

Follow this guide during the start or end of a contract, including when an employee is processed as a transfer or new starter.

What's changed? (09/21)

Useful link added, as well as contents page for clearer navigation within the guide.

Useful information	CorePay works on the basis of a seven day working week, starting on a Monday and ending on a Sunday. To ensure accuracy of pay where an employee joins or leaves the University, please follow the guidance below when recording dates in the Personnel module.
Useful links and other supporting materials	Appoint successful applicants and new starters Transfer between departments Replace a contract within the same department Add an additional appointment within the same department End Appointments

This guide covers the following process steps:

1. Full-time Staff	2
Start date (New starters)	2
End date (Leavers)	2
2. Fixed-term Contracts	2
3. Part-time Staff	2
Start date (New starters)	2
End date (Leavers)	2
4. Internal Transfers	3
5. Next Steps	3



Note * Payroll will not be auditing adherence to this guidance and will act on the dates recorded in the system. It is therefore the responsibility of the department to ensure start and end dates are recorded correctly.

Incorrectly recorded start dates could prevent an employee from being their full, monthly salary. If you have any doubts, or require assistance in correcting the start dates, please contact HR Systems Use Support.

1. Full-time Staff

Start date (New starters)

Where a full-time employee is going to work their full working week, e.g. Monday-Friday, their start date should be their first working day – i.e. the Monday.

If they are starting part-way through the week, their start date should be their actual first working day.

End date (Leavers)

Where a full-time employee has worked (or taken annual leave during) their full working week, e.g. Monday - Friday, their leaving date for pay purposes should be recorded as the Sunday at the end of that week.

If they leave partway through the week, their leaving date should be their actual last day of work (or last day of annual leave if they are taking any at the end of their employment).

2. Fixed-term Contracts

For any employees working on an externally funded fixed-term contract, departments must record the actual start and leaving dates stated in the contract, as dictated by the grantor.



Note * If the recorded end date of a FTC exceeds the Funding Expiry date, your department may be charged.

If you have any doubts, or require assistance in correcting the start dates, please contact HR Systems Support.

3. Part-time Staff

Start date (New starters)

Where a part-time employee is going to work their normal full working week, e.g. Wednesday-Friday, their start date should be the Monday at the start of the week. If they are starting part-way through their normal week (e.g. the Thursday), their start date should be their actual first working day.

End date (Leavers)

Where a part-time employee has worked (or taken annual leave during) their full working week, e.g. Wednesday - Friday, their leaving date for pay purposes should be recorded as the Sunday at the end of that week. If they leave partway through the week (e.g. the Thursday), their leaving date should be their actual last day of work (or last day of annual leave if they are taking any at the end of their employment).

4. Internal Transfers

Employees who are transferring from one department to another, where a weekend falls in between the two appointments, should be transferred with effect from the Sunday.

This ensures that the salary cost for the weekend period is shared between the two departments, while maintaining continuity of service. Please refer to the Policy webpages for guidance on Continuous Service.



Note * All leavers must have their records terminated in the system before the Payroll deadline in the month they are leaving employment with the University. Not doing so will delay production of the P45 and could cause an overpayment. In exceptional circumstances, where a leaver is notified late to the department, the record can still be terminated up to the supplementary deadline.

5. Next Steps

Useful Reports:

[PERDEP20 MONTHLY PERSONNEL CHANGES](#)

+	2.000
+	5.000
+	1.500
+	1.125
+	1.000

[PERDEP20 MONTHLY PERSONNEL CHANGES CASUALS ONLY](#)

[PERDEP21 MONTHLY DATA INPUT CHECK](#)

[PERDEP02 FTC END DATES](#)