



Affiliates Identity Creation Application

To advise Human Resources that a new personal record is required for Pre and Post appointment Access and Affiliates of the University.

REQUEST TO VARY

This form should be used for Identity Management purposes to enable the following types of scenarios only where people engaged with the University wish to access a computer account (including e-mail address) outside the normal access policy provisions.

- Pre and post appointment access
- Affiliates (including Honorary Positions, Visiting Academics)

All details must be provided or the application will be returned to the department unprocessed. Please note that this is not a substitute for sessional engagement.

EMPLOYEE / PERSONAL DETAILS

Employee Number (6 digit payroll no. or NEW):	Title (eg Prof, Dr, Mr, Ms):
Surname:	Given Names(s):
Date of Birth:	Address (Home)
Bank Account Details: BSB	Account Number
Management Unit:	Divison:
Position No:	Position Title:
Current Person Reports To (Name):	Current Position Reports To (Position No):
Finance One Cost Centre	_____

ACCESS VARIATION

Complete only ONE of the below sections.

Pre-commencement access starting:

Post termination access ending:

Honorary Positions access starting: _____ access ending: _____

FURTHER INFORMATION

Please give a brief explanation for the variation to normal access:

EMPLOYEE'S ACCEPTANCE OF CHANGE TO ELECTRONIC ACCESS

I accept the above changes to my normal electronic access pursuant to any relevant award / agreement as contained in my contract of employment / agreements and any relevant policies and procedures.

Name (print): _____ Signature: _____ Date: _____

AUTHORISATION – by ONE of the below levels of management

Director / Dean / Executive Director / Vice-Chancellor / Deputy Vice-Chancellor / Vice President:

Name (print): _____ Signature _____ Date: _____

Director of Human Resource

Name (print): _____ Signature _____ Date: _____