



## Application for SAP ID

### Instructions for Completing



#### When to use this form

This form is to be used to advise HR Operations, Human Resources Division of the commencement or renewal of an unpaid association with the University as:

- A Contractor (includes temporary staff from employment agencies).
- A Monash Affiliate.
- A Visitor (NOT to be used in place of the Visiting Academic Process).



#### Monash Identification Cards or IT access (if required)

- Identification cards will be available from HR reception or Student Services following the submission of this form.
- A charge of \$30.00, to the indicated cost centre and fund, will apply upon production of an ID card.
- To arrange for IT access please contact your local IT systems area.



#### Where and when to send this form

Please forward your completed and signed form to HR Operations via internal mail, by fax on 9902 9530 or send a scanned copy by email to: [hr@monash.edu](mailto:hr@monash.edu)

This form should be submitted:

- **Prior** to the commencement of this association.
- **Prior** to attendance at HR reception or Student Services for ID card collection.



#### Position numbers

In order to **search** existing position numbers or request to **create, change** or **delimit** positions in an organisational unit refer to:

<http://sssd.adm.monash.edu.au/opm/login.asp>



## Application for SAP ID

### 1. Organisational Unit & Position Details

Faculty/Division

Purpose of form

Personnel Number (Renewal)

Organisational Unit Title

Start Date

End Date

Organisational Unit Number

Please notify HR Operations if engagement ceases prior.

Position Title

Cost Centre

Fund

Position Number Activity Type

Campus

#### Important Note:

- **For Visitors**  
A document of arrangement MUST be attached advising residency status and nature of visit.
- **For Monash Affiliates**  
Please attach an explanation of affiliation

### 2. Appointee's Personal Details

Title

Surname

Date of Birth

Gender

Given Name(s)

Telephone Number

Mobile Telephone Number

Street Number and Name

Email Address

State

Postcode

Country

### 3. Authorisation of Organisation Unit

Head of Department/Organisational Unit

Signature

Date

Dean or equivalent

Signature

Date

Name

Telephone Number

Name

Telephone Number

#### FOR HR OPERATIONS USE ONLY

Processed		Date	/ / 20	Checked		Date	/ / 20
HR Approval	Group		Sub Group		Personnel Number		

For assistance please contact HR Enquiries on 9902 0400

Please return completed form to HR Operations, Human Resources Division, Monash University VIC 3800

Human Resources Division Privacy Collection Statement is located at:

[www.privacy.monash.edu/guidelines/collection-personal-information.html#hr](http://www.privacy.monash.edu/guidelines/collection-personal-information.html#hr)