

Post/post profile	Posts are the blueprint of a position. They define where in the organisational hierarchy the position will be, what grade it will be, and what top-level HESA category and employment status it has been assigned.
Appointment ID	All data items on an appointment are linked to a unique appointment ID. Whenever an individual is moved to a new appointment this will result in a new appointment ID.
Appointments	<p>Each post can have one or more appointments attached to it. In general one post will be equal to one active FTE; in most cases this means that one post has one appointment against it but, for example, a job share could have two appointments, each for 0.5 FTE.</p> <p>Note, a post might be permanent but the individual who takes it up has a time-limited visa, or is covering the absence of the substantive postholder, so their appointment is fixed term.</p> <p>Appointments will have a status against them (see Appointment Statuses below for the range of options).</p>
Substantive appointment	All individuals in the system will have one substantive appointment at any one time. Any additional appointments are classed as "non-substantive". Where multiple current appointments exist, the system allocates a substantive appointment based on the following criteria: highest FTE; effective date; date input. The substantive appointment can be identified by the presence of a Substantive Date on the Appointment Details screen.
FTE hours	'FTE Hours' is used to record the full-time hours for an appointment (e.g. 36.5 for a support role). This is different from the actual hours a person works, which would be different for a part-time employee.
FTE	'Full time equivalent' is calculated by CoreHR (dividing contracted hours by full-time hours for the grade). It is held in Core to four decimal places.
Multiplier	Multiplier is used by the system to calculate an employee's pay. It will usually be the same as the FTE, unless the employee is on half or zero pay, e.g. for long term absence.
Weeks	Weeks represents the number of weeks per year the employee works, inclusive of holiday entitlement. This field is only completed for employees who work term time only (or less than the standard 52 weeks).
FTE weeks	FTE weeks represents the standard weeks per year for the appointment. This will always be set to 52 by the system.
Pay group	Pay group is used in Core to distinguish between standard grades (pay group 20), senior grades (pay group 21) and non-employees, including agency workers (pay group 99).
Pay Administered by	Identifies who manages the post for changes, payroll approval purposes, etc. Divisions will generally manage academic and senior departmental posts, but appointment details (excluding salary & allowances) will still be visible to departmental Core users. The code in Core is the 2 digit department code followed by DEP for department or DIV for Division.
Allowance	An allowance in Core represents any pay element that is separate from the basic

	salary. Permanent allowances are usually paid monthly and can be given an end date if required. Temporary allowances are managed outside Core Personnel.
Person	<p>The Person record is the element of the record that relates to the individual. It is visible to all departments in which that person holds an appointment. For an employee to exist in Core Personnel they must be attached to at least one appointment, even if the appointment has been ended.</p> <p>Each person will have one substantive appointment and may hold multiple non-substantive appointments which can be commenced, updated and ended individually.</p>
Staff request	Online form (via the CorePortal) to request creation of a new post, new planned appointment or regrade. May or may not require divisional approval.
Transfer	<p>Movement of an individual from one post to another either within the same department (includes regraded posts), or to another department in the University. Also used for moving an employee to a new appointment on a post where a change has necessitated a new appointment/contract.</p> <p>In the case of a transfer to a different department, the new department must submit a transfer request (via CoreHR) to the old department before they can appoint the individual.</p> <p>Commencement in the new appointment will end the old appointment; so prior agreement of arrangements with previous employing department is critical.</p>
Rehire	Appointment of an individual who has a dormant personnel record.

Appointment statuses	
Planned	The appointment has not yet been authorised to fill, and therefore there is currently no individual attached to it.
Authorised	The planned appointment has been authorised but there is not yet an individual attached to it.
Recruiting	The authorised appointment has been linked to a vacancy. You cannot appoint directly to a "recruiting" appointment.
Appointed	<p>When, either as a result of a recruitment exercise, or in the scenario of a named individual, the successful candidate has accepted the offer of employment, the planned appointment is linked to an individual; i.e. the individual is 'appointed'. The individual does not need to have commenced work in order to be appointed.</p> <p>At this stage it is possible to record some of the aspects in which the appointment will differ from the post e.g. part-time rather than full-time hours, or fixed-term rather than permanent. Once the appointment reaches this status, letters can be generated from the record.</p>
Commenced	An employee should normally be commenced on or as soon as possible after the new starter's first day, but future commencement is possible if all details are complete. Currently this can only be done for new employees starting within the current payroll month. Commencement is essential to ensure that they are taken through to the payroll module.
Ended	An appointment can be ended either as a result of an individual leaving the

Glossary of core personnel terms



	University or because of a transfer to another appointment. An appointment can also be ended when an employee leaves one of multiple posts (but isn't leaving the University, or transferring to another post).
Confirmed Future	This indicates a commenced appointment with a future start date. May be for a new starter (see note in 'Commenced' above re future commencement); or for a future change to an existing appointment.