

Purpose and general rules

The following reference guide has been prepared for applicants that require FedUni system access i.e. FedUni email, network access and other FedUni online resources.

An 'Associate/Pending HR' application form must be submitted using the online form (paper-based forms will no longer be accepted).

This document demonstrates the various screens, and information required before access can be granted.

Once the applicant has completed the online form they form it will be sent to the relevant FedUni employee/supervisor for approval (as determined by applicant). The applicant will receive an email which confirms the application has been received by the approver, and contains a reference number that can be used to track the status of the application.

Position types and definition

It is very important to select the appropriate position type on the form. The selections can be either:

1. 'Associate/Contractor'; or
2. 'Pending HR Contract'.

Associate position

An 'Associate' is considered to be a person that has association with FedUni however **they do/will not occupy a paid employment contract** with the University (unpaid person).

An Associate can be:

- A Contractor (who is paid, but is not on the FedUni employee payroll);
- Honorary Appointment (i.e. an Honorary Academic);
- Partner Staff Member Associate or Contractor (not a paid FedUni employee); or
- Other approved Association with FedUni which requires system access (not a paid FedUni employee).

[Click here to complete Associate/Contractor application](#)

Pending HR position

A 'Pending HR' position should only be selected for a person **who will become a paid FedUni employee**. This option should only be selected for new staff commencing employment with FedUni or an existing staff member commencing a new employment contract with FedUni.

A 'Pending HR' position is for:

- Paid FedUni employees only;
- New staff commencing employment with FedUni;
- Existing staff member commencing a new employment contract with FedUni; or
- Casual and Fixed Appointments.

[Click here to complete Pending HR application](#)

Contents

The reference guide has been divided into the following main sections:

- Personal Details
- Address Details
- Emergency Contact
- Position Details
- User Acceptance


Personal details

Here you must provide your personal details such as your name, date of birth, phone number and email address.

Your external email address must not be a FedUni address. Any notifications regarding the application progress will be sent to this email address.

All fields marked with an * are mandatory.

Personal Details

* Title	<input type="text" value="-- None --"/>
* Given Names	<input type="text"/>
* Surname	<input type="text"/>
Preferred Name	<input type="text"/>
* Date of Birth (DD/MM/YYYY)	<input type="text"/> 
* Gender	<input type="text" value="-- None --"/>
Phone	<input type="text"/>
* Mobile	<input type="text"/>
* External Email	<input type="text"/>

Address details

Please provide your Private (home) and Postal address details. If either of the addresses are located out of Australia, you will need to change the Geographic Location to International for the particular address.

All fields marked with an * are mandatory.

Address Details

Private Address

* Geographic Location

* Address Line 1

Address Line 2

* Suburb

State

Post Code

Postal Address

Same as Private Address

Geographic Location

* Address Line 1

Address Line 2

* Suburb

State

Post Code

Emergency contact

In this section, you must provide details of your emergency contact's name, relationship and phone number.

All fields marked with an * are mandatory.

Emergency Contact

Primary Contact

* Name

* Relationship

* Phone Number

2nd Contact

Name

Relationship

Phone Number

Position details

In this section, you select the type of application that you're submitting. Depending upon the type of application you select will determine the time length of your position (refer to Position Types and Definitions (page 1)).

You can select the start date of the position, provided that it is no more than three months in the past, or 12 months into the future.

Select the approver from the provided list who is needed to sign off or approve your application request.

All fields marked with an * are mandatory.

Position Details

* Position Type

* Start Date

* End Date

* Select Approver

User acceptance

In this section you need to agree that you have read, understood and agreed to the FedUni's *Information Privacy Policy* and *Use of Computing and Communication Facilities Policy*. You also need to accept that the information entered is true and correct at time of applying.

All fields marked with an * are mandatory.

I have read, understood and agree to abide by the following FedUni policies

Information Privacy Policy -

http://policy.federation.edu.au/university/general/information_privacy/ch01.php

* I Accept

-- None --

Use of Computing and Communication Facilities Policy -

http://policy.federation.edu.au/university/general/information_privacy/ch01.php

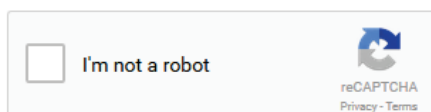
* I Accept

-- None --

I certify that the information in this Federation University Australia Associate or Pending HR Application form is true, correct and complete to the best of my knowledge and belief.

* Accept

-- None --



Ready for Approval

Technical support

For all enquires relating to:

- password resets;
- login credentials;
- login issues; or
- form functionality issues;

please contact the ITS Service Desk by telephoning 03 5327 9999 [or log a job via the Service Desk portal](#).