amendment, or Decline and Close the Form if it is no longer required.</p> <p>Click blue Save button to Save the Internal Appointment and to display the blue Submit button.</p> <p>Click on the blue Submit button to submit the Internal Appointment</p> |

PROCESS

Due Diligence Checklist and Endorse

By endorsing this form, you acknowledge that the relevant due diligence recruitment activities have been undertaken in alignment with ACU policy and procedure.

For more information regarding the requirements click here... 

RESPONSE:

COMMENTS:

Page 4 of 4

« Previous Next »

Save

6 Human Resources

The initial Human Resources step will require HR to review and progress the Internal Appointment to the Endorsers and Approvers.

Please complete the following prior to allowing the Internal Appointment to progress.

- Review the whole form before determining what type of appointment is required.
- Working Notes below can be used to help determine the appointment required.
- Check, verify and save any attached documents as appropriate e.g. qualifications, licences, work rights etc.
- Clarify any outstanding points/issues with the hiring manager before allowing the form to progress.

6.1 WORKING NOTES

| Step | Description |
|-------|---|
| 6.1.1 | <p>This section is an open dialogue for all form contributors.</p> <p>Please use this section to add and exchange any comments, explanations, observations, remarks, notes, written approvals, queries, and clarifications.</p> <p>Information contained in this area will be visible by all contributors of the form as it progresses except the staff member being appointed.</p> <div style="border: 1px solid black; padding: 5px;"> <p>11. WORKING NOTES</p> <p>Stephania Costa (02/07/2021 14:44:59): Working Notes</p> </div> |

6.2 APPOINTMENT ENDORSEMENT & APPROVAL

| Step | Description | | | | | | | | | | | | | | | | |
|--------------|--|-----------------|----------------|-----------------|--------------|---------------------|------------------|-----------|------------------|--------------|--------------|----------|--------------|--------------|--------------|---------------------|--------------|
| 6.2.1 | <p>In the Current Workflow Step table, the red flag symbol indicates which endorser or approver step the form is currently with.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Initiator</th> <th>Hiring Manager</th> <th>Human Resources</th> <th>Endorser 1</th> <th>Endorser 2</th> <th>Endorser 3</th> <th>Executive</th> <th>Senior Executive</th> </tr> </thead> <tbody> <tr> <td>Wang, Qingyu</td> <td>not required</td> <td>■ HRBPT1</td> <td>not required</td> <td>not required</td> <td>not required</td> <td>Chegwidden, Diana E</td> <td>not required</td> </tr> </tbody> </table> | Initiator | Hiring Manager | Human Resources | Endorser 1 | Endorser 2 | Endorser 3 | Executive | Senior Executive | Wang, Qingyu | not required | ■ HRBPT1 | not required | not required | not required | Chegwidden, Diana E | not required |
| Initiator | Hiring Manager | Human Resources | Endorser 1 | Endorser 2 | Endorser 3 | Executive | Senior Executive | | | | | | | | | | |
| Wang, Qingyu | not required | ■ HRBPT1 | not required | not required | not required | Chegwidden, Diana E | not required | | | | | | | | | | |

6.3 STAFF MEMBER

6.3.1 Staff Member to be Appointed

| Step | Description |
|---------|--|
| 6.3.1.1 | The name and employee number of the staff member selected in the Request to Fill is displayed. |

6.3.2 Staff Member Email

| Step | Description |
|---------|--|
| 6.3.2.1 | The staff members organisational email will be displayed unless it has been updated by the form initiator to be the staff members preferred email address. Acceptance documentation for this Internal Appointment will be sent to the staff members email address as listed. |

6.3.3 Probation

| Step | Description |
|---------|--|
| 6.3.3.1 | The staff members probation status is displayed. It was visible to the form initiator and the hiring manager. Consider the data and whether any clarification is required. |

6.4 REASON FOR APPOINTMENT

6.4.1 Internal Appointment Type (Non Competitive)

| Step | Description |
|---------|--|
| 6.4.1.1 | The Internal Appointment type or types statements selected by the initiator will be displayed in this section. Human Resources will need to analyse the information provided throughout the Internal appointment to identify later into the Internal Appointment which statement best describes the Internal Appointment. Additional appointment Information provided by the initiator in this RESPONSE field should provide a reason or reasons to recruit and appoint the staff member into the selected position. Please also review any supporting documentation that may also have been provided in the attachment upload section. |

6.4.2 Additional Appointment Information

| Step | Description |
|---------|--|
| 6.4.2.1 | Additional Information provided by the initiator in this RESPONSE field should provide a reason or reasons to recruit and appoint the staff member into the selected position. Please also review any supporting documentation that may also have been provided in the attachment upload section. |
| 6.4.2.2 | Please ensure if a document is attached at this step that it is downloaded and saved to the staff members HR Record. Note that Staff Transfer request have specific documentary requirements and should use this attachment field. |

6.5 PRE-APPOINTMENT CHECKS

Responses to pre-appointment checks including Member of a Religious Congregation, Work Rights, Qualifications or Experience, Supplementary Assessment and Selection Methods, Referee Checks, and Resume will display in this section. Ensure that all necessary information is present to

If this Internal Appointment is an extension of a temporary appointment, this response will also display in the pre-appointment checks. Ensure that any extension is critically assessed in relation to the staff member potentially becoming unattached from their substantive position.

Human Resources will be required to download and save any documentation from the pre-appointment checks that is required to be placed onto the staff member's HR record.

6.6 POSITION DETAILS

The non-editable Position Details are displayed on screen, and the most current Position Description document is also displayed and able to be downloaded viewed and saved if required.

6.7 APPOINTMENT DETAILS

Appointment details outlined at this HR step can be amended if required, with the consultation of the Hiring Manager.

6.7.1 Salary Rate and Incremental Step

| Step | Description |
|---------|---|
| 6.7.1.1 | <p>Review the proposed salary rate and increment step in relation to the staff members current salary rate and increment step.</p> <p>A different increment step may be required for staff depending on any preceding roles at this increment.</p> <p>For assistance in determining what increment step might apply see Higher Duties Allowance for Professional Staff.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Salary Rate (Increment)</p> <p>Review the proposed classification and increment step in relation to the staff members current classification and increment. A different increment step may be required for Professional Staff depending on any preceding roles at this increment. See section 3 of Higher Duties Allowance for Professional Staff.</p> <p>RESPONSE: <input style="width: 100%; height: 20px;" type="text"/></p> </div> |

6.7.2 Next Increment Date (HR use only)

| Step | Description |
|---------|--|
| 6.7.2.1 | <p>Human Resources to check the increments of the staff member in Aurion Core and record any future increment date in the Internal Appointment if required. Please add any further comments to provide information regarding the selected date in the Internal Appointment.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center; margin: 0;">Next Increment Date</p> <p>Instruction for HR:</p> <p>Insert the next Salary Increment Date. It requires a full analysis of the staff member's work history.</p> <p>RESPONSE: <input style="width: 150px; height: 20px;" type="text"/></p> <p>COMMENTS: <input style="width: 150px; height: 20px;" type="text"/></p> </div> |

6.7.3 Hours Per Week

| Step | Description |
|---------|---|
| 6.7.3.1 | Human Resources to ensure that the hours per week selected aligns with the Employment Type and Work Pattern listed in the Internal Appointment for the staff members placement. |

6.7.4 Employment Category

| Step | Description |
|---------|---|
| 6.7.4.1 | <p>Human Resources to ensure that the correct employment category is selected for this Internal Appointment and that this aligns with the staff member's substantive Employment Category.</p> <p>An explanatory note can be made in the Exec Summary e.g. This secondment is for a fixed period but the staff member has continuing employment with the university. Note: This field maps to Employment Type in Aurion.</p> |

6.7.5 Location

| Step | Description |
|---------|--|
| 6.7.5.1 | Human Resources to ensure that this location for the staff members placement aligns with their location. |

6.7.6 Employment Type

| Step | Description |
|---------|--|
| 6.7.6.1 | <p>Human Resources to ensure that the staff members employment type aligns with the staff members new appointment FTE and work pattern.</p> <p>A sub-category may need to be selected to best reflect the staff members current circumstances e.g. the Hiring Manager may have selected Full Time but the sub-category of Fractional Full Time or Overseas Full Time may be more appropriate. Note: This field maps to the Aurion Attendance Type.</p> |

6.7.7 Other Remuneration Recommendations

| Step | Description |
|---------|--|
| 6.7.7.1 | The Hiring Manager may have outlined in this RESPONSE field any additional allowances or changes to allowances for the staff members new appointment. Please critically review this information and supply a response in the HR Remuneration Configuration Notes section below. |

6.7.8 HR Remuneration Configuration Notes

| Step | Description |
|---------|---|
| 6.7.8.1 | This section appears in the form for the first time at the Human Resource step. It is a mandatory field for Human Resources to respond to any information that was placed in the question above, Other Remuneration Recommendations, by the Hiring Manager. If no action is required, please state that it is not required as it is a mandatory field and requires a response. The HR response will form part of the Exec Summary that will be seen by the endorsers. |

| |
|---|
| HR Remuneration Configuration Notes Instruction for HR: <p>Please note the current allowances and the additional remuneration instructions from the Internal Appointment initiator above.</p> <p>Ensure what is being proposed by the Initiator aligns with Policy and Delegation.</p> <p>Use the RESPONSE box below to note which allowances should be ceased, added or continued. This will not be automated and will require data entry into Aurion when the Internal Appointment is finalised.</p> <p>Note: The response written below is inserted into the Exec Summary.</p> <p>RESPONSE: <input style="width: 600px; height: 20px;" type="text"/></p> |
|---|

6.7.9 Appointment Commencement Date

| Step | Description |
|---------|---|
| 6.7.9.1 | This is the proposed date that the staff member will commence in the Internal Appointment. Please ensure this commencement date is analysed and discussed with Payroll if the date outline is backdated to a closed pay period. |

6.7.10 Appointment End Date

| Step | Description |
|----------|--|
| 6.7.10.1 | This field will be display if a Temporary appointment was selected by the Hiring Manager. Please check the End Date is in relation to the Commencement Date . Take into account any previous temporary Internal Appointments. An Internal Appointment between two organisational units greater than 12 months (including any extensions) may result in the appointed staff member becoming unattached from their substantive position. |

6.7.11 Work Pattern

| Step | Description |
|----------|---|
| 6.7.11.1 | Human Resources to confirm that work pattern coincides with employment category, employment type, and hours per week. |

6.8 MOVEMENT CONFIGURATION

6.8.1 Staff Member's Current Appointment(s) at ACU

| Step | Description | | | | | | | | | | | | | | | | | | | | |
|-----------------|---|---------------------------|-------------------------|-------------------|-----------------|--------------------|-----------------|--------------------|--------------------------|---------|--------------------|--------|--|---------------------------|-------------------------|---|------------|------------|-----------|---------|--------------------------|
| 6.8.1 | <p>All current placements of the staff member will be listed in the Staff Member's Current Appointment(s) at ACU table. Human Resources can select if there are any appointments within this table that need a placement end date added, by selecting the 'End this Placement' box. Please take into consideration whether the staff member is seeking an additional part time appointment and whether an additional employee number may be required,</p> <div style="border: 1px solid black; padding: 5px;"> <p>40.5. Staff Member's Current Appointment(s) at ACU</p> <p>If one or more of the staff member's current appointment(s) needs to be ended, tick the checkbox under End This Placement. This will end the appointment(s) on the day prior to the commencement of the new appointment.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Employee number</th> <th>Position</th> <th>Organisation unit</th> <th>Supervisor</th> <th>FTE</th> <th>Employment Type</th> <th>Placement End Date</th> <th>Placement Type</th> <th>Current</th> <th>End This Placement</th> </tr> </thead> <tbody> <tr> <td>311663</td> <td>Senior Administrative Officer (10608407)</td> <td>HRP Phase 2 Project (457)</td> <td>Wilks, Peter L (305481)</td> <td>1</td> <td>Continuing</td> <td>31/03/2023</td> <td>Placement</td> <td>CURRENT</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> </div> | Employee number | Position | Organisation unit | Supervisor | FTE | Employment Type | Placement End Date | Placement Type | Current | End This Placement | 311663 | Senior Administrative Officer (10608407) | HRP Phase 2 Project (457) | Wilks, Peter L (305481) | 1 | Continuing | 31/03/2023 | Placement | CURRENT | <input type="checkbox"/> |
| Employee number | Position | Organisation unit | Supervisor | FTE | Employment Type | Placement End Date | Placement Type | Current | End This Placement | | | | | | | | | | | | |
| 311663 | Senior Administrative Officer (10608407) | HRP Phase 2 Project (457) | Wilks, Peter L (305481) | 1 | Continuing | 31/03/2023 | Placement | CURRENT | <input type="checkbox"/> | | | | | | | | | | | | |

6.8.2 Employee number for Appointment

| Step | Description |
|---------|---|
| 6.8.2.1 | Search and select the employee number to be used for this Internal Appointment. All the employee numbers that are associated with the staff member are listed in the Staff Member's Current Appointment(s) at ACU table. |

Leave the **RESPONSE** field blank if a new employee number is required.

Employee Number for Appointment

In the RESPONSE field below enter the employee number to be used for the new appointment. If the staff member has multiple employee number search and select the correct one.

If you wish to create a new employee number then leave the RESPONSE field below blank and select the "New Employee Number" checkbox below.

RESPONSE:

6.8.3 New Employee Number Required

| Step | Description |
|----------------|---|
| 6.8.3.1 | <p>If after critical assessment the current employee number is not suitable for the Internal Appointment, select the NEW EMPLOYEE NUMBER REQUIRED checkbox. State the reason why a new employee number is needed in the COMMENTS field. Note: This may be required when concurrent roles with separate workflows</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>40.8. New Employee Number Required</p> <p>Check the New Employee Number Required checkbox only if you need to create a new employee number.</p> <p>NEW EMPLOYEE NUMBER REQUIRED: <input type="checkbox"/></p> <p>COMMENTS: <input style="width: 200px;" type="text"/></p> </div> <p>are needed (two part time roles). There are significant considerations in relation to leave accrual/consolidation and Service History, particularly at the end of the appointment. Sufficient notation should be left in the staff members placement records (both employee numbers) and the addition of an Aurion Core Alert. A new employee number will need to be created manually in Aurion, therefore the finalisation of this Internal Appointment Manual Processing will be the only option available to process this Internal Appointment.</p> |



6.8.4 Internal Appointment Type

| Step | Description | | | | | | | | | | | | | | | | |
|---|--|------|--------|---|--------------------------|--------------------------------|--------------------------|---|--------------------------|--|--------------------------|---|--------------------------|---|--------------------------|---|--------------------------|
| 6.8.4.1 | <p>Based on the information provided in the Internal Appointment, Human Resources will be required to select one primary reason for the Internal Appointment.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 80%;">Type</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>Appointment - Following an invitation from a nominated supervisor</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Appointment - Following an EOI</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Appointment - Staff Member currently unattached from their substantive position</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Appointment - As part of a change management process</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Appointment - Following Casual Conversion</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Transfer - At the direction of the University</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Transfer - At the request of the staff member</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> | Type | Select | Appointment - Following an invitation from a nominated supervisor | <input type="checkbox"/> | Appointment - Following an EOI | <input type="checkbox"/> | Appointment - Staff Member currently unattached from their substantive position | <input type="checkbox"/> | Appointment - As part of a change management process | <input type="checkbox"/> | Appointment - Following Casual Conversion | <input type="checkbox"/> | Transfer - At the direction of the University | <input type="checkbox"/> | Transfer - At the request of the staff member | <input type="checkbox"/> |
| Type | Select | | | | | | | | | | | | | | | | |
| Appointment - Following an invitation from a nominated supervisor | <input type="checkbox"/> | | | | | | | | | | | | | | | | |
| Appointment - Following an EOI | <input type="checkbox"/> | | | | | | | | | | | | | | | | |
| Appointment - Staff Member currently unattached from their substantive position | <input type="checkbox"/> | | | | | | | | | | | | | | | | |
| Appointment - As part of a change management process | <input type="checkbox"/> | | | | | | | | | | | | | | | | |
| Appointment - Following Casual Conversion | <input type="checkbox"/> | | | | | | | | | | | | | | | | |
| Transfer - At the direction of the University | <input type="checkbox"/> | | | | | | | | | | | | | | | | |
| Transfer - At the request of the staff member | <input type="checkbox"/> | | | | | | | | | | | | | | | | |


6.8.5 Placement Type

| Step | Description |
|----------------|---|
| 6.8.5.1 | <p>Human Resources will be required to select the Aurion Placement Type. Select either the Substantive Placement or Acting Placement radio buttons and the relevant list of Aurion Movement Codes will display on the next page.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>40.20. Placement Type</p> <p>For HR Use Only:</p> <p>This is the Aurion Placement Type and will determine the Movement Code types that can be selected for this appointment.</p> <p>CHOOSE AN OPTION: <input checked="" type="radio"/> Substantive <input type="radio"/> Acting</p> </div> |

6.8.6 Movement Type

| Step | Description |
|---------|---|
| 6.8.6.1 | <p>Based on the Placement Type selected at the previous step, the relevant movement codes will display. Use the dropdown RESPONSE field to select the appropriate Placement or Acting movement code.</p> <div style="border: 1px solid black; padding: 5px;"> <p>40.30. Movement Type - Acting</p> <p>For HR Use Only:</p> <p>Please select the Aurion Acting Movement Code that best reflects this appointment. Please refer to HR movement code resource matrix for definitions.</p> <p>Hyperlink to resource guide goes here when provided (JCDIP01 - HTML WK_HTML_40_30).</p> <p>Please refer to the information popup for further information about using Acting Movement Codes... </p> <p>RESPONSE: <input type="text" value="Internal Secondment (MVA003)"/> </p> </div> |

6.8.7 Executive Summary

| Step | Description |
|---------|---|
| 6.8.7.1 | <p>A summary of the Internal Appointment has been compiled to provide an overview of the information within the form. This summary can be edited by Human Resources to include other information or relevant details that may assist in supporting the endorsement and the appropriate delegated approval of the Internal Appointment.</p> <div style="border: 1px solid black; padding: 5px;"> <p>This form has been initiated by Costa, Stephania B,</p> <p>This request is to fill the position Workforce Systems, Business Analyst(10610213-HEW 7 Increment 1), which is attached to organisational unit Human Resources(116) in functional unit: Workforce Sys Processes. The current line manager for this position is Kya Simpson(306268).</p> <p>The working details are: Fixed Term Specific Task/Project, Full Time, 35:00 hours per week.</p> <p>The nature of the appointment to the position is: Acting, Internal Secondment. It is Appointment - Following an invitation from a nominated supervisor.</p> <p>The additional remuneration is Not Applicable.</p> <p> has been selected to fill the position with a start date of 31/07/2021. The appointment end date is 01/08/2021.</p> </div> |

6.8.8 Due Diligence – Extension of Temporary Appointment


| Step | Description |
|---------|---|
| 6.8.8.1 | <p>If the appointment is an extension of a current temporary appointment, the DUE DILIGENCE – EXTENSION OF TEMPORARY APPOINTMENT checkbox will be displayed.</p> <p>Extension of a temporary appointment may have implications according to policy, please click on the purple info bubble to access support links to relevant policies.</p> <p>Tick the checkbox to confirm that Human Resources has completed Due Diligence.</p> |

Use the COMMENTS field to outline the consultation activities undertaken.

40.50. Due Diligence - Extension of Temporary Appointment
 The position selected for this Internal Appointment was identified to be the same as the staff members current temporary appointment. The form initiator was advised that Fixed Term Extensions should not be actioned via this form. Fixed Term Extension forms are raised and delivered automatically.

If this is an extension of an existing temporary appointment please check the checkbox below to indicate that the staff member has been formally consulted and is aware of any impacts to their substantive appointment as per the relevant policies.



Use the COMMENTS field to outline the consultation activities undertaken.

Please view further information on potential impacts to the staff members employment here... 

DUE DILIGENCE - EXTENSION OF TEMPORARY APPOINTMENT:


COMMENTS:

6.8.9 Formal Consultation Check

| Step | Description |
|---------|--|
| 6.8.9.1 | <p>An Internal Appointment could have certain impact on the staff member's current employment status. Consultation activities are required when a staff members terms of employment change. Please ensure that all necessary consultation activities have occurred and check the checkbox below when they have been completed.</p> <p>Use the COMMENTS field to outline the consultation activities undertaken.</p> <p>40.55. Formal Consultation Check Consultation activities are required when a staff members terms of employment change. Please ensure that all necessary consultation activities have occurred and check the checkbox below when they have been completed.</p> <p>Use the COMMENTS field to outline the consultation activities undertaken.</p> <p>Please view further information on potential impacts to the staff members employment here... </p> <p>FORMAL CONSULTATION CHECK: <input type="checkbox"/></p> <p>COMMENTS: <input type="text"/></p> <p>Consultation activities are required when a staff members terms of employment are amended. Please ensure that all necessary consultation has occurred and tick the Formal Consultation check box once completed.</p> <p>Use the COMMENTS field to outline the consultation activities that have been undertaken.</p> <p>40.55. Formal Consultation Check Consultation activities are required when a staff members terms of employment change. Please ensure that all necessary consultation activities have occurred and check the checkbox below when they have been completed.</p> <p>Use the COMMENTS field to outline the consultation activities undertaken.</p> <p>Please view further information on potential impacts to the staff members employment here... </p> <p>FORMAL CONSULTATION CHECK: <input type="checkbox"/></p> <p>COMMENTS: <input type="text"/></p> |

6.9 APPOINTMENT DOCUMENTATION

6.9.1 Documentation Attachment

| Step | Description |
|------|---|
| | <p>Attach the PDF appointment document using the ATTACHMENT field below.</p> <p>45.5. Documentation Attachment Attach the PDF appointment document using the ATTACHMENT field below.</p> <p>ATTACHMENT: <input type="text"/> </p> |

6.10 APPOINTMENT ENDORSEMENT & APPROVAL

| Step | Description |
|------|-------------|
|------|-------------|

| | |
|---------------|---|
| 6.10.1 | <p>Human Resources has the ability to amend the Endorsement and Approval Steps if required.</p> <p>Note: Not all appointment types require Senior Executive approval. See Delegations of Authority Policy for further information.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Senior Executive for Approval</p> <p>The Member of Senior Executive is prepopulated based on the ACU Organisational Structure. If the Senior Executive requires amendment, it can be changed.</p> <p>Note: Not all Appointment types require Senior Executive level of approval.</p> <p>RESPONSE: <input style="width: 600px;" type="text"/></p> </div> |
|---------------|---|

6.11 WORKING NOTES

| Step | Description |
|---------------|--|
| 6.11.1 | <p>It is recommended that Human Resources outlines all changes that have been discussed and made to the Internal Appointment and the reason behind each change in the Working Notes for all future Endorsers and Approvers.</p> <p>This section is an open dialogue for all form contributors.</p> <p>Please use this section to add and exchange any comments, explanations, observations, remarks, notes, written approvals, queries, and clarifications.</p> <p>Information contained in this area will be visible to all contributors of the form as it progresses (not the staff member).</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">WORKING NOTES</p> <p style="text-align: center;">Working Notes</p> <p>This section is an open dialogue for all form contributors.</p> <p>Please use this section below to add and exchange any comments, explanations, observations, remarks, notes, written approvals, queries, and clarifications.</p> <p>Information contained in this area will be visible by all contributors of the form as it progresses.</p> <p>RESPONSE: <input style="width: 600px;" type="text"/></p> </div> |

6.12 PROCESS

| Step | Description |
|---------------|--|
| 6.12.1 | <p>There are three submit options at the HR endorsement step.</p> <ul style="list-style-type: none"> • Endorse – Endorse the form and submit to the next endorser/approver. • Return to Form Initiator – If HR finds the information provided by the hiring manager is insufficient or requires the hiring manager to make some amendments, use this option. • Decline and Close Form – There are two situations when this option can be selected. HR completely declines the Internal Appointment Form; or when the following endorser, approver or staff member completely declines the appointment. <p>Click blue Save button to Save the Internal Appointment and to display the blue Submit button.</p> <p>Click on the blue Submit button to submit the Internal Appointment</p> <div style="border: 1px solid black; padding: 5px;"> <p>80. PROCESS</p> <p>80.6. Endorse</p> <p>Please use the dropdown response field below to endorse the Internal Appointment, return the Internal Appointment to the Hiring Manager or decline and close the Internal Appointment.</p> <p>Please ensure comments are placed in the Working Notes above, so that all form contributors understand your response reason for endorsing, returning, or closing the Internal Appointment.</p> <p>Click the blue Save button. Once the Internal Appointment has verified, the blue Submit button will appear to submit the Internal Appointment.</p> <p>If you would like to go back to the previous page, click on the Previous button below.</p> <p>If you would like to save the form and return to it later, click on the Save button below.</p> <p>RESPONSE: <input style="width: 200px;" type="text" value="Endorse"/></p> <p>Page 6 of 6</p> <p><input type="button" value="Previous"/> <input type="button" value="Next >"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Save"/></p> <div style="border: 1px solid black; padding: 2px;"> <p>Endorse</p> <p>Return to form initiator</p> <p>Decline and Close Form</p> </div> </div> |

7 Endorser and Approver Steps

| Step | Description |
|-------|---|
| 7.1.1 | <p>The Internal Appointment is read only for each of the Endorser and Approver steps.</p> <p>The Endorser and Approvers will need to review the Working Notes and Executive Summary at the beginning of the Internal Appointment to review any information that has been communicated from previous Endorser or Approvers.</p> <div data-bbox="193 528 1054 999" style="border: 1px solid black; padding: 5px;"> <p>11. WORKING NOTES</p> <p>Michale (27/07/2021 11:53:05): I have completed the request on behalf of Tim who is the line manager of the position being filled</p> <p>Tim (27/07/2021 12:02:20): I have checked the form and it all appears in order. Can this please be processed as soon as possible?</p> <p>Sean (27/07/2021 12:19:06): Appointment form assessed and ready to proceed</p> <p>11.5. Executive Summary</p> <p>A basic summary of the appointment details has been compiled below using the information from this Internal Appointment.</p> <p>RESPONSE:</p> <div style="border: 1px solid gray; padding: 5px; margin-left: 20px;"> <p>This form has been initiated by Yorky, Michale,</p> <p>This request is to fill the position of Facilities Administrator (Melb) (10608333 - HEW 5 Increment 1), which is attached to organisational unit Properties and Facilities (138) in functional unit: Facilities Management VF. The current line manager for this position is Tim Watts (307518).</p> <p>The working details are: Continuing, Full Time, 35:00 hours per week.</p> <p>The nature of the appointment to the position is: Acting, Internal Secondment.</p> <p>Angela Hairres has been selected to fill the position with a start date of 23/08/2021. The appointment end date is 12/08/2022.</p> <p>The staff member current receives a 5% loading and this will continue for the duration of the secondment.</p> </div> </div> |

| | |
|-------|--|
| 7.1.4 | <p>There are three submit options at the HR endorsement step.</p> <ul style="list-style-type: none"> • Endorse/Approve – Endorse or Approve the form and submit to the next endorser/approver. • Return to HR for Rework – If amendments are required to be made to the Internal Appointment <p>Click blue Save button to Save the Internal Appointment and to display the blue Submit button. Click on the blue Submit button to submit the Internal Appointment</p> <div data-bbox="193 443 1054 745" style="border: 1px solid black; padding: 5px;"> <p>80.8. Endorse Please use the dropdown response field below to endorse the Internal Appointment, return the Internal Appointment to Human Resources. Please ensure comments are placed in the Working Notes above, so that all form contributors understand your response reason for endorsing, or returning the Internal Appointment. Click the blue Save button. Once the Internal Appointment has verified, the blue Submit button will appear to submit the Internal Appointment. If you would like to go back to the previous page, click on the Previous button below. If you would like to save the form and return to it later, click on the Save button below.</p> <p>RESPONSE: <input type="text" value="Approved"/></p> <p>Page 2 of 2 « Previous Next »</p> <p>Submit Save</p> </div> |
| 7.1.5 | <p>Use the WORKING NOTES section to record the comments if required. If the form is to be returned to HR for rework, state the reasons in the Working Notes.</p> <div data-bbox="193 824 1497 1182" style="border: 1px solid black; padding: 5px;"> <p>79. WORKING NOTES</p> <p>Stephania Costa (02/07/2021 14:44:59): Working Notes</p> <p>Sean Duffy (02/07/2021 18:31:10): WORKING NOTES</p> <p>79.8. Working Notes This section is an open dialogue for all form contributors. Please use this section below to add and exchange any comments, explanations, observations, remarks, notes, written approvals, queries, and clarification. Information contained in this area will be visible by all contributors of the form as it progresses.</p> <p>RESPONSE: <input type="text"/></p> </div> |
| 7.1.6 | <p>Endorsers and approvers can select “Endorse/Approve” to progress the form or “Return to HR for rework” to ask HR to amend the appointment. Click Save button then Submit button to progress the form.</p> <div data-bbox="193 1317 1497 1854" style="border: 1px solid black; padding: 5px;"> <p>80.8. Endorse Please use the dropdown response field below to endorse the Internal Appointment, return the Internal Appointment to Human Resources. Please ensure comments are placed in the Working Notes above, so that all form contributors understand your response reason for endorsing, or returning the Internal Appointment. Click the blue Save button. Once the Internal Appointment has verified, the blue Submit button will appear to submit the Internal Appointment. If you would like to go back to the previous page, click on the Previous button below. If you would like to save the form and return to it later, click on the Save button below.</p> <p>RESPONSE: <input type="text" value="Approved"/></p> <p>Page 2 of 2 « Previous Next »</p> <p>Submit Save</p> </div> |


8 Staff Member Appointment Acceptance

| Step | Description | | | | | | | | | | | | | | | | | | |
|----------|---|----------|------|------|------|-----|-----|-------------------------------------|-----|------------|---|------|------|------|------|------|--|--|-------------------------------------|
| 8.1.1 | <p>Once the Internal Appointment has been approved by all required Endorsers and Approvers, the Internal Appointment is sent to the staff member to be appointed.</p> <p>The staff member can view and download the attached appointment document, the position description, and their work pattern.</p> <div style="border: 1px solid black; padding: 10px;"> <p>INSTRUCTIONS (Candidate Offer/Letter)</p> <p>Congratulations on your new Internal Appointment at ACU.</p> <p>Below you will find the appointment details of the position, the Position Description for the position (this will also be available within your new Progress Plan once you accept the Internal Appointment), and your Offer Letter and/or Contract.</p> <p>Please download and save a copy of the Position Description and your Offer Letter/or Contract.</p> <p>Once you have read and downloaded copies of all the relevant documents, please accept or return (with a decline reason) the Internal Appointment below.</p> <p>If you have any queries or questions regarding this Internal appointment, please contact Service Central.</p> <p>APPOINTMENT OVERVIEW</p> <p>Appointment Document</p> <p>Please download and read the Offer Letter/Contract, and keep a copy for future reference.</p> <p>ATTACHMENT: Offer Letter.pdf</p> <p>Position Description</p> <p>Please download and read the Position Description, and keep a copy for future reference.</p> <p>ATTACHMENT: 10610213 Workforce Systems, Business Analyst 07 June 2021.docx</p> <p>Work Pattern</p> <ul style="list-style-type: none"> • Standard Full Time Hours: Monday to Friday, 7 hours per day • Other: Variable Hours, Nominated days and hours, full or part time <p>A change in work pattern will impact any future dated leave previously submitted by the staff member in Staff Connect. That leave may need to be cancelled and resubmitted when this appointment comes into affect. Please ensure you discuss any existing future leave bookings with the supervisor.</p> <p>CHOOSE AN OPTION: <input type="radio"/> Standard Full Time Hours <input checked="" type="radio"/> Other</p> <p>Work Pattern Details</p> <table border="1" data-bbox="204 1440 1358 1503"> <thead> <tr> <th>Week No.</th> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> <th>Sat</th> <th>Sun</th> <th>Start Week</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>7:00</td> <td>6:00</td> <td>5:00</td> <td>4:00</td> <td>3:00</td> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> </div> | Week No. | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Start Week | 1 | 7:00 | 6:00 | 5:00 | 4:00 | 3:00 | | | <input checked="" type="checkbox"/> |
| Week No. | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Start Week | | | | | | | | | | | |
| 1 | 7:00 | 6:00 | 5:00 | 4:00 | 3:00 | | | <input checked="" type="checkbox"/> | | | | | | | | | | | |
| 8.1.2 | <p>Staff member can Accept the offer, or Reject and return to HR. If the staff member selects Reject and return to HR, the staff member is required to state the reason in the COMMENTS field.</p> <div style="border: 1px solid black; padding: 10px;"> <p>80.16. Appointment Acceptance</p> <p>Please use the dropdown response field below to accept the Internal Appointment, or to return the Internal Appointment to Human Resources.</p> <p>If returning this form, please ensure comments are placed in the comments field below to ensure Human Resources understands your response or reason for returning the Internal Appointment.</p> <p>Click the blue Save button then click the Submit button to submit the Internal Appointment.</p> <p>RESPONSE: <div style="border: 1px solid gray; padding: 5px; display: inline-block;"> <div style="background-color: #ccc; height: 15px; width: 100%;"></div> <div style="background-color: #333; height: 15px; width: 100%;"></div> <div style="background-color: #fff; height: 15px; width: 100%; padding: 2px;">Accept</div> <div style="background-color: #fff; height: 15px; width: 100%; padding: 2px;">Reject and return to HR</div> </div></p> <p>COMMENTS:</p> </div> | | | | | | | | | | | | | | | | | | |

9 Human Resources Checklist

Human Resources will receive the Internal Appointment after the staff member has either accepted or returned the Internal Appointment to Human Resources.

9.1 PROCESS TYPE

| Step | Description |
|-------|--|
| 9.1.1 | <p>There are two options in the dropdown. Manual Aurion Processing and BPA Auto Processing.</p> <p>Select Manual Aurion Process will not create any entry in Aurion Core when the form is finalised. HR needs to manually enter the new appointment into Core.</p> <p>Select BPA Auto Processing will create a new placement in Core. Below information will be written into Core automatically:</p> <ul style="list-style-type: none"> • Salary Rate (Increment) • Next Increment Date • Location • Employment Category • Employment Type • Commencement Date • Appointment End Date (if fixed-term) • Work Pattern • Placement Type • Movement Code <div data-bbox="193 1048 1098 1294" style="border: 1px solid black; padding: 5px;"> <p>50. HR CHECKLIST AND PROCESSING</p> <p>Consider all checklist items after completing this Internal Appointment form.</p> <p>To view the checklist please click here... </p> <p>50.5. Process Type</p> <p>RESPONSE: <input type="text"/></p> <p>COMMENTS: <input type="text"/></p> </div> |
| 9.1.2 | <p>Finalise Appointment and check the checkbox and click Save to confirm the processing method. If BPA Auto Processing is selected in Process Type, then the form will automatically close the selected current placement and create new placement.</p> <div data-bbox="193 1413 1098 1720" style="border: 1px solid black; padding: 5px;"> <p>Finalise Appointment(Add placement in Aurion Core)</p> <p>Checking this box will:</p> <ul style="list-style-type: none"> • Close any placements as indicated in the current placement grid. • Create a new placement with the supplied configuration. <p>FINALISE APPOINTMENT(ADD PLACEMENT IN AURION CORE): <input type="checkbox"/></p> <p>COMMENTS: <input type="text"/></p> </div> |

9.1.3 Once the **Save** button is clicked, **Process Type** and **Finalise Appointment** will become read-only. HR checklist will be displayed in the form. Go through the checklist and tick the completed items.

50.10. Process Type

RESPONSE:

COMMENTS:

50.56. Finalise Appointment(Add placement in Aurion Core)

FINALISE APPOINTMENT(ADD PLACEMENT IN AURION CORE):

COMMENTS:

50.60. General Checklist

| Description | Complete |
|---|--------------------------|
| 1- Check Position Title in Placement reflects Job title in Offer letter | <input type="checkbox"/> |
| 2- Check Salary Rate against Offer Letter and ensure alignment | <input type="checkbox"/> |
| 3- Check Movement code aligns with Internal Appointment | <input type="checkbox"/> |
| 4- Check Natural Switch Account accurately reflects Movement Type | <input type="checkbox"/> |
| 5- Check Person Location and Placement Location and Position Location Align | <input type="checkbox"/> |
| 6- Check Holiday Group and Pay Branch align with Location | <input type="checkbox"/> |
| 7- Check Employment Type matches Substantive appointment | <input type="checkbox"/> |
| 8- Check Attendance Type matches substantive appointment | <input type="checkbox"/> |
| 9- Check Pay Scale History and Previous Placements to apply increment or future increment | <input type="checkbox"/> |
| 10- Check Position costing aligns with BPA | <input type="checkbox"/> |
| 11- Check work pattern matches BPA | <input type="checkbox"/> |
| 12- Check Manage Employee Status screen for Award Location Holiday group and Work Pattern | <input type="checkbox"/> |
| 13- Check Supervisor aligns with BPA | <input type="checkbox"/> |
| 14- If Annualised or Fractional check existing appointments and amend Manage Employee Status to reflect changes to Award and Pay Branch | <input type="checkbox"/> |

9.1.4 Click **Finalise** button to close the form.

9.2 AUTO-GENERATED PLACEMENT

If BPA Auto Processing is selected, below highlighted fields in Aurion are filled with the data from the Internal Appointment Form.

Payroll > Payroll > Placements > Update > Placement Processing

Placement Processing

Add Delete Copy
 Placement Acting
 View Increment

| Date From | Date To | Days | Type | Movement | Job Title | Position | Class | Status |
|-------------|-------------|------|-----------|-----------|-------------------------|----------|-------|---------|
| 10-JAN-2017 | | 1185 | Placement | Data Load | Library Technician, LCS | 10606224 | HEW 4 | Current |
| 01-JAN-2017 | 09-JAN-2017 | 6 | Placement | Data Load | Library Assistant, LCS | 10607797 | HEW 3 | |
| 08-FEB-2016 | 31-DEC-2016 | 235 | Placement | Data Load | Library Assistant | 10602109 | HEW 3 | |

| | | | | |
|--|--|-----------------------|----------------------------------|---|
| Date Effective 10-JAN-2017 | <input type="text" value="Tue"/> | Status Current | Placement Type Placement | <input type="text"/> |
| Date To <input type="text"/> | <input type="text"/> | | Movement Type MVP003 | <input type="text" value="Data Load"/> |
| Position Number 10606224 | <input type="text" value="Library Officer"/> | | Natural Account Swch P201 | <input type="text" value="Profess Non-Cas Contin"/> |
| Job Title Library Technician, LCS | <input type="text"/> | | Location 2 | <input type="text" value="Brisbane"/> |
| Organisation Unit 199 | <input type="text" value="Library Collec Serv (LCS)"/> | | Employment Type CONT | <input type="text" value="Continuing"/> |
| | | | Attendance Type FULL | <input type="text" value="Full Time"/> |
| Classification HEW4 | <input type="text" value="HEW 4"/> | | Career Pathway PR | <input type="text" value="Professional"/> |
| Classification Increment HEW44 | <input type="text" value="HEW 4 Increment 4"/> | | Job Type 400100 | <input type="text" value="HEW 4 CDF1"/> |
| | | | Comments | <input type="text"/> |
| | | | Show In Self Service | <input type="text" value="Yes"/> |
| | | | HR Profile Comments | <input type="text"/> |

Pay Scale History

| | Date Effective | Increment | Status | Comments |
|---|----------------|-----------|---------|----------------------|
| + | 10-JAN-2020 | HEW44 | Applied | <input type="text"/> |
| - | 10-JAN-2019 | HEW43 | Applied | <input type="text"/> |
| - | 10-JAN-2018 | HEW42 | Applied | <input type="text"/> |
| - | 10-JAN-2017 | HEW41 | Applied | <input type="text"/> |

Save Accept Cancel

Payroll > Administration > Manage Employee Status > Work Pattern & Award

Manage Work Pattern & Award

🖨️ ?

Status Change Effective From []
 Last Status Change Date 19-MAY-2018

Date Commenced 08-FEB-2016 Original Date Commenced 14-FEB-1992
 Date Approved [] Contract Expiry Date []
 Date Terminated []
 Employee Status Active

Hours per Week 35:00:00 Full Time Hours per Week 35:00:00
 Standard Hrs Mon-Fri Full Time Equivalent 1.00
 Days per Week 5.00 Ave Hours per Day 07:00:00
 Has Work Pattern Since 08-FEB-2016 Select WP Template []

Work Pattern
 Current WP From 08-FEB-2016

| + Work Pattern | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Start Week |
|----------------|-------|-------|-------|-------|-------|-----|-----|-------------------------------------|
| - Week 1 of 1 | 07:00 | 07:00 | 07:00 | 07:00 | 07:00 | | | <input checked="" type="checkbox"/> |

Performance Agreement Standard Exclude From Reports
 Enterprise Agreement ACUEA ACU Enterprise Agreement

Leave Details
 Use Aurion Leave Administer Leave From 06-APR-2018
 Award EA Enterprise Agreement/Senior []
 Holiday Group BRI QLD Brisbane Metro []

Payroll Details
 Use Aurion Payroll Administer Payroll From 19-MAY-2018
 Payment Type Exception Suspend Pay
 Pay Entity FN1 Fortnightly []
 Pay Branch QLD06 QLD Prof Staff (1-7) []
 Pay Point SSRV Self Service []
 Roster Code [] Roster []
 Shift []
 Nominated Class []

Accept Cancel

Payroll > Administration > Schedule of Hires and Changes > Add Hours Change

Hours Change Detail

Save Cancel Reschedule Commit To Payroll

Employee []

Date Change is Effective 18-MAY-2022

Work Pattern

Hours Per Week 35:00:00
 Full Time Hours/Week 35:00:00
 Standard Hours Mon-Fri Average Hours Per Day 07:00:00
 Days Per Week 5.00 Select Work Pattern Template []
 Has Work Pattern

| + Work Pattern | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Start Week |
|----------------|-------|-------|-------|-------|-------|-----|-----|-------------------------------------|
| - Week 1 of 1 | 07:00 | 07:00 | 07:00 | 07:00 | 07:00 | | | <input checked="" type="checkbox"/> |

Comment FWA end RITM0096325

Validation Status
 Status Scheduled
 Error Reason []