Introduction

This guide provides an overview of the CAPS Onboarding form, including uploading documents and **submit**t

personal
banking details, tax file number, visa and citizenship/passport details) and qualifications. Where information already exists in the system (i.e an existing or previous casual staff member entering a new engagement), it will be pre-populated in the form.

Mandatory fields are marked with an asterisk.

It may be useful to have the following documents (if applicable) with you before you start to complete the form:

Passport
Visa
Qualifications

Quick Reference Guides
Qualifications sections.

Procedure

Log in to SSO

1. Click on the   tile.

▼ Employee SSO
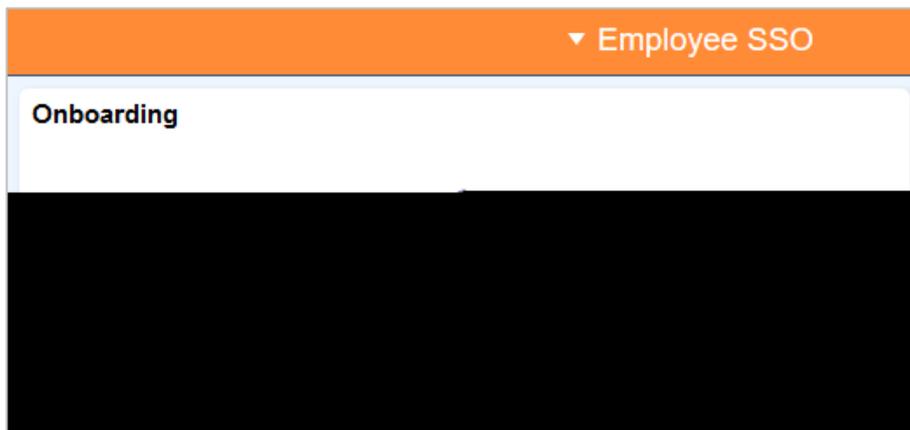
Onboarding

Accessing & Navigating the CAPS Onboarding form

Uploading documents

To complete the onboarding form you may be required to upload a range of documentation. Only jpeg/jpg or PDF files can be uploaded to the form. If the uploaded file is not in one of these formats, you will receive an error message.

1. If documentation is required this will be displayed on the screen as shown in this example for Visa details, click   .

2. Click

3. Select   (where the document is saved)

5. Click

6. Once t olve f1W*nBT/F41.4f1 01 606 616.9Tm g0Gnce t olve f1W*nBT/F41.4TfF41.4TfF41.4u41As3vGal8 Tm

Submitting the Onboarding form

1. Once you have entered your information and completed all of the mandatory sections, click on the   Tab.

2. Click   .
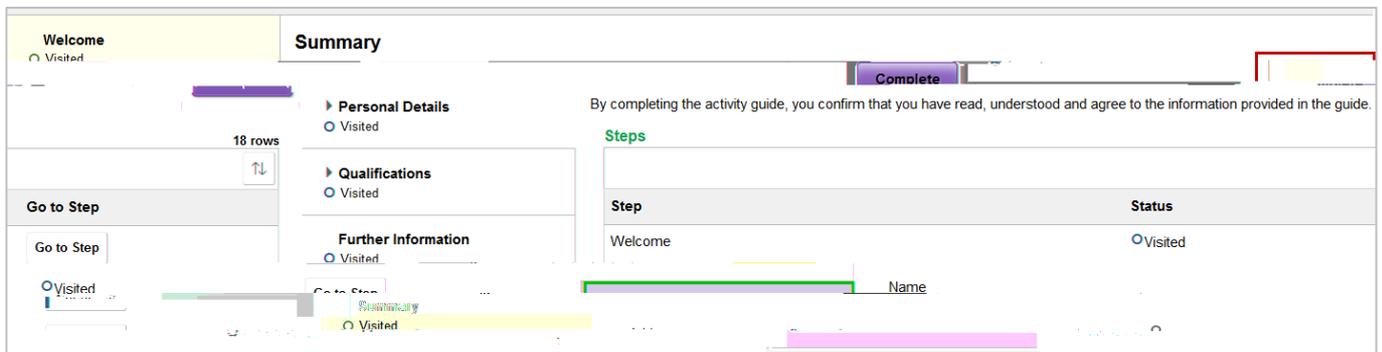
Note, Where information is missing, a validation message will appear and the errors will be highlighted in red as per the below example:
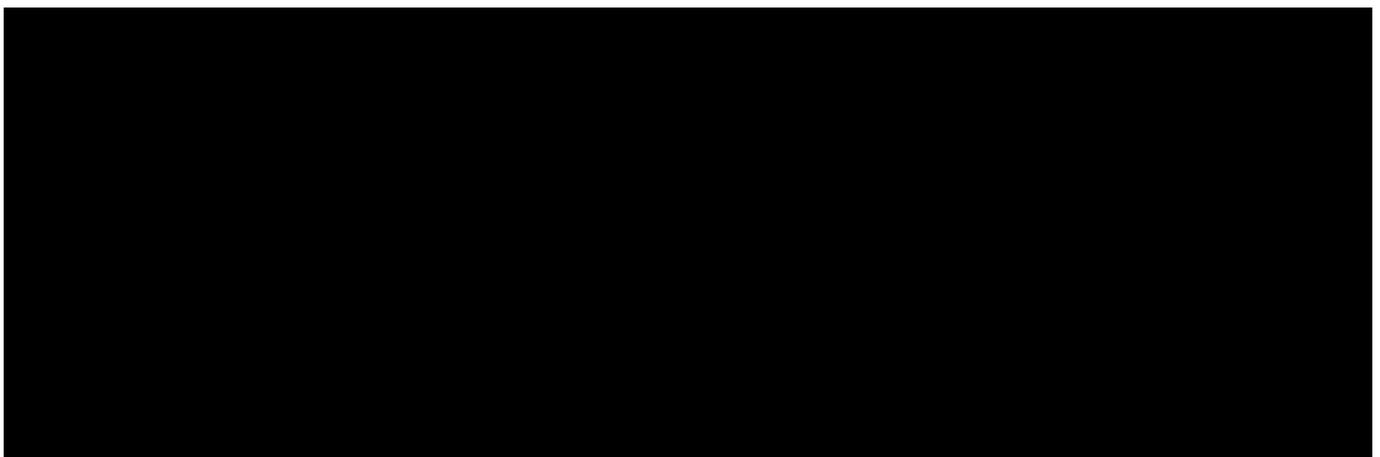
Contact Us

For further support or questions, please contact the HR Service Centre on +61 8 8313 1111 or hrservicecentre@adelaide.edu.au