

In accordance with Personnel Services guidance, posts will normally be filled at the substantive post grade. However, in certain circumstances new starters to posts at grades 1-10 may be appointed to a post at one grade lower than the substantive post grade (please check the [Personnel Services website](#) or speak to your HR Business Partner to understand the pre-requisites for under-filling). This requires some variations from the standard process which are documented below.

What's changed?
Hyperlinks updated.
Apr16

This guidance refers you to the appropriate Quick Reference Guides (QRGs), providing information on specific data entry requirements where relevant for the initial appointment and, where relevant at a later time, 'promotion' to the substantive post grade.

This guide covers the following process steps:

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A: Initial appointment

1. Request a new appointment

Complete and submit a staff request.

See [QRG: RQ1 Creating a Staff Request](#) and note the data requirements below:

Specifically:

Field Name (* mandatory)	Description
Pay Grade	Select the substantive grade.
Comments	Note that the post may be filled at a lower grade.

2. Request a change to the grade on the appointment

Once you have identified the preferred candidate who is to be appointed at the lower grade, contact the [Reward Team](#) by email to request that they update the planned

appointment to show the lower grade. You will be notified by e-mail when the new planned appointment has been set up and can then proceed with appointing the new starter to the lower grade appointment.

3. Appoint new starter

Appoint as a new starter. See **QRG: [PANS0 Pre arrival and new starter guide](#)** and specific data entry requirements for the Salary Details section below.

Field Name (* mandatory)	Description
Pay Grade	Ensure set to lower grade.

Follow the standard commencement process as detailed in the QRG.

4. Issue contract of employment

The contract of employment should reflect the grade appointed to (i.e. the lower grade). Contract templates are available in Tools>Letters.

B: Promotion at a later date

1. Promotion to the substantive grade

When it is agreed that the employee can be 'promoted' to the substantive grade, you will need to complete and submit a staff request to request a new planned appointment at the higher grade.

See **QRG: [RQ1 Creating a Staff Request](#)** and **[Staff Request and Contract Decision Matrix](#)**.

Create a staff request as applicable.

Specifically:

Field Name (* mandatory)	Description
Planned start date*	Enter the first date of the current month e.g. 01/09/2012.
Pay Grade*	Select the substantive grade.
Comments*	Note that this appointment is for the promotion of an under fill.

You will be notified by e-mail when the new planned appointment has been set up and can then proceed with appointing the employee to the higher grade appointment.

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2. Appoint employee

Appoint as a transfer within dept. See **QRG: [PA2f Transferring within the same department](#)** and specific data entry requirements for the Salary Details section below:

Field Name (* mandatory)	Description
Pay Grade	Ensure set to higher grade.

Follow the standard commencement process as detailed in the QRG.

3. Issue contract of employment

A new contract of employment should be issued to reflect the new (higher) grade. Contract templates are available in Tools>Letters.