


The secondment process requires both the originating department and receiving department to set up or amend appointments depending on whether it is the start or the end of the secondment. For full guidance on managing secondments please refer to the relevant pages on the Personnel Services website.


What's changed?
 Note added regarding Manager Self-Service Access following the implementation of Self-service.
September 18


This guide covers the following process steps:

- A. Receiving Department 2**
 - 1. Start of Secondment 2
 - 2. Extension of Secondment 3
 - 3. End of Secondment 3
- B. Originating Department 5**
 - 1. Start of Secondment 5
 - 2. End of Secondment 5
- C. Appendix..... 7**

This guide refers you to other appropriate detailed guides, providing specific data where relevant.

 **Note:** It is expected that the Personnel Administrators from both departments will communicate off-system to agree the details before processing the move through CoreHR. Any backfill requirements must be managed via posts/appointments as per standard processes.

 **Internal Secondments (within department)** – The same process should be followed where an employee is seconded to a new appointment within the same department. Follow the guidance for the Receiving Department and the Originating Department.
External Secondments – Where an employee is being seconded to an external organisation, follow the guidance for the Originating Department only.

 **Note:** If the individual has Manager Self-Service access and it is not appropriate for them to retain view of their team’s records (i.e. Work Group) for their substantive post, departments will need to raise a Service Request (available from the [HRIS Service Catalogue page](#)) asking for the employee’s Manager Self-Service access to that particular Work Group to be removed. When the employee returns from their secondment their department will need to raise another Service Request for them to be set up as the Self-Service Manager of that Work Group again.

A. Receiving Department

1. Start of Secondment

Unless there is already an existing vacancy to be filled by secondment:

- 1.1. Request a New Appointment. Complete and submit a staff request – see **QRG: RQ1_Creating and approving staff requests.**

Specifically:

Field Name	Description
Planned End Date	Enter the planned end date (secondments should be fixed term).
Contract Duration	Enter the contract duration.
Additional Information	Enter any additional information as required. Eg name of employee and that this is a secondment.

- 1.2. Request Approval – see **QRG: RQ1_Creating and approving staff requests.**

- 1.3. Agree details of start date, handovers etc with the originating department (A), and contact facilities, IT etc to arrange new access for the employee.

- 1.4. Appoint the individual via the vacancy if they applied via e-recruitment or via the post if a direct appointment. The employee should be appointed as an additional appointment. See **QRG: PA2b_Additional Appointment.**

Specifically:

Field Name (*Mandatory)	Description
Target End Date	Enter end date for fixed term contract.
Employee Status*	Check/select Fixed term.
Secondment tick box*	Select tick box. (<i>*This field is essential for reporting purposes.</i>)
Action*	Select Secondment.
Reason Code*	Select Secondment Start.

- 1.5. Commence employee in CoreHR – see **QRG: PANS0_Pre-arrival and New Starter Guide** Section M.

- 1.6. Issue appointment amendment letter to confirm change.

- 1.7.** Set up new allowances. If required set up new allowances – see **QRG: CH4_New and changes to allowances.**
- 1.8. Approve allowances.** If required approve new allowances – see **QRG: FD5_Approve or Reject Salary/Allowances.**

2. Extension of Secondment

If relevant, the secondment can be extended:

Amend Appointment – see **QRG: CH6_Change in Appointment.**

Specifically:

Field Name (*Mandatory)	Description
Target End date*	Update to new contract end date.
Action*	Select Secondment.
Reason Code*	Select Secondment Date Change.

3. End of Secondment

At the end of the secondment period, either:

- Employee returns to previous post.
- Employee is transferred permanently to secondment post (where the post is permanent).

3.1. Employee is returning to previous post

- 3.1.1. End secondment appointment – see **QRG: EA1_Ending appointment(s).**
Note: Ending the appointment will automatically end any allowances.

Specifically:

Field Name (*Mandatory)	Description
Leaving Code*	Select Secondment End.
Leaving Destination Code*	Select Not Applicable/ Not Required.

Location after leaving*	Select n/a Continuing as University Employee
Ending Reason*	Free text field, enter any additional information.

3.1.2. Contact facilities, IT etc to amend access for the employee.

3.2. Employee is transferred permanently to secondment post

Assuming that the post is a permanent one, as per the transfer process:

3.2.1. Raise staff request for new planned appointment/post as relevant.

3.2.2. Initiate a transfer request from the originating department.
See **QRG: PA2e_Transfers between departments** or if an internal transfer see **QRG: PA2f_Transferring within the same department.**

3.2.3. Appoint the individual.

Specifically:

Field Name (*Mandatory)	Description
Action*	Select New Appointment.
Reason Code*	Select Secondment made permanent.

3.3. End the secondment appointment – see QRG: EA1_Ending appointment(s).

Specifically:

Field Name (*Mandatory)	Description
Leaving Code*	Select Secondment End.
Leaving Destination Code*	Select Not Applicable/Not Required.
Location after leaving*	Select n/a Continuing as University Employee
Ending Reason*	Free text field, enter any additional information.

Note: Ending the appointment will automatically end any allowances.

B. Originating Department

1. Start of Secondment


1.1. Amend Appointment – see **QRG: CH3_Changing Hours**.

Specifically:

Field Name (*Mandatory)	Description
Hours*	Change to 0 (or reduce for partial secondment).
FTE*	Change to 0 (or reduce for partial secondment).
Action*	Select Secondment .
Reason Code*	Select Secondment Start (Out) .

1.2. Amend Pay – see **QRG: CH3_Changing Hours**.

Specifically:

Field Name	Description
Multiplier * 	Will be populated from current FTE. Amend if appropriate. Note: A calculator is available on the HRIS website if you would like help to work this out.

1.3. If required end allowances – see **QRG: CH12_End Allowances**. For partial secondments it may be necessary to replace existing allowances with new reduced ones. Refer to **QRG: CH4_New or changes to existing allowances** for guidance. The new allowances must be approved – see **QRG: FD5_Approve or Reject Salary/Allowances**.

2. End of Secondment

At the end of the secondment period, either:

- Employee returns to previous post.
- Employee is transferred permanently to secondment post (where the post is permanent).

2.1. Employee is returning to previous post


2.1.1 Amend Appointment – see **QRG: CH3_Changing Hours**.

Specifically:

Field Name (*Mandatory)	Description
Hours*	Change back to previous level.
FTE*	Change back to previous level.
Action*	Select Secondment .
Reason Code*	Select Secondment Return .

2.1.2 Amend Pay – see **QRG: CH3_Changing Hours**.

Specifically:

Field Name	Description
Multiplier * 	Will be populated from current FTE. Amend if appropriate. Note: A calculator is available on the HRIS website if you would like help to work this out.

2.1.3 Set up/change allowances. If required re set up allowances. See **QRG: CH4_New and changes to permanent allowance**.

2.1.4 Approve allowances. If required approve new allowances. See **QRG: FD5_Approve or Reject Salary/Allowances**.

2.1.5 Contact facilities, IT etc. to amend access for the employee.

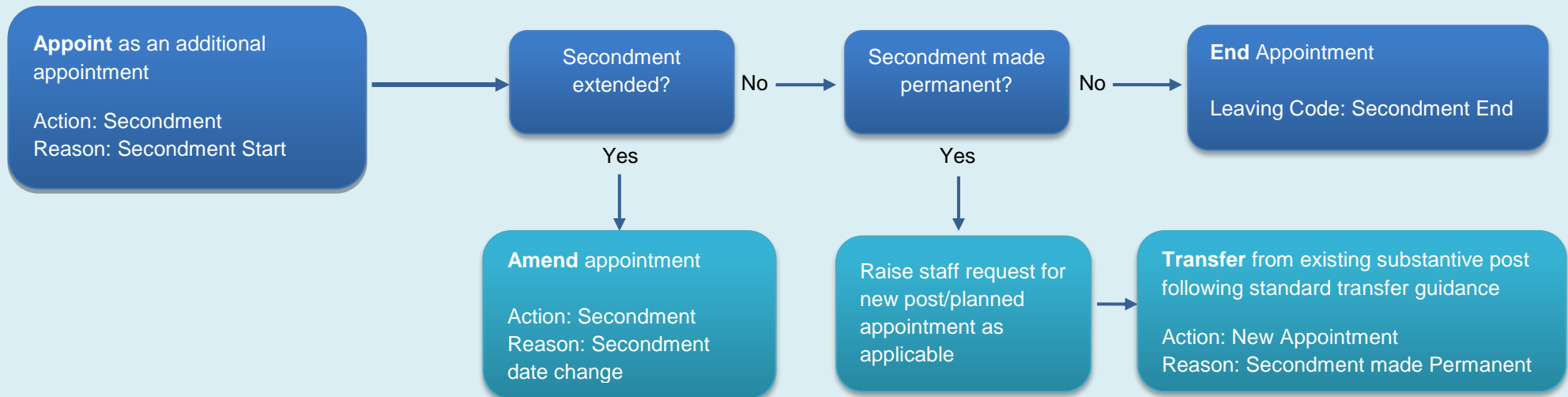
2.2. Employee is transferred permanently to secondment post

Assuming that the post is a permanent one, as per the transfer process:

2.2.1 Approve the transfer request. See **QRG: PA2e_Transfers between departments**.

C. Appendix

Seconded Post



Substantive Post

