Guidance Notes: Non-centralised Fixed-term Teacher

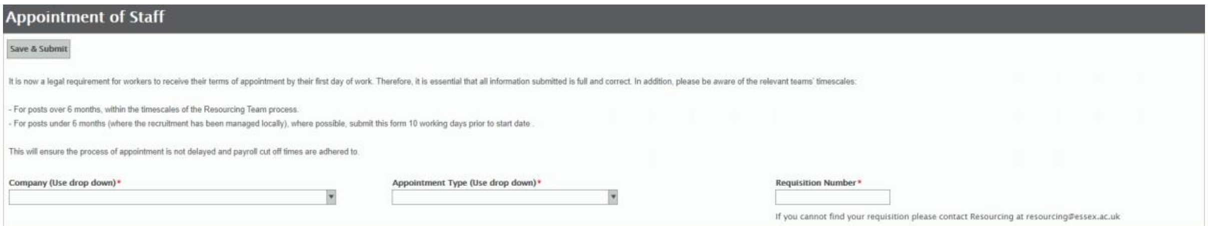
Guidance for completing online appointment forms for non-centralised positions (under 6 months in duration and where the recruitment has been managed locally).

Users will need to 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.

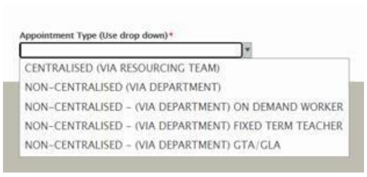
1 – Appointment of Staff

The form is broken into sections and some detail of the form will auto-populate as you fill it out. Any field that has a red asterisk is a mandatory field and will need to be entered before the form can be submitted.

1.1 Select the appropriate Company that the appointment is for from the drop down box



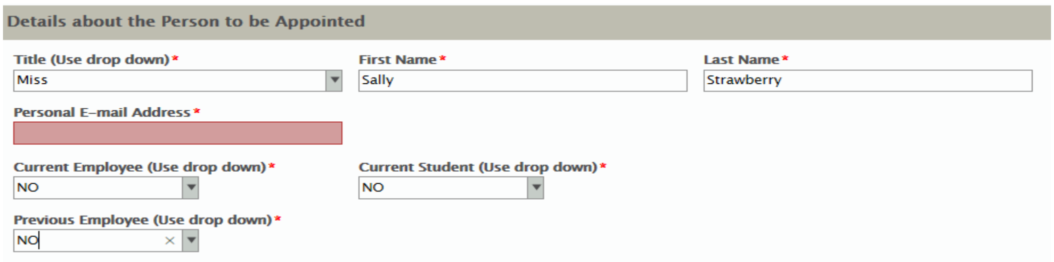
1.2 Select the appropriate Non-Centralised appointment type
N.B: if you have selected UECS or WHH Company, you will not see the fixed term teacher or GTA/GLA form.



2 – Details of the Person

2.1 You will need to complete these fields using the drop down boxes where appropriate. If this appointment is for a new staff member (not a current member or student) then a new box will appear to enter a personal email address. This will be used to send the new contract prior to the first day of employment.

N.B In this section, ensure you select the correct contract type, terms of appointment and hours per week (in hours and minutes).

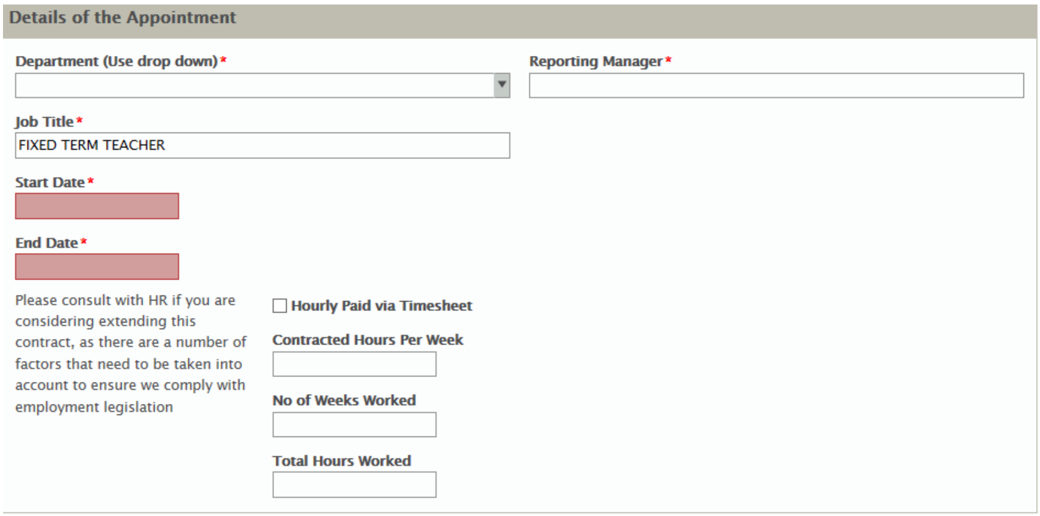


3 – Details of the Appointment

3.1 In this section, enter the appointment details including:

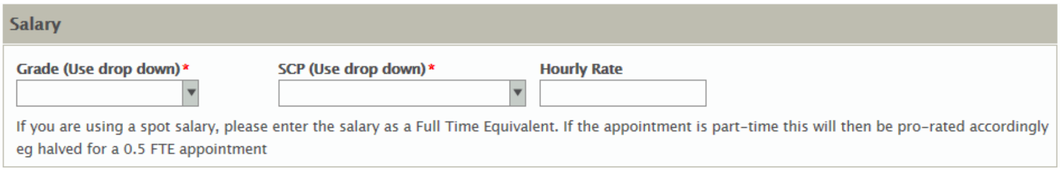
- the correct terms of appointment
- the hours per week (in hours and minutes)
- the number of weeks worked. This will automatically populate according to the start and end date.

N.B the field is highlighted in pink when it is empty and mandatory.



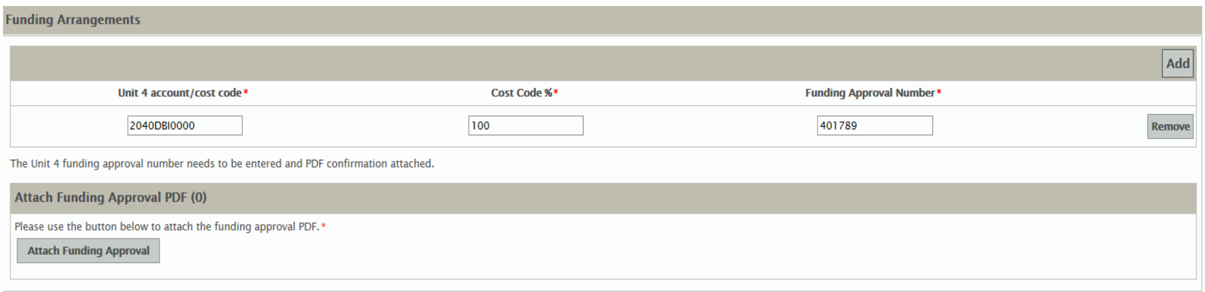
4 – Salary

4.1 Select the appropriate grade from the first drop down
4.2 Select the appropriate salary point within that grade. The hourly rate will auto populate.
N.B – this will be automatically pro-rated for part time hours



5 – Funding Arrangements

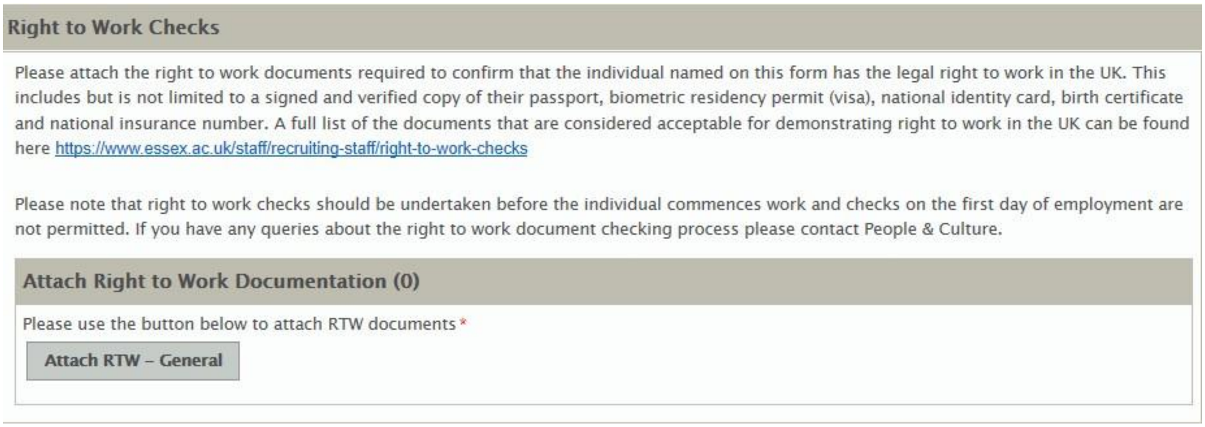
5.1 Click Add and input the cost code for the salary. If the salary is to be paid from one cost code you will need to enter 100 in the cost code % box as below, if it is to be split enter the appropriate percentage. i.e. if split between 2 codes enter 50.
5.2 If using multiple cost codes click add to enter the next code split.
5.3 Attach the funding approval PDF by clicking on the 'Attach Funding Approval' button and following the usual steps.



6 - Right to Work Checks

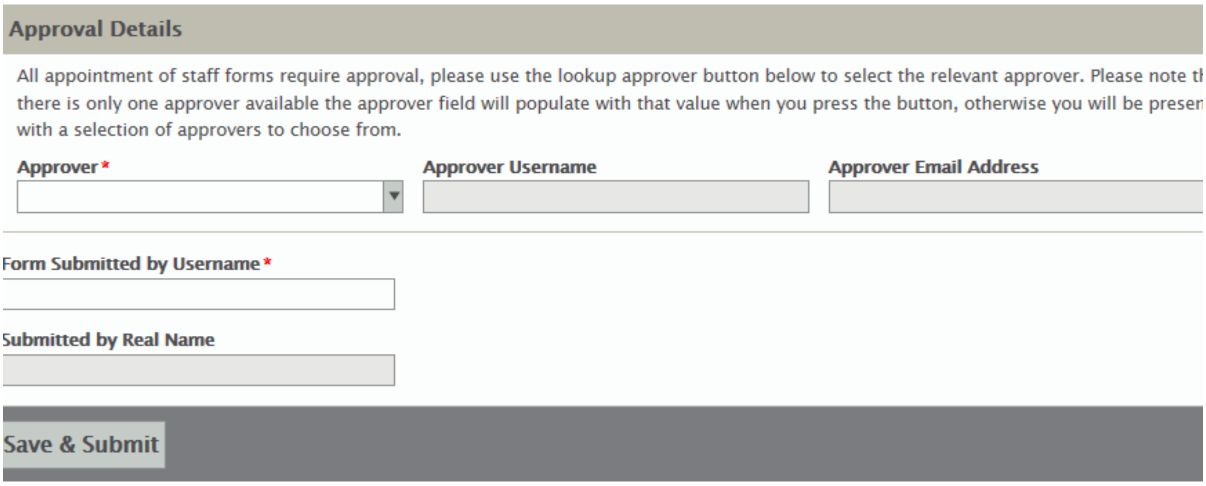
6.1 If you are appointing an external candidate you will need to complete the right to work section. Upload your full right to work check using the ‘Attach RTW – General’ button.

N.B If you are making an internal appointment you will not be required to complete the RTW section and this will disappear.

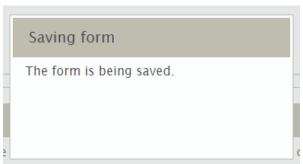


7 – Approver Details

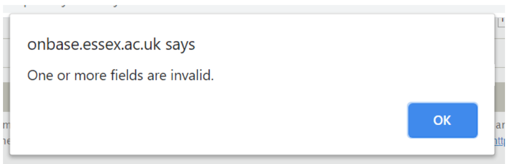
7.1 Select the appropriate approver from the drop down box and press tab across to the next fields that will auto populate the detail.
7.2 Input your username in the ‘Form submitted by Username’ section and press tab.
7.3 Click on Save and Submit



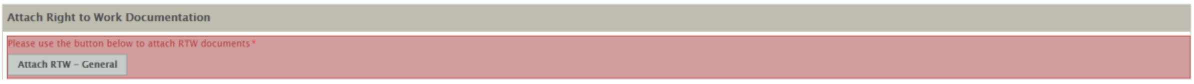
7.4 The following message will appear.



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 also receive an email once the form has been approved.