PA2g – Direct appoint

Where an individual is to be appointed without having come through the recruitment process, e.g. named on a grant or head-hunted via a recruitment agency, their details must be entered directly into the personnel module.

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.

What's changed?
Guidance added regarding Work Group following the implementation of Self-service.
September 18

Pre-employment checks **must** be initiated before 'direct appoints' are appointed in the system and issued a conditional offer letter and/or contract.

This guide covers the following process steps:

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.

1. Appointing the individual

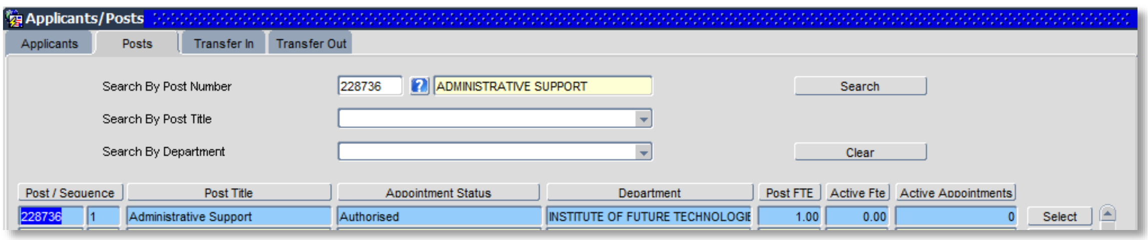
Navigate to: Personnel > Maintenance > Personal Profile

The *Employee Search window* opens:

1. Click the 

button. The *Applicants/Posts* window opens.

2. Select the **Posts** tab.



3. Enter the **Post Number**. Click Search .The system displays the relevant Post.

> If the post is not displayed as expected, check whether it has been linked to the vacancy. If so it will need to be un-linked before you can continue with the appointment process. Refer to your recruitment administrator or follow **QRG REC04_Managing Vacancies and appointments (Section 1)** to unlink the post from the vacancy.

4. Click the Select button (to the right). The *New Appointment Search* window opens.

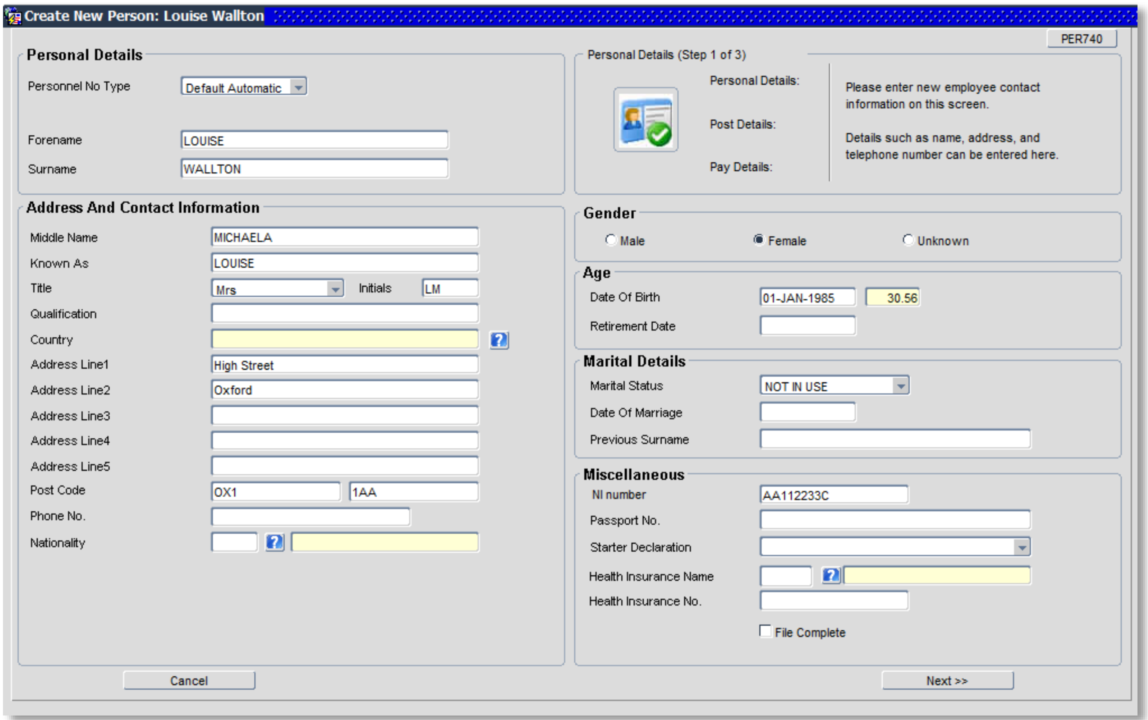
5. Use the Search criteria to ensure the individual does not already have a Personnel record. Enter the individuals Name (**Surname** followed by first initial)**,** **NI number** and/or **Date of Birth** to search on. Click Search .

> **Note:** It is important to search as thoroughly as possible with the available information to ensure you do not create a duplicate record. If you later find a duplicate record has been created please notify HRIS Support.

6. An individual new to the University SHOULD NOT exist in the database. The search results list will remain blank.

> **Note:** If the individual is found they should be appointed as an Additional Appointment, Rehire or Transfer as appropriate. Refer to the relevant guide:
>
> **QRG: PA2b_Appoint Existing Employee to an Additional Post**
> **QRG: PA2d_Appoint Rehire**
> **QRG: PA2e or PA2f Appoint existing employee transfer**
>
> If you expect to find the individual, but are unable to locate them as expected, and they were an employee on, or since, 01/08/03 contact HRIS Support. Do not create a new record for the individual.

7. Assuming the individual does not have a previous history with the University, click Create New Starter . The 3-step 'New Person Record Wizard' opens:

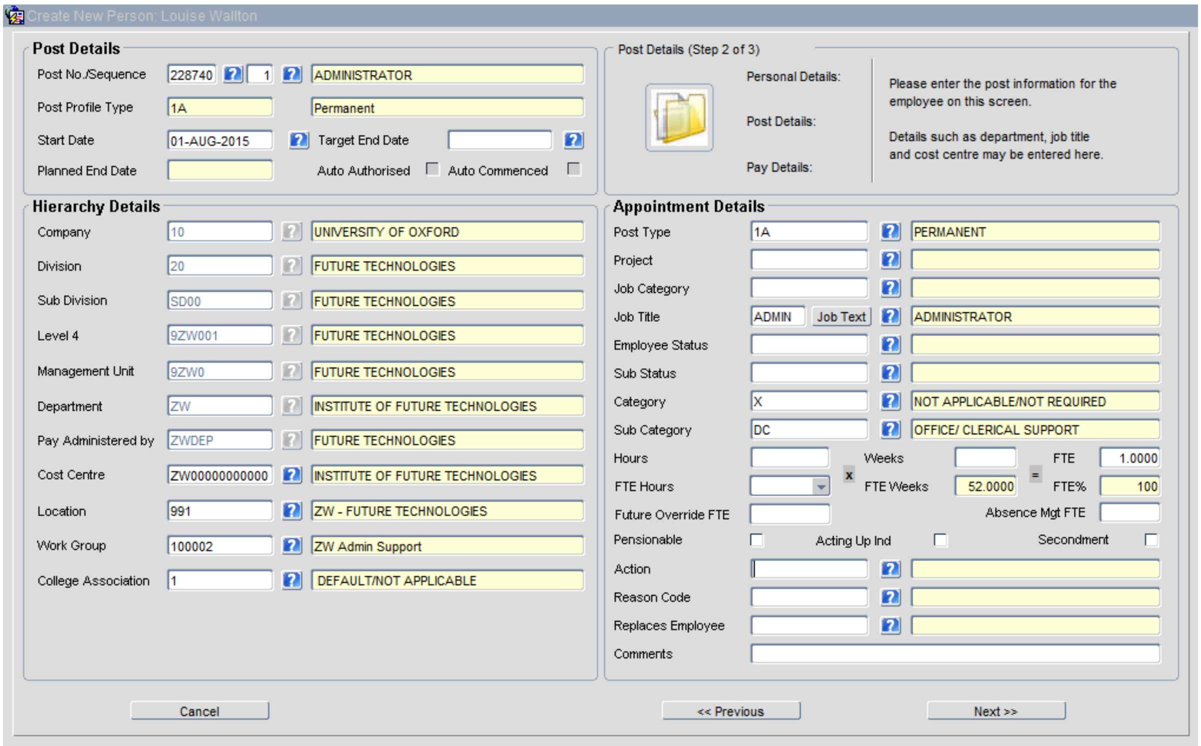


8. Complete the fields as below:

Field Name (* mandatory)	**Description**
Forename *	Check/enter first name in full. E.g. Robert not Bob.
Surname *	Enter/check surname.
Middle Name	Enter all middle names in full.
Known As *	Enter first name only. Can be shortened if preferred. This will be used to generate the work email address.
Title *	Select from drop-down list.
Initials *	Enter initials for forename and middle names.
Qualification	Leave blank field not in use.
Country *	Select from the LoV in ALL cases including UK. **NB**: even though this field is shaded yellow it must be updated for HMRC (RTI) purposes.
Address lines 1 to 5 *	Enter/check full address details. **NB1**: If the address is outside the UK you must also enter the country in the last line of the address to ensure any correspondence is addressed correctly. **NB2**: it is essential that the address is completed in full as soon as possible as it is needed by the Pension team who have very strict timescales to work to.
Post Code *	Enter/check it is entered across both fields in alpha numeric format as shown AA1(1) (1)1AA.

Phone No. *	Enter/check phone number. **NB**: this field should contain **one** phone number only. Additional phone numbers must be added via 'contact details'.
Nationality	Leave blank field not in use.
Gender *	Select as appropriate.
Date of Birth *	Complete using the format DD-MMM-YYYY.
Retirement Date *	Please ignore this field. System calculated, but not compliant with recent legislative changes.
Marital Status	Leave blank field not in use.
Date of Marriage	Leave blank field not in use.
Previous Surname	Leave blank field not in use.
NI Number *	Enter when known, either now or when individual starts.
Health Insurance Name/No.	Leave blank field not in use.
File Complete	Leave blank field not in use.

9. Click Next >>.

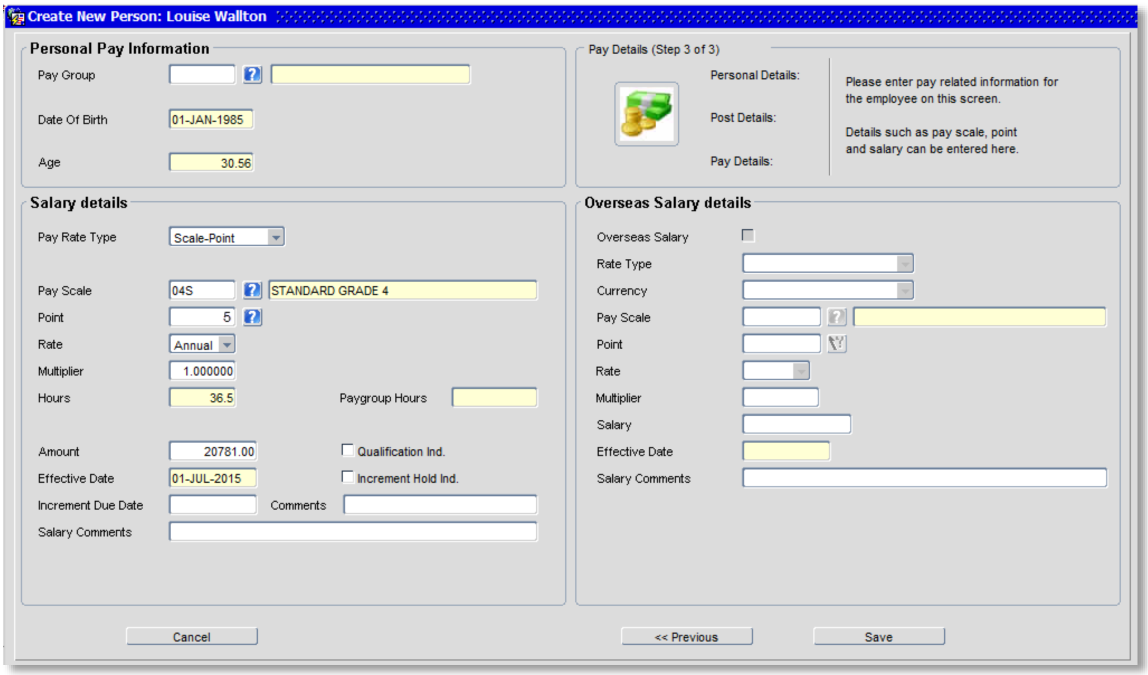


10. Complete the fields as below:

Field Name (* mandatory)	**Description**
Start Date *	Check this is still correct and update if necessary. **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 **QRG: PA2c_Appoint (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.** Full guidance notes can be found on the HR Information team website. Go to UAS Home >Personnel Services > HR Information Team. **This field must be completed to prevent failure of interfaces to other systems.**
Hours *	Enter actual hours worked
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**.
Reason Code *	Select **New Starter – New to University**.

11. Click Next >>.

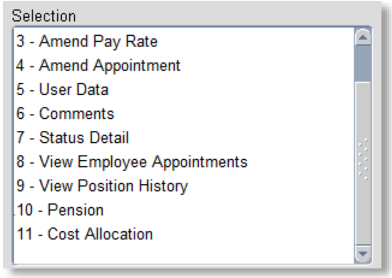


12. Check details are correct and update any of the following fields if required:

Field Name (* mandatory)	**Description**
Pay Group *	Select Monthly (20) or Senior (21) as appropriate. NB: Senior Pay Group is for the following grades only: Professor (A20) Clinical Professor – old consultant contract (A70) Clinical Professor – new consultant contract (A80) Senior Administrative Officer - ALC6 (B23) Clinical Reader/University Lecturer (A82) Royal Society Professor (D94) Marie Curie Fellow (MCF)
Point *	Check/update the salary scale point as required.
Multiplier *	Check as expected. If it is not, click **Previous**, and correct **Hours/weeks** as appropriate**.**
Increment Due Date *	Enter relevant date, in accordance with Personnel Services guidance.
Comments	Enter comments if required relevant to the increment due date.
Salary Comments *	Enter notes for the Approver/ Payroll, to re-iterate the type of appointment.
Paygroup Hours	This value has no impact on pay and should be ignored.

13. Click Save. **Note:** You should make a note of the Personnel Number for your future reference. Click OK. You are returned to the *Appointment Details window*.

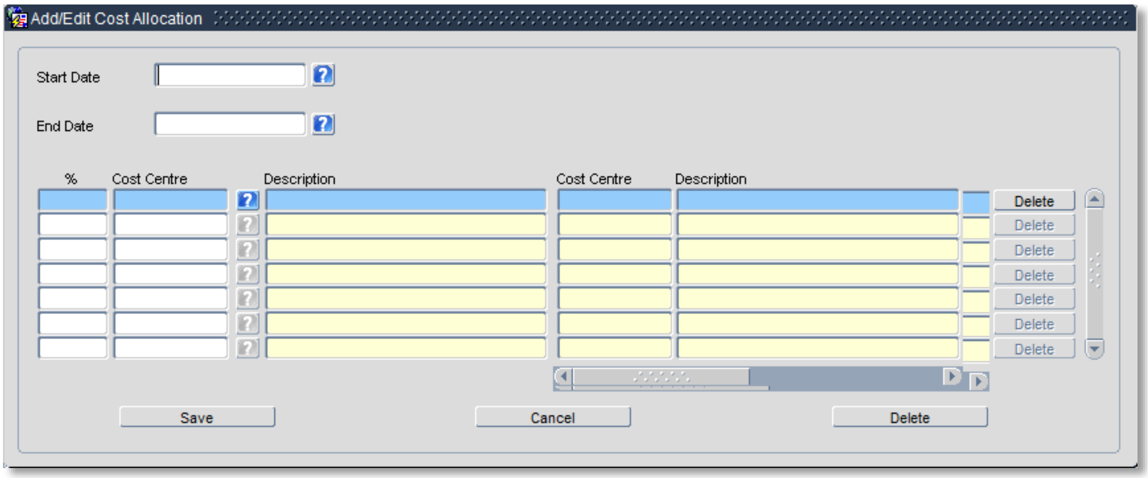
2. Allocate funding (Cost Allocations)



1. Click [Appointment Details] button. The *Post Appt Maintenance* window opens.

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

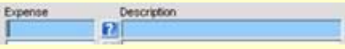
3. Click [Add Allocation] button. The *Add/Edit Cost Allocation* window opens:



14. 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. **Note:** allocation may be split between more than one Cost Centre, but the total allocation must add up to 100%, even where the FTE is less than 1.
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

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.

15. Click 

then 

. You are returned to the *Cost Allocations* window.

16. Click 

. You are returned to the *Post Appointment Maintenance* window.

3. Source of Funds

Where the cost centre code does not reflect the source of funds, additional information must be provided. This is important to be able to then 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.

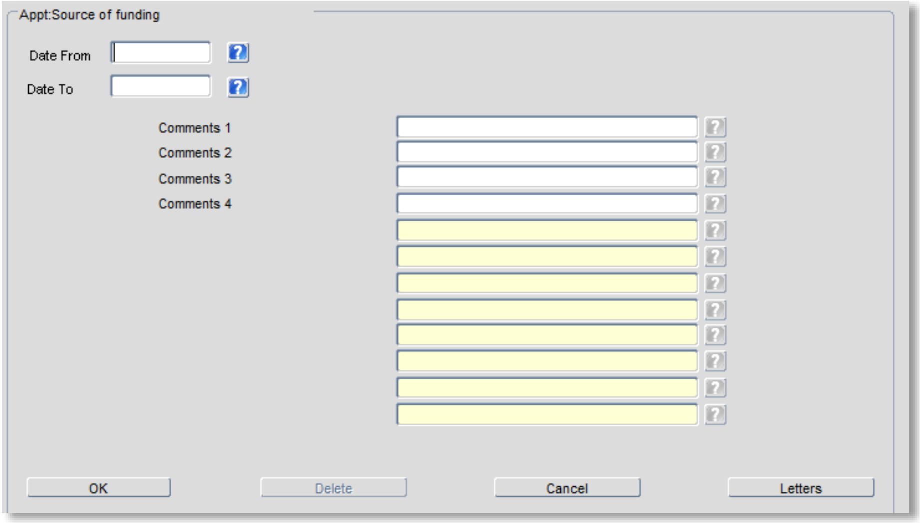
1. Go to **Selection** box > **User Data**. The *User Maintenance* window opens.

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

3. Select Appt: Source of Funding.

4. Click 

.



5. Complete details as below:

Field Name (* mandatory)	**Description**
Date From*	Enter the **Date From**. This should be the appointment start date.
End Date	Leave blank
Comments 1 – 4	Enter 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.

4. Equality and Diversity Monitoring

All direct appointees including current employees (i.e. those which have not come through e-recruitment) must complete an **Equality and Diversity** form. You should use the letter module in CoreHR to create a pre-populated form to send to the new starter for completion:

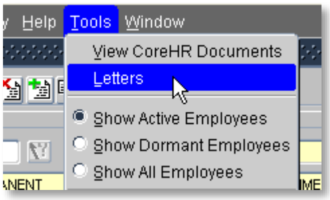
Navigate to: Personnel > Maintenance > Personal Profile

1. Enter search criteria e.g. Name (**Surname** followed by first initial) or **Personnel No**, click Search and open the relevant employee record. The *Personal Profile Maintenance* window opens:

2. Go to **Select Detail** box > **Appointment Details.** The *Appointment Details* window opens.

3. If relevant, click into the **Post Number** to ensure the correct appointment is highlighted. Click the Appointment Details button. The *Post Appointment Maintenance* window opens.

4. Go to the **Tools** menu and select **Letters**.



5. Select Letter Group: Post Appointments

6. Select Letter Type: Equality and Diversity Form.

7. Ensure current record is selected. Click OK.

8. Microsoft Word will open the template followed by the populated document. Edit / Save / Print the document as required.

9. Close the document and the template and Exit Word to return to CoreHR.

10. The system displays a message: 'Did the letter print successfully?' Click Yes.

11. You are returned to the *Post Appointment Maintenance* window. Exit as required.

NEXT STEPS:
If required, generate and issue a conditional offer letter. Refer to **QRG: PANS0_Pre-Arrival and New Starter guide (Section D)** onwards for guidance.

Note: It is also important at this stage to ensure that the unused vacancy linked to the appointment is closed. Refer to **QRG: REC00_Recruitment Basics** for guidance on closing the vacancy. (**NB.** 'Recruitment Administrator' access permissions are required to action this.)