

## Introduction

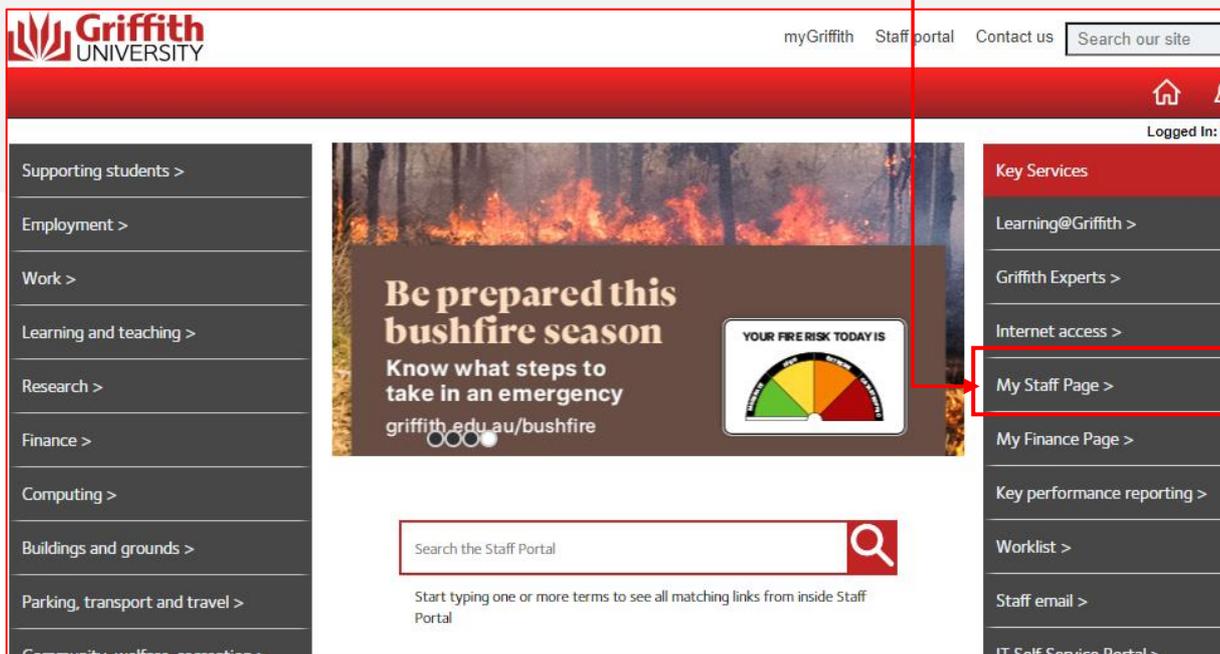
This guide will show you how to respond to and process New Position Creation requests for Staffing Delegates in WorkCentre.

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

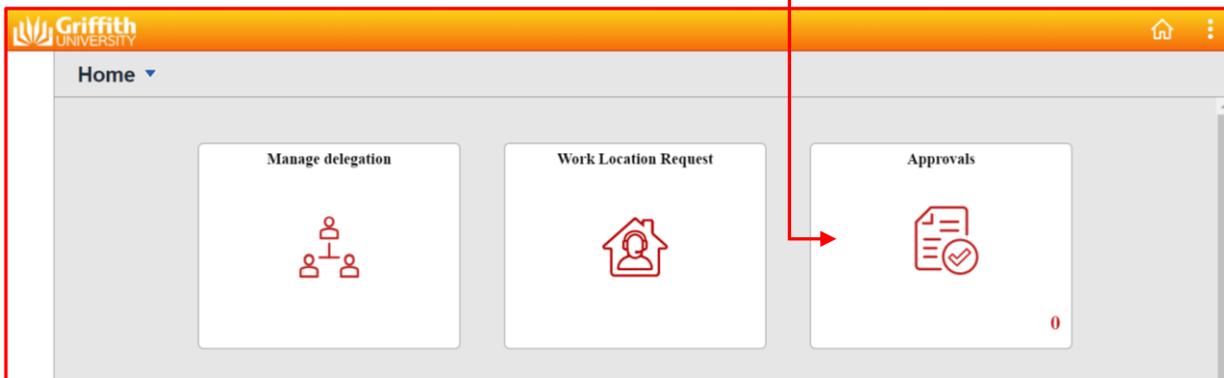


# Step 1: Navigate to WorkCentre

- 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.

All		2 rows
<b>Position Request</b>	Fellow	Routed
Carmel Williamson	Aus Res Ctr for Human Evolutn	24/10/2023 >
<b>Position Request</b>	AO4	Routed
Carmel Williamson	Risk and Compliance	24/10/2023 >

## 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

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.

The screenshot shows a web application interface for a 'Position Request'. At the top, the user is identified as 'HR92UAT - Christopher Fleming (S2727247)'. The page title is 'Position Request' and the position title is 'Fellow'. There are two buttons: 'Approve' and 'Deny'. The 'Deny' button is highlighted with a red box, and a red arrow points from the text above to it. Below the buttons is a 'Request Details' section with the following information:

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

Below the details is a section for 'Supporting Attachments/Comments' with fields for 'Attachments', 'Approver Comments', and 'Approval Chain'. A modal dialog box titled 'Deny' is open, containing the text 'You are about to deny this request.' and a text area for 'Approver Comments'. The dialog has 'Cancel' and 'Submit' buttons.

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

The screenshot shows the same web application interface as above. The 'Approve' button is highlighted with a red box, and a red arrow points from the text above to it. The 'Request Details' section is identical to the previous screenshot. The modal dialog box titled 'Approve' is open, containing the text 'You are about to approve this request.' and a text area for 'Approver Comments'. The dialog has 'Cancel' and 'Submit' buttons.