

Human Resource Management procedure document list

Process Name
Administer Ad Hoc Remuneration Adjustment
Administer Annual Remuneration Adjustment
Administer Bought Leave
Administer Targeted Group Remuneration
Book and Manage Thrive Workshops
Cancel workshop
Complete Health and Safety Check ins - Facilitator doesn't arrive (internal and external facilitators)
Complete Health and Safety Check ins - Travelling away from home
Health and Safety Check Ins - Face to Face Workshops
Manage Lead Through Conversation Workshop
Manage workshop bookings & confirm session
Schedule Externally Facilitated Workshops
Assess and Create New Position
Obtain National Security Clearance
Onboard Contractor
Onboard Permanent, Fixed Term, Casual and Seconded Employees
Procure and Onboard Consultants and Service Providers
Request to Hire
Source and Recruit New Applicant
Continue AUT study - Returning students
(OAHelp) Coordinate Health and Safety Engagement Meetings for Hubs and Sites
Arrange Face to Face Client Meeting
Issue a Trespass Notice
Manage Third Party Provider Incidents
Meet a Client Who Has an Active Care Indicator
Obtain after hours access to ACC sites
Obtain an Access Card
Obtain Approval to Work at Another Site
Order a security guard
Request CCTV video footage
Use Waterford Security to fix security system issues
Administer Leaving ACC
Manage Death in Service
Offboard a Worker
(BCSD) Set up and run BCSD Induction
(NGCM) Request and update change in reporting line/roles
Add or change user in Process Manager
Create a new Role and Assign Users in Process Manager
Identify and Transfer a Non-Work Staff claim to Wellnz
Manage access to Staff Claims
Manage Process Manager Training

Manage Remote Claims Unit (RCU) Access to Eos

Manage Third Party Administrator (TPA) Access to Eos

Provide Internal Systems Support

Request Access to Eos and MFP

Onboard New Hire

Onboard New Outsourced Clinical Advisor

Organisational design process

Administer Te Kahu User Role Provision

Maintain Personal Employee Information

Manage Assignment Change

Request Additional Access in Te Kahu

Initiate Long-Term Leave Request

Manage Affected Employees

Manage Secondment or Fixed Term Contract Ending Early

Process an Extension or Return from Secondment

Return, Extend or Resign from Long-Term Leave

Manage Performance Review

Prepare Performance Agreement

Process Qualification Applications

Load a face-to-face workshop into Lime

Upload Documents to Grow@ACC course page

Create and Maintain Department

Create Job

Create Position

Create Position for SoW Resources

Update Job

Update Position

Assess and Select Candidate

Conduct Pre-Employment Checks

Create and Manage Candidate Pools

Manage Employment Offer and Acceptance

Manage Request to Hire

Source Candidate

Action Clinical Services CPD Request

Change ACC Worker Display Name

Update Employee Record
