

# Guide to Completing the online Staff Appointment Form (SAF)

## Before You Start / Useful Information

1. Ensure you have all the documentation you will require to complete the form; these are listed on the first page of the Staff Appointment Form (via the link on the intranet)
2. Be aware that the new SAF is an on-line form and cannot be “saved” as a document (as you have done previously); you will be able to review the details in the system.
3. For confidentiality reasons, only you have access to update a SAF that you have completed and you are not able to print it.

## Completing the online Staff Appointment Form

1. Select Staff Appointment Form in HR / Forms / Recruitment Forms on the WDHB intranet
2. On the second page you will be asked to select if the new employee currently works for WDHB; depending on your selection different screens will be displayed for completion
3. You will be able to edit your SAFs if they are not complete.
4. Complete the screens; the information will be saved when you click on “SAVE/CLOSE” or CONTINUE” at the bottom of each screen
5. Fields marked with a RED \* are mandatory and must be completed
6. Make a note of the “SAF ID” which is displayed in the top right hand corner of each screen; you will need this later if you wish to make changes to the SAF
7. Once you have completed the SAF a copy will be sent to your Recruitment Consultant to review and complete the recruitment process.

## Reviewing and changing information on the SAF

1. Once you have completed the SAF, you will receive an email confirming it has been sent to Recruitment.
2. To make changes to your SAF, you must click edit to go back into a SAF and update it.
3. A notification box screen is displayed and indicates the parts of the form that you have already completed; click on the ones you want to amend / complete, then select done and your changes will be saved.

## Changes to the new SAF

1. If you are completing a transfer SAF, the previous manager will be sent a confirmation email so they know the start date of their transferring employee.
2. Return to Manager Button from Recruitment, this is an email that will be sent from Recruitment to let you know what needs to be updated in the SAF.
3. You can review all your completed SAFs in one place (Split by New and Transfers).
4. Pre-population of RC details from Cherwell
5. Additional RC field has been added for cases where someone is paid for by two RCs

## Assistance

For any assistance or questions relating to the new SAF, please contact your Recruitment Consultant.