

Glossary of terms

Terminology	Definition
ANU reference code	A 10 digit code which uniquely identifies the accelerated increment eForm which has been processed. It is displayed in the format 10000XXXXX
Awaiting approval	The delegate has not approved the eForm yet, approval is needed before the accelerated increment can be implemented.
Current grade	The current salary grade of the staff member according to their current increment step and the Enterprise Agreement.
Current step	The current increment step the staff member is at prior to applying for an accelerated increment.
Declined	Indicates that the delegate has declined the request for increment and consequently, it will not be implemented.
Delegate	A member of staff who occupies an official position at the University, that position having been assigned authorities by the Vice-Chancellor by way of the University delegation system. In this context, the staff member granted the authority to approve staff members' requests for accelerated increments.
Delegate details	Details of the delegate whose approval may be required for the accelerated increment. Refer to the 'delegate' definition above. This person may be different to the requestor (supervisor).
DHR	Director of Human Resources
DHR approval	The current approval status of the Director of Human Resources in approving the requested accelerated increment.
DHR approval details	Details of the Director of Human Resources. DHR approval is required when the accelerated increment is greater than one step and for certain academic positions.
Earliest request date	The earliest date that any HR AI eForm was initiated by a nominator.
Latest request date	The latest date that any HR AI eForm was initiated by a nominator.
Full name	This is the staff members' full name as extracted from the Intelledox system and is displayed as Firstname Surname (uXXXXXXX)
Increment effective date	The date by which the new increment step and grade is effective, as indicated in the HR eForm.
Increment new grade	The new salary grade if the accelerated increment is approved.
Increment new step	The new increment step if the accelerated increment is approved.
Increment staff member details	The details of the staff member who may receive an accelerated increment if approved.
Nominator name	The Full name of the supervisor who initiated the accelerated increment process for their staff member.
Request date	The date that the accelerated increment request was submitted for approval using the eForm.
Request details	The details of the person who initiated the accelerated increment request through a HR eForm. This person is usually the supervisor of the staff member who may receive an accelerated increment.
Supervisor university ID	A seven-digit number, prefixed with a 'u', which uniquely identifies the supervisor of the staff member who has applied for accelerated increment. This person initiates the accelerated increment process.
Uni ID	A seven-digit number, prefixed with a 'u', which uniquely identifies the staff member who has been nominated for an accelerated increment.