

Staff Return to Campus Acknowledgment

Please log into HORUS and complete the acknowledgement that you have read and understood the return to campus Plans, Guidelines and Risk Assessments that are relevant to your work area as soon as possible. If you have not yet returned to campus, please be sure to complete this form **before** you return to campus.

Step 1: Log in to HORUS (<https://horus.anu.edu.au>).

Step 2: For managers, navigate to the top of the page and ensure that you select the **'Employee Self Service Option'** before proceeding.

Step 3: Select the **'HR Forms'** tile from the employee self-service menu.

Step 4: Navigate to the **'Return to Campus'** form on the left hand side menu.

Step 5: Click the **'Acknowledgement'** box.

Step 6: Select the **'Date'** that you will return to campus.

Step 7: Click the **'Save'** button and then the **'Submit'** button.