PA2f – Transferring within the same department

HRIS SUPPORT CENTRE

This guide shows how to appoint an individual who is transferring from one appointment to another within the same department, whether as a direct appointment or via e-Recruitment. This process can be used to appoint an employee to a new post as a result of a new contract e.g. regrading* or fixed term to permanent.

What's changed?
New section added as a reminder to check employees UDFs.
Aug 19

Refer to Recording start and end dates in CoreHR for guidance on the correct start date to enter to ensure the employee is paid correctly.

Remember: A transfer is a new post for an individual and so will require a new contract. This will therefore mean that the employee will be contractually entered into a pension scheme even if they have previously opted out.

* Refer to **QRG: CH11_Regrading** for details of the complete regrading process from raising a new staff request to closing the old post.

This process should also be followed to carry out a transfer between two departments where you have access to records within both departments. In this situation, if you need to record additional instructions to Payroll regarding, for example, holiday to be paid or recovered from the current department, please follow section B1 of **QRG: PA2e_Appoint Transfer (New Department).**

Before you begin, you might want to identify and make a note of the **Post Number**, **Employee Number** and their current **Pay Grade** and **Point** as you may need these during the process.

1. If the individual is moving from an employee appointment to a non-employee appointment (e.g. moving from a University contract to an agency role with the University) they should be processed as a leaver and then **rehired**.

2. If the individual is moving from a Subsidiary Company to a University Department (or vice versa) they should be processed as a leaver and then processed as a **new starter** thus creating a new employee record.

3. **For TUPE and hybrid T&C employees it is important to refer to Personnel Services before proceeding with a transfer** – refer to page 3 to see where this is flagged if you need to check this.

Note: If the individual has Manager Self-Service access, please ensure that this access is amended where necessary. Changes to Manager Self-Service access can be requested by completing a Service Request, accessible from the HRIS Service Catalogue page.

If the employee is moving into an appointment that is not eligible for Continuous Service it is important to check if the employee has an override date in the Continuous Service screen, if there is this must be removed. For guidance on checking and removing the override date refer to **QRG: IP13 Continuous Service**. For guidance on Continuous Service see the Policy webpages

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This guide covers the following process steps:

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Navigate to: Personnel > Maintenance > Personal Profile

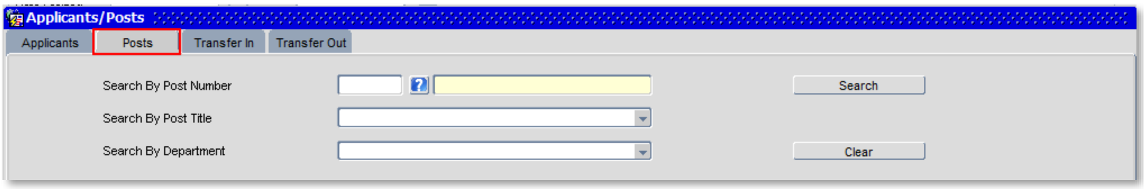
The Employee Search window opens.

1. Click the New Appointments button. The Applicants/Posts window opens.

How the employee applied for the post will drive the next steps, refer to:
Section 2.1: If your employee is a 'direct appoint' (i.e. not via eRecruitment).
Section 2.2: If your employee applied for the post via eRecruitment.

2.1 Not via e-Recruitment

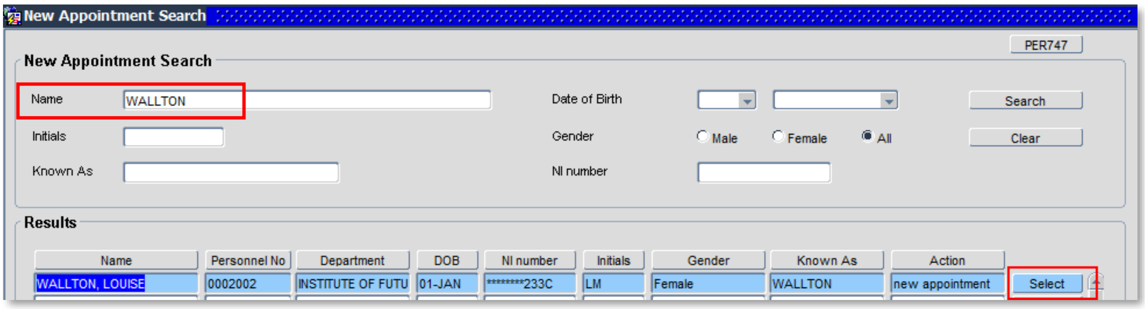
In the *Applicants/Posts* window:



a. Select the **Posts** tab and enter the **Post Number**.

b. Click Search .The system displays the relevant Post.

c. Click the Select button (to the right) of the post. The *New Appointment Search* window opens:



d. Use the Search criteria to locate the existing employee. Enter the employee's **Name**.

e. Click Search.

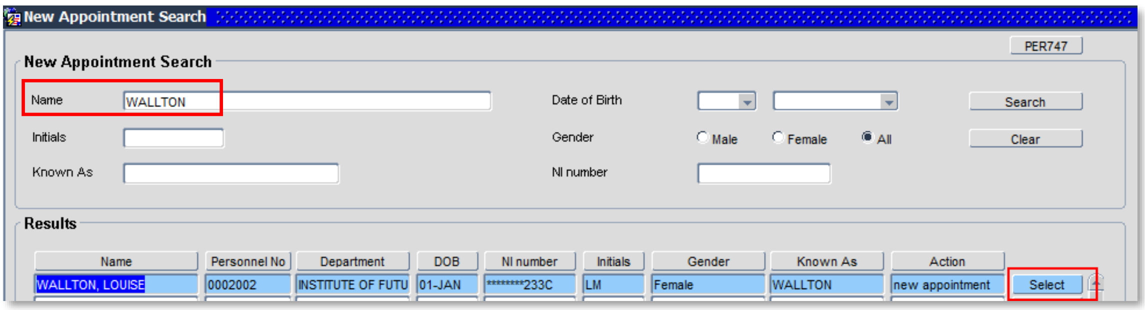
f. Locate the relevant employee in the list. Click the Select button (to the right of the employee record). **Now go to Step 3**

2.2 Via e-Recruitment

a. On the **Applicants** tab locate the relevant Applicant in the list, using the search criteria if needed. Check the **Post** and **Recruitment ID** (Vacancy number) are as expected.

b. Check if the **Personnel Number** is populated. If it is, then click the Select button to the right of the relevant Applicant. **Now go to step 3**

c. If the **Personnel Number** is not populated, click the Select button to the right of the relevant Applicant. The *New Appointment Search* window opens:

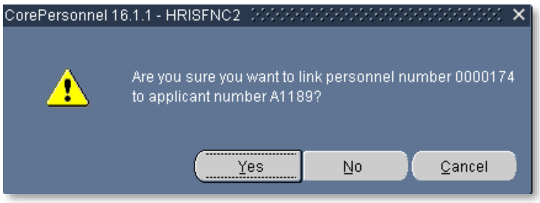


d. Use the Search criteria to locate the existing Employee.

e. Enter the employee's **Name and** click Search.

f. Locate the relevant employee in the list. Click the Select button (to the right of the employee record).

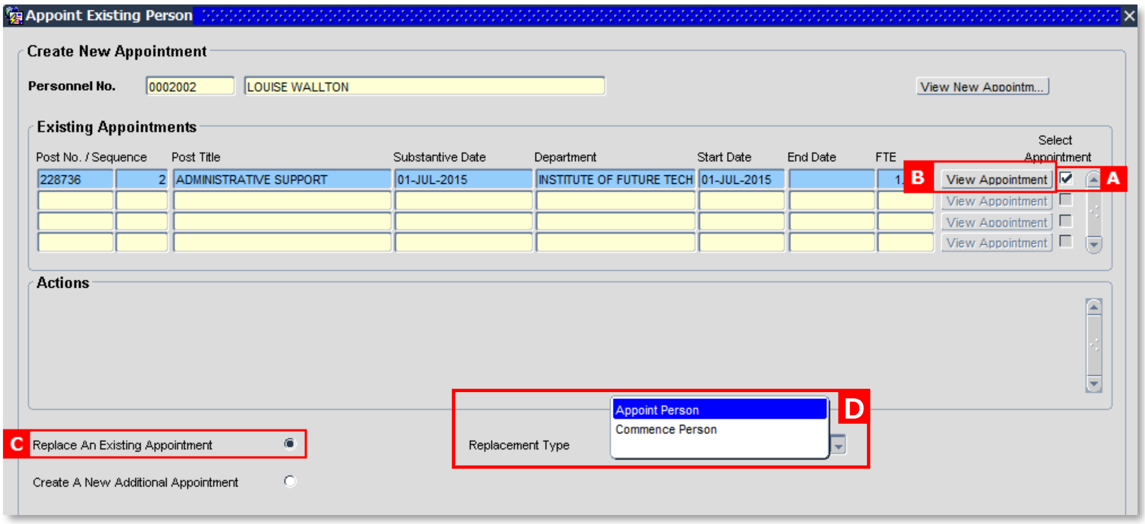
The system may display this message:



Note: If you are not entirely sure the existing person is the same person as your applicant, then request NI number or Date of Birth in order to confirm before clicking **Yes.**

3. Appointing the individual

1. The Appoint Existing Person window opens:



Note: If the individual's existing post is **CASUAL** or **CASTCH**, consider whether the existing casual appointment is still required. If it **is** (or if there is any doubt), follow guide **QRG: PA2b_Additional Appointments** If it is **not**, continue with this guide.

2. Tick the **Checkbox: Select Appointment [A]** against the appointment they are transferring from.

3. To view the current appointment, click **View Appointment [B]** to open the 'View current appointment' window.

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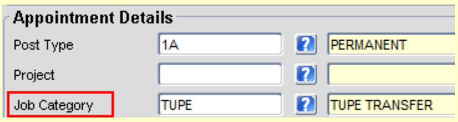
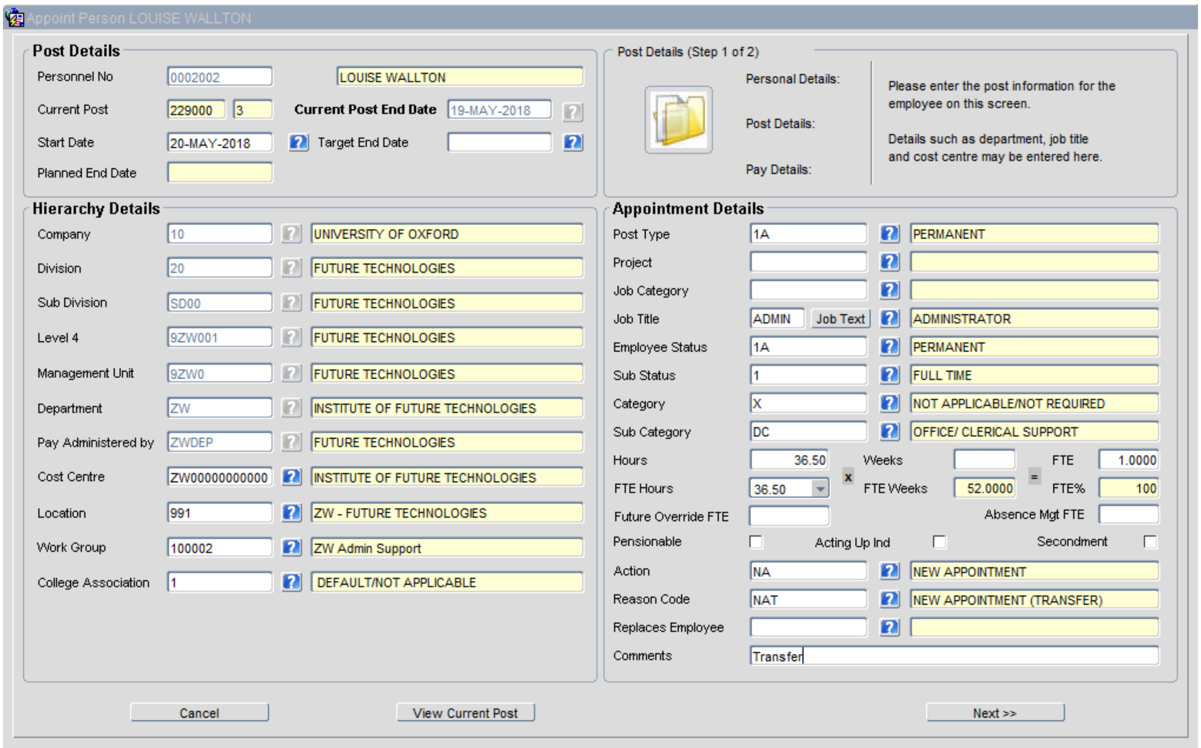
Note: If the *Job Category* field contains **TUPE or HYBRID** do not proceed – contact Personnel Services for guidance.



4. Click OK to close the appointment details.

5. Ensure that **Replace an Existing Appointment [C]** is selected (this option is selected by default).

6. Select Replacement Type: Appoint Person [D] and click OK. The *Post Details* screen opens:



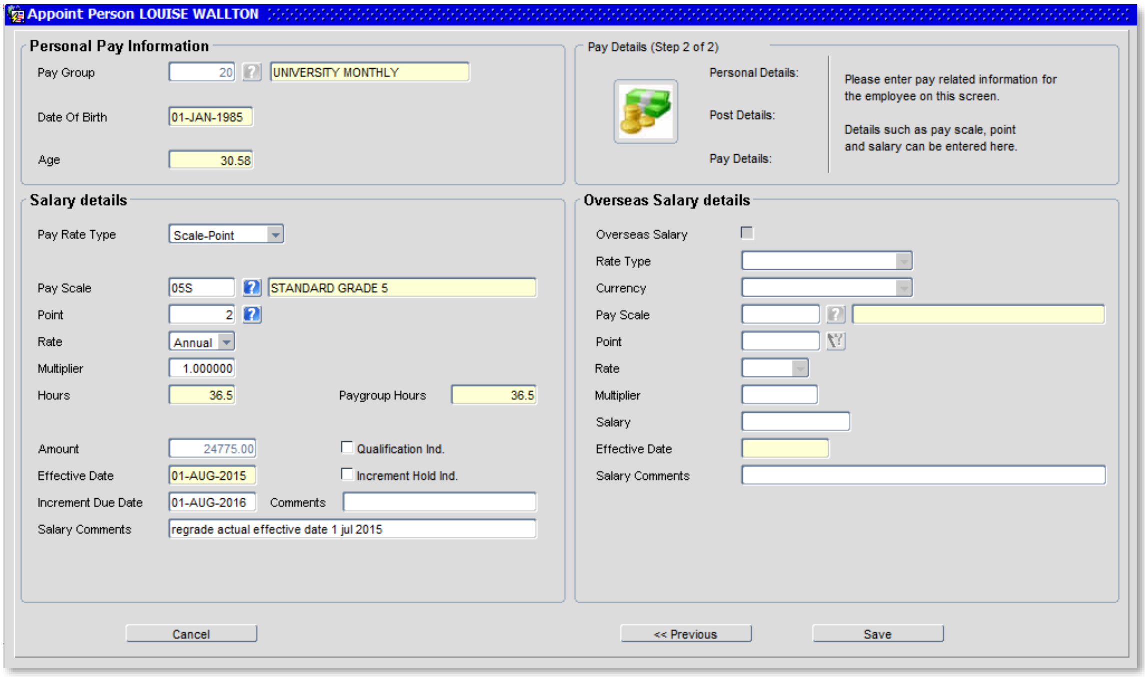
7. Complete/check details as below:

Field Name (* mandatory)	**Description**
Start Date *	Check this is still correct. If you have appointed through e-Recruitment and you need to update the Start Date field, you will also need to update the **Current Post End Date** field to the day before the new appointment begins. **Note:** If the actual start date you wish to appoint from is earlier than the date shown, contact HRIS support to amend the start date of the post before proceeding with the appointment.
Target End Date *	Enter expected end date for fixed term posts.

Cost Centre *	Should be the departmental default. Format will be AA00000000000 where AA is the 2 digit department code. The coding string includes Activity followed by Source of Funds with no punctuation separators.
Work Group*	Select Work Group for the individual. Leave as the default if the relevant Work Group is not available. New Work Groups can be requested by completing a Service Request, accessible from the HRIS Service Catalogue page. **Note**: This field determines which Self-Service Work Group the individual belongs to. A Self-Service manager who has been granted access to that Work Group can then view certain information about the individual in the Self-Service portal. **Note:** If at a later date you return to correct an error in the Work Group field, or if you are returning to assign a Work Group to a recent starter, follow the guidance in **QRG: IP6 Tracking Changes and Correcting Records Section E**. If however you return to record a genuine change to the employee's Work Group, or to assign a Work Group to a starter who has had subsequent appointment changes, follow the guidance in **QRG: CH6 - Changes to appointment (no pay impact).**
Project Code	Leave blank. You should not enter any information in this field on the appointment.
Job Category	Do not use.
Job Title *	Check/select this from the generic list.
Job Text *	Click the button and enter the actual job title (case sensitive). **Note:** the actual job title will appear in the template documents, such as the conditional offer/contract letter.
Employee Status *	Check/select relevant e.g. Permanent, Fixed term.
Sub Status *	Select relevant, e.g. Full-Time, Part-Time. **Note:** Refer to PA2c if Variable Hours Employee.
Category *	Indicates the role/categorisation of an academic contract. It relates to the contract of employment and the job description. Check/update if necessary. Please refer to the Staff Classification Guide on the staff classification section of the HR Information team website. **Note: This field is used for statutory reporting and is especially important for HESA and REF exercises.**
Sub Category *	Check/update if necessary. **It is important that the correct staff classification is selected.** Please refer to the Staff Classification Guide on the staff classification section of the HR Information team website.

	This field must be completed to prevent failure of interfaces to other systems.
Hours *	Enter the actual hours to be worked as applicable
FTE Hours *	Select the relevant hours e.g. 37.5. **Note**: when you tab or click out of the hours field, the system will automatically update the FTE%.
FTE *	Check as expected and update hours if necessary to correct.
FTE% *	Check as expected and update hours if necessary to correct.
Weeks (term-time employees only)	Enter the number of weeks the employee works per year inclusive of holiday entitlement. E.g. if the employee works 38 weeks per year and is entitled to 4 weeks holiday, enter 42 weeks. **NB**: only applicable to term time employees who are paid the same amount each month.
FTE Weeks	This field will be set by the system to 52.
Action *	Select **New Appointment** unless it's a regrade in which case **Change in Grade**
Reason Code *	Select as appropriate: • **New Appointment (Transfer)** – when moving from one job to another. • **New Contract** – e.g. contract extension with change in project or when moving from fixed term to permanent. • **New Appointment (working pattern change)** – e.g. when moving from full time to term-time only. • **New Open-ended Contract** – when moving from fixed term to open-ended. • **New External funding** • **Regrading** (Grade Increase, Grade Decrease or Ad Hominem)

8. Click Next >>.



9. Check details are correct and update any of the following fields if required:

Field Name (* mandatory)	**Description**
Pay Group * 	Check pay group is correct. If it is not correct, contact HRIS support. **Note**: If you are transferring the individual to a non-employee post and the current paygroup is 20 or 21 this cannot be changed to 99.
Point *	This will generally default to 1. Check this is as required and update as necessary.
Multiplier *	Check as expected. If it is not, click **Previous**, and correct **Hours/Weeks** as appropriate.
Increment Due Date	Enter as applicable
Comments	Enter as applicable. **NB** Comments relate to Increment Due date only.
Salary Comments *	Enter notes for the Approver/ Payroll, to re-iterate the type of appointment e.g. **Transfer**.
Paygroup hours	This value has no impact on pay and should be ignored.

10. Click Save. You are returned to the *Appointment Details* window.

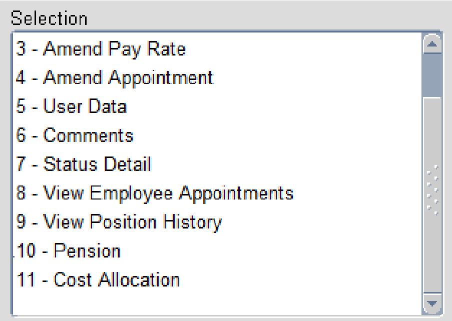
4. Allocate funding (Cost Allocations)

Note: If this is a secondary appointment and no cost allocation is entered, the salary will be charged to the costing details on the Primary appointment.

1. Click Appointment Details button – *Post Appt* Main window opens.

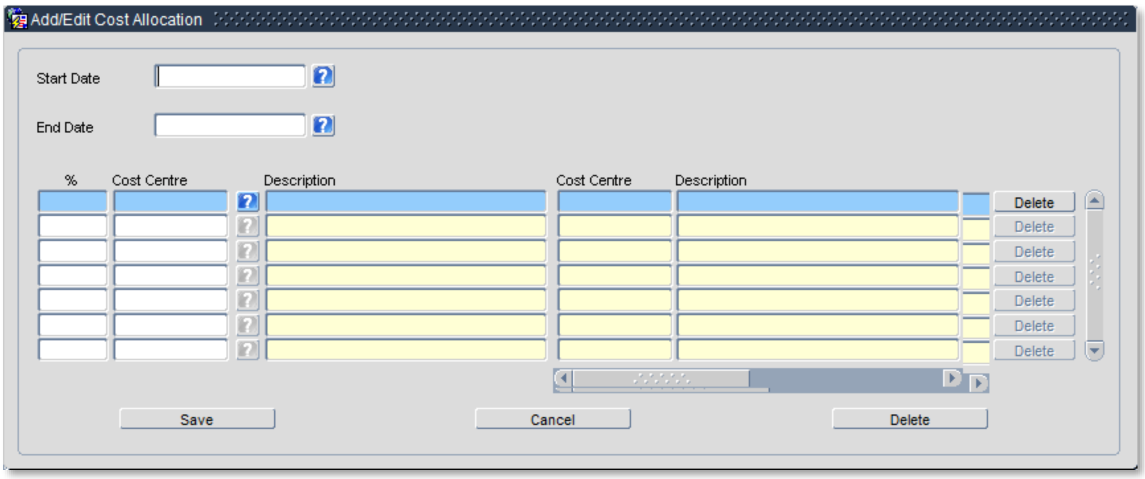
2. Go to **Selection** > **Cost Allocation** – Cost Allocations window opens.

3. If there is already a cost allocation, click Edit to update if required.



Note: The Cost Allocation **Start Date** will be populated from the planned start date, if that does not match the appointment start date **Delete** the current entry then **Add** a new entry with the correct **Start Date**.

To add a new allocation, click Add Allocation button. The *Add/Edit Cost Allocation* window opens:



4. Complete details as below:

Field Name (* mandatory)	**Description**
Start Date *	Enter the start date for the new cost allocation (should be the same as the planned start date).
End Date *	Enter the end date if relevant.

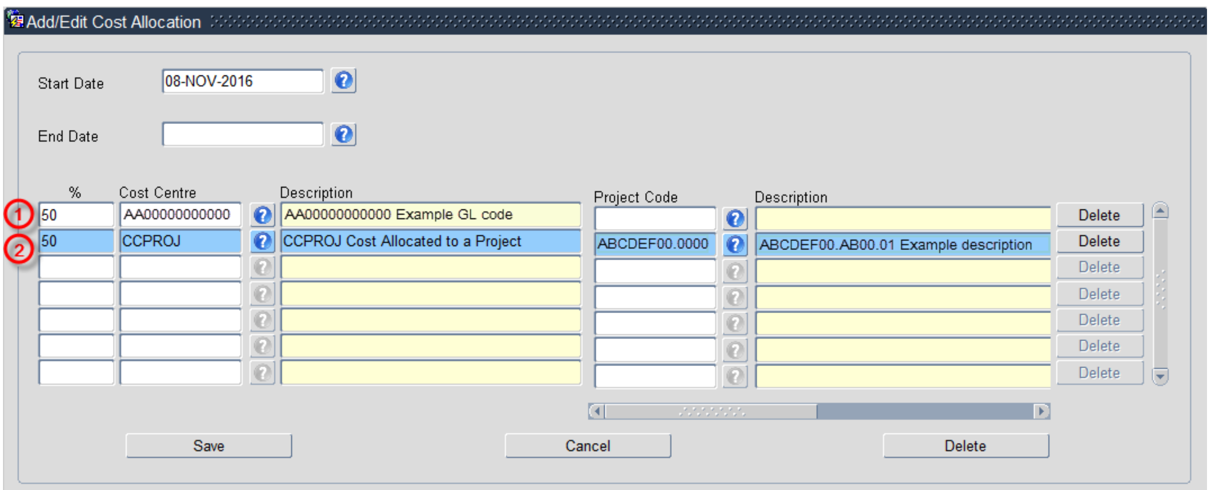
% *	Enter %, e.g. 100, 50. **NB**: allocation can be split between more than one Cost Centre or Project but the allocation must add up to 100%.
Cost Centre *	*(For each line entered)* If the salary is being paid from a project, select or enter 'CCPROJ'. If the salary is being paid from a GL cost centre, select/enter the relevant GL code in the format AA999999999 where AA is the 2 digit department code. *See row 1 in the example below*.
Project Code *	*(For each line entered)* If you have already entered a GL code, leave this field blank. If the salary is being paid from a project, select the relevant Project Code in the format AAXXXXXX.0000 where AA is the 2 digit department code. Take care to check the correct code has been selected. *See row 2 in the example below.*
Expense	Do not use

Notes:
You can type the cost centre straight in, but it must be in upper case.
Always use the search function when entering a project code(s)
When searching, the name/description is displayed in the first column in the search results; scroll right to view the codes.

Examples

If you have entered a GL code in the cost allocation screen it should look like row **1**.

If you have entered a project code in the cost allocation screen, it should look like row **2**.



> ⚠ **NB:** When you add a Project code and click on ok the screen jumps to an 'Expense' field 
>
> . This field is not being used.
> Use the scroll bar at the bottom of the screen to view the cost allocations you have recorded.

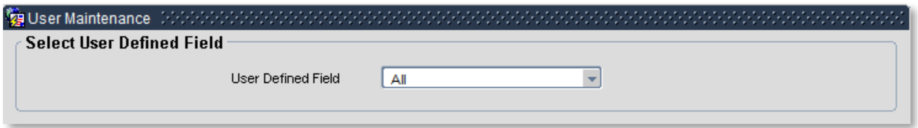
5. Click Save then OK. You are returned to the *Cost Allocations* window.

6. Click Close. You are returned to the *Post Appointment Maintenance* window.

5. Source of Funds

> ⚠ **Where the costing information does not reflect the source of funds, additional information must be provided to enable the HR Information team to define the HESA source of funds.**
> E.g. where a suspense code is being used whilst awaiting a 'true' cost centre to be set up, or where a GL code is being used to administer externally funded appointments.

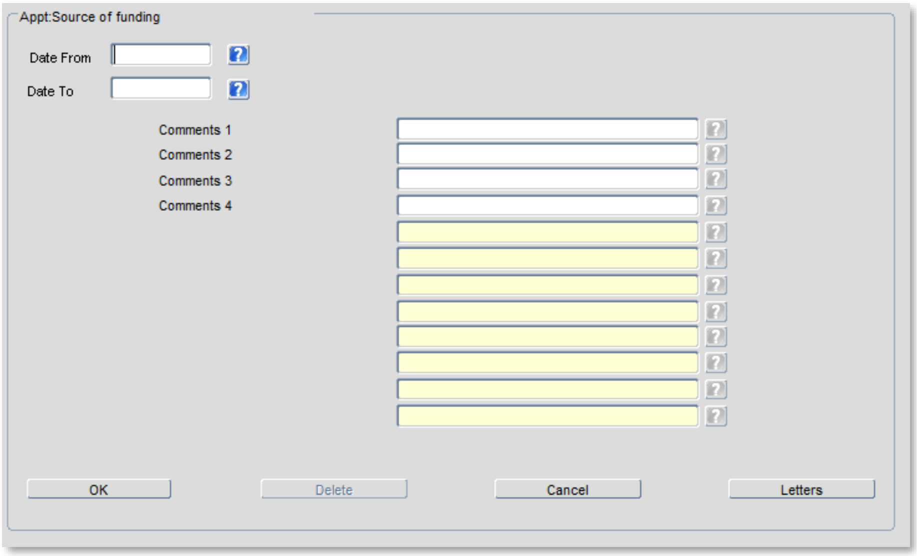
1. Go to **Selection** box > **User Data**. The *User Maintenance* window opens.



2. Click to display **User Defined Field** List of Values.

3. Select **Appt**: **Source of Funding**.

4. Click New.



5. Complete details as below:

Field Name (* mandatory)	**Description**
Date From*	Enter the start date of the appointment.
Date To	Leave blank
Comments 1 – 4	Enter details as applicable

6. Click OK then OK . You are returned to the *User Maintenance* window.

7. Click Close. You are returned to the *Post Appointment Maintenance* window. Exit all windows back to the Personnel main screen.

NOTE: If the employee's start date has changed since they were appointed, please contact the HRIS Support Centre before commencing them so that the appointment dates can be adjusted for you.

6. Ending the previous/current record when adding a new UDF

Other important details must be checked/recorded including:

- Academic title – refer to - **QRG IP12 – Academic title**
- Right to Work – refer to - **QRG PA10 – Maintaining Right to Work data**

Follow steps in the relevant QRG for guidance on ending the current/previous record and adding a new entry if required.

NEXT STEPS:

1. Where still appropriate, any allowances that were associated with the employee's previous appointment should be set up on their new appointment.

2. Following a successfully appointed transfer, generate and issue a new contract. Refer to **QRG: PANS0_Pre-arrival and new starter guide – section D** onwards for guidance.

3. All direct appointees (i.e. those who have not come through e-recruitment) must complete a paper **Equality and Diversity** form. Refer to the last section of **QRG: PA2g_Direct Appoint** for guidance on generation of the form.

4. It is important to ensure that all qualification details, checks etc. are fully up to date. Refer to **QRG: PANS0** and the associated **New Starter Checklist** to ensure that nothing is missed. In particular it is important that Medical/Health/Social Care Qualifications and White book data is updated if relevant.