



Australian  
National  
University

# **ACCELERATED INCREMENTS PROCESSING GUIDE**



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## Accelerated Increments

The Accelerated Increments form is to be completed by a supervisor for applications for the following salary increments:

- Accelerated increments for academic and professional staff
- Level A academic staff undertaking subject coordination
- Level A academic staff acquiring a PhD
- Level A academic staff who hold a PhD and are undertaking academic research commensurate with that of an ARC/NHMRC postdoctoral fellow

### Form Link

[Accelerated Increments](#)

### Relevant Policy

[ANUP 000619- Payment of Salary Increments](#)

[The Australian National University Enterprise Agreement 2013-2016, Salary and Benefits-Academic Level A appointments](#)

[The ANU Delegations Framework](#)

### Form Rules

The following rules have been automated into the form.

### Increment types

Increment types will be displayed based on the staff member that has been selected as detailed below:

Staff Member	Increment Types visible
Professional staff member- full time/part time	<ul style="list-style-type: none"><li>• Accelerated Increment</li></ul>
Professional staff member- casual	<ul style="list-style-type: none"><li>• Nil- not eligible</li></ul>
Academic Staff Level A1	<ul style="list-style-type: none"><li>• Accelerated Increment</li><li>• Academic undertaking subject coordination</li><li>• Academic staff acquiring a PhD</li><li>• Academic staff who hold a PhD and are undertaking academic research commensurate with that of an ARC/NHMRC postdoctoral fellow</li></ul>
Academic Staff Level A2	<ul style="list-style-type: none"><li>• Academic undertaking subject coordination</li><li>• Academic staff acquiring a PhD</li><li>• Academic staff who hold a PhD and are undertaking academic research commensurate with that of an ARC/NHMRC postdoctoral fellow</li></ul>
Academic Staff Level A3	<ul style="list-style-type: none"><li>• Academic staff acquiring a PhD</li><li>• Academic staff who hold a PhD and are undertaking academic research</li></ul>



Staff Member	Increment Types visible
	commensurate with that of an ARC/NHMRC postdoctoral fellow
Academic Staff Level A4	<ul style="list-style-type: none"> <li>Academic staff who hold a PhD and are undertaking academic research commensurate with that of an ARC/NHMRC postdoctoral fellow</li> </ul>
Academic Staff Level B, C,D1	<ul style="list-style-type: none"> <li>Accelerated Increment</li> </ul>
Academic Staff D2	<ul style="list-style-type: none"> <li>Accelerated Increment- only when appointed prior to 23 July 1991.</li> </ul>
Casual Sessional Academic staff	<ul style="list-style-type: none"> <li>Nil- not eligible</li> </ul>

### Applicants at the top of the level

If a staff member is at the top of the level, the Supervisor will not be able to proceed with the application.

### Pre-population of available steps

Based on the staff member selected, the available steps (for accelerated increments) will be populated for the Supervisor to select.

### Backdated applications

Applications for Accelerated Increments can only be backdated up to 45days in the past. Supervisors will be required to provide additional justification for the backdating of the application.

If a request needs to be backdated over 45 days, the Supervisor should contact their Local HR area to discuss the application.

### Approval Delegation

Process	Delegation details	Delegation #	Delegation Profile
Accelerated Increment- Academic Staff	Approve academic staff salary packages in accordance with University policy including salary level, loadings and allowances (excluding motor vehicle) and employment expenditure		
	Cluster 1 Levels A-D	158 Cluster 1	D3
	Cluster 2- Level E	158 Cluster 2	DHR
Accelerated Increment- Professional Staff	Approve incremental progression for academic and general staff in accordance with University procedure.		
	Cluster 2- Accelerated increment within classification level for general staff	175 cluster 2	D3
Accelerated Increment greater than one step	Director Human Resources approval required IAW ANUP_000619	-	-

### System Integrations

Upon Delegate approval of the application the following actions have been automated




- Notification sent via email to Delegate, Supervisor and staff member
- Data sent to HRMS for automated processing of the increment
- Copy of application sent to ERMS for storage on the personnel file.

## Accelerated Increments Form Guide- Academic Staff

This reference guide provides an overview of the process when applying for an Accelerated Increments for an Academic Staff Member.

Scenario: A supervisor requests an accelerated Increment for an Academic staff member.

### Supervisor initiates application

1.	Login to <a href="#">ANU eForms</a> using your UID and HORUS password
2.	Select the Accelerated Increment form  
3.	Select the staff member from the drop down list  <div data-bbox="168 734 2094 1348" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Introduction</b> <span style="float: right;"> </span></p> <p>This form is to be completed by a supervisor for applications for the following salary increments:</p> <ul style="list-style-type: none"> <li>• Accelerated increments for academic and professional staff</li> <li>• Level A academic staff undertaking subject coordination</li> <li>• Level A academic staff acquiring a PhD</li> <li>• Level A academic staff who hold a PhD and are undertaking academic research commensurate with that of an ARC/NHMRC postdoctoral fellow</li> </ul> <p>You will be advised of the outcome of the application via email.</p> <p>If approved, this request will be sent to the HR System for automated processing. This payment will be actioned with the nominated effective date. If this request has missed the pay period cut off dates, it will be processed for the following pay day and will consist of any relevant back pay.</p> <p>This form is not to be used to process Annual or Bi-Annual Increments. Queries in relation to the payment of Annual or Bi-Annual Increments should be directed to you Local HR area.</p> <p><b>Select Staff Member and Role</b></p> <p>The drop down list contains the staff members you currently supervise. If the staff member you wish to raise an application for is not on this list, please contact your Local HR area for assistance.</p> <p>Staff member* <input data-bbox="392 1252 2049 1292" type="text"/></p> </div>



4. Position details will be displayed- Please ensure that details are correct before proceeding.

**Select Staff Member and Role**

The drop down list contains the staff members you currently supervise. If the staff member you wish to raise an application for is not on this list, please contact your Local HR area for assistance.

Staff member \*

**Note:** Please check the information below is correct before proceeding. If an error is identified in the employee's data, please contact your Local HR area for assistance.

**Staff Member Details**

Name	John Smith (u9999999)	Position	Postdoctoral Fellow(00011111)
School/Department	Fenner School of Environ & Soc	Grade	A
		Step	2

If the staff member you have selected is not eligible for an accelerated increment and you wish to leave the form, you can do so by clicking [here](#).

Click on the  to proceed.

If the staff member is not eligible an error message will display, and you will not be able to proceed.



**Note** Please check the information below is correct before proceeding. If an error is identified in the employee's data, please contact your Local HR area for assistance.

Name	Joe Bloggs (u0000001)	Position	Senior Lecturer (Level C)(00022222)
School/Department	School of Art	Grade	C
		Step	3

The staff member is at the highest step of the level C academic grade and is not eligible for an accelerated increment.

Click on the link to leave the form

If the staff member you have selected is not eligible for an accelerated increment and you wish to leave the form, you can do so by clicking [here](#).

6. Select the increment type

Increment details

Type\*

- Accelerated Increment
- Level A Academic staff undertaking subject coordination (move to A3)
- Level A Academic staff acquiring PhD qualifications (move to A4)
- Level A Academic with PhD who undertakes [research equivalent to ARC/NHMRC postdoctoral level](#) (loading to B1)





7. Provide supporting documentation/justification for the increment type:

- 1) Accelerated Increment- All requests for Accelerated Increments must be supported by a current, approved Performance Development Review (previously Statement of Expectations) with a rating of Outstanding. Please upload this document, and check the box to continue

Type\*  Accelerated Increment

Accelerated salary increments are paid in accordance with the criteria in Accelerated Payments [ANUP\\_000619](#), Incremental increases and payment of salary.

There are three reasons for consideration of an accelerated increment:

1. **Outstanding performance:** The staff member received a rating of 'Outstanding' in their performance review against the Performance and Development Review, recognising their exceptional development and performance beyond normal expectations.
2. **High external salaries:** As an alternative to awarding a market loading. There is evidence of higher salaries being paid externally for the particular occupational group or position and it is likely the University would have difficulty in filling a position if it became vacant.
3. **High staff turnover:** As an alternative to awarding a market loading. There is high turnover of staff and higher external salaries have been documented as a significant contributing factor.

Please identify which of the reasons applies to this accelerated increment request:

Reason: \*

New step \*  Effective date \*

If the start date is in the past you will be required to provide additional justification for the request.

**Note:** The effective date you have selected is in the past. Please check the date before proceeding. If this payment should proceed with a backdated effective date, please provide justification below for the Delegate's consideration.

Justification for backdated application \*

All requests for Accelerated Increments must be supported by a current, approved Performance Development Review with a rating of Outstanding. Please upload this document, and check the box to continue




Current PDR\* 



\* By checking this box I certify that the staff member has a current PDR in place and has received a rating of Outstanding.

- 2) Level A Academic staff undertaking subject coordination (move to A3)- all requests for moves to A3 require a supporting statement detailing the staff members subject coordination responsibilities.

Subject co-ordination payments are paid in accordance with the criteria in [ANU Enterprise Agreement 2013 - 2016](#).

Effective date \* 

30/07/2015



**Note**

You are required to provide a brief statement in relation to **John Smith's** subject coordination responsibilities.

Justification type\*

Enter justification  Upload documentation

Justification \*

- 3) Level A Academic staff acquiring PhD qualifications (move to A4)- all requests for a move to an A4 must be supported by uploading a certified copy of the degree conferral.




PhD qualification payments are paid in accordance with the criteria in [ANU Enterprise Agreement 2013 - 2016](#).

Effective date \*   

**Note** The PhD attainment date refers to the date of degree conferral. Applications for PhD qualifications where the degree has not been conferred will not be processed.

PhD attainment date \*  

Certified copy of PhD\* 

- 4) Level A Academic staff with PhD who undertakes research equivalent to ARC/NHMRC postdoctoral level (loading to B1) - all moves to a loading equivalent to B1 must be for Level A Academics who already hold a PhD, and must be supported by a statement in relation to the staff members research activity.

B1 loadings are paid in accordance with the criteria in [ANU Enterprise Agreement 2013 - 2016](#).

Level A1, A2 or A3 staff members who have received a relevant doctoral qualification and have started academic research with a level of independence commensurate with that of an ARC/NHMRC postdoctoral fellow may be eligible for a salary loading equivalent to Level B1. To apply for a B1 loading, complete an accelerated increment to an A4 first and then complete this form again to apply for the B1 loading.

**Note** You are required to provide a brief statement in relation to **John Smith's** research activities.

Justification type\*  Enter justification  Upload documentation

Justification \*



8. For accelerated Increment requests- If the request is for a movement greater than one step, you will need to provide additional justification for the movement by either uploading a business case, or providing justification in the form

This accelerated increment request will require the Director of Human Resources approval, as it will advance the Staff Member more than one step from their current position. Please ensure correct supporting documentation is provided including:

- a current, approved Performance and Development Review, and
- a brief justification statement recommending the accelerated increment greater than one step.

Justification type\*  Enter justification  Upload documentation

Justification \*

9. Requests must be approved in accordance with ANUP\_000619, The Australian National University Enterprise Agreement 2013-2016 and the ANU Delegations Framework.

A list of delegates in your area has been pre-populated in the drop down list. Please select the appropriate Delegate for your area.

**Delegate Selection**

Requests for salary increments processed by this form are usually approved by the Delegate within your area. In a majority of cases this will be the Head of the Division, Research School Director or their nominated appointee. The list below shows staff within your area that hold Delegation 175 Cluster 2 to approve salary increments.

If your area does not have a staff member with the appropriate delegation, use the save button to save your progress and contact your local area managing the Delegations process (School Administration area or Local HR area) for further information regarding how to proceed.

Area Delegate \*

**Send for Delegate approval**

Once you have selected a Delegate, please click the 'Send for Delegate approval' button to proceed.



Accelerated Increments- Academic Staff-Delegate Approval

- The Delegate will receive an email notification that form action is required.
- The Delegate should login to [ANU eForms](#) using their UID and HORUS password
- The form awaiting approval will appear in the Forms Assigned to Me section
 

Forms Assigned To Me ⌵

Form	Assigned By	Date Assigned	Comment
Accelerated Increment - Delegate Approval	Sam Sparrow		

Click on the form to enter
- The first page will display the applicants details
 

**Introduction**

This form contains the application details for a salary increment or payment for John Smith. You can review the details on the following pages and then approve or decline the request.

On final approval, this request will be sent to the HR System for automated processing and a record of the transaction will automatically be saved in the Electronic Records Management System (ERMS).

**Staff Member Details**

Name	John Smith (u9999999)	Position	Postdoctoral Fellow(00011111)
School/Department	Fenner School of Environ & Soc	Grade	A
		Step	2

Press the → button to see further information.



Click on the



to proceed.

5. The increment details are displayed on this page

### Increment Details

Type\*

- Level A Academic staff undertaking subject coordination (move to A3)
- Level A Academic staff acquiring PhD qualifications (move to A4)
- Level A Academic with PhD who undertakes [research equivalent to ARC/NHMRC postdoctoral level](#) (loading to B1)

PhD qualification payments are paid in accordance with the criteria in [ANU Enterprise Agreement 2013 - 2016](#).

Effective date \* ⓘ 30/07/2015

**Note** The PhD attainment date refers to the date of degree conferral. Applications for PhD qualifications where the degree has not been conferred will not be processed.

The following supporting documentation has been provided to support this application:

PhD attainment date \* 30/07/2015

Certified copy of PhD\* ⓘ (00011111) copy of PhD.doc) [\[Open\]](#)

**Note** Please ensure the attached PhD is a certified document. Please contact the supervisor if it is not.

The uploaded supporting documents and justification statements can be viewed on this page.

6. After reviewing the application the Delegate will have the following choices to action the request  
1) Approve the request



## Approval

Next Step\*

I approve the Accelerated Increment

Further evidence is required to support this application

I decline the Accelerated Increment

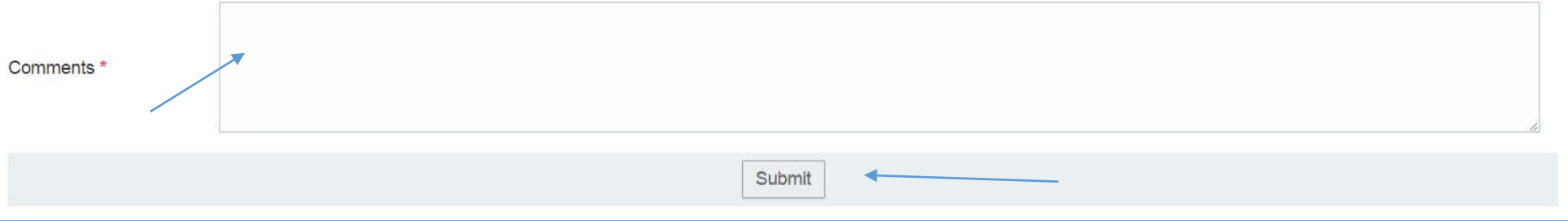
I have reviewed this application, including any attachments, and confirm that the documentation/justification provided is sufficient for this application. \*

2) If further information is required, the Delegate can send the form back to the Supervisor with the request for additional information

Comments \*

3) The Delegate can decline the application and provide justification that will be sent to the Supervisor



	<p>Comments *</p> 
7.	Upon approval by the Delegate, the information will be sent to the HR System for automated processing.
8.	A copy of the application will be sent to the Electronic Records Management System for storage on the personnel file.

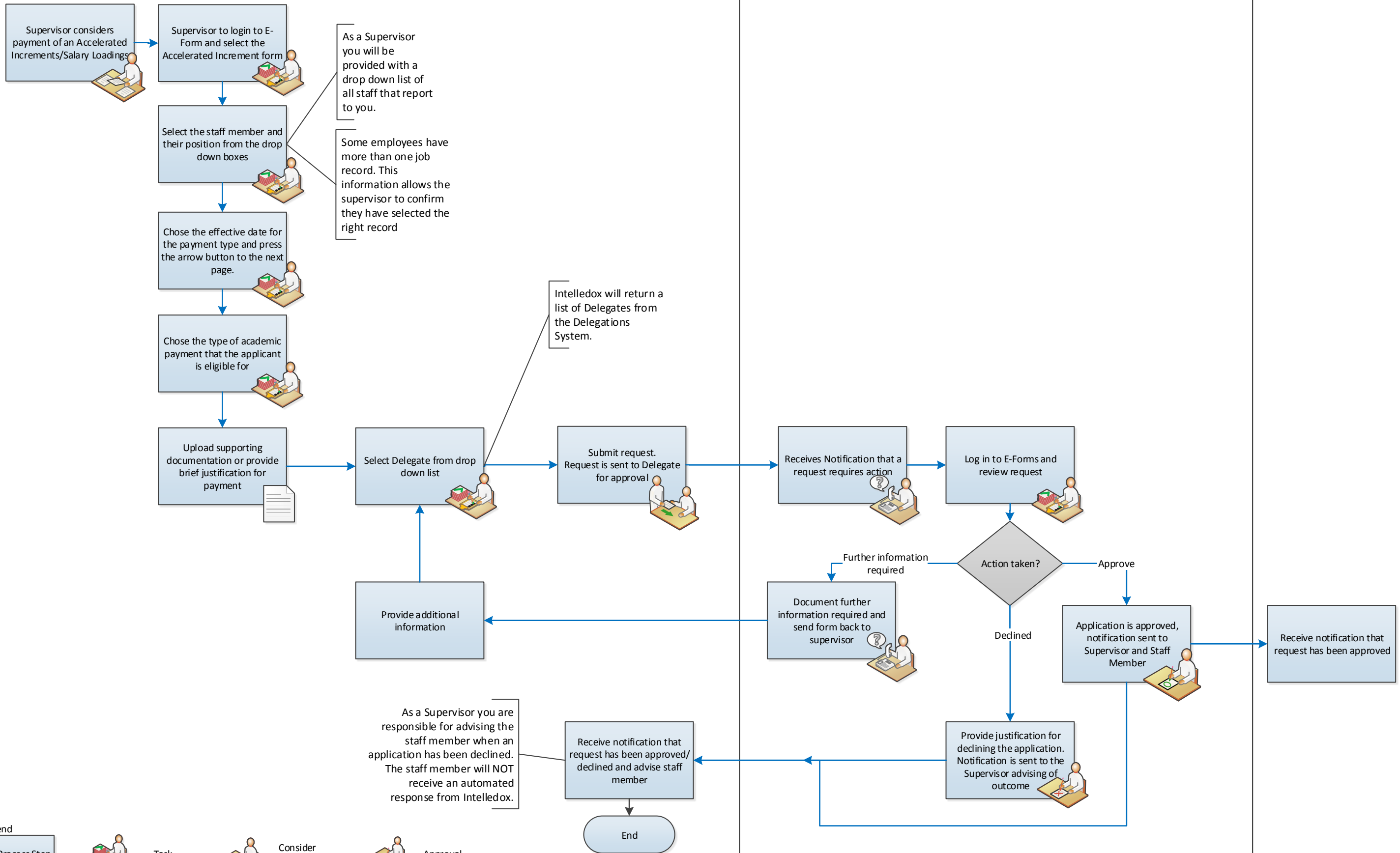
If the request is for greater than one step, upon approval by the local Delegate, the form will be sent to Director Human Resources for consideration. The Supervisor and Local Delegate will be notified of the outcome of this decision via email.



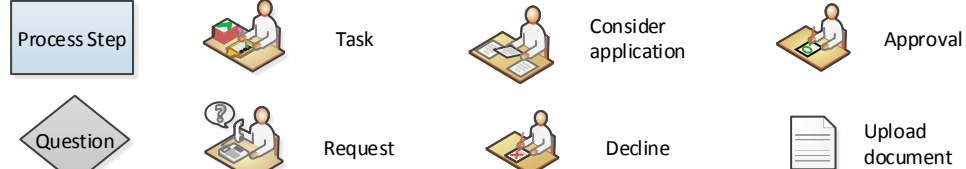
Supervisor

Delegate

Staff Member



Legend





## Accelerated Increments Form Guide- Professional Staff

This reference guide provides an overview of the process when applying for an Accelerated Increments for a Professional staff member.

Scenario: A supervisor requests an accelerated Increment for a professional staff member.

### Supervisor initiates application

1.	Login to <a href="#">ANU eForms</a> using your UID and HORUS password
2.	Select the Accelerated Increment form   Accelerated Increment
3.	Select the staff member from the drop down list  <div data-bbox="165 799 1995 1026" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Staff member</b></p> <p>The drop down list contains the staff members you currently supervise. If the staff member you wish to raise an application for is not on this list, please contact your Local HR area for assistance.</p> <p>Staff member * <input data-bbox="416 951 1937 997" type="text"/></p> </div> 
4.	Position details will be displayed- Please ensure that details are correct before proceeding.



### Select Staff Member and Role

The drop down list contains the staff members you currently supervise. If the staff member you wish to raise an application for is not on this list, please contact your Local HR area for assistance.

Staff member \* John Smith - ANU Officer 5 (Administration) (Position #: (00011111))

John Smith is a cadet or intern



**Note:** Please check the information below is correct before proceeding. If an error is identified in the employee's data, please contact your Local HR area for assistance.

### Staff Member Details

Name	John Smith	Position	ANU Officer 5 (Administration) (00011111)
School/Department	Sch of Liter Lang & Linguistic	Grade	5
		Step	1

If the staff member you have selected is not eligible for an accelerated increment and you wish to leave the form, you can do so by clicking [here](#).

If the staff member is a cadet or intern please select the tick box.

Click on the  to proceed.

If the staff member is not eligible an error message will display, and you will not be able to proceed.

(00011111)



	<p><b>Staff Member Details</b></p> <table border="1"><tr><td>Name</td><td>Joe Bloggs (u0000001)</td><td>Position</td><td>Administrator (00022222)</td></tr><tr><td>School/Department</td><td>Sch of Liter Lang &amp; Linguistic</td><td>Grade</td><td>5</td></tr><tr><td></td><td></td><td>Step</td><td>4</td></tr></table> <p>If the staff member you have selected is not eligible for an accelerated increment and you wish to leave the form, you can do so by clicking <a href="#">here</a>.</p> <p><b>The staff member is at the highest step of the ANU05 salary grade and is not eligible for an accelerated increment.</b></p> <p>Click on the link to leave the form</p> <p>If the staff member you have selected is not eligible for an accelerated increment and you wish to leave the form, you can do so by clicking <a href="#">here</a>.</p>	Name	Joe Bloggs (u0000001)	Position	Administrator (00022222)	School/Department	Sch of Liter Lang & Linguistic	Grade	5			Step	4
Name	Joe Bloggs (u0000001)	Position	Administrator (00022222)										
School/Department	Sch of Liter Lang & Linguistic	Grade	5										
		Step	4										
5.	<p>Provide increment details including:</p> <ol style="list-style-type: none"><li>1. Reason</li><li>2. Effective date</li><li>3. New step</li></ol> <p>Increment step options will be pre-populated based on the staff members' current step.</p>												



Type\*  Accelerated Increment

Accelerated salary increments are paid in accordance with the criteria in Accelerated Payments [ANUP\\_000619](#), Incremental increases and payment of salary.

There are three reasons for consideration of an accelerated increment:

1. **Outstanding performance:** The staff member received a rating of 'Outstanding' in their performance review against the Performance and Development Review, recognising their exceptional development and performance beyond normal expectations.
2. **High external salaries:** As an alternative to awarding a market loading. There is evidence of higher salaries being paid externally for the particular occupational group or position and it is likely the University would have difficulty in filling a position if it became vacant.
3. **High staff turnover:** As an alternative to awarding a market loading. There is high turnover of staff and higher external salaries have been documented as a significant contributing factor.

Please identify which of the reasons applies to this accelerated increment request:

Reason:\*

New step\*  Effective date\* 30/07/2015

If the start date is in the past you will be required to provide additional justification for the request.

**Note:** The effective date you have selected is in the past. Please check the date before proceeding. If this payment should proceed with a backdated effective date, please provide justification below for the Delegate's consideration.

Justification for backdated application \*



6. If the request is for a movement greater than one step, you will need to provide additional justification for the movement by either uploading a business case, or providing justification in the form

This accelerated increment request will require the Director of Human Resources approval, as it will advance the Staff Member more than one step from their current position. Please ensure correct supporting documentation is provided including:

- a current, approved Performance and Development Review, and
- a brief justification statement recommending the accelerated increment greater than one step.

Justification type\*  Enter justification  Upload documentation

Justification \*

7. All requests for Accelerated Increments must be supported by a current, approved Performance Development Review (previously Statement of Expectations) with a rating of Outstanding. Please upload this document, and check the box to continue



Current PDR\* 

\* By checking this box I certify that the staff member has a current PDR in place and has received a rating of Outstanding.




8. Requests for Accelerated Increments must be approved in accordance with ANUP\_000619, and the ANU Delegations Framework.

A list of delegates in your area has been pre-populated in the drop down list. Please select the appropriate Delegate for your area.

**Delegate Selection**  


Requests for salary increments processed by this form are usually approved by the Delegate within your area. In a majority of cases this will be the Head of the Division, Research School Director or their nominated appointee. The list below shows staff within your area that hold Delegation 175 Cluster 2 to approve salary increments.

If your area does not have a staff member with the appropriate delegation, use the save button to save your progress and contact your local area managing the Delegations process (School Administration area or Local HR area) for further information regarding how to proceed.

Area Delegate \* 

Once you have selected a Delegate, please click the 'Send for Delegate approval' button to proceed.

### Accelerated Increments- Professional Staff-Delegate Approval

1.	The Delegate will receive an email notification that form action is required.								
2.	The Delegate should login to <a href="#">ANU eForms</a> using their UID and HORUS password								
3.	<p>The form awaiting approval will appear in the Forms Assigned to Me section</p> <p><b>Forms Assigned To Me</b> </p> <table border="1"> <thead> <tr> <th>Form</th> <th>Assigned By</th> <th>Date Assigned</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>Accelerated Increment - Delegate Approval</td> <td>Sam Sparrow</td> <td></td> <td></td> </tr> </tbody> </table> <p>Click on the form to enter</p>	Form	Assigned By	Date Assigned	Comment	Accelerated Increment - Delegate Approval	Sam Sparrow		
Form	Assigned By	Date Assigned	Comment						
Accelerated Increment - Delegate Approval	Sam Sparrow								
4.	The first page will display the applicants details								



Introduction



This form contains the application details for a salary increment or payment for John Smith . You can review the details on the following pages and then approve or decline the request.

On final approval, this request will be sent to the HR System for automated processing and a record of the transaction will automatically be saved in the Electronic Records Management System (ERMS).

Staff Member Details

Name	John Smith (u9999999)	Position	ANU Officer 5 (Administration) (00011111)
School/Department	Sch of Liter Lang & Linguistic	Grade	5
		Step	1

Click on the



to proceed.

5. The increment details are displayed on this page

Increment Details



Type\*  Accelerated Increment

Reason: \* Outstanding performance

New step \* 1 Step 2

Effective date \* 31/07/2015

"Outstanding performance" was selected by Sam Sparrow indicating that John Smith has received a rating of 'Outstanding' in their performance review against the Performance and Development Review, recognising their exceptional development and performance beyond normal expectations.

The following supporting documentation has been provided to support this application:

Current PDR \* 1 (00011111 PDR.doc) [Open]

The uploaded performance review document can be viewed by clicking the open link above.





6. After reviewing the application the Delegate will have the following choices to action the request

1) Approve the request

**Approval**

I approve the Accelerated Increment

Further evidence is required to support this application

I decline the Accelerated Increment

I have reviewed this application, including any attachments, and confirm that the documentation/justification provided is sufficient for this application. \*

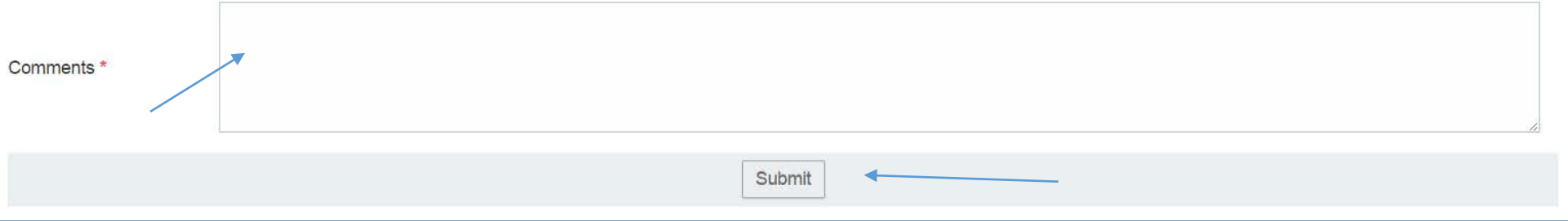
2) If further information is required, the Delegate can send the form back to the Supervisor with the request for additional information

**Comments \***

Send form back for further information

3) The Delegate can decline the application and provide justification that will be sent to the Supervisor



	<p>Comments *</p> 
7.	Upon approval by the Delegate, the information will be sent to the HR System for automated processing.
8.	A copy of the application will be sent to the Electronic Records Management System for storage on the personnel file.

If the request is for greater than one step, upon approval by the local Delegate, the form will be sent to Director Human Resources for consideration. The Supervisor and Local Delegate will be notified of the outcome of this decision via email.

**Accelerated Increments- Professional and Academic Staff**

