



## Visiting and Honorary Appointment (VaHA) eForm reports Frequently Asked Questions (FAQs)

### 1. Are all the dates shown in DD/MM/YYYY format?

Yes.

### 2. Why do some names include salutations and others not? Some names are incorrectly spelt, why is this?

The names for nominator, delegate and existing appointees are picked up from the full name field in the form (retrieved via web service), which sometimes includes salutation. Appointee details are manually entered into the form and if these are spelt incorrectly, it will be reflected in the reports.

### 3. In Visiting and Honorary Appointment eForm detail report, why does the university ID not display for some visitors, although it is recorded in the HRMS?

For cases where the forms were initiated in the early days of release, the appointee uni ID will appear as missing as it wasn't captured correctly in earlier versions of the form. This impacts just over 50 records and a consultation process with HR to resolve this issue is already underway.

### 4. In Visiting and Honorary Appointment eForm detail report, why "Appointment reasons" displays as "No reasons provided"?

Appointment reasons aren't captured for "New conferred academic title" but are mandatory for any other appointee category.

### 5. In Visiting and Honorary Appointment eForm detail report, why does the "Statement of Contribution" section not link to any documents attached to the request?

Linking to documentation attached to the eForm from the reporting is technically not feasible and therefore, cannot be implemented. Queries related to documentation attached to an eForm should be directed to the HR Systems team.



**6. In Visiting and Honorary Appointment eForm detail report, under the heading "Citizenship details", why are there no visa details?**

The only visa-related question that is captured in the form relates to whether or not sponsorship is required. Visa details are unlikely to be available in the reporting for security reasons and will therefore, need to be looked up in the HRMS.

**7. For the nominator and the delegate, can the "preferred name" not be displayed?**

The preferred name field is not always populated in the HRMS and thus is not a reliable source for us to use in the reporting. The HR Systems team is working on a solution to address this issue in the HRMS and will let us know further down the track which field to use for this purpose, if required.

**8. In the Appointee business process, what is the difference between "Finish" stage and "Appointee Acceptance" stage?**

"Finish" indicates that the form has been accepted by the appointee and the business process has reached the end, whereas "Appointee Acceptance" indicates that the form is yet to be accepted by the appointee and the business process is still not complete.

**9. In Visiting and Honorary Appointment eForm list and Visiting and Honorary Appointment eForm list – upcoming end of appointment, why does the hyperlink for "Form ID" not lead to the form?**

The report does not link to the form, but to the detail report containing all relevant information captured in the form. All additional information related to a appointee should be queried in the HRMS.

**10. In Visiting and Honorary Appointment eForm list and Visiting and Honorary Appointment eForm list – upcoming end of appointment, what is the "Latest approval step"?**

The latest approval step represents where in the workflow the process is currently at, and not the last completed step.



**11. In Visiting and Honorary Appointment eForm list and Visiting and Honorary Appointment eForm list – upcoming end of appointment, why there is <<Appointee type not captured>> in as appointment type column?**

In cases of extensions, Appointee type is not actually entered in the form. For cases where the forms were initiated in the early days of release, the Appointee type will appear as “<<Appointee type not captured>>” as it wasn’t captured correctly in earlier versions of the form. This impacts some records and a consultation process with HR to resolve this issue is already underway.