## Introduction

This guide will show you how to respond to and process New Position Creation requests for Staffing Delegates in WorkCentre.

This new process allows Staffing Delegates to review and approve the Position Creation request once it receives support from both Human Resources and Finance.
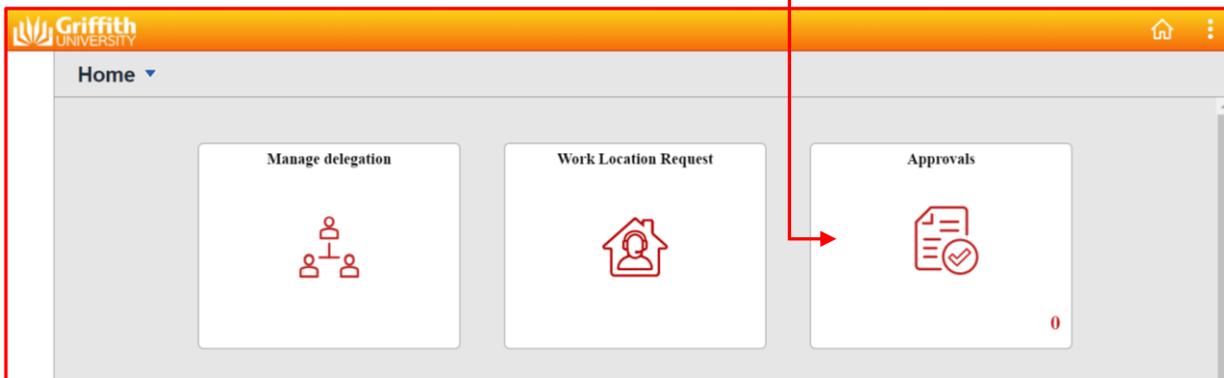
# Step 1: Navigate to WorkCentre

**1** Log into the **Staff Portal** and select the **My Staff Page** link to begin.
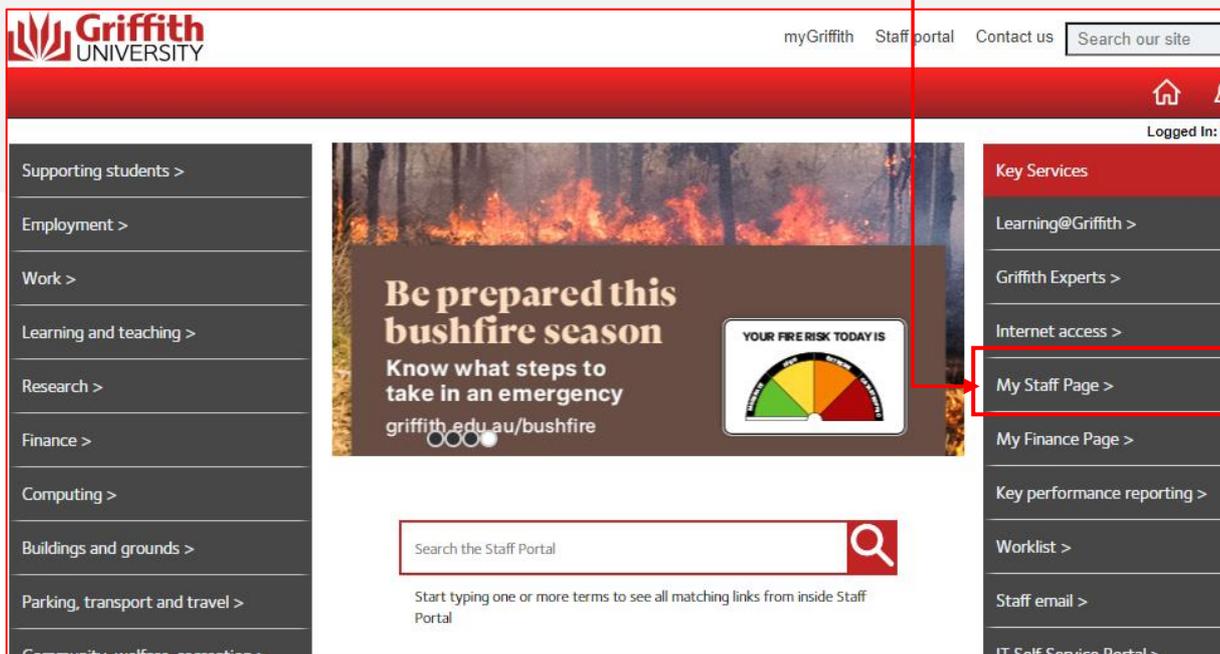


**2** Select **Approvals** tile.

# Step 2: Assessing Requests

**①** **Pending Approvals list**. All Pending Approvals are displayed. The Staffing Delegate Approver selects each request.

---

| ‹ Home | Pending Approvals | ⌂ ⋮ |
|---|---|---|

**All**

▽

2 rows

| **Position Request** | | Routed |
|---|---|---|
| | Fellow | 24/10/2023 |
| Carmel Williamson | Aus Res Ctr for Human Evolutn | › |
| **Position Request** | | Routed |
| | AO4 | 24/10/2023 |
| Carmel Williamson | Risk and Compliance | › |

---

# Step 3: Processing Approval Request

**①** **Review the information** provided that is contained within the request including **Supporting Attachments/Comments** submitted during the approval workflow

| ‹ Pending Approvals | Position Request | ⌂ ⋮ |
|---|---|---|

Position Title  Fellow                                              **Approve**   Deny

**Request Details**

| | | | |
|---|---|---|---|
| Department | Aus Res Ctr for Human Evolutn | Location | Nathan Campus |
| Position Type | Contingent | Position Funding | Operational/Other |
| Effective Date | 23/10/23 | Expected Job End Date | |
| Grade | No Salary | Reports To | Deputy Director (Learning & Te |
| Stnd Hours / Week | 36 | FTE | 1 |
| Position Number to Freeze | No | Combo Code | FIN1001000002200-100% |
| Position supported by HR? | Yes | Position supported by Finance? | Yes |

▾ **Supporting Attachments/Comments**

| Attachments | › |
|---|---|

**Approver Comments**

[                    ]

| Approval Chain | › |
|---|---|

**2** **Deny the request.** Clicking the **Deny** button will prompt the user for a reason for the refusal before the final submission.



**3** **Approve the request.** Clicking the **Approve** button will prompt the user for commentary (this is optional).