本局檔號 Our Ref.: (20) in EDB(CSV)/SV/10/25　　　　電話 Telephone : 2892 6375

來函檔號 Your Ref.:　　　　　　　　　　　　　　　　傳真 Fax Line : 　2123 1904

14 April 2023

To: Principals of all aided schools (including special schools)

Dear Principals,

The "e-Appointment System for Aided Schools"

This letter serves to inform all aided schools (including special schools) to use the e-Appointment System for Aided Schools (hereafter "EASAS") for the submission of appointment forms of teaching and non-teaching staff (hereafter "appointment forms"), and invite principals and school personnel to attend the online briefing sessions on introduction of EASAS.

2. To tie in with the development of the Smart Government, the Education Bureau ("EDB") has been actively promoting electronic services, including the procedures of aided schools' submission to EDB regarding the appointment of staff paid out of the Salaries Grant. In this connection, EDB introduced EASAS with digital signing function in July 2022. Aided schools may submit appointment forms via EASAS and are no longer required to download the paper copy of the appointment forms nor submit hard copies to relevant sections, which streamlines the administrative procedures. Upon receipt of the appointment forms submitted by schools via EASAS, relevant sections of EDB may review the information simultaneously, which will accelerate the progress of handling appointment forms and the workflow of salary assessment, enabling schools to know the salary assessment result and follow up on problematic cases as soon as possible, hence reduce the impact on schools and relevant teaching and non-teaching staff.

3. EASAS also provides multi-functions which facilitates appointees to input accurate personal information and perform digital signing before submission to schools for follow-up. If the appointees are already users of the e-Services Portal, EASAS will automatically download appointees' personal information (including appointees' academic qualifications and teaching experience) for his/her amendment/ update and confirmation. If appointees

have submitted appointment forms via EASAS before which have once been verified by EDB, relevant information will be stored in EASAS and schools may work out the salary of the appointees based on his/her previous appointment records, or use the "Salary Assessment Analysis Tools" in EASAS to conduct salary assessment for the appointees, which will increase the accuracy and efficiency of salary assessment. <u>Please note that in order to perform digital signing for submission of e-appointment forms to EDB effectively, appointees, principals and school supervisors must register as "iAM Smart+" users[1]. Schools should remind relevant personnel to perform registration in advance</u> in order to handle the appointment matters.

4. **<u>Starting from the 2024/25 school year, schools must submit e-appointment forms via EASAS. The appointment form in paper form will be no longer in use by EDB</u>**. During the transitional period, schools may submit appointment form in paper form but we strongly advise schools to familiarise themselves with the operation of EASAS as soon as possible and handle staff appointment matters via EASAS, including requesting appointees to fill in the e-appointment form via EASAS. In this connection, four identical **online briefing sessions on "e-Appointment System for Aided Schools"** will be held on **26 April 2023 (Wednesday) and 28 April 2023 (Friday).** The operation of EASAS and procedures of submission of e-appointment forms will be introduced in the online briefing sessions in detail. Principals and school personnel who are responsible for appointment matters (up to 3 persons in total) are cordially invited to join the briefing sessions. Schools can register online through the link or QR code appended in Annex **on or before 21 April 2023**. For details of the briefing sessions, please refer to **<u>Annex I</u>**. Regarding the user manual, related video guide of EASAS and information of "iAM Smart+", please refer to **<u>Annex II</u>**.

Enquiries

5. For any enquiries about the online briefing sessions, please contact Teacher Administration 1 Section of Professional Development and Training Division at 2892 6374 or 2892 5477.

Ms W P LEE
for Secretary for Education

---

1 For details of "iAM Smart" Mobile App and registration of "iAM Smart+", please visit:
https://www.iamsmart.gov.hk/en/about.html

Online Briefing Sessions on
"e-Appointment System for Aided Schools"

Arrangement of Online Registration

Online registration link: https://forms.office.com/r/Wu6Vv3kj62	Online registration QR code:

Content of the briefing sessions:
- Introduction of EASAS
- Demonstration of the procedures of logging in EASAS, and completing and submitting e-appointment forms
- Question and answer session on appointment matters of schools

Schedules of the briefing sessions

Session*	Date	Time (around 2 hours)
A (Primary Schools)	**26 April 2023 (Wednesday)**	10:30 a.m. – 12:30 p.m.
B (Secondary Schools)		2:30 p.m. – 4:30 p.m.
C (Secondary Schools)	**28 April 2023 (Friday)**	10:30 a.m. – 12:30 p.m.
D (Primary Schools)		2:30 p.m. – 4:30 p.m.

* Schools are required to fill in the first and second preferred sessions when registering online. Places are allocated on a first-come-first-served basis.

Points to note:
1. The online briefing sessions will be conducted via Zoom. Schools are required to download relevant application in advance.
2. Please fill in the form with required information and ensure the email address is filled in correctly.
3. Each school is required to **register once** only. A confirmation notice will be issued to schools, which have successfully registered, via email.
4. **The meeting ID and password** of the online briefing session will be sent to the schools which have successfully registered **two days prior to the briefing session** via email. Schools should check whether the mentioned email has been received and notify principal and staff concerned to attend the online briefing on time.
5. To facilitate authorisation of participants, principals and staff concerned are required to use **full name of the school** as the name to join the online briefing. School could log in with up to 3 accounts concurrently.

I. "e-Appointment System for Aided Schools" School Desk User Manual and Video Guide

https://eappointment.edb.gov.hk/easasv1/home/welcome

II. "iAM Smart" Mobile App

For details of "iAM Smart" mobile app, please visit the website (iamsmart.gov.hk).

Please download and install the "iAM Smart" Mobile App by scanning the QR code on the right to process remote registration of "iAM Smart", and **visit the self-registration kiosks or registration service counters in various districts for "iAM Smart+" registration** to perform digital signing.