

Recording New Starters in CoreHR

1. Which tab do you select?	2. Do they have an existing employee record in CoreHR?	3. What appointment details do you need to record?
<p><i>How did you recruit them?</i></p> <pre> graph LR A[Via e-Recruitment?] --> B[Applicants tab] C[Direct appointment? (eg research grant / non-employee)] --> D[Post tab] </pre>	<p><i>Does the individual have an existing record in CoreHR?</i></p> <pre> graph TD E[No record?] --> F[Create new starter] G[Current record?] --> H["Additional Appointment Secondment Transfer in same department Transfer from a different department"] I[Dormant record?] --> J[Rehire] </pre>	<p><i>What type of appointment will they hold?</i></p> <p><i>Contract type</i></p> <ul style="list-style-type: none"> • Permanent • Fixed term • Self-financing • Open-ended • Non employee / agency <p><i>Hours</i></p> <ul style="list-style-type: none"> • Full-time / part-time • Variable hours • Term-time only <p><i>Other appointment types</i></p> <ul style="list-style-type: none"> • Marie Curie Student / Fellow / Researcher • Nuffield Medical Fellow • Apprentice

1. Which tab do you select?

If the applicant applied for the vacancy through e-Recruitment and the recruitment administrator has recorded that they have accepted the offer, search for them on the Applicants tab.

If they didn't apply through e-Recruitment search for the relevant post on the Posts tab (*note, you will also use this tab for employee changes which require the employee to be moved into a new appointment, see guidance on the [Staff Request and Contract Decision Matrix](#)*).

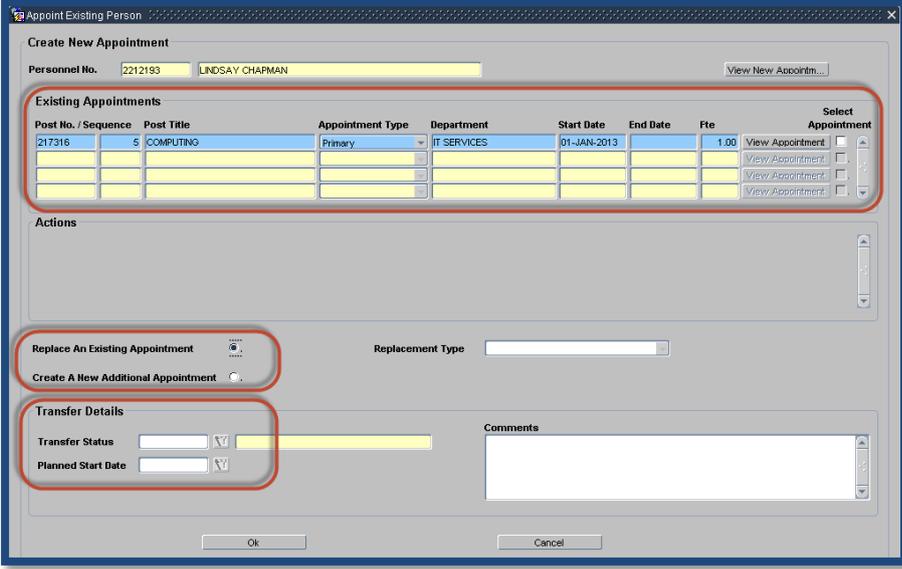


The screenshot shows the 'Applicants/Posts' interface with the 'Posts' tab selected. It includes search filters for Name, Required Applicant Action, and Vacancy Type. Below the filters is a table with columns: Applicant No., Name, Personnel No., Recruitment ID, Vacancy, Date Effective, Post, Action, and a 'Select' column.

Applicant No.	Name	Personnel No.	Recruitment ID	Vacancy	Date Effective	Post	Action	Select
115000	Business Development Execut	2212193	115000	Business Development Execut	17-MAY-2015	223909-1	New Appointment	Select
115000	Postdoctoral Scientist - Therap	2212193	115000	Postdoctoral Scientist - Therap	13-JUL-2015	227832-1	New Starter	Select
115000	Data Manager - The Worldwid	2212193	115000	Data Manager - The Worldwid	01-MAR-2015	211932-11	New Appointment	Select
115000	CARPENTER	2212193	115000	CARPENTER	01-SEP-2015	228615-1	Rehire	Select

2. Do they have an existing employee record in CoreHR?

Where the individual has an active record the following screen will appear. You will need to record what needs to happen to the existing appointment(s).



The screenshot shows the 'Appoint Existing Person' dialog box. It includes a 'Create New Appointment' section with 'Personnel No.' 2212193 and 'LINDSAY CHAPMAN'. Below this is a table of 'Existing Appointments' with columns: Post No. / Sequence, Post Title, Appointment Type, Department, Start Date, End Date, Fte, and Select Appointment. The first row shows Post No. 217316, Sequence 5, Post Title COMPUTING, Appointment Type Primary, Department IT SERVICES, Start Date 01-JAN-2013, End Date, Fte 1.00, and a 'View Appointment' link. Below the table are 'Actions' for 'Replace An Existing Appointment' (selected) and 'Create A New Additional Appointment'. There is also a 'Transfer Details' section with 'Transfer Status' and 'Planned Start Date' fields, and a 'Comments' text area.

If an existing appointment is going to be replaced and the individual is staying within the same department, select which appointment will end and select **Replace An Existing Appointment**. If the individual is moving to a different department, you will also need to update the **Transfer Details**.

If the individual is staying in their existing appointment(s) select **Create A New Additional Appointment**.

In all situations the **Replacement Type** will need to be updated accordingly.

All of the new starter Quick Reference Guides can be found on the [HRIS website](#).