OSA02
Hiring Form for Contractors & Visiting Academics

This form is to be completed electronically and emailed to the reporting manager for approval. The reporting manager approving this form should select the 'I approve creation of this account' button which will automatically create an email with the completed application details to be sent to the IT Service Centre. Please allow up to 3 working days for your application to be processed.

Please open the OSA02 form in Adobe Acrobat to ensure all features work as intended.
The OSA02 Form is not compatible with the pdf viewer built into your browser. i.e Chrome, Firefox, Safari.

Account Type

What is this application for?

○ New Contractor/Contractor Reengagement[1]   ○ New Consultancy/Vendor staff   ○ New Visiting Academic   ○ External Student Placement

○ Agency Contractor   ○ Independent Contractor – Acc Pay   ○ Statement of Work Resourcing

◉ Extension   ○ Termination   Applicant's zID: [_____]   Extension/Termination Date [_____]

IMPORTANT: Fields marked with a red outline are mandatory. Forms with missing fields will not be processed.
1. *The maximum available period for Contractor account is 12 months per request*
2. *Maximum available period for Visiting Academic accounts using this form is 3 months and cannot be extended.*
   Note: If you require a Visiting Academic account for more than three months, please contact your HR client representative

Applicant's Details

Personal Details - Legal Name

Title: *Not Required*   Given Name(s): *Not Required*   Family Name: *Not Required*

Gender: *Not Required*   Date of Birth: *Not Required*

Contact Details

Phone Number: *Not Required*   Email: *Not Required*

Home Address: *Not Required*   Postcode: *Not Required*   State: *Not Required*   Country: *Not Required*

Applicant's agreement to Terms of Use - UNSW ICT Resources

Please ensure that you have read the Terms and Conditions and reviewed the additional policies for Online Services including the use of UNSW e-mail on personally owned mobile devices.

I certify that the above details are correct and agree to abide by the *UNSW ICT Resources Terms and Conditions.*

Applicant's Full Name : *Not Required*

Applicant's Engagement Information - To be completed by UNSW Approving Manager

Start Date: *Not Required*   End Date: *Not Required*

Position Title: *Not Required*   UNSW Department: *Not Required*

Position Number: *Not Required*   Direct Supervisor's zID: *Not Required*

UNSW Manager's Approval - To be completed by UNSW Approving Manager

Approving Manager's Name: [_____]   Approver's zID: [_____]
Please include the Z example (z1234567)

Phone Number: [_____]

Manager's Approval: [ ]   [I approve the creation of this account]
For legal ,auditing and verification purposes. Please ensure the submission is sent from the approver's email account.

I agree that the above applicant requires a UNSW log in account in order to carry out their duties and will acknowledge the responsibility to ensure they are aware of the required *Terms and Conditions*
I hereby certify that the following request has been approved and acknowledged by the approving manager. Who are hereby copied into this communication.

OSA02 | Key Information

The OSA02 form is a key component of onboarding new contingent (non-Casual) resources. Not only does it enable new contingent based resources to gain access to UNSW systems, it provides HR and IT with key information on the resource.

It is essential the information you provide is correct. Please refer to key pointers on how to fill out the form. Don't forget, if you have any questions – ask!

Engagement type: The correct engagement type MUST be selected as this data will be used by IT and Finance to set up the resource's profile in the HR and Finance systems.

- New Consultancy/Vendor staff (Consultants and Service Providers, e.g. Auditors, PWC Consultants, Tree Loppers, Security Guards, Cleaners, SOW Contractors - Service Based). Please use this option for Affiliates and non-Academic Visitors as well.

- New Visiting Academic (less than 3 months)

- External Student Placement (Internship program from other Universities, non UNSW students)

- Contractor > Agency Contractor (Contractors engaged via recruitment agency)

- Contractor > Independent Contractor – Acc Pay (Non-Agency engaged contractors paid via invoices submitted to Finance – Accounts Payable)

- Contractor > Statement of Work Resourcing (SOW Contractors - Resource Based, i.e. Resource hired from

Start & end dates: access will only be granted between these dates. Ensure they correspond with the resources contract dates.

UNSW Department: ENSURING THIS DATA IS CORRECT IS ESSENTIAL! Finance and HR use this data to set up the resource's profile. It is essential that the resource is mapped to the correct area. The correct codes can be found on the attached spreadsheet or in your RFA under **NSFBU Name.**

Submitting the OSA02: This MUST be completed by the resource's manager as the resource will be mapped to the person who submits this form