VISITING AND HONORARY APPOINTMENTS (VaHA) PROCESSING GUIDE (previously known as Person of Interest or POI)
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Visiting and Honorary Appointments (VaHA)

The VaHA form is to be used to nominate or extend a role, including:

- Conferred Academic Titles
  - Emeritus Professor
  - Honorary Staff Member
  - Visiting Fellow
  - Academic Visitor

- Other Person of Interest types
  - Visitors and Campus Visitors
  - Contractors and Consultants
  - Supervisors and Examiners
  - Secondees
  - ANU College students

Form Link
VaHA/Honorary Appointments

Relevant Policy
ANUP_000417- Academic Titles Conferral Honorary (Clinical)* Staff member, Visiting Fellow, Visitor and Emeritus Professor

Form Rules
The following rules have been automated into the form.

Academic Title Duration
Duration for Academic Titles has been pre-populated to the maximum time period allowed for the nomination type. End dates are editable, but users will not be able to select a date that extends the period past the duration timeframes listed in the policy.

Approval Delegation

<table>
<thead>
<tr>
<th>Process</th>
<th>Description</th>
<th>Delegation #</th>
<th>Delegation Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honorary Appointments</td>
<td>Approve or extend full, clinical and adjunct academic status</td>
<td>139 Cluster 1</td>
<td>D3</td>
</tr>
<tr>
<td></td>
<td>Cluster 1- Levels A-D</td>
<td>139 Cluster 2</td>
<td>D1</td>
</tr>
<tr>
<td></td>
<td>Cluster 2- Level E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Process</td>
<td>Description</td>
<td>Delegation #</td>
<td>Delegation Profile</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>---------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>VaHA appointments</td>
<td>Approve nominations for:</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>- Visitors and Campus Visitors</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>- Contractors and Consultants</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Supervisors and Examiners</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>- Secondees</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- ANU College students</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Delegations have been aligned to the new Academic Title policy and will</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>require approval equivalent to a D3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**System Integrations**

Upon Delegate approval of the application the following actions have been automated:

- Notification sent via email to Delegate, Supervisor and nominee
- Data sent to HRMS for
  - Creation of pre-employee
  - Creation of new VaHA
  - Extension of existing VaHA
**New Honorary Appointments- Form Guide**

This reference guide provides an overview of the process when submitting an application for a new Honorary Appointment.

**Scenario**

A request for an Honorary Appointment can be initiated by a school administrator, supervisor, or Delegate.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Login to <a href="#">ANU eForms</a> using your UID and HORUS password</td>
</tr>
<tr>
<td>2.</td>
<td>Select the VaHA form &lt;br&gt; <a href="#">Person of Interest / Honorary Appointment</a></td>
</tr>
<tr>
<td>3.</td>
<td>If the nominee has an existing UID, please enter it here to populate the nominees details</td>
</tr>
</tbody>
</table>

**Person of Interest details**

To establish the POI within the University, we will check previous staff, student and POI records by running searches in the HR System. This process will ensure the relationship with the University is registered for the correct individual and captured against the correct POI type.

Does the nominated POI have an ANU UID? <br> [Yes] [No or unsure]

University ID *
4. Select ‘New Conferred Academic Title’, and enter in the nominees details.

Click on the to proceed.
5. Select the nomination type, and enter the start date. End dates will automatically pre-populate to the maximum term allowed for the appointment type. End dates can be reduced by typing over the pre-populated information.

If the nominee is a Clinical Practitioner, or will be a part of the ANU Medical School, please select the appropriate tick box.
6. Access requirements for Honorary appointments are outlined in the Conferral of Honorary Academic Titles policy. Please confirm if the nominee will be visiting the campus and will require a work space.

**Access**

Access to University Systems such as email accounts, library privileges and access to University enterprise software are determined by the POI type selected.

On approval of the application, a University ID and email account will be created for the POI. If the POI requires specific Enterprise Systems access (e.g. Finance System, HR System), please complete the relevant System Access form located on ANU Policies. If the POI requires IT access for systems in your College, School or Divisional area, please contact IT. If the POI requires a room or a desk please check the tick box below.

Access requirements  ☐ Room or a desk

Click on the [to proceed.]

7. In accordance with the Conferral of Honorary Academic Titles policy, supporting documentation is required for the application. Please upload the supporting documentation.

**Supporting documentation**

In accordance with the Academic Titles Conferral Policy, applications for Honorary Academic Titles are required to be supported by two reference letters from individuals with appropriate experience and expertise to comment on the applicant’s proposed association with the ANU. These letters should be obtained prior to the application being processed.

Reference letter 1

Upload New

Reference letter 2

Upload New

Note: These reference letters should be from two separate referees.

Click on the [to proceed.]

Version 1.0 July 2015
8. Indicate if the VaHA will be eligible for an allowance or expense payments.

Additional information in relation to Living Away From Home Allowance can be found on the [Australian Taxation Office](https://www.ato.gov.au) website.

### Eligibility for expenses

Payment of expenses for the POI should be assessed on a case by case basis. The Delegate may determine the types of expenses that will be paid, and may also arrange for payments to be made by the home institution under reciprocal arrangements.

Any queries in relation to the types of expenses to be covered should be agreed with the Delegate in the first instance. For further advice in relation to payment restrictions, eligibility for allowances, and double taxation agreements contact your local Finance Manager.

- [ ] LAFHA eligibility?
  - The POI is an Australian citizen or permanent resident and may be entitled to a Living Away From Home Allowance (LAFHA)
  - The POI is not an Australian Citizen or permanent resident.

- [ ] Payments or reimbursements?
  - Yes, the POI will receive payments or reimbursements for costs
  - No, there are no payments or reimbursements forecast for this POI
9. If the VaHA is to receive payments or reimbursements, you will need to complete the details of the expenses, and indicate who will be funding the expense.

### Expenses

Expenses may be paid by the ANU, or by the Home institution. Selecting the funding source provides an overview of the expected costs that the Finance area will need to process in the form of direct payments, and possible reimbursements to the Home Institution. If you select ‘Other’, please provide a description of the expense.

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount AUD,$</th>
<th>Funding source</th>
<th>Ledger Code</th>
<th>Department ID</th>
<th>Project ID</th>
<th>Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>ANU</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Home institution</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add an additional expense by clicking the + button and remove an expense by checking the tick box on the left of the row, and then pressing the - button.

Finance administrators can be notified of the intent to make payments, and can assist with taxation and Fringe Benefit Tax implications. Add details of the Local Finance Manager or Head of Budget Unit in order to notify them of the application.

### Finance administration

Local Finance areas are involved in the payment and reimbursement of expenses to POIs. Your Local Finance area can also assist with taxation and fringe benefit tax implications.

Please specify the Local Finance Manager and/or the Head of the Budget Unit you would like to notify of expenses or reimbursements that are expected for the POI.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
10. A nominator needs to be identified to support the application—this should be the staff member that will supervise the nominee for the duration of their visit. Please select if you are the nominator.

**Nominator selection**

The identified nominator should be the staff member that will supervise the POI during their visit.

This form can be completed on behalf of that nominator. In that instance, please identify the appropriate nominator to ensure the correct lines of supervision are established.

Are you the nominator?  
- Yes
- No

If you are the nominator, please select your current role and confirm that the position details returned are correct.

**Role**  
General Staff | Service Improvement Group

**Nominator Details**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uni ID</td>
<td>u8888888</td>
</tr>
<tr>
<td>Title</td>
<td>Ms</td>
</tr>
<tr>
<td>First Name</td>
<td>Penny</td>
</tr>
<tr>
<td>Surname</td>
<td>Smith</td>
</tr>
<tr>
<td>Position</td>
<td>General Staff</td>
</tr>
<tr>
<td>College</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:penny.smith@anu.edu.au">penny.smith@anu.edu.au</a></td>
</tr>
</tbody>
</table>

If you are not the nominator, please identify the nominator by searching using their first and last name.

Select the nominator from the nominator list, and select their current role.

Please check that the position details returned are correct before proceeding.
**Nominator Details**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
<th>Position</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uni ID</td>
<td>u7777777</td>
<td>Position</td>
<td>General Staff</td>
</tr>
<tr>
<td>Title</td>
<td>Mr</td>
<td>College</td>
<td>Colleges of Science</td>
</tr>
<tr>
<td>First Name</td>
<td>Peter</td>
<td>Department</td>
<td>College Executive</td>
</tr>
<tr>
<td>Surname</td>
<td>Brown</td>
<td>Email</td>
<td><a href="mailto:peter.brown@anu.edu.au">peter.brown@anu.edu.au</a></td>
</tr>
</tbody>
</table>

Click on the **→** to proceed.
11. You can choose to give administrative oversight to staff within your area. Where this is required, enter their name and email address in order to notify them of the request.

**Notifications**

The nominator can identify administrative or other staff within their area to be notified of the applications process. The people identified below will not be able to edit the form but will be emailed information about the POI and expected start date of the applicant.

Local administrators may need visibility of the process to arrange accommodation for the POI, or simply to look after and track POI applications.

- Name
- Email

Click on the to proceed.

12. Once you have completed the required form details, you will be able to submit the request to the nominee for their action.

**Submission**

On submission of this application, the form will be sent to the POI using the email address identified on the POI details page (john@smith.com).

The POI will be issued a temporary login to the system, and will need to provide additional personal details and required supporting evidence.

The POI will be directed to the Department of Immigration and Border Protection website for guidance on the appropriate visa selection for their visit, and will document the visa they are applying for in the application.

On submission of the form by the POI it will be returned to the nominator for final review before Delegate approval.

[Submit to POI for detail entry]
Honorary Appointment- Nominee Entry

1. The Nominee will receive an email notification that form action is required.

2. The Nominee should login to ANU eForms using the login ID and password issued via email.

3. The form will appear in the Forms Assigned to Me section

<table>
<thead>
<tr>
<th>Form</th>
<th>Assigned By</th>
<th>Date Assigned</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>POI Detail Entry</td>
<td>Peter Brown</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click on the form to enter

4. The first page is an introduction page that will provide details of the application process and instructions for processing the form.

**Introduction**

You have been nominated by Peter Brown for an appointment as Honorary Lecturer (Level B) with the Australian National University. Academic titles are assigned in accordance with the University’s Academic Titles Conferment Policy.

Please complete the details in this form to complete the application process, before endorsement of the visit.

Please note that the information collected in this application will be handled and stored in accordance with the [ANU Privacy Policy](#) and will be marked as confidential information upon your submission of the form.

Details provided through this form will be used to generate your access to University systems (as applicable). Any required supporting documentation will be used in assessing the application.

**Instructions for completing the form**

The online form provides you with guidance and options for completion. As you step through the online form, the applicable workflow will be displayed on the left of the screen, allowing for easy navigation once you are familiar with the content.

Enter the online form now by clicking the arrow (→). On later pages you can use the back arrow (←) to return to the previous page or the workflow menu to navigate directly to a particular page. You can press the save icon if you would like to come back later.

Click on the to proceed.
5. The nominee will be asked to provide their details. If the nominee knows their previous ANU UID they will be able to enter it in this page.

Person of Interest details

**POI Personal details**

<table>
<thead>
<tr>
<th>Title</th>
<th>Mr</th>
<th>Email</th>
<th><a href="mailto:john@smith.com">john@smith.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>First name *</td>
<td>John</td>
<td>Confirm email</td>
<td><a href="mailto:john@smith.com">john@smith.com</a></td>
</tr>
<tr>
<td>Last name *</td>
<td>Smith</td>
<td>Contact number</td>
<td>260000000</td>
</tr>
<tr>
<td>Gender *</td>
<td></td>
<td>Date of birth</td>
<td></td>
</tr>
</tbody>
</table>

**POI Address details**

<table>
<thead>
<tr>
<th>Street address *</th>
<th></th>
<th>State / Province *</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Street address 2</td>
<td></td>
<td>Postcode / Zipcode *</td>
<td></td>
</tr>
<tr>
<td>Suburb *</td>
<td></td>
<td>Country *</td>
<td></td>
</tr>
</tbody>
</table>

Click on the to proceed.

6. The nominee will see a summary of the nomination type and start/end dates

Version 1.0 July 2015
Appointment details

The below nomination type, start and end date have been selected by Peter Brown. Please review the proposed start and end dates and confirm you are able to travel during that period.

Nomination type: Honorary Lecturer (Level B)
Start date: 31/07/2015
End date: 30/07/2020

Click on the to proceed.

7. The nominee will be required to provide details of their home institution and education history.

Home institution and education details

Please provide details of your current home institution or employer and level of appointment. If you have already retired, please provide details of your last employer and appointment level before retirement. Details of your highest level of education and the awarding institution should be provided under the Education section.

Home institution

Current appointment level: 
Current institution: 
Home institution country: 

Education

Highest level of education: 
Education institution: 
Education institution country: 

Click on the to proceed.
8. The nominee will be required to provide a statement of their contribution.

**Contribution to ANU**

Please write a statement of contribution below, specifying how your experience and expertise will contribute to the research, education and teaching activities of the ANU. Alternatively, you may attach a document outlining your envisaged contribution to the ANU.

Add a row by clicking the + button and remove a row by checking the tick box on the left of the row, and then pressing the - button.

Click on the to proceed.

9. The nominee will need to complete their citizenship and visa details

If the nominee is an Australian Citizen or Permanent Resident- they will not be required to complete visa details.
Citizenship and visa details

Provide details in relation to citizenship and visa requirements for your visit. The ANU requires this information to assess what payments, if any, are applicable and to issue the correct visa sponsorship letter where required.

Are you an Australian citizen or permanent resident?*  
☐ Yes  
☐ No

Eligibility for travel allowances is influenced by factors such as the duration of the visit, maintaining a home, use of short term accommodation and whether the visitor will be accompanied by family. Short-term visitors who can be considered as 'travellers', as opposed to having relocated, should talk to the local Finance area to determine if they are eligible for a travel allowance.

Will you be maintaining your current residence?*  
☐ Yes  
☐ No

Eligibility for travel allowances will be assessed on a case by case basis. Allowances payable (if any) should be discussed with Peter Brown (u7777777@anu.edu.au) in the first instance.

If the application is not an Australian citizen or permanent resident, they will be guided on the visa information they will need to provide.
Are you an Australian citizen or permanent resident?  
○ Yes  
○ No

Current country of citizenship: 

Visa types and application procedures can be found on the Australian Department of Immigration and Border Protection’s [Find a Visa tool](#).

This tool will assist you in identifying the types of visas you may be eligible to apply for when visiting Australia. Individuals undertaking research activities may be eligible to apply for a [402 (Training and Research visa)](#).

You may seek tailored visa advice by contacting the Department of Immigration and Border Protection in [Australia](#) or one of the overseas Australian [diplomatic missions](#).

Visa sponsorship required: 

Note: On your arrival, evidence of your visa should be provided to Peter Brown and will be forwarded to the HR team.

Eligibility for travel allowances is influenced by factors such as the duration of the visit, maintaining a home, use of short term accommodation and whether the visitor will be accompanied by family. Short-term visitors who can be considered as ‘travellers’, as opposed to having relocated, should talk to the local Finance area to determine if they are eligible for a travel allowance.

Will you be maintaining your current residence?  
○ Yes  
○ No

Click on the [→](#) to proceed.
10. The nominee will be required to upload supporting documentation and a copy of their current curriculum vitae.

Supporting documentation

In accordance with the ANU's Academic Titles Conferral Policy, applications for Honorary Academic Titles are required to provide a copy of their CV which should include as a minimum:

- Formal qualifications and any prizes, awards, honours and other esteem indicators
- Appointments, including consultancies and any other honorary or visiting fellow associations with other universities
- Research/Creative activity outputs, including bibliographic details, year of publication, individual contribution by percentage; and evidence of impact
- Research/Creative activity funding, including title of grant, funding body, grant category, year and total grant value and any patents
- Education activities (where appropriate), including contribution to development of peers in the field via formal courses or programs, executive education or short courses, training, professional development, talks, or mentoring
- Service to the profession or disciplinary area.

Click on the to proceed.

11. Upon completion of required form fields, the nominee will be able to submit the request

Submission

On submission of this application, the form will be sent to Peter Brown for review. They will ensure the application is complete before sending it for approval.

If you have any enquiries relating to this application or to the process in general, please contact Peter Brown in the first instance via email u7777777@anu.edu.au

Submit form to Nominator for review
1. The Nominator will receive an email notification that form action is required.

2. The Nominator should login to ANU eForms using their UID and HORUS password.

3. The form will appear in the Forms Assigned to Me section.

   Forms Assigned To Me

<table>
<thead>
<tr>
<th>Form</th>
<th>Assigned By</th>
<th>Date Assigned</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>POI Nominator Review</td>
<td>John Smith</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   Click on the form to enter.

4. The nominator should review the details in all of the form pages.

   Person of Interest details

   POI Personal details

<table>
<thead>
<tr>
<th>Title</th>
<th>Email *</th>
<th>Confirm email *</th>
<th>Contact number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr</td>
<td><a href="mailto:john@smith.com">john@smith.com</a></td>
<td><a href="mailto:john@smith.com">john@smith.com</a></td>
<td>2600000000</td>
</tr>
<tr>
<td>First name *</td>
<td>John</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last name *</td>
<td>Smith</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appointmen details

Definitions and eligibility criteria for each type can be found in the Academic Titles Conferral Policy. If the POI is a clinical practitioner or a part of the ANU medical school please check the appropriate tick boxes below.

- POI is a Clinical Practitioner (optional)
- POI is part of the ANU Medical School (optional)

Nomination type
- Honorary Lecturer (Level B) - 00051

Visit duration for Honorary Academic Titles is outlined in the Academic Title Conferral Policy. The end date for the type of nomination has been pre-populated.

Start date 31/07/2015
End date 30/07/2020

Access

Access to University Systems such as email accounts, library privileges and access to University enterprise software are determined by the POI type selected.

On approval of the application, a University ID and email account will be created for the POI. If the POI requires specific Enterprise Systems access (e.g., Finance System, HR System), please complete the relevant System Access form located on ANU Policies. If the POI requires IT access for systems in your College, School or Divisional area, please contact IT. If the POI requires a room or a desk please check the tick box below.

Access requirements
- Room or a desk
Home institution and education details

Please provide details of your current home institution or employer and level of appointment. If you have already retired, please provide details of your last employer and appointment level before retirement. Details of your highest level of education and the awarding institution should be provided under the Education section.

Home institution

Current appointment level *
- Professor

Current institution *
- UNSW

Home institution country *
- Australia

Education

Highest level of education *
- Doctorate by research

Education institution *
- UNSW

Education institution country *
- Australia

Contribution to ANU

The POI wrote the following text specifying how their experience and expertise will contribute to the research, education and teaching activities of the ANU.

Statement of Contribution

Add a row by clicking the + button and remove a row by checking the tick box on the left of the row, and then pressing the - button.

Supporting documentation

[Upload New]
Citizenship and visa details

Below are the citizenship and visa details for John Smith.

Note: It is your responsibility to check the POI has an appropriate visa. Follow the link to the Department of Immigration and Border Protection to review the visa type.

- Are you an Australian citizen or permanent resident?*
  - Yes
  - No

- Current country of citizenship *
  - United States of America

- Visa sponsorship required: *
  - Training and Research Visa (Research) (402)

- Will you be bringing dependents to Australia?*
  - Yes
  - No / Not Applicable

- Will you be maintaining your current residence?*
  - Yes
  - No

Supporting documentation

In accordance with the Academic Titles Confer Policy, applications for Honorary Academic Titles are required to be supported by two reference letters from individuals with appropriate experience and expertise to comment on the applicant’s proposed association with the ANU. These letters are attached for your information.

- Reference letter 1
  - [Open]

- Reference letter 2
  - [Open]

Note: These reference letters should be from two separate referees.

- Current curriculum vitae (CV)
  - [Open]
## Eligibility for expenses

Please review the below financial information prior to submission to the Delegate. You should check with the Local Finance Manager, or Head of Budget Unit to ensure that funds are available to cover costs before proceeding.

**LAFHA eligibility?**
- ☐ The POI is an Australian citizen or permanent resident and may be entitled to a Living Away From Home Allowance (LAFHA)
- ☐ The POI is not an Australian Citizen or permanent resident.

**Payments or reimbursements?**
- ☐ Yes, the POI will receive payments or reimbursements for costs
- ☐ No, there are no payments or reimbursements forecast for this POI

## Expenses

Expenses may be paid by the ANU, or by the Home Institution. Selecting the funding source provides an overview of the expected costs that the Finance area will need to process in the form of direct payments, and possible reimbursements to the Home Institution. If you select ‘Other’, please provide a description of the expense.

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount AUD,$</th>
<th>Funding source</th>
<th>Ledger Code</th>
<th>Department ID</th>
<th>Project ID</th>
<th>Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation</td>
<td>$3,000.00</td>
<td>ANU</td>
<td>R</td>
<td>21131</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airfares</td>
<td>$2,500.00</td>
<td>Home institution</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ANU Total**  $3,000.00  
**Home Institution Total**  $2,500.00

☐ Help with booking accommodation is required
5. The nominator can provide general comments and information for the Delegate’s consideration

6. The form will provide the nominator with a list of possible matches to personnel that already have UID’s. If there is a match in drop down list, please select the record. If there are no matches in that list, please select the ‘None of the records match’ tick box.
Requests must be approved in accordance with ANUP_000649- Honorary Appointments, and the ANU Delegations Framework.

A list of delegates in your area has been pre-populated in the drop down list. Please select the appropriate Delegate for your area. If you hold the Delegation, and appear in the list, you can select yourself as the Delegate to finalise the process.

Honorary Appointment- Delegate Review

1. The Delegate will receive an email notification that form action is required.
2. The Delegate should login to ANU eForms using their UID and password.
3. The form will appear in the Forms Assigned to Me section

Form: POI Delegate Approval

Assigned By: Peter Brown

Date Assigned

Comment

4. The Delegate will see all of the pages that the Nominator reviewed above.

5. The delegate can then action the request
If the Delegate requires more information or wishes to decline the application, they can leave comments that will be sent back to the nominator.

Upon approval, the form will be sent to the nominee for their acceptance.

**Honorary Appointment - Nominee Acceptance**

1. The nominee will receive an email notification that form action is required.
2. The nominee should login to [ANU eForms](#) using the login ID and password issued via email.
3. The form will appear in the Forms Assigned to Me section
Click on the form to enter

4. The nominee should review the details in all of the form pages

Person of Interest details

**POI Personal details**

<table>
<thead>
<tr>
<th>Title</th>
<th>Mr</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name</td>
<td>John</td>
</tr>
<tr>
<td>Last name</td>
<td>Smith</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:john@smith.com">john@smith.com</a></td>
</tr>
<tr>
<td>Confirm email</td>
<td><a href="mailto:john@smith.com">john@smith.com</a></td>
</tr>
<tr>
<td>Contact number</td>
<td>260000000</td>
</tr>
</tbody>
</table>

Appointment details

**Nomination type**

Honorary Lecturer (Level B)

<table>
<thead>
<tr>
<th>Start date</th>
<th>31/07/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>End date</td>
<td>30/07/2020</td>
</tr>
</tbody>
</table>

**Access**

Access to University Systems such as email accounts, library privileges and access to University enterprise software are determined by the POI type selected.

On approval of the application, a University ID and email account will be created for the POI. If the POI requires specific Enterprise Systems access (e.g. Finance System, HR System), please complete the relevant System Access form located on ANU Policies. If the POI requires IT access for systems in your College, School or Divisional area, please contact IT. If the POI requires a room or a desk please check the tick box below.

**Access requirements**

- Room or a desk
### Eligibility for expenses

**Payments or reimbursements?**
- Yes, the POI will receive payments or reimbursements for costs
- No, there are no payments or reimbursements forecast for this POI

### Expenses

Expenses may be paid by the ANU or by the Home Institution. Selecting the funding source provides an overview of the expected costs that the Finance area will need to process in the form of direct payments, and possible reimbursements to the Home Institution. If you select ‘Other’, please provide a description of the expense.

Add an additional expense by clicking the + button and remove an expense by checking the tick box on the left of the row, and then pressing the - button.

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount AUD</th>
<th>Funding source</th>
<th>Ledger Code</th>
<th>Department ID</th>
<th>Project ID</th>
<th>invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation</td>
<td>$3,000.00</td>
<td>ANU</td>
<td></td>
<td></td>
<td>21131</td>
<td>Not answered</td>
</tr>
<tr>
<td>Airlines</td>
<td>$2,500.00</td>
<td>Home Institution</td>
<td></td>
<td></td>
<td></td>
<td>Home Institution will invoice ANU</td>
</tr>
</tbody>
</table>

**ANU Total** $3,000.00  
**Home Institution Total** $2,500.00

- [ ] Help with booking accommodation is required

### Finance administration

Local Finance areas are involved in the payment and reimbursement of expenses to POIs. Your Local Finance area can also assist with taxation and fringe benefit tax implications.

Please specify the Local Finance Manager and/or the Head of the Budget Unit you would like to notify of expenses or reimbursements that are expected for the POI.

Name: Finance Manager  
Email: finance@local area
5. After reviewing the form the nominee can confirm the appointment

Appointment confirmation

At this stage you will have received email confirmation, and the attached welcome letter outlining your appointment at the Australian National University as a Honorary Lecturer (Level B). To finalise your appointment, please formally accept the appointment through this form. If any of the details of your appointment have changed since the letter was issued, please contact Mr Peter Brown on u7777777@anu.edu.au in the first instance.

Do you wish to accept the POI nomination for status of Honorary Lecturer (Level B) at the ANU from 31-Jul-15 to 30-Jul-20?*

☐ Yes
☐ No

If the nominee wishes to accept the application, a notification will be sent to the Delegate and the nominator.

A notification of your acceptance will be sent to the Delegate and Mr Peter Brown, or their representative, will be in touch with you shortly to make further arrangements regarding your appointment.

Submit

If the nominee does not wish to accept the application, they can provide comments that will be sent to the Delegate and the nominator.

Please provide comments about your reasons for declining the request. If details of the appointment offer are incorrect, or if you are unsure, please contact Mr Peter Brown before declining the appointment.

A notification will be sent to the Delegate and Mr Peter Brown, advising them of your reasons for declining the appointment.

Submit
Persons of Interest - New Honorary Appointment

**Nominator (Supervisor)**
- Supervisor identifies applicant for Honorary Appointment
- Enter the nominee's details; this can be completed manually, or pre-populated using the POI's UID
- Select the nomination type of "New Academic Title" and enter the personal details of the VaHA
- Select the appointment reason, nomination type start and end dates, and confirm access requirements
- Identify who will supervise the VaHA for the duration of the visit, and identify any other staff that will supervise the nominee
- Upload any required supporting documentation
- Identify if any expense or allowance payments will be made

**Administration staff member**
- Login to E-Form and select the Persons of Interest/Honorary Appointments form
- Enter the nominee's details; this can be completed manually, or pre-populated using the nominee UID
- Select the nomination type of "New Academic Title" and enter the personal details of the nominee
- Select the appointment reason, nomination type start and end dates, and confirm access requirements
- Identify who will supervise the VaHA for the duration of the visit, and identify any other staff that will supervise the nominee
- Upload any required supporting documentation
- Identify if any expense or allowance payments will be made

**VaHA**
- Form is sent to the VaHA
- Confirm personal details, appointment details, citizenship and visa details (if required)
- Provide statement of contribution and upload CV

**Delegate**
- Review application
- Action taken
  - Approve
  - Decline
- Further information required
- Document further information required and send form back to supervisor
- VaHA accepts
- Nominator/Administrator and VaHA advise of approval and send to VaHA for access

---

Nominees may have been previously employed by the ANU, have held a previous VaHA record or have studied at the University. In these instances using their existing UID will ensure their record is kept up to date.

Where the nominee is a clinical practitioner, or is part of the ANU Medical School, selecting these tick boxes on the form will ensure that the appropriate titles appear for selection.

If the nominee is a clinical practitioner, or is part of the ANU Medical School, selecting these tick boxes on the form will ensure that the appropriate titles appear for selection.

Applications for Emeritus Professors, or Level E Honorary Appointments will be sent to the Vice Chancellor for approval, through the Director, Human Resources. Your local delegate will still be required to review the application.

---

Legend:
- Process Step
- Request
- Form task
- Approval
- Upload document
- Consider application
- Question
- Action taken
- Decline
- Further information required
Honorary Appointments Extension- Form Guide

This reference guide provides an overview of the process when requesting an extension to an Honorary Appointment.

Scenario

A request for an Honorary Appointment extension can be initiated by a school administrator, supervisor, or Delegate.

1. Login to ANU eForms using your UID and HORUS password
2. Select the VaHA form
3. Person of Interest / Honorary Appointment

For an extension application, you must use the nominees UID to proceed. Enter the UID below

Person of Interest details

To establish the POI within the University, we will check previous staff, student and POI records by running searches in the HR System. This process will ensure the relationship with the University is registered for the correct individual and captured against the correct POI type.

Does the nominated POI have an ANU UID?
- Yes
- No or unsure

University ID *
4. Select ‘Extend current VaHA, and the role you wish to extend

   Nomination type*
   - New Conferred Academic Title
   - New person of interest
   - Extend current POI

   Role you want to extend *

5. Check the personal details and email for the VaHA are correct before proceeding

   **POI Personal details**

   If this is not the correct individual, please contact your local HR team.

   Name       Dr Sarah Smith
   Email       u5555555@anu.edu.au

   Please ensure this email address is current and active. The POI will receive an email to this email address.

   Click on the to proceed.
6. Select the nomination type, and enter the start date. End dates will automatically pre-populate to the maximum term allowed for the appointment type. End dates can be reduced by typing over the pre-populated information.

If the nominee is a Clinical Practitioner, or will be a part of the ANU Medical School, please select the appropriate tick box.

Appointment details

Definitions and eligibility criteria for each type can be found in the Academic Titles Conferral Policy. If the POI is a clinical practitioner or a part of the ANU medical school please check the appropriate tick boxes below.

- [ ] POI is a Clinical Practitioner (optional)
- [ ] POI is part of the ANU Medical School (optional)

Old nomination type: Adjunct Academic - 00016

Nomination type *

Start date *

End date *

Click on the to proceed.
7. In accordance with the Conferral of Honorary Academic Titles policy, supporting documentation is required for the application. Please upload the supporting documentation.

Supporting documentation

In accordance with the Academic Titles Conferral Policy, applications for Honorary Academic Titles are required to be supported by two reference letters from individuals with appropriate experience and expertise to comment on the applicant’s proposed association with the ANU. These letters should be obtained prior to the application being processed.

Current curriculum vitae (CV)  

Note: Academic POIs are required to provide a revised CV every two years. If your extension leads to a POI being an ANU visitor for over two years, please upload a current CV.

Click on the button to proceed.

8. Indicate if the VaHA will be eligible for an allowance or expense payments.

Additional information in relation to Living Away From Home Allowance can be found on the Australian Taxation Office website.

Eligibility for expenses

Payment of expenses for the POI should be assessed on a case by case basis. The Delegate may determine the types of expenses that will be paid, and may also arrange for payments to be made by the home institution under reciprocal arrangements.

Any queries in relation to the types of expenses to be covered should be agreed with the Delegate in the first instance. For further advice in relation to payment restrictions, eligibility for allowances, and double taxation agreements contact your local Finance Manager.

LAFHA eligibility?

- [ ] The POI is an Australian citizen or permanent resident and may be entitled to a Living Away From Home Allowance (LAFHA)
- [ ] The POI is not an Australian Citizen or permanent resident.

Payments or reimbursements?

- [ ] Yes, the POI will receive payments or reimbursements for costs
- [ ] No, there are no payments or reimbursements forecast for this POI

Version 1.0 July 2015
If the VaHA is to receive payments or reimbursements, you will need to complete the details of the expenses, and indicate who will be funding the expense.

### Expenses

Expenses may be paid by the ANU, or by the Home institution. Selecting the funding source provides an overview of the expected costs that the Finance area will need to process in the form of direct payments, and possible reimbursements to the Home Institution. If you select ‘Other’, please provide a description of the expense.

Add an additional expense by clicking the + button and remove an expense by checking the tick box on the left of the row, and then pressing the - button.

<table>
<thead>
<tr>
<th>Type *</th>
<th>Amount AUD, $</th>
<th>Funding source *</th>
<th>Ledger Code *</th>
<th>Department ID *</th>
<th>Project ID</th>
<th>Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>ANU</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Home institution</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Finance administrators can be notified of the intent to make payments, and can assist with taxation and Fringe Benefit Tax implications. Add details of the Local Finance Manager or Head of Budget Unit in order to notify them of the application.

### Finance administration

Local Finance areas are involved in the payment and reimbursement of expenses to POIs. Your Local Finance area can also assist with taxation and fringe benefit tax implications.

Please specify the Local Finance Manager and/or the Head of the Budget Unit you would like to notify of expenses or reimbursements that are expected for the POI.

<table>
<thead>
<tr>
<th>Name *</th>
<th>Email *</th>
</tr>
</thead>
</table>
10. A nominator needs to be identified to support the application - this should be the staff member that will supervise the nominee for the duration of their visit. Please select if you are the nominator

**Nominator selection**

The identified nominator should be the staff member that will supervise the POI during their visit.

This form can be completed on behalf of that nominator. In that instance, please identify the appropriate nominator to ensure the correct lines of supervision are established.

Are you the nominator?  
- Yes
- No

If you are the nominator, please select your current role and confirm that the position details returned are correct.

| Role * | General Staff | Service Improvement Group |
---|---|---|

| Nominator Details |
|---|---|---|---|
| Uni ID | u8888888 | Position | General Staff | Service Improvement Group |
| Title | Ms | College | Service Improvement Group |
| First Name | Penny | Department | Service Improvement Group |
| Surname | Smith | Email | penny.smith@anu.edu.au |

If you are not the nominator, please identify the nominator by searching using their first and last name.

Select the nominator from the nominator list, and select their current role.

Please check that the position details returned are correct before proceeding.

Version 1.0 July 2015
### Nominator Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uni ID</td>
<td>u7777777</td>
</tr>
<tr>
<td>Title</td>
<td>Mr</td>
</tr>
<tr>
<td>First Name</td>
<td>Peter</td>
</tr>
<tr>
<td>Surname</td>
<td>Brown</td>
</tr>
<tr>
<td>Position</td>
<td>General Staff</td>
</tr>
<tr>
<td>College</td>
<td>Colleges of Science</td>
</tr>
<tr>
<td>Department</td>
<td>College Executive</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:peter.brown@anu.edu.au">peter.brown@anu.edu.au</a></td>
</tr>
</tbody>
</table>

Click on the [ ] to proceed.
11. You can choose to give administrative oversight to staff within your area. Where this is required, enter their name and email address in order to notify them of the request.

### Notifications

The nominator can identify administrative or other staff within their area to be notified of the applications process. The people identified below will not be able to edit the form but will be emailed information about the POI and expected start date of the applicant.

Local administrators may need visibility of the process to arrange accommodation for the POI, or simply to look after and track POI applications.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click on the to proceed.

12. Once you have completed the required form details, you will be able to submit the request to the Nominator for their review.

### Submission

As this request is for an extension of a POI appointment, this form will be sent to the Nominator for review first and then to the Delegate for approval.

Submit form to Nominator for review

---

**Honorary Appointment Extension - Nominator Review**

1. The Nominator will receive an email notification that form action is required.
2. The Nominator should login to [ANU eForms](#) using their UID and HORUS password
3. The form will appear in the Forms Assigned to Me section

*Version 1.0 July 2015*
4. The nominator should review the details in all of the form pages

<table>
<thead>
<tr>
<th>Person of Interest details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>POI Personal details</strong></td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Email *</td>
</tr>
</tbody>
</table>
Appointment details

Definitions and eligibility criteria for each type can be found in the Academic Titles Conferral Policy. If the POI is a clinical practitioner or a part of the ANU medical school please check the appropriate tick boxes below.

- POI is a Clinical Practitioner (optional)
- POI is part of the ANU Medical School (optional)

Old nomination type: Adjunct Academic - 00016
Nomination type * Honorary Lecturer (Level B) - 00051

Please confirm the extension start and end dates for

Please note: A extension will be deemed as a consecutive renewal where the POI has had a 'break in service' for less than three months from the ANU.

Start date * 31/07/2015
End date * 30/07/2020

Supporting documentation

Current curriculum vitae (CV) [Upload New]
## Eligibility for expenses

Please review the below financial information prior to submission to the Delegate. You should check with the Local Finance Manager, or Head of Budget Unit to ensure that funds are available to cover costs before proceeding.

**LAFHA eligibility?**
- The POI is an Australian citizen or permanent resident and may be entitled to a Living Away From Home Allowance (LAFHA)
- The POI is not an Australian Citizen or permanent resident.

**Payments or reimbursements?**
- Yes, the POI will receive payments or reimbursements for costs
- No, there are no payments or reimbursements forecast for this POI

## Expenses

Expenses may be paid by the ANU, or by the Home Institution. Selecting the funding source provides an overview of the expected costs that the Finance area will need to process in the form of direct payments, and possible reimbursements to the Home Institution. If you select ‘Other’, please provide a description of the expense.

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount AUD, $</th>
<th>Funding source</th>
<th>Ledger Code</th>
<th>Department ID</th>
<th>Project ID</th>
<th>Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation</td>
<td>$3,000.00</td>
<td>ANU</td>
<td>R</td>
<td>21131</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airfares</td>
<td>$2,500.00</td>
<td>Home institution</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| ANU Total   | $3,000.00     |
| Home Institution Total | $2,500.00     |

- Help with booking accommodation is required
5. The nominator can provide general comments and information for the Delegate’s consideration

6. Requests must be approved in accordance with ANUP_000649- Honorary Appointments, and the ANU Delegations Framework.

A list of delegates in your area has been pre-populated in the drop down list. Please select the appropriate Delegate for your area. If you hold the Delegation, and appear in the list, you can select yourself as the Delegate to finalise the process.
Honorary Appointment Extension - Delegate Review

1. The Delegate will receive an email notification that form action is required.
2. The Delegate should login to ANU eForms using their UID and password.
3. The form will appear in the Forms Assigned to Me section.
4. The Delegate will see all of the pages that the Nominator reviewed above.
5. The delegate can then action the request.

If the Delegate requires more information or wishes to decline the application, they can leave comments that will be sent back to the nominator.
Upon approval, the form will be sent to the nominee for their acceptance.

## Honorary Appointment - Nominee Acceptance

1. The nominee will receive an email notification that form action is required.
2. The nominee should login to [ANU eForms](#) using the login ID and password issued via email.
3. The form will appear in the Forms Assigned to Me section
   
   **Forms Assigned To Me**

<table>
<thead>
<tr>
<th>Form</th>
<th>Assigned By</th>
<th>Date Assigned</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>POI acceptance</td>
<td>Peter Brown</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   Click on the form to enter

4. The nominee should review the details in all of the form pages

   **Person of Interest details**

   **POI Personal details**

   - **Name**: Dr Sarah Smith
   - **Email**: u5555555@anu.edu.au
<table>
<thead>
<tr>
<th>Appointment details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nomination type</td>
</tr>
<tr>
<td>start date</td>
</tr>
<tr>
<td>End date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Eligibility for expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payments or reimbursements?</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenses may be paid by the ANU, or by the Home Institution. Selecting the funding source provides an overview of the expected costs that the Finance area will need to process in the form of direct payments, and possible reimbursements to the Home Institution. If you select 'Other', please provide a description of the expense.</td>
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<td></td>
<td>21131</td>
<td></td>
<td>Not answered</td>
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<tr>
<td>Airlines</td>
<td>$2,500.00</td>
<td>Home Institution</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ANU Total $3,000.00
Home Institution Total $2,500.00

Help with booking accommodation is required

<table>
<thead>
<tr>
<th>Finance administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Finance areas are involved in the payment and reimbursement of expenses to POIs. Your Local Finance area can also assist with taxation and fringe benefit tax implications.</td>
</tr>
<tr>
<td>Please specify the Local Finance Manager and/or the Head of the Budget Unit you would like to notify of expenses or reimbursements that are expected for the POI.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance Manager</td>
<td><a href="mailto:finance@local.area">finance@local.area</a></td>
</tr>
</tbody>
</table>
5. After reviewing the form the nominee can confirm the appointment

Appointment confirmation

At this stage you will have received email confirmation, and the attached welcome letter outlining your appointment at the Australian National University as a Honorary Lecturer (Level B). To finalise your appointment, please formally accept the appointment through this form. If any of the details of your appointment have changed since the letter was issued, please contact Mr Peter Brown on u77777@anu.edu.au in the first instance.

Do you wish to accept the POI nomination for status of Honorary Lecturer (Level B) at the ANU from 31-Jul-15 to 30-Jul-20?*

- Yes
- No

If the nominee wishes to accept the application, a notification will be sent to the Delegate and the nominator.

A notification of your acceptance will be sent to the Delegate and Mr Peter Brown. Mr Peter Brown or their representative will be in touch with you shortly to make further arrangements regarding your appointment.

Submit

If the nominee does not wish to accept the application, they can provide comments that will be sent to the Delegate and the nominator.

Please provide comments about your reasons for declining the request. If details of the appointment offer are incorrect, or if you are unsure, please contact Mr Peter Brown before declining the appointment.

A notification will be sent to the Delegate and Mr Peter Brown (u77777@anu.edu.au) advising them of your reasons for declining the appointment.

Submit
Persons of Interest- Honorary Appointment Extension

**Nominator (Supervisor)**
- Supervisor identifies applicant for Honorary Appointment
- Request administration staff to initiate application
- Enter the POI's UID to populate their personal details
- Select the appointment reason, nomination type start and end dates
- Identify who will supervise the VaHA for the duration of the visit, and identify any other staff that new notification of its application
- Upload any required supporting documentation
- Identify if any expense or allowance payments will be made
- Review VaHA personal details, appointment details
- Select the appropriate Delegate in your area and submit the request for approval
- It is a requirement to use the POI's existing UID to initiate this form

**Administration staff member**
- Login to E-Form and select the Persons of Interest/ Honorary Appointments form
- Enter the POI's UID to populate their personal details
- Select the nomination type of "Extension" and review the personal details of the VaHA
- Select the appointment reason, nomination type start and end dates
- Identify who will supervise the VaHA for the duration of the visit, and identify any other staff that new notification of its application
- Upload any required supporting documentation
- Identify if any expense or allowance payments will be made

**VaHA**
- It is a requirement to use the POI's existing UID to initiate this form
- Honorary Appointments with old Academic Title categories will be required to move to the new Academic Title categories upon extension
- Where the nominee is a clinical practitioner, or is part of the ANU Medical School, selecting these tick boxes on the form will ensure that the appropriate titles appear for selection
- Identify if any expense or allowance payments will be made

**Delegate**
- Review application
- Action taken
  - Approve
  - Decline
  - Further information required

Legend
- Process Step
- Consider application
- Form task
- Approval
- Request
- Upload document

Applications for extensions of Level E Honorary Appointments will be sent to the Vice Chancellor for approval, through the Director, Human resources. Your local delegate will still be required to review the application.
New VaHA - Form Guide

This reference guide provides an overview of the process when submitting an application for a new Person of Interest.

**Scenario**

A request for a new Person of Interest can be initiated by a school administrator, supervisor, or Delegate.

1. Login to [ANU eForms](https://forms.anu.edu.au) using your UID and HORUS password
2. Select the VaHA form
   - Person of Interest / Honorary Appointment
3. If the nominee has an existing UID, please enter it here to populate the nominees details

---

Person of Interest details

To establish the POI within the University, we will check previous staff, student and POI records by running searches in the HR System. This process will ensure the relationship with the University is registered for the correct individual and captured against the correct POI type.

Does the nominated POI have an ANU UID?
- Yes
- No or unsure

University ID *
4. Select ‘New Person of Interest’, and enter in the nominees details.

Nomination type

- [ ] New Conferred Academic Title
- [x] New person of interest

**POI Personal details**

<table>
<thead>
<tr>
<th>Field</th>
<th>Input Area 1</th>
<th>Input Area 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First name</td>
<td></td>
<td>Confirm email</td>
</tr>
<tr>
<td>Last name</td>
<td></td>
<td>Contact number</td>
</tr>
</tbody>
</table>

Email *

Click on the [ ] to proceed.
5. Select the appointment reason tick boxes that relate to the appointment reason. This will populate the nomination type drop down box. Please enter start and end dates for the appointment.

Appointment details

- Consulting and Contracting
- Learning
- Conference attendance
- Assessment
- Research collaboration
- Supervision
- Student
- Other

Nomination type *

Start date *

End date *

If the application is for an Occupational Trainee, the proposed training program needs to be uploaded.

Proposed training program* Upload New
6. Access to systems can be applied for using this form and selecting the appropriate tick boxes

<table>
<thead>
<tr>
<th>Access requirements</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Login and email</td>
<td></td>
</tr>
<tr>
<td>□ Building swipe card</td>
<td></td>
</tr>
<tr>
<td>□ Library card</td>
<td></td>
</tr>
</tbody>
</table>

Tick 'Login and email' creates an ANU login, password and email account for the POI. If you require specific Enterprise Systems access for the POI (e.g., Finance System, HR System), please complete the relevant System Access form located on ANU Policies. If the POI requires IT access for systems in your College, School or Divisional area, please contact IT.

Click on the [ ] to proceed.
7. Indicate if the VaHA will be eligible for an allowance or expense payments.

Additional information in relation to Living Away From Home Allowance can be found on the Australian Taxation Office website.

Eligibility for expenses

Payment of expenses for the POI should be assessed on a case by case basis. The Delegate may determine the types of expenses that will be paid, and may also arrange for payments to be made by the home institution under reciprocal arrangements.

Any queries in relation to the types of expenses to be covered should be agreed with the Delegate in the first instance. For further advice in relation to payment restrictions, eligibility for allowances, and double taxation agreements contact your local Finance Manager.

LAFHA eligibility?*

☐ The POI is an Australian citizen or permanent resident and may be entitled to a Living Away From Home Allowance (LAFHA)
☐ The POI is not an Australian Citizen or permanent resident.

Payments or reimbursements?

☐ Yes, the POI will receive payments or reimbursements for costs
☐ No, there are no payments or reimbursements forecast for this POI
8. If the VaHA is to receive payments or reimbursements, you will need to complete the details of the expenses, and indicate who will be funding the expense.

**Expenses**

Expenses may be paid by the ANU, or by the Home institution. Selecting the funding source provides an overview of the expected costs that the Finance area will need to process in the form of direct payments, and possible reimbursements to the Home Institution. If you select ‘Other’, please provide a description of the expense.

Add an additional expense by clicking the + button and remove an expense by checking the tick box on the left of the row, and then pressing the - button.

<table>
<thead>
<tr>
<th>Type *</th>
<th>Amount AUD,$ *</th>
<th>Funding source *</th>
<th>Ledger Code *</th>
<th>Department ID *</th>
<th>Project ID</th>
<th>Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>ANU</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Home institution</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Finance administrators can be notified of the intent to make payments, and can assist with taxation and Fringe Benefit Tax implications. Add details of the Local Finance Manager or Head of Budget Unit in order to notify them of the application.

**Finance administration**

Local Finance areas are involved in the payment and reimbursement of expenses to POIs. Your Local Finance area can also assist with taxation and fringe benefit tax implications.

Please specify the Local Finance Manager and/or the Head of the Budget Unit you would like to notify of expenses or reimbursements that are expected for the POI.

Name * Email *
9. A nominator needs to be identified to support the application—this should be the staff member that will supervise the nominee for the duration of their visit. Please select if you are the nominator

Nominator selection

The identified nominator should be the staff member that will supervise the POI during their visit.

This form can be completed on behalf of that nominator. In that instance, please identify the appropriate nominator to ensure the correct lines of supervision are established.

Are you the nominator?  
- Yes
- No

If you are the nominator, please select your current role and confirm that the position details returned are correct.

<table>
<thead>
<tr>
<th>Role</th>
<th>General Staff</th>
<th>Service Improvement Group</th>
</tr>
</thead>
</table>

Nominator Details

- Uni ID: u8888888
- Position: General Staff | Service Improvement Group
- Title: Ms
- College: Service Improvement Group
- First Name: Penny
- Department: Service Improvement Group
- Surname: Smith
- Email: penny.smith@anu.edu.au

If you are not the nominator, please identify the nominator by searching using their first and last name.

Select the nominator from the nominator list, and select their current role.

Please check that the position details returned are correct before proceeding.

Version 1.0 July 2015
## Reference Guide

**Nominator Details**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uni ID</td>
<td>u777777</td>
</tr>
<tr>
<td>Title</td>
<td>Mr</td>
</tr>
<tr>
<td>First Name</td>
<td>Peter</td>
</tr>
<tr>
<td>Surname</td>
<td>Brown</td>
</tr>
<tr>
<td>Position</td>
<td>General Staff</td>
</tr>
<tr>
<td>College</td>
<td>Colleges of Science</td>
</tr>
<tr>
<td>Department</td>
<td>College Executive</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:peter.brown@anu.edu.au">peter.brown@anu.edu.au</a></td>
</tr>
</tbody>
</table>

Click on the to proceed.

Version 1.0 July 2015
10. You can choose to give administrative oversight to staff within your area. Where this is required, enter their name and email address in order to notify them of the request.

Notifications

The nominator can identify administrative or other staff within their area to be notified of the applications process. The people identified below will not be able to edit the form but will be emailed information about the POI and expected start date of the applicant.

Local administrators may need visibility of the process to arrange accommodation for the POI, or simply to look after and track POI applications.

- Name
- Email

Click on the to proceed.

11. Once you have completed the required form details, you will be able to submit the request to the nominee for their action.

Submission

On submission of this application, the form will be sent to the POI using the email address identified on the POI details page (john@smith.com).

The POI will be issued a temporary login to the system, and will need to provide additional personal details and required supporting evidence.

The POI will be directed to the Department of Immigration and Border Protection website for guidance on the appropriate visa selection for their visit, and will document the visa they are applying for in the application.

On submission of the form by the POI it will be returned to the nominator for final review before Delegate approval.

Submit to POI for detail entry
1. The Nominee will receive an email notification that form action is required.

2. The Nominee should log in to ANU eForms using the login ID and password issued via email.

3. The form will appear in the Forms Assigned to Me section

<table>
<thead>
<tr>
<th>Form</th>
<th>Assigned By</th>
<th>Date Assigned</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>POI Detail Entry</td>
<td>Peter Brown</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click on the form to enter

4. The first page is an introduction page that will provide details of the application process and instructions for processing the form.

Introduction

You have been nominated by Peter Brown for an appointment as Occupational Trainee with the Australian National University. Academic titles are assigned in accordance with the University’s Academic Titles Conferral Policy.

Please complete the details in this form to complete the application process, before endorsement of the visit.

Please note that the information collected in this application will be handled and stored in accordance with the ANU Privacy Policy and will be marked as confidential information upon your submission of the form.

Details provided through this form will be used to generate your access to University systems (as applicable). Any required supporting documentation will be used in assessing the application.

Instructions for completing the form

The online form provides you with guidance and options for completion. As you step through the online form, the applicable workflow will be displayed on the left of the screen, allowing for easy navigation once you are familiar with the content.

Enter the online form now by clicking the arrow (→). On later pages you can use the back arrow (←) to return to the previous page or the workflow menu to navigate directly to a particular page. You can press the save icon if you would like to come back later.

Click on the  to proceed.
5. The nominee will be asked to provide their details. If the nominee knows their previous ANU UID they will be able to enter it in this page.

**Person of Interest details**

<table>
<thead>
<tr>
<th>POI Personal details</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Ms</td>
<td></td>
</tr>
<tr>
<td>First name *</td>
<td>Anne</td>
<td></td>
</tr>
<tr>
<td>Last name *</td>
<td>Gray</td>
<td></td>
</tr>
<tr>
<td>Gender *</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Have you ever been an ANU staff member, student, or POI?  
- Yes  
- No

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Email *</td>
<td><a href="mailto:anne@gray.com">anne@gray.com</a></td>
</tr>
<tr>
<td>Confirm email *</td>
<td><a href="mailto:anne@gray.com">anne@gray.com</a></td>
</tr>
<tr>
<td>Contact number</td>
<td>311111111</td>
</tr>
<tr>
<td>Date of birth *</td>
<td></td>
</tr>
</tbody>
</table>

**POI Address details**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Street address *</td>
<td></td>
</tr>
<tr>
<td>Street address 2</td>
<td></td>
</tr>
<tr>
<td>Suburb *</td>
<td></td>
</tr>
</tbody>
</table>

Click on the arrow to proceed.

6. The nominee will see a summary of the nomination type and start/end dates
7. The nominee will need to complete their citizenship and visa details

   If the nominee is an Australian Citizen or Permanent Resident - they will not be required to complete visa details.
# Citizenship and visa details

Provide details in relation to citizenship and visa requirements for your visit. The ANU requires this information to assess what payments, if any, are applicable and to issue the correct visa sponsorship letter where required.

<table>
<thead>
<tr>
<th>Are you an Australian citizen or permanent resident?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Eligibility for travel allowances is influenced by factors such as the duration of the visit, maintaining a home, use of short term accommodation and whether the visitor will be accompanied by family. Short-term visitors who can be considered as ‘travellers’, as opposed to having relocated, should talk to the local Finance area to determine if they are eligible for a travel allowance.

<table>
<thead>
<tr>
<th>Will you be maintaining your current residence?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Eligibility for travel allowances will be assessed on a case by case basis. Allowances payable (if any) should be discussed with Peter Brown (u7777777@anu.edu.au) in the first instance.

If the application is not an Australian citizen or permanent resident, they will be guided on the visa information they will need to provide.
Are you an Australian citizen or permanent resident?  
- Yes  
- No

Current country of citizenship:

Visa types and application procedures can be found on the Australian Department of Immigration and Border Protection's Find a Visa tool.

This tool will assist you in identifying the types of visas you may be eligible to apply for when visiting Australia. Individuals undertaking research activities may be eligible to apply for a 402 (Training and Research visa).

You may seek tailored visa advice by contacting the Department of Immigration and Border Protection in Australia or one of the overseas Australian diplomatic missions.

Visa sponsorship required:

Note: On your arrival, evidence of your visa should be provided to Peter Brown and will be forwarded to the HR team.

Eligibility for travel allowances is influenced by factors such as the duration of the visit, maintaining a home, use of short term accommodation and whether the visitor will be accompanied by family. Short-term visitors who can be considered as 'travellers', as opposed to having relocated, should talk to the local Finance area to determine if they are eligible for a travel allowance.

Will you be maintaining your current residence?  
- Yes  
- No

Click on the to proceed.
8. Upon completion of required form fields, the nominee will be able to submit the request

Submission

On submission of this application, the form will be sent to Peter Brown for review. They will ensure the application is complete before sending it for approval.

If you have any enquiries relating to this application or to the process in general, please contact Peter Brown in the first instance via email u7777777@anu.edu.au

Submit form to Nominator for review

Person of Interest Appointment - Nominator Review

1. The Nominator will receive an email notification that form action is required.

2. The Nominator should login to ANU eForms using their UID and HORUS password

3. The form will appear in the Forms Assigned to Me section

Forms Assigned To Me

<table>
<thead>
<tr>
<th>Form</th>
<th>Assigned By</th>
<th>Date Assigned</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>POI Nominator Review</td>
<td>Anne Gray</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click on the form to enter

4. The nominator should review the details in all of the form pages

Person of Interest details

POI Personal details

Title: Ms
First name: Anne
Last name: Gray
Email: anne@gray.com
Confirm email: anne@gray.com
Contact number: 311111111
Appointment details

Appointment reason(s)*

- Consulting and Contracting
- Learning
- Conference attendance
- Volunteer
- Assessment
- Research collaboration
- Supervision
- Student
- Other

Nomination type *

- Occupational Trainee - 00007

Start date *

31/07/2015

End date *

30/09/2015

Proposed training program

(Proposed Training Program.png) [Open]

Access

Access to University Systems such as email accounts, library privileges and access to University enterprise software are determined by the POI type selected.

- Login and email
- Building swipe card
- Library card

Note:

Ticking 'Login and email' creates an ANU login, password and email account for the POI. If you require specific Enterprise Systems access for the POI (e.g. Finance System, HR System), please complete the relevant System Access form located on ANU Policies. If the POI requires IT access for systems in your College, School or Divisional area, please contact IT.
## Citizenship and visa details

Below are the citizenship and visa details for John Smith.

**Note**

It is your responsibility to check the POI has an appropriate visa. Follow the link to the [Department of Immigration and Border Protection](https://www.immi.gov.au) to review the visa type.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you an Australian citizen or permanent resident?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current country of citizenship</td>
<td>USA</td>
<td></td>
</tr>
<tr>
<td>Visa sponsorship required:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will you be bringing dependents to Australia?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will you be maintaining your current residence?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Eligibility for expenses

Please review the below financial information prior to submission to the Delegate. You should check with the Local Finance Manager, or Head of Budget Unit to ensure that funds are available to cover costs before proceeding.

**LAFHA eligibility?**
- The POI is an Australian citizen or permanent resident and may be entitled to a Living Away From Home Allowance (LAFHA)
- The POI is not an Australian Citizen or permanent resident.

**Payments or reimbursements?**
- Yes, the POI will receive payments or reimbursements for costs
- No, there are no payments or reimbursements forecast for this POI

## Expenses

Expenses may be paid by the ANU, or by the Home Institution. Selecting the funding source provides an overview of the expected costs that the Finance area will need to process in the form of direct payments, and possible reimbursements to the Home Institution. If you select "Other", please provide a description of the expense.

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount AUD, $</th>
<th>Funding source</th>
<th>Ledger Code</th>
<th>Department ID</th>
<th>Project ID</th>
<th>Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation</td>
<td>$200.00</td>
<td>ANU</td>
<td>R</td>
<td>21131</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td>$150.00</td>
<td>Home institution</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ANU Total** $200.00

**Home Institution Total** $150.00
5. The nominator can provide general comments and information for the Delegate’s consideration

6. The form will provide the nominator with a list of possible matches to personnel that already have UID’s. If there is a match in drop down list, please select the record. If there are no matches in that list, please select the ‘None of the records match’ tick box.
7. Requests must be approved in accordance with the relevant policy.

A list of delegates in your area has been pre-populated in the drop down list. Please select the appropriate Delegate for your area. If you hold the Delegation, and appear in the list, you can select yourself as the Delegate to finalise the process.

Person of Interest Appointment- Delegate Review

1. The Delegate will receive an email notification that form action is required.
2. The Delegate should login to ANU eForms using their UID and password.
3. The form will appear in the Forms Assigned to Me section

<table>
<thead>
<tr>
<th>Form</th>
<th>Assigned By</th>
<th>Date Assigned</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>POI Delegate Approval</td>
<td>Peter Brown</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. The Delegate will see all of the pages that the Nominator reviewed above.
5. The delegate can then action the request
If the Delegate requires more information or wishes to decline the application, they can leave comments that will be sent back to the nominator.

Upon approval, the form will be sent to the nominee for their acceptance.

**Person of Interest Appointment- Nominee Acceptance**

1. The nominee will receive an email notification that form action is required.
2. The nominee should login to [ANU eForms](#) using the login ID and password issued via email.
3. The form will appear in the Forms Assigned to Me section
4. The nominee should review the details in all of the form pages
**Person of Interest details**

**POI Personal details**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Ms</td>
</tr>
<tr>
<td>First name</td>
<td>Anne</td>
</tr>
<tr>
<td>Last name</td>
<td>Gray</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:anne@gray.com">anne@gray.com</a></td>
</tr>
<tr>
<td>Confirm email</td>
<td><a href="mailto:anne@gray.com">anne@gray.com</a></td>
</tr>
<tr>
<td>Contact number</td>
<td>3111111111</td>
</tr>
</tbody>
</table>

**Appointment details**

- **Appointment reason(s)**: Consulting and Contracting, Learning, Conference attendance, Research collaboration
- **Nomination type**: Occupational Trainee
- **Start date**: 31/07/2015
- **End date**: 30/09/2015

**Access**

Access to University Systems such as email accounts, library privileges and access to University enterprise software are determined by the POI type selected.

- **Access requirements**: Login and email, Building swipe card, Library card

**Note:**

Ticking 'Login and email' creates an ANU login, password and email account for the POI. If you require specific Enterprise Systems access for the POI (e.g. Finance System, HR System), please complete the relevant System Access form located on ANU Policies. If the POI requires IT access for systems in your College, School or Divisional area, please contact IT.
## Eligibility for expenses

- Yes, the POI will receive payments or reimbursements for costs
- No, there are no payments or reimbursements forecast for this POI

## Expenses

Expenses may be paid by the ANU, or by the Home Institution. Selecting the funding source provides an overview of the expected costs that the Finance area will need to process in the form of direct payments, and possible reimbursements to the Home Institution. If you select 'Other', please provide a description of the expense.

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount AUD,$</th>
<th>Funding source</th>
<th>Ledger Code</th>
<th>Department ID</th>
<th>Project ID</th>
<th>Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation</td>
<td>$200.00</td>
<td>ANU</td>
<td>R</td>
<td>21131</td>
<td>Not answered</td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td>$150.00</td>
<td>Home institution</td>
<td></td>
<td></td>
<td>Home institution will invoice ANU</td>
<td></td>
</tr>
</tbody>
</table>

**ANU Total**        $200.00

**Home Institution Total** $150.00
5. After reviewing the form the nominee can confirm the appointment

<table>
<thead>
<tr>
<th>Appointment confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td>At this stage you will have received email confirmation, and the attached welcome letter outlining your appointment at the Australian National University as a Occupational Trainee. To finalise your appointment, please formally accept the appointment through this form. If any of the details of your appointment have changed since the letter was issued, please contact Mr Peter Brown on <a href="mailto:u7777777@anu.edu.au">u7777777@anu.edu.au</a> in the first instance.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Do you wish to accept the POI nomination for status of Occupational Trainee at the ANU from 31-Jul-15 to 30-Sep-15?*</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Yes</td>
</tr>
<tr>
<td>□ No</td>
</tr>
</tbody>
</table>

If the nominee wishes to accept the application, a notification will be sent to the Delegate and the nominator.

<table>
<thead>
<tr>
<th>A notification of your acceptance will be sent to the Delegate and Mr Peter Brown. Mr Peter Brown or their representative will be in touch with you shortly to make further arrangements regarding your appointment.</th>
</tr>
</thead>
</table>

| Submit |

If the nominee does not wish to accept the application, they can provide comments that will be sent to the Delegate and the nominator.

<table>
<thead>
<tr>
<th>Please provide comments about your reasons for declining the request. If details of the appointment offer are incorrect, or if you are unsure, please contact Mr Peter Brown before declining the appointment.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>A notification will be sent to the Delegate and Mr Peter Brown (<a href="mailto:u7777777@anu.edu.au">u7777777@anu.edu.au</a>) advising them of your reasons for declining the appointment.</th>
</tr>
</thead>
</table>

| Submit |
This reference guide provides an overview of the process when submitting an extension of a Person of Interest appointment.

### Scenario

A request for an extension of a Person of Interest can be initiated by a school administrator, supervisor, or Delegate.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Login to <a href="https://forms.anu.edu.au">ANU eForms</a> using your UID and HORUS password</td>
</tr>
<tr>
<td>2.</td>
<td>Select the VaHA/Honorary Appointments form</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Person of Interest / Honorary Appointment" /></td>
</tr>
<tr>
<td>3.</td>
<td>For an extension application, you must use the nominees UID to proceed. Enter the UID below</td>
</tr>
</tbody>
</table>

![Person of Interest details](image)

To establish the POI within the University, we will check previous staff, student and POI records by running searches in the HR System. This process will ensure the relationship with the University is registered for the correct individual and captured against the correct POI type.

- **Does the nominated POI have an ANU UID?**
  - Yes
  - No or unsure

- **University ID**
4. Select ‘Extend current VaHA’, and the role you wish to extend

- Nomination type
  - New Conferred Academic Title
  - New person of interest
  - Extend current POI

Role you want to extend

5. Check the personal details and email for the VaHA are correct before proceeding

**POI Personal details**

If this is not the correct individual, please contact your local HR team.

- Name: Mr Jack Green
- Email: u1234567@anu.edu.au

Please ensure this email address is current and active. The POI will receive an email to this email address.

Click on the to proceed.
6. Select the extension start and end date.

Appointment details

- Current end date
- Start date *
- End date *

Click on the to proceed.

7. Indicate if the VaHA will be eligible for an allowance or expense payments.

Additional information in relation to Living Away From Home Allowance can be found on the Australian Taxation Office website.

Eligibility for expenses

Payment of expenses for the POI should be assessed on a case by case basis. The Delegate may determine the types of expenses that will be paid, and may also arrange for payments to be made by the home institution under reciprocal arrangements.

Any queries in relation to the types of expenses to be covered should be agreed with the Delegate in the first instance. For further advice in relation to payment restrictions, eligibility for allowances, and double taxation agreements contact your local Finance Manager.

- LAFHA eligibility?*
  - The POI is an Australian citizen or permanent resident and may be entitled to a Living Away From Home Allowance (LAFHA)
  - The POI is not an Australian Citizen or permanent resident.

- Payments or reimbursements?*
  - Yes, the POI will receive payments or reimbursements for costs
  - No, there are no payments or reimbursements forecast for this POI
8. If the VaHA is to receive payments or reimbursements, you will need to complete the details of the expenses, and indicate who will be funding the expense.

**Expenses**

Expenses may be paid by the ANU, or by the Home institution. Selecting the funding source provides an overview of the expected costs that the Finance area will need to process in the form of direct payments, and possible reimbursements to the Home Institution. If you select ‘Other’, please provide a description of the expense.

Add an additional expense by clicking the + button and remove an expense by checking the tick box on the left of the row, and then pressing the - button.

<table>
<thead>
<tr>
<th>Type *</th>
<th>Amount AUD,$ *</th>
<th>Funding source *</th>
<th>Ledger Code *</th>
<th>Department ID *</th>
<th>Project ID *</th>
<th>Invoice *</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td></td>
<td>ANU</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑</td>
<td></td>
<td>Home institution</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Finance administrators can be notified of the intent to make payments, and can assist with taxation and Fringe Benefit Tax implications. Add details of the Local Finance Manager or Head of Budget Unit in order to notify them of the application.

**Finance administration**

Local Finance areas are involved in the payment and reimbursement of expenses to POIs. Your Local Finance area can also assist with taxation and fringe benefit tax implications.

Please specify the Local Finance Manager and/or the Head of the Budget Unit you would like to notify of expenses or reimbursements that are expected for the POI.

Name *  Email *
A nominator needs to be identified to support the application—this should be the staff member that will supervise the nominee for the duration of their visit. Please select if you are the nominator.

**Nominator selection**

The identified nominator should be the staff member that will supervise the POI during their visit.

This form can be completed on behalf of that nominator. In that instance, please identify the appropriate nominator to ensure the correct lines of supervision are established.

Are you the nominator?  
- [ ] Yes  
- [ ] No

If you are the nominator, please select your current role and confirm that the position details returned are correct.

<table>
<thead>
<tr>
<th>Role *</th>
<th>General Staff</th>
<th>Service Improvement Group</th>
</tr>
</thead>
</table>

**Nominator Details**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Uni ID</td>
<td>u88888888</td>
<td>Position</td>
<td>General Staff</td>
</tr>
<tr>
<td>Title</td>
<td>Ms</td>
<td>College</td>
<td>Service Improvement Group</td>
</tr>
<tr>
<td>First Name</td>
<td>Penny</td>
<td>Department</td>
<td>Service Improvement Group</td>
</tr>
<tr>
<td>Surname</td>
<td>Smith</td>
<td>Email</td>
<td><a href="mailto:penny.smith@anu.edu.au">penny.smith@anu.edu.au</a></td>
</tr>
</tbody>
</table>

If you are not the nominator, please identify the nominator by searching using their first and last name.

Select the nominator from the nominator list, and select their current role.

Please check that the position details returned are correct before proceeding.
Reference Guide

Nominator first name * 
Peter

Nominator last name * 
Brown

Nominator *
Peter Brown- u7777777

Role *
General Staff | College Executive | College General Manager

Nominator Details

Uni ID 
u777777

Position 
General Staff | College Executive | College General Manager

Title 
Mr

College 
Colleges of Science

First Name 
Peter

Department 
College Executive

Surname 
Brown

Email 
peter.brown@anu.edu.au

Click on the to proceed.
10. You can choose to give administrative oversight to staff within your area. Where this is required, enter their name and email address in order to notify them of the request.

Notifications

- The nominator can identify administrative or other staff within their area to be notified of the applications process. The people identified below will not be able to edit the form but will be emailed information about the POI and expected start date of the applicant.

- Local administrators may need visibility of the process to arrange accommodation for the POI, or simply to look after and track POI applications.

   Name: __________________________
   Email: __________________________

Click on the ▶️ to proceed.

11. Once you have completed the required form details, you will be able to submit the request to the nominee for their action.

Submission

- As this request is for an extension of a POI appointment, this form will be sent to the Nominator for review first and then to the Delegate for approval.

[Submit form to Nominator for review]

Person of Interest Extension- Nominator Review

1. The Nominator will receive an email notification that form action is required.
2. The Nominator should login to ANU eForms using their UID and HORUS password.
3. The form will appear in the Forms Assigned to Me section.
4. The nominator should review the details in all of the form pages

### Person of Interest details

**POI Personal details**

<table>
<thead>
<tr>
<th>Name</th>
<th>Mr Jack Green</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:u1234567@anu.edu.au">u1234567@anu.edu.au</a></td>
</tr>
</tbody>
</table>

### Appointment details

**Current end date**

Please confirm the extension start and end dates for Jack Green.

*Please note*: A extension will be deemed as a consecutive renewal where the POI has had a 'break in service' for less than three months from the ANU.

<table>
<thead>
<tr>
<th>Start date</th>
<th>31/07/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>End date</td>
<td>31/07/2020</td>
</tr>
</tbody>
</table>
### Eligibility for expenses

Please review the below financial information prior to submission to the Delegate. You should check with the Local Finance Manager, or Head of Budget Unit to ensure that funds are available to cover costs before proceeding.

- **LAFHA eligibility?**
  - The POI is an Australian citizen or permanent resident and may be entitled to a Living Away From Home Allowance (LAFHA)
  - The POI is not an Australian Citizen or permanent resident.

- **Payments or reimbursements?**
  - Yes, the POI will receive payments or reimbursements for costs
  - No, there are no payments or reimbursements forecast for this POI

### Expenses

Expenses may be paid by the ANU, or by the Home Institution. Selecting the funding source provides an overview of the expected costs that the Finance area will need to process in the form of direct payments, and possible reimbursements to the Home Institution. If you select ‘Other’, please provide a description of the expense.

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount AUD $</th>
<th>Funding source</th>
<th>Ledger Code</th>
<th>Department ID</th>
<th>Project ID</th>
<th>Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation</td>
<td>$200.00</td>
<td>ANU</td>
<td>R</td>
<td>21131</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td>$150.00</td>
<td>Home institution</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ANU Total** $200.00

**Home Institution Total** $150.00
5. The nominator can provide general comments and information for the Delegate’s consideration

6. Requests must be approved in accordance with the relevant policy.

A list of delegates in your area has been pre-populated in the drop down list. Please select the appropriate Delegate for your area. If you hold the Delegation, and appear in the list, you can select yourself as the Delegate to finalise the process.
Person of Interest Extension- Delegate Review

1. The Delegate will receive an email notification that form action is required.

2. The Delegate should login to ANU eForms using their UID and password.

3. The form will appear in the Forms Assigned to Me section.

4. The Delegate will see all of the pages that the Nominator reviewed above.

5. The delegate can then action the request.

If the Delegate requires more information or wishes to decline the application, they can leave comments that will be sent back to the nominator.
Upon approval, the form will be sent to the nominee for their acceptance.

**Person of Interest Extension - Nominee Acceptance**

1. The nominee will receive an email notification that form action is required.

2. The nominee should login to ANU eForms using the login ID and password issued via email.

3. The form will appear in the Forms Assigned to Me section

<table>
<thead>
<tr>
<th>Form</th>
<th>Assigned By</th>
<th>Date Assigned</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>POI acceptance</td>
<td>Peter Brown</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click on the form to enter

4. The nominee should review the details in all of the form pages

**Person of Interest details**

**POI Personal details**

- Name: Mr Jack Green
- Email: u1234567@anu.edu.au
You current appointment will extended in line with the below dates.

Start date 31/07/2015
End date 31/07/2020

Eligibility for expenses

Payments or reimbursements?*
- Yes, the POI will receive payments or reimbursements for costs
- No, there are no payments or reimbursements forecast for this POI

Expenses

Expenses may be paid by the ANU, or by the Home Institution. Selecting the funding source provides an overview of the expected costs that the Finance area will need to process in the form of direct payments, and possible reimbursements to the Home Institution. If you select 'Other', please provide a description of the expense.

Add an additional expense by clicking the + button and remove an expense by checking the tick box on the left of the row, and then pressing the - button.

| Type          | Amount AUD,$ | Funding source | Ledger Code | Department ID | Project ID | Invoice *
|---------------|--------------|----------------|-------------|--------------|------------|------------------------|
| Accommodation | $200.00      | ANU            | R           | 21131        |            | Not answered
| Meals         | $150.00      | Home institution |            |             |            | Home institution will invoice ANU

ANU Total $200.00
Home Institution Total $150.00
5. After reviewing the form the nominee can confirm the appointment

Appointment confirmation

At this stage you will have received email confirmation of the extension to your appointment at the Australian National University as a Campus Visitor - 00013. To finalise your appointment, please formally accept the extension through this form. If any of the details of your appointment have changed since you started, please contact Mr Peter Brown on u7777777@anu.edu.au in the first instance.

Do you wish to accept the POI nomination for status of Campus Visitor - 00013 at the ANU from 31-Jul-15 to 31-Jul-20?*

- Yes
- No

Submit

If the nominee wishes to accept the application, a notification will be sent to the Delegate and the nominator.

A notification of your acceptance will be sent to the Delegate and Mr Peter Brown. Mr Peter Brown or their representative will be in touch with you shortly to make further arrangements regarding your appointment.

Submit

If the nominee does not wish to accept the application, they can provide comments that will be sent to the Delegate and the nominator.

Please provide comments about your reasons for declining the request. If details of the appointment offer are incorrect, or if you are unsure, please contact Mr Peter Brown before declining the appointment.

A notification will be sent to the Delegate and Mr Peter Brown advising them of your reasons for declining the appointment.

Submit

Version 1.0 July 2015
<table>
<thead>
<tr>
<th>Nominator (Supervisor)</th>
<th>Administration staff member</th>
<th>VaHA</th>
<th>Delegate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor determines the need for the VaHA to visit the campus</td>
<td>Request administration staff to initiate application</td>
<td>Login to E-Form and select the Persons of Interest/Honorary Appointments form</td>
<td>It is a requirement to use the POI’s existing UID to initiate this form</td>
</tr>
<tr>
<td>Enter the POI’s UID to populate their personal details</td>
<td>Select the nomination type of “Extension” and review the personal details of the VaHA</td>
<td>Enter the POI’s UID to populate their personal details</td>
<td>Identify any expense or allowance payments will be made</td>
</tr>
<tr>
<td>Select the appointment reason, nomination type start and end dates, and confirm access requirements</td>
<td>Identify who will supervise the VaHA for the duration of the visit, and identify any other staff that will confirm access requirements</td>
<td>Select the appointment reason, nomination type start and end dates, and confirm access requirements</td>
<td>Identify if any expense or allowance payments will be made</td>
</tr>
<tr>
<td>Identify if any expense or allowance payments will be made</td>
<td>Review VaHA personal details, appointment details, and citizen ship and visa</td>
<td>Select the appropriate Delegate in your area and submit the request for approval</td>
<td>Submit to Nominator for review</td>
</tr>
</tbody>
</table>

**Legend**
- Process Step
- Consideration
- Request
- Form Task
- Approval
- Decline
- Upload Document
- Action Taken
- Approve
- Decline
- Further Information Required
- Document Further Information Required and Send Form Back to Supervisor
- VaHA Acceptance
- Nominator/Administrator and VaHA advised of approval. Sent to VaHA for acceptance.