VISITING AND HONORARY APPOINTMENTS (VaHA) PROCESSING GUIDE (previously known as Person of Intererst or POI)

Contents

Visiting and Honorary Appointments (VaHA)

The VaHA form is to be used to nominate or extend a 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

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

Process	Description	Delegation #	Delegation Profile
Honorary Appointments	Approve or extend full, clinical and adjunct academic status		
	Cluster 1- Levels A-D	139 Cluster 1	D3
	Cluster 2- Level E	139 Cluster 2	D1

Process	Description	Delegation #	Delegation Profile
VaHA appointments	Approve nominations for: • Visitors and Campus Visitors • Contractors and Consultants • Supervisors and Examiners • Secondees Delegations have been aligned to the new Academic Title policy and will require approval equivalent to a D3	-	-

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.

1.	Login to ANU eForms 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 Conferred Academic Title', and enter in the nominees details.

Nomination type* ⓘ

○ New Conferred Academic Title

○ New person of interest

POI Personal details

Title	[dropdown]	Email *	
First name *		Confirm email *	
Last name *		Contact number ⓘ	

→

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. **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) Nomination type * Start date * End date *

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.

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

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.

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 *
☐ ≡ ▢	☐	ANU ▢	▢	☐	☐	
☐ ≡ ▢	☐	Home institution ▢				

⊕ ⊖

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 * ☐

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

Nominator first name *   Peter

Nominator last name *   Brown

Nominator *   Peter Brown- u7777777

Role *   General Staff | College Executive | College General Manager

Nominator Details

Uni ID	u7777777	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.

11.	You can chose 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 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 **Forms Assigned To Me** Form — Assigned By — Date Assigned — Comment POI Detail Entry — Peter Brown 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 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

POI Personal details

Title	Mr	Email *	john@smith.com
First name *	John	Confirm email *	john@smith.com
Last name *	Smith	Contact number ⓘ	260000000
Gender *		Date of birth *	

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

POI Address details

Street address *		State / Province *	
Street address 2		Postcode / Zipcode * ⓘ	
Suburb *		Country * ⓘ	

Click on the (→) to proceed.

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

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.
	Supporting documentation
	Upload New
	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.

Reference letter 1*   [Upload New]

Reference letter 2*   [Upload New]

Current curriculum vitae (CV)*   [Upload New]

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]

Honorary 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 Form	Assigned By	Date Assigned	Comment POI Nominator Review	John Smith 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	Mr First name *	John Last name *	Smith Email *	john@smith.com Confirm email *	john@smith.com Contact number	260000000

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)

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 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 are attached for your information.

Reference letter 1 ⓘ   (icon_gears.png) [Open]

Reference letter 2   (icon_gears.png) [Open]

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

Current curriculum vitae (CV)   (icon_gears.png) [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.

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 ▾	$3,000.00	ANU ▾	R ▾	21131		
☐ ≡	Airfares ▾	$2,500.00	Home institution ▾				Home institution will invoice ANU ▾

⊕ ⊖

ANU Total $3,000.00

Home Institution Total $2,500.00

☐ Help with booking accomodation is required

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 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	
☐ ≡				

⊕ ⊖

---

5. | The nominator can provide general comments and information for the Delegate's consideration

General comments

Provide any additional information the Delegate may need when considering this application. You can upload additional documents as required.

Additional files   [Upload New]

---

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.

Is this your POI?

This is a list of possible matches to the POI that you have entered. If none of the following people match your POI, please check 'None of the records match. Create a new POI.'

☐ None of the records match. Create a new POI.

7.	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
4.	The Delegate will see all of the pages that the Nominator reviewed above.
5.	The delegate can then action the request

Approval

As the Delegate, you now can determine the outcome of this application. If you have any additional questions prior to determining the outcome of the application, you are encouraged to speak to in the first instance.

As the Delegate, how would you like to proceed?*
- ◯ I wish to approve the nomination
- ◯ I require more information or changes
- ◯ I wish to decline the nomination

If the Delegate requires more information or wishes to decline the application, they can leave comments that will be sent back to the nominator.

Comments *

[Submit]

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** **Form** — **Assigned By** — **Date Assigned** — **Comment** POI acceptance — Peter Brown

	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

Title	Mr	Email *	john@smith.com
First name *	John	Confirm email *	john@smith.com
Last name *	Smith	Contact number	260000000

Appointment details

Nomination type   Honorary Lecturer (Level B)

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

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 ▾	$3,000.00	ANU ▾	R ▾	21131	Not answered	
Airfares ▾	$2,500.00	Home institution ▾				Home institution will invoice ANU ▾

ANU Total $3,000.00

Home Institution Total $2,500.00

☐ Help with booking accomodation 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 . 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 (u7777777@anu.edu.au) advising them of your reasons for declining the appointment.

Submit

Persons of Interest- New Honorary Appointment

Nominator (Supervisor)

Supervisor identifies applicant for Honorary Appointment

Is the Nominator starting the application?

— No → Request administration staff to initiate application

— Yes →

Enter the nominee's details- this can be completed manually, or pre-pop 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 re notification of t application

Upload any required supporting documentation

Identify if any expense or allowance payments will be made

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 exisiting 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

Review VaHA personal details, appointment details, citizenship and visa d

Ensure that the correct UID record is being used if the VaHA already exists in the ANU HRMS

Select the appropriate Delegate in your area and submit the request for approval

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.

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 nominees UID

Select the nomination type of "New Academic Title" and enter the personal deta 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 r e notification of t application

Upload any required supporting documentation

Identify if any expense or allowance payments will be made

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 exisiting 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

Form is sent to the VaHA

Form is sent to the VaHA

VaHA

Confirm personal details, appointment details, citizenship and visa de (if required)

Provide statement of contribution and upload CV

Delegate

Review application

Action taken

— Decline → Provide justification for declining the application. Notification is sent to the Supervisor advising of outcome

Further information required → Document further information required and send form back to supervisor

— Approve →

Nominator/Administrator and VaHA advised of approval. Sent to VaHA for acce

VaHA Acceptance

Legend

Process Step		Consider application		Form task	Approval
Question		Request		Decline	Upload document

TEQSA Provider ID: PRV12002 (Australian University) | CRICOS Provider: 00120C

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 Person of Interest / Honorary Appointment
3.	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 recieve 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) — Upload New

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 (→) 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

| 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.

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 *
☐ ☰	▾		ANU ▾	▾			
☐ ☰	▾		Home institution ▾				

⊕ ⊖

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 *

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

Nominator first name *   Peter   Nominator last name *   Brown

Nominator *   Peter Brown- u7777777

Role *   General Staff | College Executive | College General Manager

Nominator Details

Uni ID	u7777777	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.

11.	You can chose 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 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 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

Forms Assigned To Me

Form	Assigned By	Date Assigned	Comment
POI Nominator Review	John Smith		

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

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

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.

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 ▾	$3,000.00	ANU ▾	R ▾	21131		
☐ ☰	Airfares ▾	$2,500.00	Home institution ▾				Home institution will invoice ANU ▾

⊕ ⊖

ANU Total $3,000.00

Home Institution Total $2,500.00

☐ Help with booking accomodation is required

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 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	

5.	The nominator can provide general comments and information for the Delegate's consideration

General comments

Provide any additional information the Delegate may need when considering this application. You can upload additional documents as required.

Additional files   Upload New

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.

Approval - next steps

Nominations for persons of interest or Honorary Conferred Titles are usually approved by the Delegate within your area. In a majority of cases this will be the Research School Director, or their nominated appointee. The list below shows staff within your area that hold the correct delegation for the type of nomination you selected. If your area does not have a staff member with the appropriate delegation, press the save button and contact your Local HR area for further information regarding how to proceed.

Delegate to approve or extend Honorary Academic Status (Delegation 139) *

Submit form to the Delegate for approval

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 ## Forms Assigned To Me **Form** · · · **Assigned By** · **Date Assigned** · **Comment** POI Delegate Approval · · · Peter Brown
4.	The Delegate will see all of the pages that the Nominator reviewed above.
5.	The delegate can then action the request ## Approval As the Delegate, you now can determine the outcome of this application. If you have any additional questions prior to determining the outcome of the application, you are encouraged to speak to Peter Brown in the first instance. As the Delegate, how would you like to proceed?* ○ I wish to approve the nomination ○ I require more information or changes ○ I wish to decline the nomination 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

Appointment details

Nomination type   Honorary Lecturer (Level B)

Start date   31/07/2015

End date *   30/07/2020

Eligibility for expenses

Payments or   ⦿ Yes, the POI will receive payments or reimbursements for costs
reimbursements?*   ◯ 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 ▼	$3,000.00	ANU ▼	R ▼	21131	Not answered	
Airfares ▼	$2,500.00	Home institution ▼				Home institution will invoice ANU ▼

ANU Total $3,000.00

Home Institution Total $2,500.00

☐ Help with booking accomodation 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 - 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 (u7777777@anu.edu.au) advising them of your reasons for declining the appointment.

Submit

Persons of Interest- Honorary Appointment Extension

Nominator (Supervisor)	Administration staff member	VaHA	Delegate

Nominator (Supervisor)

Supervisor identifies applicant for Honorary Appointment

Is the Nominator starting the application? — No → Request administration staff to initiate application

Yes

Enter the POI's UID to populate their personal details

It is a requirement to use the POI's existing UID to initiate this form

Select the nomination type of "Extension" and review the personal details of the VaHA

Honorary Appointments with old Academic Title categories will be required to move to the new Academic Title categories upon extension

Select the appointment reason, nomination type start and end dates

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 who will supervise the VaHA for the duration of the visit, and identify any other staff that require notification of the application

Upload any required supporting documentation

Identify if any expense or allowance payments will be made

Review VaHA personal details, appointment det

Select the appropriate Delegate in your area and submit the request for approval

Administration staff member

Login to E-Form and select the Persons of Interest/ Honorary Appointments form

It is a requirement to use the POI's existing UID to initiate this form

Enter the POI's UID to populate their personal details

Honorary Appointments with old Academic Title categories will be required to move to the new Academic Title categories upon extension

Select the nomination type of "Extension" and review the personal details of the VaHA

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

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 require notification of the application

Upload any required supporting documentation

Identify if any expense or allowance payments will be made

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.

Delegate

Review application

Action taken — Decline → Provide justification for declining the application. Notification is sent to the Supervisor advising of outcome

Further information required → Document further information required and send form back to supervisor

Approve → Nominator/Administrator and VaHA advised of approval. Sent to VaHA for acce

VaHA Acceptance

Legend

Process Step

Consider application

Form task

Approval

Question

Request

Decline

Upload document

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 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.

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

Appointment reason(s)*	☑ Consulting and Contracting	☐ Learning	☑ Conference attendance
	☐ Volunteer	☐ 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

	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.
	
	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.

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.

Type *	Amount AUD,$ *	Funding source *	Ledger Code *	Department ID *	Project ID	Invoice *
☐ ☰		ANU				
☐ ☰		Home institution				

⊕ ⊖

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.

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

| Nominator first name * | Peter | | Nominator last name * | Brown |

Nominator *   Peter Brown- u7777777

Role *   General Staff | College Executive | College General Manager

Nominator Details

Uni ID	u7777777	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 chose 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 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

Person of Interest 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

Forms Assigned To Me

Form	Assigned By	Date Assigned	Comment
POI Detail Entry	Peter Brown		

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

POI Personal details

Title	Ms ▾	Email *	anne@gray.com
First name *	Anne	Confirm email *	anne@gray.com
Last name *	Gray	Contact number ⓘ	311111111
Gender *	▾	Date of birth *	

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

POI Address details

Street address *		State / Province *	
Street address 2		Postcode / Zipcode * ⓘ	
Suburb *		Country * ⓘ	

Click on the → to proceed.

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

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.

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.

Click on the ⟶ to proceed.

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.

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.

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

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
	Click on the form to enter
4.	The nominator should review the details in all of the form pages

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.

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.

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

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.

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		
☐ ≡	Meals	$150.00	Home institution				Home instit

⊕ ⊖

ANU Total $200.00

Home Institution Total $150.00

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 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

5.	The nominator can provide general comments and information for the Delegate's consideration

General comments

Provide any additional information the Delegate may need when considering this application. You can upload additional documents as required.

Additional files   Upload New

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.

Is this your POI?

This is a list of possible matches to the POI that you have entered. If none of the following people match your POI, please check 'None of the records match. Create a new POI.'

None of the records match. Create a new POI.

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
4.	The Delegate will see all of the pages that the Nominator reviewed above.
5.	The delegate can then action the request

Approval

As the Delegate, you now can determine the outcome of this application. If you have any additional questions prior to determining the outcome of the application, you are encouraged to speak to in the first instance.

As the Delegate, how would you like to proceed?*
- ○ I wish to approve the nomination
- ○ I require more information or changes
- ○ I wish to decline the nomination

If the Delegate requires more information or wishes to decline the application, they can leave comments that will be sent back to the nominator.

Comments *

[Submit]

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
	Forms Assigned To Me
	Click on the form to enter
4.	The nominee should review the details in all of the form pages

Forms Assigned To Me

Form	Assigned By	Date Assigned	Comment
POI acceptance	Peter Brown		

Person of Interest details

POI Personal details

Title	Ms	Email *	anne@gray.com
First name *	Anne	Confirm email *	anne@gray.com
Last name *	Gray	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

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.

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

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, and the attached welcome letter outlining your appointment at the Australian National University as a Occupational Trainee To finalise your appoinment, 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 Occupational Trainee at the ANU from 31-Jul-15 to 30-Sep-15?*

○ 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 (u7777777@anu.edu.au)   advising them of your reasons for declining the appointment.

Submit

Persons of Interest- Non Academic Appointments- New Application

Nominator (Supervisor)	Administration staff member	VaHA	Delegate

Nominator (Supervisor)

- Supervisor determines the need for the VaHA to visit/ attend the campus
- Is the Nominator starting the application? — No → Request administration staff to initiate application
- Yes ↓
- Enter the POI's details- this can be completed manually, or pre-populated using the POI's UID
- Select the nomination type of "New Person of Interest" and enter the personal details of the Va
- 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 require notification of t application
- Identify if any expense or allowance payments will be made — Form is sent to the VaHA →
- Review VaHA personal details, appointment details, citizenship and visa
- Ensure that the correct UID record is being used if the VaHA already exists in the ANU HR IS
- Select the appropriate Delegate in your area and submit the request for approval

Administration staff member

- Login to E-Form and select the Persons of Interest/ Honorary Appointments form
- POI's may have been previously employed by the ANU, have held a previous VaHA record or have studied at the University. In these instances the VaHA should have an existing UID
- Enter the POI's details- this can be completed manually, or pre-populated using the POI's UID
- Select the nomination type of "New Person of Interest" and enter the personal details of the Va
- 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 or the notification on the applica
- Identify if any expense or allowance payments will be made — Form is sent to the VaHA →

VaHA

- Confirm personal details, appointment details, citizenship and visa details (if required)

Delegate

- Review application
- Action taken — Decline / Further information required / Approve
- Decline → Provide justification for declining the application. Notification is sent to the Supervisor advising of outcome
- Further information required → Document further information required and send form back to supervisor
- Approve → Nominator/Administrator and VaHA advised of approval. Sent to VaHA for acceptance
- VaHA Acceptance

Legend

- Process Step
- Consider application
- Form task
- Approval
- Question
- Request
- Decline
- Upload

VaHA - Form Guide

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.

1.	Login to ANU eForms using your UID and HORUS password
2.	Select the VaHA/Honorary Appointments form Person of Interest / Honorary Appointment
3.	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 Mr Jack Green Email * u1234567@anu.edu.au Please ensure this email address is current and active. The POI will recieve 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.

Type *	Amount AUD,$ *	Funding source *	Ledger Code *	Department ID *	Project ID	Invoice *
☐ ≡		ANU				
☐ ≡		Home institution				

⊕ ⊖

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.

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

Nominator first name *	Peter
Nominator last name *	Brown

Nominator * | Peter Brown- u7777777 ▼ |

Role * ⓘ | General Staff | College Executive | College General Manager ▼ |

Nominator Details

Uni ID	u7777777	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 chose 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 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

Forms Assigned To Me

Form	Assigned By	Date Assigned	Comment
POI Nominator Review	Anne Gray		

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

Name: Mr Jack Green

Email *: u1234567@anu.edu.au

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.

Start date *: 31/07/2015

End date *: 31/07/2020

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.

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		
☐ ≡	Meals	$150.00	Home institution				Home instit

⊕ ⊖

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.

Approval - next steps

Nominations for persons of interest or Honorary Conferred Titles are usually approved by the Delegate within your area. In a majority of cases this will be the Research School Director, or their nominated appointee. The list below shows staff within your area that hold the correct delegation for the type of nomination you selected. If your area does not have a staff member with the appropriate delegation, press the save button and contact your Local HR area for further information regarding how to proceed.

Delegate to approve or extend Honorary Academic Status (Delegation 139) *

Submit form to the Delegate for approval

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
	Forms Assigned To Me
	Form — Assigned By — Date Assigned — Comment
	POI Delegate Approval — Peter Brown
4.	The Delegate will see all of the pages that the Nominator reviewed above.
5.	The delegate can then action the request
	Approval
	As the Delegate, you now can determine the outcome of this application. If you have any additional questions prior to determining the outcome of the application, you are encouraged to speak to Peter Brown in the first instance.
	As the Delegate, how would you like to proceed?*
	○ I wish to approve the nomination
	○ I require more information or changes
	○ I wish to decline the nomination
	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
	Forms Assigned To Me
	POI acceptance — Peter Brown
	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 appoinment, 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 (u7777777@anu.edu.au) advising them of your reasons for declining the appointment.

Submit

Persons of Interest- Non Academic Appointments- Extension

Nominator (Supervisor)	Administration staff member	VaHA	Delegate

Nominator (Supervisor)

Supervisor determines the need for the VaHA to visit/attend the campus

Is the Nominator starting the application?

— No → Request administration staff to initiate application

— Yes ↓

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, and confirm access requirements

Identify who will supervise the VaHA for the duration of the visit, and identify any other staff that require notification of t application

Identify if any expense or allowance payments will be made

Review VaHA personal details, appointment details citizenship and visa

Select the appropriate Delegate in your area and submit the request for approval

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

> It is a requirement to use the POI's existing UID to initiate this form

Select the nomination type of "Extension" and review 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 of the notification on applica

Identify if any expense or allowance payments will be made

Submit to Nominator for review

Delegate

Review application

Action taken

— Decline → Provide justification for declining the application. Notification is sent to the Supervisor advising of outcome

— Further information required ↓ Document further information required and send form back to supervisor

— Approve

Nominator/Administrator and VaHA advised of approval. Sent to VaHA for acceptance

VaHA

VaHA Acceptance

Legend

Process Step	Consider application	Form task	Approval
Question	Request	Decline	Upload