

Guidance Notes: Centralised appointments

Guidance for completing online appointment forms for centralised recruitment (usually over 6 months in duration, where the recruitment has been managed using iTrent for applications, supported by the Resourcing Team).

Users must be connected to the University network either directly or via VPN to access the web form. Please note that you cannot be both the submitter of the form and the approver.

1 – Appointment of Staff

1.1 Select the appropriate Company (University of Essex, UECS, Wivenhoe House) from the drop down box

Appointment of Staff

Save & Submit

It is now a legal requirement for workers to receive their terms of appointment by their first day of work. Therefore, it is essential that all information submitted is

- For posts over 6 months, within the timescales of the Resourcing Team process.
- For posts under 6 months (where the recruitment has been managed locally), where possible, submit this form 10 working days prior to start date.

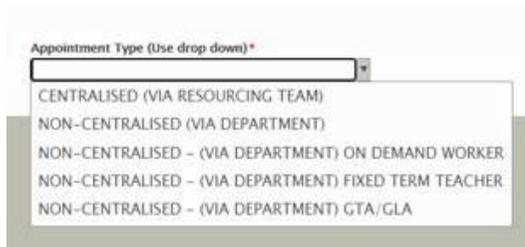
This will ensure the process of appointment is not delayed and payroll out of times are adhered to.

Company (Use drop down)*

UNIVERSITY OF ESSEX
UNIVERSITY OF ESSEX CAMPUS SERVICES
WIVENHOE HOUSE

Appointment

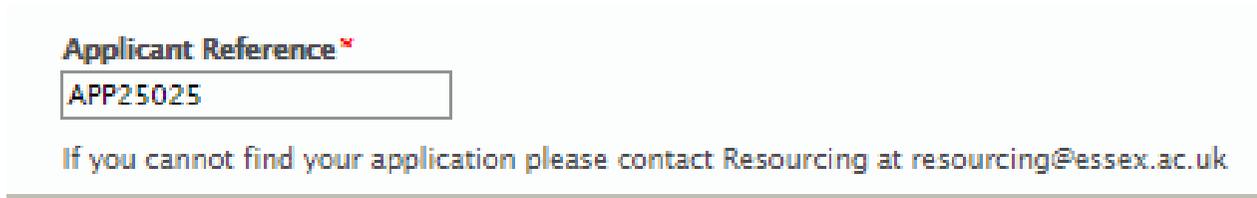
1.2 Select Centralised (via Resourcing Team) for appointments where you have a recruited via the Resourcing Team, for all other appointments please see separate guidance.



Appointment Type (Use drop down)*

- CENTRALISED (VIA RESOURCING TEAM)
- NON-CENTRALISED (VIA DEPARTMENT)
- NON-CENTRALISED - (VIA DEPARTMENT) ON DEMAND WORKER
- NON-CENTRALISED - (VIA DEPARTMENT) FIXED TERM TEACHER
- NON-CENTRALISED - (VIA DEPARTMENT) GTA/GLA

1.3 Enter the applicant reference number (starting APP) for the person you are appointing. The applicant reference can be found on the interview decision grid or application form.



Applicant Reference *

If you cannot find your application please contact Resourcing at resourcing@essex.ac.uk

Then press tab 

1.4 Once the applicant has been selected some fields on the next section of the form will auto-populate, as below, with the information from the application and the requisition.

2 – Details of the Person and Appointment

2.1 You will need to complete the remaining fields in this section, taking care to select the correct contract type, terms of appointment and hours per week (in hours and minutes). If you select fixed term, a fixed term reason drop down menu will appear under the reporting manager field. You cannot submit the form without completing the fixed term reason, which must match the reason provided in the funding approval.

Details about the Person to be Appointed			
Title (Use drop down) *	First Name *	Last Name *	
Dr	Hazza RES TEST	Hail	
Current Employee (Use drop down) *	Current Student (Use drop down) *		
NO	NO		
Previous Employee (Use drop down) *			
NO			

Details of the Appointment			
Department (Use drop down) *	Will appointee have direct reports		
DEPARTMENT OF PSYCHOLOGY	NO		
Sub-Unit (Use drop down) *	Reporting Manager *		
DEPARTMENT OF PSYCHOLOGY	Steffan Kennett		
Job Title *			
Finance Officer			
Academic appointment please confirm the contract type			
Start Date			
01/02/2021			
<input type="checkbox"/> Start Date to Be Confirmed			
End Date (if fixed\temporary)			
<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Full-Time	Weeks per Year (if not all year)	Contracted Hours per Week *
<input type="checkbox"/> Fixed Term (Over 6 months)	<input checked="" type="checkbox"/> Part-Time		18.30
<input type="checkbox"/> Variable Hours (agreed annually)	<input type="checkbox"/> Annualised Hours	Variable Hours	Annualised Hours
	<input type="checkbox"/> Hourly Paid via Timesheet		

3 – Salary

3.1 Select the appropriate grade from the first drop down

3.2 Select the appropriate salary point within that grade. The full-time equivalent salary will auto populate.

3.3 Incremental pay award will depend on the new appointee's start date, further guidance is [here](#).

Salary			
Grade (Use drop down) *	SCP (Use drop down) *	Salary	Incremental Pay Award Applicable (Use drop down)
UOE GRADE 05	16	£22417	YES

If you are using a spot salary, please enter the salary as a Full Time Equivalent. If the appointment is part-time this will then be pro-rated accordingly eg halved for a 0.5 FTE appointment

4 – Working Pattern

4.1 Complete the working pattern details. In this example the appointee is working 18 hours 30 minutes per week over 4 days. The time must be input in hours and minutes, not decimal format. A standard 36-hour full time week is 7 hours and 12 minutes Monday to Friday. For any days not worked you will need to input 00:00, including for weekends. If the hours in the working pattern do not match the hours input in the 'Details of the Appointment' section an error message will be displayed warning the hours do not match. You will not be able to submit the form until this is corrected.

4.2 If the working pattern extends over more than one week you will need to complete the hours for each week i.e. for compressed hours where a member of staff works 9 days over a two week period you would need to enter the hours for week one then click 'add' and enter the hours for the second week.

Working Pattern						
Does the Pattern Extend Over More than 1 Week (Use drop down) *				Is It a Rotating/Shift Pattern (Use drop down) *		
NO				NO		
If So How Many Weeks *				Is It a Compressed Hours Pattern (Use drop down) *		
1				NO		
For Compressed, Rotating or Part Time Patterns Please Enter the Daily Hours and Minutes						
Please enter the working pattern in hours rather than decimals in the following format i.e. 7 hours and 12 minutes = 07.12						
Monday Hours *	Tuesday Hours *	Wednesday Hours *	Thursday Hours *	Friday Hours *	Saturday Hours *	Sunday Hours *
04.00	04.00	04.00	06.30	00.00	00.00	00.00
						Remove

5 – Funding arrangements

5.1 Select your funding approval number from the drop down box.

5.2 Input the cost code for the salary, the format should be 2003FG00000. You can find this on your funding approval confirmation. If the salary is to be paid from one cost code you will need to enter 100 in the cost code % box as below, if it is to be split enter the appropriate percentage. i.e. if split between 2 codes enter 50.

5.3 If using multiple cost codes click add to enter the next code split.

Funding Arrangements

Select Funding Approval Number

Unit 4 account/cost code *	Cost Code % *	Funding Approval Number *	
<input type="text" value="AG009001234"/>	<input type="text" value="100"/>	<input type="text" value="TEST 2"/>	<input type="button" value="Remove"/>

The Unit 4 funding approval number needs to be entered.

6 - Right to Work Checks

6.1 If you are appointing an external candidate you will need to complete the right to work section, by either uploading copies of the ID taken at interview by clicking on 'Attach RTW-General' or selecting the 'RTW to be provided at a later date' option.

6.2 If you are making an internal appointment this section will not be visible as you will not be required to complete a new RTW check.

Right to Work Checks

Please attach the right to work documents required to confirm that the individual named on this form has the legal right to work in the UK. This includes but is not limited to a signed and verified copy of their passport, biometric residency permit (visa), national identity card, birth certificate and national insurance number. A full list of the documents that are considered acceptable for demonstrating right to work in the UK can be found here <https://www.essex.ac.uk/staff/recruiting-staff/right-to-work-checks>

Please note that right to work checks should be undertaken before the individual commences work and checks on the first day of employment are not permitted. If you have any queries about the right to work document checking process please contact People & Culture.

RTW to be provided at a later date

Attach Right to Work Documentation

Please use the button below to attach RTW documents *

7 – Approver Details

7.1 Select the appropriate approver from the drop down box and press tab.

7.2 Input your username in the 'Form submitted by Username' section and press tab.

7.3 Click on Save and Submit

Approval Details

All appointment of staff forms require approval, please use the lookup approver button below to select the relevant approver. Please note that if there is only one approver available the approver field will populate with that value when you press the button, otherwise you will be presented with a selection of approvers to choose from.

Approver * Paul Hibbard	Approver Username PHIBBARD	Approver Email Address phibbard@essex.ac.uk
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Form Submitted by Username *
dc19378

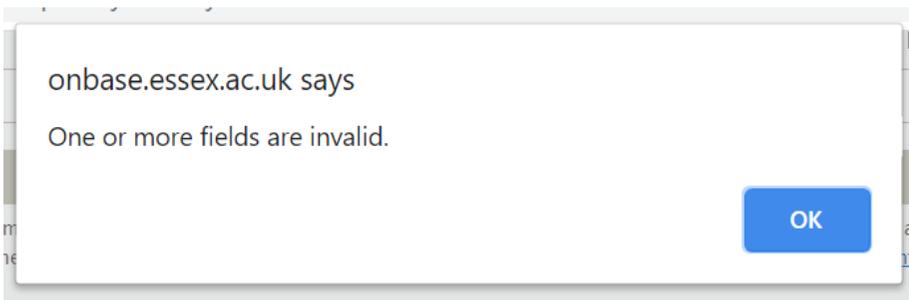
Submitted by Real Name
Duncan Crow

Save & Submit

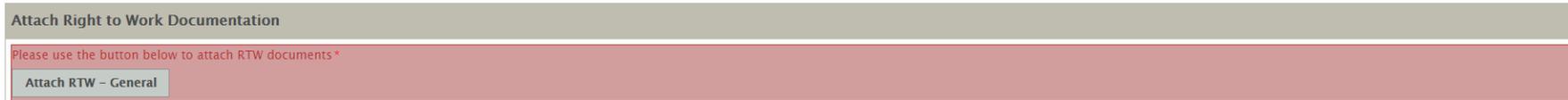
7.4 The following message will appear.



7.5 If there are errors on the form you will see the following message.



7.6 After pressing OK errors will be highlighted in red, as in the example below.



7.7 Correct the error(s) and click on Save and Submit again.

7.8 If there are no further errors the form will be submitted. An email will be sent to the approver to authorise to the appointment form. You will receive an email once the form has been approved.

Form rejections

If your form is rejected by either your approver or the Resourcing Team you will need to start a new form. Once the form has been submitted you cannot make any amendments to it.