PA2m - Setting up a non-employee (Titular Associate Professor)

This guide shows how to set up a non-employee record for a Titular CUF appointment. This appointment will cover the period for which the College is fully responsible for payment of salary, in readiness for the employee's later transfer to a paid University appointment.

What's changed?
Screenshots replaced and table updated following the implementation of Self-Service.
September 18

Navigate to: Personnel > Maintenance > Personal Profile

The Employee Search window opens.

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

2. Select the **Posts** tab.

3. Locate the **NONEMP** *bucket post* in the **Post** list.

4. Click the Select button to the right of the Post. The *New Appointment Search window* opens.

If multiple posts exist ensure you select the post with the status *'Auto Commenced' not 'Auto Commenced (approved)'*.

Appointment Status	Department	Post FTE	Active Fte	Active Appointments	
Auto Commenced		0.00	6.90	226	Select
Auto Commenced: (Approved)		0.00	6.90	226	Select

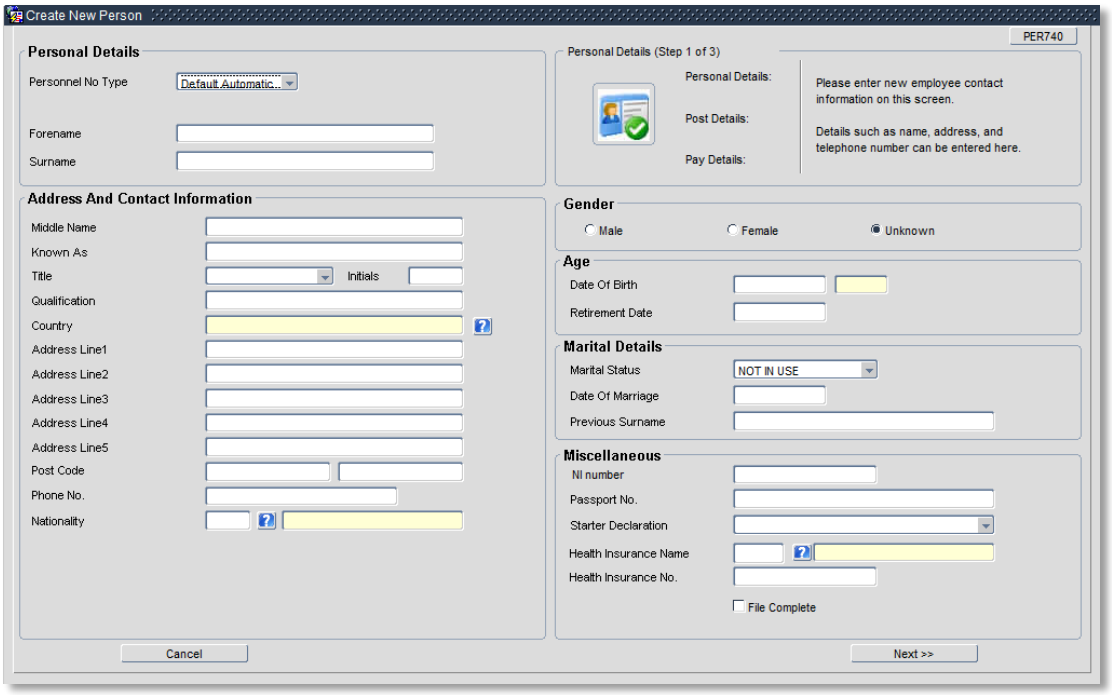
5. Use the Search criteria to ensure the individual does not already have a Personnel record. Enter the individuals **Surname, NI number** or **Date of Birth** to search on. Click Search.

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 a Rehire. Refer to **QRG: PA2d_ Appoint Rehire** - but remember to complete the specific appointment details as per the guidance on page 3 of this guide.
Check also if the pay group needs to be updated by the HRIS Support team.
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.

8. The 3-step 'New Person Record Wizard' opens:

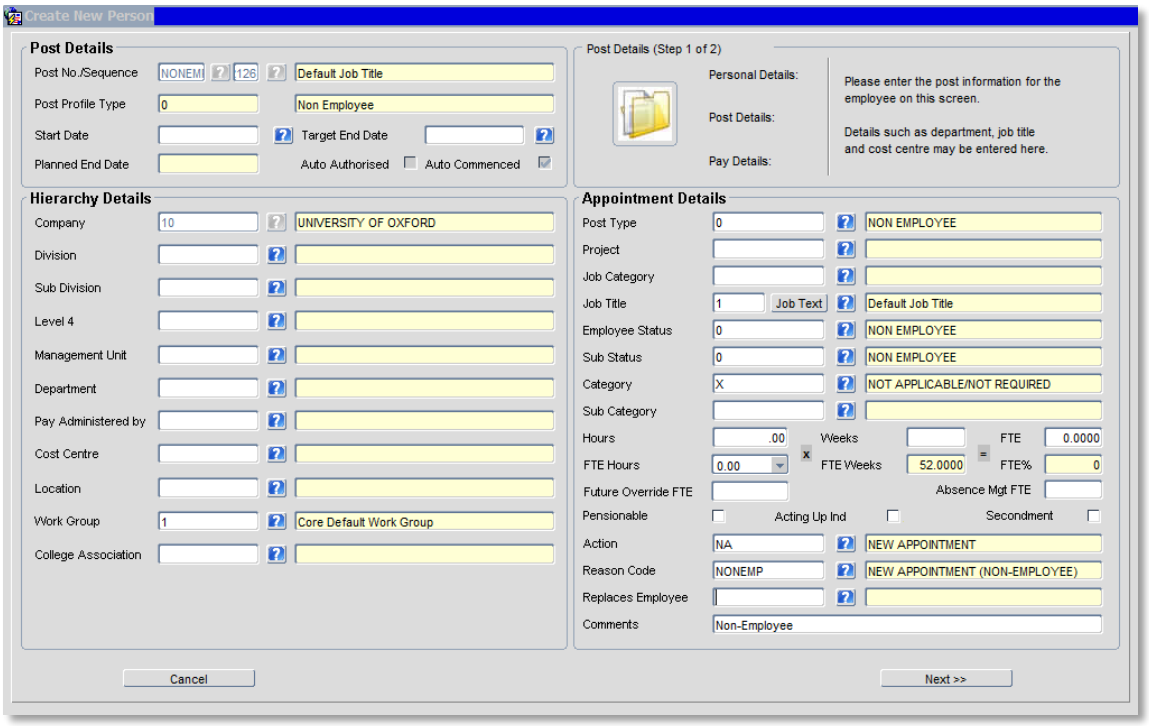


9. Complete the fields as below.

Field Name (* mandatory)	**Description**
Forename *	Enter first name and all middle names (if relevant) in full. E.g. Robert not Bob.
Surname *	Enter surname.
Known As *	Enter first name only. Can be shortened if preferred.
Title *	Select from drop-down list.
Initials *	Enter initials for forename and middle names.
Qualification	Field not in use.
Address *	Enter full address details.
Post Code *	Enter post code, using both fields.
Phone No. *	Enter/check phone number. **NB**: this field should contain **one** phone number only. Additional phone numbers must be added via 'contact details'.
Country *	Select from drop-down list.
Nationality	Field not in use.
Gender *	Select as appropriate.
Date of Birth *	Complete using the format DD-MMM-YYYY.
Retirement Date	Please ignore this field. Calculated by the system, if date of birth entered, but not compliant with recent legislative changes.
Marital Status	Field not in use.

Date of Marriage	Field not in use.
Previous Surname	Field not in use.
NI Number	Not required.
Health Insurance Name/No.	Field not in use.
File Complete	Field not in use.

10. Click Next >>.

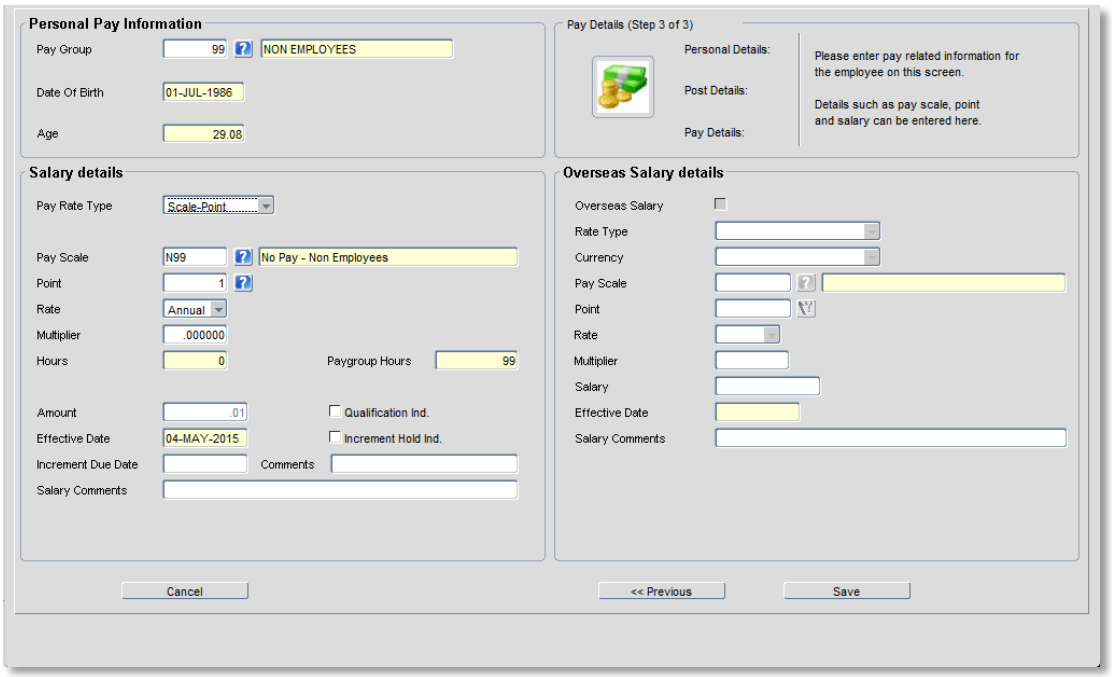


11. Complete the fields as below.

Field Name (* mandatory)	**Description**
Start Date *	Enter agreed start date.
Target End Date	Enter if applicable.
Division to Pay Administered by	Enter hierarchy details as appropriate.
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.
Location	Select code for relevant college location.
Work Group	Not required. Leave as 'Core Default Work Group'.
College Association	Select relevant College.
Project	Leave blank. This field is no longer in use.
Job Category	Do not use.

Job Title *	Pre-populated with Non-Employee. Select appropriate title from the list. E.g. **Non-emp Supernumerary Titular CUF (ZSTC)**.
Job Text	Click the button and enter the actual job title (case sensitive), if required.
Employee Status *	Select **Non-employee**.
Sub Status *	Select **Non-employee**.
Category *	Select **Teaching and research**.
Sub Category *	Select **Academic (teaching and research).**
Hours *	Enter, e.g. 0.
FTE Hours *	Enter **0**.
FTE *	Enter **0**.
FTE% *	Should be 0%.
Action *	Select **New Appointment**
Reason Code *	Select **New Appointment (Non-employee)**

12. Click Next >>.



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

Field Name (* mandatory)	**Description**
Pay Group *	Select **99 Non Employees**.
Pay Scale	Ensure this is set to N99.
Point *	Should be set to 1. Do not change.
Multiplier *	Should be 0 so no salary is generated.
Increment Due Date	Not applicable.
Salary Comments *	Enter any notes for the Salary Approver and Payroll, e.g. to confirm they are a non-employee with no pay.
Paygroup Hours	This value has no impact on pay and should be ignored.

14. Click Save.

You should make a note of the Personnel Number for your future reference.

15. Click OK. You are returned to the *Appointment Details window*.

NEXT STEPS:
Note: the system auto-commences the individual, so you do not need to go through the Commence process in Core.
If relevant refer to **QRG: PANS0_Pre-Arrival and New Starter guide** for guidance on capturing White Book data.