**AGENT/SECONDED STAFF – Alesco Details Form – Human Resource Services**

November 2010

This form is to be used for adding, extending or varying Agency Staff or Externally Seconded Staff records on the Human Resource Services Database (Alesco). These job categories will display as active staff members for the purposes of staff profiling and access to standard University systems such as internet, library, UNE Official etc

**Definition:** Agent staff/ Externally seconded staff are those persons employed by another company to work for the University of New England. They may be employed under a contract supplied by the Agent or under a standard contract provided by the University. Externally Seconded Staff are employed by another organisation, eg. Hunter Area Health, and are seconded to work for the University for a period of time.

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| **Personal Details** |
| Employee Number (if previously allocated): |
| Title: Family Name: |
| First Name: Other Names: |
| Preferred Name: Date of Birth: Gender: |
| **Address details** |
| Residential Address: |
| Postal Address (if different to above): |
| Home Phone: Mobile Phone: |
| Work Phone: Email: |
| **Emergency contact Details:** |
| Surname: Given Names: |
| Residential Address: |
| Home Phone: Mobile Phone: |
| Work Phone: Email: |
| Relationship to Staff Member: |

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| **Position Details** |
| Agent Staff: ❒ External Secondment: ❒ |
| New Appointment: ❒ or Extension: ❒ |
| Start Date: End Date: |
| Full-time: ❒ Part-time: ❒ Casual: ❒ |
| Location of Duties (ie. UNE or if off campus where): |
| No of hours per week if part-time or casual: |
| Name of Agency/Home Organisation: |
| Address: |
| Contact Person (if known): Contact Phone: |
| Contact email: |
| **UNE Position Details** |
| Position Title: |
| Position number (if known): Faculty/Directorate: |
| School/Section: Reports to (ie Supervisor): |
| Classification Level (if known) eg: Level E Professor or HEO7: |
| Is this a standard Contract provided by the University? Yes: ❒ No: ❒ |
| Contract Number (eg trim number): |
| If employed under a non-University contract, list any irregular terms and conditions: |
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| **Authorisation** |
| Head of School – Name: |
| Signature: |
| **PLEASE SEND THIS FORM AND A COPY OF THE SIGNED CONTRACT TO:** [**hrs-academicservices@une.edu.au**](mailto:hrs-academicservices@une.edu.au) |
| Checked by Human Resource Officer: ❒ |
| Input into Alesco: ❒ Date: |
| Trim no: |
| Confirmation advice sent to:  Agent/Secondee ❒  Head of School ❒  Supervisor (if not HoS) ❒  School Admin ❒  Agency/Home Organisation ❒  Research Services ❒ |