

How to Add a Position Category for Administrative Email Lists

Position Categories are nominated on Position Data in the HR Management System, and they facilitate the membership of the Administrative Email Lists by subscribing the incumbents of the position to the nominated list.

These lists are used to communicate administrative information to University employees who hold key functions throughout the University.

To subscribe to an Administrative email list, a position category must be added.

It is intended to use this functionality to:

- attach a position to a category and, therefore,
- automatically assign a position to an administrative email list.

Business units are responsible for adding a category relevant to a position either when they set up a position or at any stage in the life of a position.

This document outlines the process of recording and reporting on Position Categories. For more information relating to Administrative Email Lists, list owners and posting rules, please see http://info.anu.edu.au/hr/HR_Help/University_Email_Lists/Functional_lists.asp

Add a Position Category to a New Position

1.	Navigate to Add/Update Position Info - Main Menu>Organisational Development>Maintain Positions/Budgets>Add/Update Position Info
2.	Click on the Add a New Value tab and then click Add.
	Add/Update Position Info
	Eind an Existing Value Add a New Value
	Position Number: 00000000
	Add
	Find an Existing Value Add a New Value



3.	Enter the details of the position
	Description Specific Information Budget and Incumbents
	Position Information Find View All First C 1 of 1 Last
	Position Number: 00000000 + -
	*Effective Date: 19/12/2011
	Reason: NEW New Position Action Date: 19/12/2011
	*Position Status: Approved V Status Date: 19/12/2011 🛐 Key Position
	Job Information
	*Business Unit: ANUID Australian National University
	*Job Code: G67ADM ANU Officer 6/7 (Admin)
	*Reg/Temp: Regular *Full/Part Time: Full-Time
	*Title: ANU Officer 6/7 (Admin) Short Title: ANUO 6/7 Detailed Position Description
	Work Location
	*Reg Region: AUS Australia
	*Department: 22264 Info & Workforce Planning Company: ANU Australian National University
	*Location: I010A Chancelry Bidg 10A
	Reports To: 00005870 ANU Officer 8 (Administration) Dot-Line:
	Supervisor LvI: Security Clearance:
	Salary Admin Dian: GNRI G. Grade: 6/7 G. Sten:
	Standard Hours: 35.00 Work Period: W & Weekly
	Mon Tue Wed Thu Fri Sat Sun
	Australia



Description	Specific Info	rmation <u>B</u>	uuger and meann	o o nito					
Position Nu	imber: 00	000000							
Headcount	Status:				Current He	ad Count:	0 out of	0	
Specific Info	rmation						Find View -	All First K	1 of 1 🖸
Effective Da	ite: 1	9/12/2011	Status:	Active					
8						Incumber	its		
						Updat	e Incumbents	1	
Max Head C	:ount:	1			1	Includ	e Salary Plan	/Grade	
Mail Drop ID):					Budge	eted Position		
Work Phone	e:					Confid	dential Positio	n	
Health Certi	ficate:					Job S	haring Permit	ted	
Signature A	uthority:	ient.				Availa	ble for Telew	ork	
Position									
*Dro Encu	mbranco Indio	ator: Immed	iato w		Calc Gr	Coup (Eloy So	nicolt		
Pre-Encu					Calc G	oup (riex se	ivice):		
*Encumbe	r Salary Option	: Salary:	step	×	Acader	nic Rank:		-	
*Classified	I Indicator:	Classif	ied 💌		FTE:	1.00000	Adds to	FTE Actu	ual Count
lick the E elect whic ultiple er	Budget and ch position nail lists. Y	l Incumbe categories You cannot	e nts tab. s the position t select the sa	n will hav ame categ	e. You c gory twic	can add n	ew rows it	f they r	need to b
lick the E elect which ultiple er Qescription	Budget and ch position nail lists. Y	l Incumbe categories You cannot mation	ents tab. s the position t select the sa Budget and Incum	n will hav ame categ	e. You c gory twic	can add n ce.	ew rows in	f they r	need to b
lick the E elect whic ultiple er 2escription Position Nur	Budget and ch position nail lists. Y	l Incumbe categories You cannot rmation	ents tab. s the position t select the sa sudget and Incum	n will hav ame categ	e. You c gory twic	can add n ce.	ew rows i	f they r	need to b
lick the E elect whic ultiple er <u>Description</u> Position Nur Headcount S	Budget and ch position nail lists. Y Specific Info nber: 000 Status:	categories cou cannot remation	ents tab. s the position t select the sa Budget and Incum	n will hav ame categ	e. You c gory twic	can add n ce.	ew rows is	f they 1	need to b
lick the E elect which ultiple er Description Position Nur Headcount S Current Bu	Budget and ch position nail lists. Y Specific Info nber: 000 Status: idget	categories cou cannot rmation	ents tab. s the position t select the sa audget and Incum	n will hav ame categ bents	e. You c gory twic	can add no ce. ead Count:	ew rows is	f they r	need to b
lick the P elect whic ultiple er escription Position Nur Headcount S Current Bu Head Cu	Sudget and ch position nail lists. Y Specific Info nber: 000 Status: rdget ount: 0	Lincumbe categories ou cannot remation 1000000 Current B	ents tab. s the position t select the sa Budget and Incum	n will hav ame categ bents 0.00 An	e. You c gory twic Current He nount:	can add no ce. ead Count: 0.000	ew rows in 0 out of	f they r	need to b
lick the P elect which ultiple er Position Nur Headcount S Current Bu Head Cu	Budget and ch position nail lists. Y Specific Info nber: 000 Status: idget ount: 0	Current B	ents tab. s the position t select the sa Budget and Incum	n will hav ame categ bents 0.00 An Customise Fin	e. You c gory twic Current He nount:	can add n ce. ead Count: 0.000	ew rows if 0 out of	f they r	need to b
lick the E elect which ultiple er Description Position Nur Headcount S Current Bu Head Cu	Budget and ch position nail lists. Y Specific Info Nber: 000 Status: Idget ount: 0	Current B	ents tab. s the position t select the sa Budget and Incum	n will hav ame categ bents 0.00 An Customise Fin	e. You c gory twic Current He nount:	can add no ce. ead Count: 0.000	ew rows in 0 out of	f they r	need to b
lick the E elect which ultiple er Position Nur Headcount S Current Bu Head Co	Budget and ch position nail lists. Y Specific Info nber: 000 Status: idget ount: 0 Position Catego Not Applicable	I Incumbe categories Zou cannot irmation (E 1000000 Current B	ents tab. s the position t select the sa Budget and Incum	n will hav ame categ bents 0.00 An Customise Fin	e. You c gory twic Current He nount:	can add no ce. ead Count: 0.00	ew rows it 0 out of	f they r	need to b
lick the E elect which ultiple er escription Position Nur Headcount S Current Bu Head C	Budget and ch position nail lists. Y Specific Info nber: 000 Status: idget ount: 0 Position Catego Not Applicable Building respor Copyright	L Incumbe categories ou cannot remation 1000000 Current B	ents tab. s the position t select the sa Budget and Incum	n will hav ame categ bents 0.00 An Customise Fin	e. You c gory twic Current He nount:	can add no ce. aad Count: 0.000	ew rows is 0 out of	f they r	need to b
lick the E elect which ultiple er Description Position Nur Head Court S Head Court Head Court Lead	Budget and ch position mail lists. Y Specific Info nber: 000 Status: Idget ount: 0 Position Catego Not Applicable Building respor Dopyright Douncil and Bo Delegations	L Incumbe categories You cannot remation E 1000000 Current B	ents tab. s the position t select the sa Budget and Incum sudget FTE:	n will hav ame categ bents 0.00 An Customise Fin	e. You c gory twic Current He nount:	can add no ce. ead Count: 0.000	ew rows in 0 out of	f they r	need to b
lick the E elect which ultiple er Description Position Nur Headcount S Current Bu Head Cu	Budget and ch position nail lists. Y Specific Info nber: 000 Status: idget ount: 0 Position Catego Not Applicable Building respor Copyright Council and Bo Delegations Financial	I Incumbe categorie: You cannot remation (E 1000000 Current B 200 Surrent B 200 Surrent B 200 Surrent B 200 Surrent B	ents tab. s the position t select the sa Budget and Incum sudget FTE:	n will hav ame categ bents 0.00 An Customise Fin	e. You c gory twic Current He nount:	can add no ce. aad Count: 0.000	ew rows it 0 out of	f they r	of 1 D Las
lick the E elect which ultiple er Position Nur Headcourt S Current B Head C	Budget and ch position nail lists. Y Specific Info nber: 000 Status: Idget ount: 0 Position Catego Not Applicable Building respor Copyright Douncil and Bo Delegations Financial Human Resour Marketing	Lincumbe categories You cannot imation (E 1000000 Current B 200 Isibilities ards(Governa ces	ents tab. s the position t select the sa Budget and Incum sudget FTE:	n will hav ame categ bents 0.00 An Customise Fin	e. You c gory twic Current He nount:	can add no ce. aad Count: 0.000	ew rows in 0 out of	f they r	of 1 D Las
lick the E elect whic ultiple er Description Position Nur Headcount S Current Bu Head C	Budget and ch position mail lists. Y Specific Info mber: 000 Status: idget ount: 0 Position Catego Not Applicable Juilding respon Copyright Council and Bo Delegations Financial -luman Resour Marketing Not Applicable DH&S	I Incumbe categories (ou cannot remation F 000000 Current B Sry Isibilities ards(Governa ces	ents tab. s the position t select the sa Budget and Incum Budget FTE:	n will hav ame categ bents 0.00 An Customise Fin	e. You c gory twic Current He nount: d View All	can add no ce. ead Count: 0.000	ew rows is 0 out of	f they r	of 1 C Las
lick the E elect which ultiple er Position Nur Headcount S Current Bu Head Current Empl ID Substant	Budget and ch position nail lists. Y Specific Info nber: 000 Status: udget ount: 0 Position Catego Not Applicable Building respor Copyright Council and Bo Delegations Financial Human Resour Jarketing Not Applicable DH&S Purchasing	L Incumbe categories You cannot remation (E 1000000 Current B 200000 Current B 200000 Surrent B 200000 Current B 200000 Surrent B	ents tab. s the position t select the sa Budget and Incum udget FTE:	n will hav ame categ bents 0.00 An Customise Fin ta Name	e. You c gory twic Current He nount:	can add no ce. ad Count: 0.000 0.000 0.000 0.000 0.000 0.000 0.000	ew rows is 0 out of 0 1 of 1 0 1 of 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0	f they r	of 1 12 Las
ick the E elect which ultiple er escription Position Nur eadcount S Current Bu Head Current Empl ID	Budget and ch position mail lists. Y Specific Info nber: 000 Status: Idget ount: 0 Position Catego Not Applicable Building respor Copyright Council and Bo Delegations Financial Human Resour Marketing Vot Applicable DH&S Financial Human Resour Marketing Vot Applicable DH&S Financial Research Mana	Lincumbe categories (ou cannot mation (E 1000000 Current B 200 Isibilities ards(Governa ces	ents tab. s the position t select the sa Budget and Incum sudget FTE:	n will hav ame categ bents 0.00 An Customise Fin	e. You c gory twic Current He nount: d View All	can add no ce. aad Count: 0.000 [2] [2] [2] [7] Customise [F Customise] F	ew rows it o out of	f they r	of 1 D Las



6.	Click the Save button.
	Save
7.	End of Procedure.

Add a Position Category to an Existing Position

1.	Navigate to Add/Update Pos Positions/Budgets>Add/Upd	sition Info - Main Menu>Organisational Development>Maintain late Position Info				
2.	Click on the Find an Existing Value tab, enter the position number, click the Search button.					
	Add/Update Position Info					
	Enter any information you have	e and click Search. Leave fields blank for a list of all values.				
	Find an Existing Value	dd a New Value				
	Limit the number of results to	(up to 300): 300				
	Position Number:	begins with 💌 00005872				
	Description:	begins with 💌				
	Position Status:	=				
	Business Unit:	begins with 🖌				
	Department:	begins with 🖌				
	Job Code:	begins with 🖌				
	Reports To Position Number:	: begins with 🖌				
	Include History Corre	ect History Case Sensitive				
	Search Clear _{Bas}	ic Search 📓 Save Search Criteria				



3.	The Position l Reason .	Description Page displays. Insert a new	w row with th	e correct effec	ctive date and update the
	Description S	pecific Information Budget and Incumbents			
	Position Informat	tion			Find View All First 1 of 2 Last
	Position Number	: 00005872			+ -
	Headcount Statu	is: Filled	Current Head Co	ount: 1 out of	1
	*Effective Date:	19/12/2011 🛐	*Status:	Active 🖌	
	Reason:	POS 🤍 Position	Action Date:	19/12/2011	
	*Position Status:	Approved Status Date: 28/03/2001	31	Key Position	
	Job Information				
	*Business Unit:	ANUID 🔍 Australian National University			
	*Job Code:	G67ADM ANU Officer 6/7 (Admin)			
	*Reg/Temp:	Regular 💌	*Full/Part Time:	Full-Time 💌	
	*Title:	ANU Officer 6/7 (Admin)	Short Title:	ANUO 6/7	Detailed Position Description
	Work Location				
	*Reg Region:	AUS Australia			
	*Department:	22264 Info & Workforce Planning	Company	ANU Austral	ian National University
	*Location:	I010A Chancelry Bldg 10A			
	Reports To:	00015654 HR System Support Coordinator	Dot-Line:	Q	
	Supervisor LvI:	Se	ecurity Clearance:		
	Salary Plan Info	ormation			
	Salary Admin P	Plan: GNRL Grade: 6/7 🧠 St	tep:		
	Standard Hours	rs: 35.00 Work Period: W 🔍 W	/eekly		
		Mon Tue Wed Thu Fri	Sat Sun	_	
		7.00 7.00 7.00 7.00 7.00			
	Australia				
4.	Click the Spe	cific Information tab. Make sure the	Update Incu	mbents check	box is unticked. As this
	does not affec	ct Job Data there is no need for the incr	umbents to be	e updated.	



Position Number: 0000000 Headcourt Status: Current Head Count: 0 out of 0 Fiftherice Date: 19122011 Status: Active Fiftheric Date: 19122011 Status: Calc Group Fifther Services: Active Status Status: 1919 Active Status: 1919 Fiftheric Date: 1919 Fiftheric Fiftheric Fiftheric Date: 1919 Fiftheric		Description Specific Information Budget and Incumbents
Beadcount Status: Current Head Count: 0 out of 0 Freedoct information Freedoct information Freedoct information Freedoct information Image: Status: Active: Image: Status: Active: Image: Status: Status: Active: Image: Status: Status: Active: Image: Status:		Position Number: 00000000
 S. Click the Budget and Incumbents tab. Select which position categories the position will have. You cannot select the same category twice. Click the Budget and Incumbents tab. Select which position categories the position will have. You cannot select the same category twice. Click the Budget and Incumbents tab. Select which position categories the position will have. You cannot select the same category twice. Click the Budget and Incumbents tab. Select which position categories the position will have. You cannot select the same category twice. Click the Budget and Incumbents tab. Select which position categories the position will have. You cannot select the same category twice. Click the Budget and Incumbents tab. Select which position categories the position will have. You cannot select the same category twice. Click the Budget and Incumbents tab. Select which position categories the position will have. You cannot select the same category twice. Click the Budget and Incumbents tab. Select which position categories the position will have. You cannot select the same category twice. Click the Budget information Budget and Incumbents Position Number: 0000000 Head Count: 0 out of 0 Current Budget FTE: 0.00 Amount: 0.00000 Head Count: 0 Current Budget FTE: 0.00 Amount: 0.00000 Budget possibilities Subtata Parkasing amount in the possibilities Subtata Parkasing amount is a select which possibilities Subtata Parkasing amount is a select which possibilities Current Budget FTE: 0.00 Amount: 0.00000 Head Count: 0 Current Budget FTE: 0.00 Amount: 0.00000 Head Count: 0 Current Budget FTE: 0.00 Amount: 0.00000 Budget Amount is a select for the select f		Headcount Status: Current Head Count: 0 out of 0
2. Click the Budget and Incumbents tab. Select which position categories the position will have. You can do not select the same category twice. 3. Click the Budget and Incumbents tab. Select which position categories the position will have. You can add new rows if they need to be on multiple email lists. You cannot select the same category twice. Position Number: 0000000 Head Count: 0 Position Number: 0000000 Head Count: 0 Unrent Budget TFE: 0.00000 Head Count: 0 Status: Current Budget TFE: 0.000000 Education and Governments Position Number: 0000000 Head Count: 0 Outrent Budget TFE: 0.00000 Head Count: 0 Unrent Budget TFE: 0.00000 Head Count: 0 Unrent Budget TFE: 0.00000 Head Count: 0 0 Current Budget TFE: 0.00000 Head Count: 0 0 0.000000 Encomposition Sectores 0 0.000000 Encomposition Sectores 0 0.000000 Encomposition Sectores 0		Specific Information Find View All First K 1 of 1 D Last
as Head Count: Image: Imag		Effective Date: 19/12/2011 Status: Active
Max Head Count: Image: Control of the control of t		Incumbents
Max Head Count: Instructed Satury PlanGrade Work Phone: Budgeted Position Health Certificate: Image: Certificate Position Signature Authority: Image: Certificate Position Position Pool ID: Image: Certificate Position * Encumber Salary Option: Salary Step Academic Rank: Image: Certificate Position will have. You can add new rows if they need to be on multiple email lists. You cannot select the same category twice. Position Number: 0000000 Head Count: 0 Position Records Image: Fre: 0.000 Amount: 0.000 Image: Fre: Position Records Image: Fre: 0.00 Amount: 0.000 Image: Fre: 1 of fre: Position Records Image: Fre: 0.00 Amount: 0.000 Image: Fre: 1 of fre: Image: Fre: 0.00 Amount: 0.000 Image: Fre: 1 of fre: 1 of fre: Image: Fre: 0.00 Amount: 0.000 Image: Fre:		Update Incumbents
Mail Drep D:		Max Head Count: 1 Include Salary Plan/Grade
Work Holds:		Mail Drop ID:
 Signature Authority:		Health Certificate:
 claucation and Government Position Pool ID: Pre-Encumbrance Indicator: Immediate Calc Group (Fiex Service): Click the Budget and Incumbents tab. Select which position categories the position will have. You can add new rows if they need to be on multiple email lists. You cannot select the same category twice. Click the Budget and Incumbents tab. Select which position categories the position will have. You can add new rows if they need to be on multiple email lists. You cannot select the same category twice. Description Specific Information Eudget and Incumbents Position Number: 0000000 Head Count: 0 Current Budget TFE: 0.00 Amount: 0.000; Head Count: 0 Current Budget FFE: 0.00 Amount: 0.000; Fract For and Baards (Governance) Job Data Imme Substate Administration Budget Administration Budget		Signature Authority:
 Position Pool ID: Pre-Encumbrance Indicator: Immediate Catc Group (Flex Service): Academic Rank: *Encumber Salary Option: Salary Step Academic Rank: Academic Rank: Academic Rank: Cate Group (Flex Service): Academic Rank: Categories the position will have. You can add new rows if they need to be on multiple email lists. You cannot select the same category twice. Click the Budget and Incumbents tab. Select which position categories the position will have. You can add new rows if they need to be on multiple email lists. You cannot select the same category twice. Description Specific Informator Budget and Incumbents Position Number: 0000000 Head Count: 0 Current Budget FTE: 0.00 Amount: 0.000 Relation of the second status: Current Head Count: 0 out of 0 Freat Budget Second Status: Current Budget FTE: 0.00 Amount: 0.000 Relation Second status: Current Budget FTE: 0.00 Amount: 0.000 Relation Second status: Current Budget FTE: 0.00 Amount: 0.000 Relation Second status: Current Budget FTE: 0.00 Amount: 0.000 Relation Second status: Current Budget FTE: 0.00 Amount: 0.000 Relation Second status: Current Budget FTE: 0.00 Amount: 0.000 Relation Second status: Current Budget FTE: 0.00 Amount: 0.000 Relation Second status: Current Budget FTE: 0.00 Amount: 0.000 Relation Second status: Current Budget FTE: 0.00 Amount: 0.000 Relation Second status: Current Budget FTE: 0.00 Amount: 0.000 Relation Second status: Current Budget FTE: 0.00 Amount: 0.000 Relation Second status: Current Budget FTE: 0.00 Amount: 0.000 Relation Second status: Current Budget FTE: 0.00 Amount: 0.000 Relation Second status: Current Budget FTE: 0.00 Amount: 0.000 Relation Second status: Current Budget FTE: 0.00 Amount: 0.000 Relation Second status: Current Budget FTE: 0.00 Amount: 0.000 Relation Second status: Current Budget FTE: 0.00 Amount: 0.000 Relation Second status: Current Budget FTE: 0.00 Amount: 0.000 Relation Second status: Current Budget FTE: 0.00 Amount:		- Education and Government
 Click the Budget and Incumbents tab. Select which position categories the position will have. You can add new rows if they need to be on multiple email lists. You cannot select the same category twice. Click the Budget and Incumbents tab. Select which position categories the position will have. You can add new rows if they need to be on multiple email lists. You cannot select the same category twice. Description Specific Information Eudost and Incumbents Position Number: 0000000 Headcount Status: Current Head Count: 0 out of 0 Current Budget TE: 0.00 Amount: 0.0007 Head Count: 0 Current Budget FTE: 0.00 Amount: 0.0007 Current Budget in Boards (Governance) Use on a mount: 0.0007 Current Budget in Boards (Governance) Use on a mount: 0.0007 Current Budget in Boards (Governance) Use on a mount: 0.0007 Current Budget in Boards (Governance) Use on a mount: 0.0007 Current Budget in Boards (Governance) Use on a mount: 0.0007 Current Budget in Boards (Governance) Use on a mount: 0.0007 Current Budget in Current Budget FTE: 0.00 Amount: 0.0007 Current Budget in Boards (Governance) Use on a mount: 0.0007 Current Budget in Boards (Governance) Use on a mount in 0.0007 Current Budget in Boards (Governance) Use on a mount in the mount is on the second in the s		Position Pool ID:
 Encumber Salary Option: Salary Step Academic Rank: You cannot select the same category twice. Substate Academic Rank: Budget FTE: 0.00 Amount: 0.0007 Head Count: 0 Current Budget FTE: 0.00 Amount: 0.0007 Head Count: 0 Current Budget FTE: 0.00 Amount: 0.0007 Head Count: 0 Current Budget FTE: 0.00 Amount: 0.0007 Head Count: 0 Current Budget FTE: 0.00 Amount: 0.0007 Head Count: 0 Current Budget FTE: 0.00 Amount: 0.0007 Head Count: 0 Current Budget FTE: 0.00 Amount: 0.0007 Head Count: 0 Current Budget FTE: 0.00 Amount: 0.0007 Head Count: 0 Current Budget FTE: 0.00 Amount: 0.0007 Head Count: 0 Current Budget FTE: 0.00 Amount: 0.0007 Head Count: 0 Current Budget FTE: 0.00 Amount: 0.0007 Head Count: 0 Current Budget FTE: 0		*Pre-Encumbrance Indicator: Immediate 🖌 Calc Group (Flex Service):
Classified indicator: Classified Image: THE: 1000000 Image: Adds to FTE Actual Count 5. Click the Budget and Incumbents tab. Select which position categories the position will have. You can add new rows if they need to be on multiple email lists. You cannot select the same category twice. Description Specific Information Budget and Incumbents Position Number: 00000000 HeadCount: 0 Current Budget FTE: Image: Image		*Encumber Salary Option: Salary Step 🖌 Academic Rank:
 5. Click the Budget and Incumbents tab. Select which position categories the position will have. You can add new rows if they need to be on multiple email lists. You cannot select the same category twice. Description Specific Information Budget and Incumbents Position Number: 0000000 Headcount Status: Current Head Count: 0 out of 0 Current Budget Current Budget information Current Budget FTE: 0.00 Amount: 0.000 months Position Recovery Council and Boards(Governance) or customed [End] Verv All if if		*Classified Indicator: Classified 💌 FTE: 1.000000 🗌 Adds to FTE Actual Count
 5. Click the Budget and Incumbents tab. Select which position categories the position will have. You can add new rows if they need to be on multiple email lists. You cannot select the same category twice. Description Specific Information Budget and Incumbents Position Number: 0000000 Headcount Status: Current Budget TE: 0.00 Amount: 0.000 Headcounts Current Budget Current Budget in Current Budget FTE: 0.00 Amount: 0.000 File Position Category Internet Budget FTE: 0.00 Amount: 0.000 File Position Category Internet Budget FTE: 0.00 Amount: 0.000 File Position Category Internet Budget Internet Budget		
6. Click the Save button. 7. End of Procedure.		Description Specific Information Budget and Incumbents Position Number: 00000000 Headcount Status: Current Head Count: 0 out of 0
Customise Find View All (a) if first if of if the set of		Current Budget Head Count: 0 Current Budget FTE: 0.00 Amount: 0.000
6. Click the Save button. 7. End of Procedure.		Customise Find View AT III First M 1 of 1 M Last
Building responsibilities Copyright Courcent Copyright Courcent Council and Boards(Governance) Delegations Job Data Financial Job Data Human Resources Job Data Marketing Job Data Substan OH&S Curcent Customise Find @ # First @ 1 of 1 @ Last Marketing Job Data Marketing Job Data Marketing Job Data Marketing Job Data Substan OH&S Curchasing Quality Enhancement Research Management Job Data Student Administration Job Data Training and Development Job Data Save Image: Save 7. End of Procedure.		1 Not Applicable
Current Courci and Boards(Governance) Customise [End] [2]]]] [Enst] 1 of 1] Last Enne 10 Financial Job Data Name Human Resources Job Data Job Data Job Data Substan OH&S Customise [End] [2]]]] [Enst] 1 of 1] Last Job Data Substan OH&S Customise [End] [2]]] [Enst] 1 of 1] Last Purchasing Quality Enhancement Job Data Student Administration Job Data Job Data Training and Development Job Data Job Data 7. End of Procedure. End of Procedure.		Building responsibilities
 Empl D Elegations Empl D Financial Human Resources Marketing Not Applicable Customise [Find] I First I of 1 Last Guality Enhancement Research Management Student Administration Training and Development 6. Click the Save button. Fine Save 7.< End of Procedure.		Current Council and Boards(Governance)
 Human Resources Marketing Job Data Substant OH&S Purchasing Quality Enhancement Research Management Student Administration Training and Development Click the Save button. Save Take Save 		Empl ID Financial Job Data Name
Not Applicable Customise Find I I First I of 1 I Lest Substant OH&S Purchasing Quality Enhancement Job Data General Administration Job Data Training and Development Job Data 7. End of Procedure.		Human Resources
6. Click the Save button. 7. End of Procedure.		Not Applicable
Guality Enhancement Job Data Research Management Job Data Student Administration Job Data Click the Save button. Job Data Save Image: Click the Save button. 7. End of Procedure.		Purchasing
Student Administration JOD Data G. Click the Save button. Image: Save Image: Save 7. End of Procedure.		Compile Quality Enhancement Sob Data Sob Data
6. Click the Save button. 7. End of Procedure.		Student Administration
6. Click the Save button. 7. End of Procedure.		
Save 7. End of Procedure.	6	Click the Save button.
7. End of Procedure.	0.	Save
	7.	End of Procedure.